

PROJECT MANUAL  
For

# SURVEILLANCE CAMERA SYSTEM

ROSEMEAD SCHOOL DISTRICT

3907 Rosemead Boulevard  
Rosemead, California 91770-1951

November 10, 2020

BIDDING DOCUMENTS  
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## SECTION 01000

### ABBREVIATIONS, SYMBOLS AND ACRONYMS

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. List of abbreviations, symbols, and acronyms of societies, institutes, and associations generally appearing in the Contract Documents.

##### 1.02.1 RELATED SECTIONS

- A. Division 01: General Requirements

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 ABBREVIATIONS

ac	Alternating current
amp	ampere
BTU	British thermal unit
cfh	Cubic feet per hour
cfm	Cubic feet per minute
cm	Centimeter
Co.	Company
COP	Coefficient of performance
Corp.	Corporation
d	Penny
db.	Decibel
DB	Dry bulb
dc	Direct current
EER	Energy efficiency ratio
F	Degrees Fahrenheit
fpm	Feet per minute
ft	Foot or feet
gph	Gallons per hour
gpm	Gallons per minute
HP	Horsepower
HVAC	Heating, ventilating and air conditioning
Hz	Hertz
Inc.	Incorporated
KHz	Kilohertz
Kip	thousand pounds
Ksf	Thousand pounds per square foot
Ksi	Thousand pounds per square inch
Kv	Kilovolt
KVA	Kilovolt amperes

KW	Kilowatt
KWH	Kilowatt hour
LF	Linear foot
lb	Pound
LED	Light emitting diode
MBH	1000 BTUs per hour
MHz	Mega hertz
mil	Thousandth of an inch
mm	Millimeter
mph	Miles per hour
oz.	Ounce
PCF	Pounds per cubic foot
pH	Acidity-alkalinity balance
psf	Pounds per square foot
psi	Pounds per square inch
psig	Pounds per square inch, gage
RF	Radio frequency
rpm	Revolutions per minute
SF	Square foot
SY	Square yard
V	Volt
WB	Wet bulb

### 3.02 SYMBOLS

#	Number or pound
'	Foot or feet
"	Inch(es)
%	Percent

### 3.03 ACRONYMS

AA	The Aluminum Association, Inc
AABC	Associated Air Balance Council
AAMA	American Architectural Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
AATCC	American Association of Textile Chemists and Colorists
ABMA	American Boiler Manufacturers Association
ACI	American Concrete Institute
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
AGA	American Gas Association
AGCIH	American Conference of Governmental Industrial Hygienists
AI	Asphalt Institute
AIA	American Institute of Architects
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
AMCA	Air Movement and Control Association, Inc.
ANSI	American National Standards Institute

APA	APA – The Engineered Wood Association
ARI	Air-Conditioning and Refrigeration Institute
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ATBCB	Architectural & Transportation Barriers Compliance Board
AWI	Architectural Woodwork Institute
AWPA	American Wood Preservers Association
AWPI	American Wood Preservers Institute
AWS	American Welding Society
AWWA	American Water Works Association
BHMA	Builders Hardware Manufacturers Association
BIA	Brick Institute of America
CAL/OSHA	California Occupational Safety and Health Administration
CBC	California Building Code
CCR	California Code of Regulations
CEC	California Electrical Code
CFR	Code of Federal Regulations
CISPI	Cast Iron Soil Pipe Institute
CLFMI	Chain Link Fence Manufacturers Institute
CMC	California Mechanical Code
CQC	California Quality Control (CMA Standards)
CPC	California Plumbing Code
CRA	California Redwood Association
CRI	Carpet and Rug Institute
CRSI	Concrete Reinforcing Steel Institute
CS	Commercial Standards, U.S. Department of Commerce
CSFM	California State Fire Marshal
CSI	Construction Specifications Institute
CTIOA	Ceramic Tile Institute of America
CTI	Cooling Tower Institute
DHI	Door and Hardware Institute
DSA	Division of the State Architect
EPA	Environmental Protection Agency
ETL	ETL Testing Laboratories
FCC	Federal Communication Commission
FM	Factory Mutual
FS	Federal Specifications
GA	Gypsum Association
GANA	Glass Association of North America
HMMA	Hollow Metal Manufacturer's Association
HPVA	Hardwood Plywood & Veneer Association

IACS	International Annealed Copper Standards
IAMPO	International Association of Plumbing and Mechanical Officials
ICBO	International Conference of Building Officials
ICEA	Insulated Cable Engineers Association
IEEE	Institute of Electrical & Electronic Engineers, Inc.
IES	Illuminating Engineering Society
IMI	International Masonry Institute
IRI	Industrial Risk Insurers
ISO	International Organization for Standardization
MLSFA	Metal Lath/Steel Framing Association
MSS	Manufacturers Standardization Society of the Valve & Fittings Industry.
NAAMM	National Association of Architectural Metal Manufacturers
NBFU	National Board of Fire Underwriters
NBS	National Bureau of Standards
NCMA	National Concrete Masonry Association
NEBB	National Environmental Balancing Bureau
NEMA	National Electrical Manufacturers Association
NEC	National Electrical Code
NFPA	National Fire Protection Association
NFPA	National Forest Products Association
NIOSH	National Institute for Occupational Safety and Health
NIST	National Institute of Standards and Technology
NOFMA	National Oak Flooring Manufacturers Association
NPCA	National Paint and Coatings Association
NPDES	National Pollutant Discharge Elimination System
NRCA	National Roofing Contractors Association
NSF	National Sanitation Foundation
NTMA	National Terrazzo & Mosaic Association
NUSIG	National Uniform Seismic Installation Guidelines
NWMA	National Woodwork Manufacturers Association
PCA	Portland Cement Association
PCI	Precast/Prestressed Concrete Institute
PDI	Plumbing and Drainage Institute
PEI	Porcelain Enamel Institute
PS	Product Standard, U.S. Department of Commerce
RIS	Redwood Inspection Service
RFCI	Resilient Floor Covering Institute
SCAQMD	South Coast Air Quality Management District
SDEI	Steel Deck Institute
SDI	Steel Door Institute
SFM	State Fire Marshal
SFPA	Southern Forest Products Association
SIGMA	Sealed Insulating Glass Manufacturers Association
SJI	Steel Joist Institute

SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SSPC	Steel Structures Painting Council
SWI	Steel Window Institute
TCA	Tile Council of America
UBPPA	Uni-Bell PVC Pipe Association
UCI	Uniform Construction Index
UFAS	Uniform Federal Accessibility Standards
UL	Underwriters' Laboratories, Inc.
WCLIB	West Coast Lumber Inspection Bureau
WDMA	Window and Door Manufacturers Association
WIC	Woodwork Institute of California
WWPA	Western Wood Products Association

END OF SECTION



## SECTION 01005

### SUMMARY OF THE WORK

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. The furnishing of all labor, materials, equipment, services, and incidentals necessary for Work to be performed. Work includes but is not limited to the provision, installation, and setup of a complete surveillance camera system at all District campuses that meets the criteria of the RFP, including data storage access, licensing, maintenance, and support for a period of three years, and training.

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 USE OF PREMISES

- A. CONTRACTOR shall coordinate the Work of all trades, with OWNER and/or Separate Work Contract. CONTRACTOR shall sequence, coordinate, and perform the Work to impose minimum hardship on the operation and use of the existing facilities and/or Project site. CONTRACTOR shall install all necessary protection for existing improvements, Project site, property, and new Work against dust, dirt, weather, damage, vandalism, and maintain and relocate all protection to accommodate progression of the Work.
- B. CONTRACTOR shall confine entrance and exiting to the Project site and/or facilities to routes designated by the OAR
- C. Within existing facilities, OWNER will remove specific items from Work areas prior to the start of Work. CONTRACTOR shall remove remaining items in areas of the Work
- D. CONTRACTOR shall utilize all available means to prevent generation of unnecessary noise and maintain noise levels to a minimum. When required by the OAR,, CONTRACTOR shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. CONTRACTOR shall install and maintain air compressors, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors. CONTRACTOR shall discontinue operation of equipment producing objectionable noise as required by the OAR.
- E. CONTRACTOR shall furnish, install, and maintain adequate supports, shoring, and bracing to preserve structural integrity and prevent collapse of existing improvements and/or Work modified and/or altered as part of the Work.

- F. CONTRACTOR shall secure building entrances, exits, and Work areas with locking devices as required by the OAR.
- G. CONTRACTOR assumes custody and control of OWNER property, both fixed and portable, remaining in existing facilities vacated during the Work.
- H. CONTRACTOR shall cover and protect surfaces of spaces in existing facilities turned over for the Work, including OWNER property remaining within as required to prevent soiling or damage from dust, dirt, water, and/or fumes. CONTRACTOR shall protect areas adjacent to the Work in a similar manner. Prior to OWNER occupancy, CONTRACTOR shall clean all surfaces including OWNER property.
- I. CONTRACTOR shall not use or allow anyone other than OWNER employees to use facility telephones and/or other equipment, except in an emergency. CONTRACTOR shall reimburse OWNER for telephone toll charges originating from the facility except those arising from emergencies or use by OWNER employees.
- J. CONTRACTOR shall protect all surfaces, coverings, materials, and finished Work from damage. Mobile equipment shall be provided with pneumatic tires.
- K. CONTRACTOR is advised OWNER will award Separate Work Contracts at this Project site.
- L. CONTRACTOR shall not permit the use of portable and/or fixed radio's or other types of sound producing devices including other similar devices.

### 3.02 PROPERTY INVENTORY

- A. Property, OWNER intends to remove, will be removed by OWNER before a space is vacated for the Work. Before performing Work in each space, OAR and CONTRACTOR shall prepare a detailed initial written inventory of OWNER property remaining within, including equipment and the condition thereof. OAR and CONTRACTOR shall retain a signed copy of the inventory dated and signed by both parties. Prior to subsequent OWNER occupancy of each such room or space, OAR and CONTRACTOR shall perform a final inventory of OWNER property and all discrepancies between the initial inventory and final inventory shall be the responsibility of CONTRACTOR.

### 3.03 FURNITURE, FIXTURES, AND EQUIPMENT

- A. If designated in the Contract Documents to be OWNER furnished CONTRACTOR installed (OFICI), CONTRACTOR shall unload, store, uncrate, assemble, install, and connect OWNER supplied furniture, fixtures, and equipment.
- B. CONTRACTOR shall, within ten (10) days after delivery, uncrate and/or unpack equipment in presence of IOR who shall inspect the delivered items. IOR shall prepare an inspection report listing damaged or missing parts and accessories. IOR shall

transmit one copy of the report to OAR and CONTRACTOR. OWNER will procure and/or replace missing and or damaged furniture, fixtures, and equipment.

- C. CONTRACTOR shall install equipment in the locations and orientation. CONTRACTOR shall verify exact locations with OAR prior to final installation of equipment.
- D. If required, OAR will furnish setting and or placement drawings for equipment.
- E. CONTRACTOR shall install equipment by proper means and methods to ensure an installation as recommended by the manufacturer. CONTRACTOR shall furnish and install all necessary fasteners and required blocking to properly install equipment.
- F. CONTRACTOR shall install furniture, fixtures, and equipment with manufacturer recommended fasteners for the type of construction the furniture, fixtures, and equipment is being fastened and/or anchored to.
- G. CONTRACTOR shall provide final connections of any electrical to the equipment. CONTRACTOR shall, prior to final connection, verify the operating characteristics of equipment are consistent with the designated supply.

END OF SECTION

SECTION 01050  
SCHEDULE OF VALUES

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Procedure for submission of a certified Schedule of Values for review and approval by the OAR.

1.02 RELATED SECTIONS

- A. Section 01080: Application for Payment
- B. Section 01300: Submittals
- C. Section 01365: Construction Schedule

PART 2 - PRODUCTS

PART 3 - EXECUTION

3.01 PREPARATION

- A. Upon receipt of the Notice of Intent to Award, CONTRACTOR shall commence preparation of a certified Schedule of Values.
- B. CONTRACTOR shall coordinate the preparation of a certified Schedule of Values with preparation of the Construction Schedule as set forth in Section 01365.
- C. CONTRACTOR shall follow the table of contents as a Project specific guide to establish the format for a certified Schedule of Values. Provide at least one (1) line item for each Division and/or Specification Section item. Provide separate line items for labor and material when required by the OAR.
- D. Include the following Project school(s) identification on each certified Schedule of Values:
  - 1. Project name and location
  - 2. Project Number
  - 3. ARCHITECT name
  - 4. CONTRACTOR name
  - 5. Date of Submittal
- E. Round amounts to the nearest whole dollar; the total shall equal the Contract Amount.
- F. An approved certified Schedule of Values shall serve as the basis for the monthly certified Application for Payment.

3.02 90 DAY INTERIM SCHEDULE OF VALUES

- A. CONTRACTOR may prepare and submit, in accordance with sub-section 3.03, a 90 day interim Schedule of Values denoting Work to be completed during the first 90 days following the date established in the Notice to Proceed.
- B. CONTRACTOR shall coordinate the preparation of the 90 day interim Schedule of Values with preparation of the Construction Schedule as set forth in Section 01360.
- C. The 90 day interim Schedule of Values is subject to the same terms and conditions as set forth in sub-section 3.03.
- D. The 90 day interim Schedule of Values shall be incorporated into a final Schedule of Values.
- E. The OAR has the right to require subsequent revisions to an approved 90 day interim and/or a final Schedule of Values.

3.03 SUBMITTAL

- A. Within ten (10) days after the date established in the Notice to Proceed, CONTRACTOR shall submit five (5) certified copies of an interim and/or final Schedule of Values for review and approval by the OAR.
- B. OAR will review and if necessary, return the submitted Schedule of Values with summary comments noting items not in compliance with the requirements of the Contract Documents. CONTRACTOR shall revise the submitted Schedule of Values and return five (5) copies within three (3) days of receipt of summary comments.
- C. Signature by OAR shall constitute acceptance of the submitted Schedule of Values.
- D. A copy of the approved Schedule of Values will be transmitted to CONTRACTOR, IOR, and ARCHITECT.
- E. CONTRACTOR shall obtain OAR approval of a 90 day interim Schedule of Values prior to submittal of the first certified Application for Payment.
- F. CONTRACTOR shall obtain OAR approval of the final Schedule of Values prior to submittal of the fourth certified Application for Payment.

END OF SECTION

## SECTION 01080

### APPLICATION FOR PAYMENT

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES:

- A. This Section specifies administrative and procedural requirements relative to a certified Application for Payment.
  - 1. Coordinate the certified Schedule of Values and certified Application for Payment with, but not limited to, the Construction Schedule, submittal log, and list of Subcontractors.

##### 1.02 RELATED SECTIONS:

- 1. Section 01050: Schedule of Values
- 2. Section 01365: Construction Schedule
- 3. Section 01700: Contract Closeout

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 APPLICATION FOR PAYMENT

- A. Each certified Application for Payment shall be consistent with previous applications and payments as reviewed by ARCHITECT and/or OAR, paid for by OWNER, and:
  - 1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- B. Payment Application Times: The period of Work covered by each Application for Payment is the payment date for each progress payment as specified in the General Conditions. The period covered by each Application for Payment is the previous month.
- C. Payment Application Forms: Use OWNER provided forms for the Application for Payment.

- D. Application Preparation: Complete every entry on the form. Include execution by a person authorized to sign legal documents on behalf of CONTRACTOR. ARCHITECT will return incomplete applications without action.
- E. Transmittal: Submit a minimum of four (4) signed and original copies of each certified Application for Payment to the ARCHITECT. All copies shall be complete, including releases 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 ARCHITECT.
- F. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal for the first certified Application for Payment include, but are not limited to, the following:
1. Certified Schedule of Values
  2. Performance and payment bonds. List of principal suppliers and fabricators.
  3. Worker Compensation certificates, if applicable.
  4. Auto Insurance, if applicable.
  5. Hazardous Material Insurance Certificates, if applicable.
  6. Construction Schedule
  7. Submittal Schedule
  8. Emergency Contact List
  9. Copies of authorizations and licenses from governing authorities for performance of the Work
- G. Application for Payment at Substantial Completion: Following OAR issuance of the certificate of Substantial Completion, submit an Application for Payment:
1. Administrative actions, submittals and/or Work that shall precede or coincide with this application include:
    - a. Occupancy permits and similar approvals by authorities having legal jurisdiction over the Work.
    - b. Removal of temporary facilities and services.
    - c. Removal of surplus materials, rubbish, and similar elements.
    - d. OWNER training and orientations.
    - e. Change over information related to OWNER occupancy, use, operation, and maintenance.
    - f. Final cleaning.
    - g. Ensure that incomplete Work is not accepted and will be completed without undue delay.
    - h. Advice on shifting insurance coverage.
    - i. List of defective Work, recognized as exceptions to certificate of Substantial Completion.

- j. Change of door locks to OWNER system.
- H. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include, but are not limited to, the following:
- 1. Completion of Contract Closeout requirements.
  - 2. Project record documents.
  - 3. Completion of final punch list items.
  - 4. Delivery of extra materials, products and or stock.
  - 5. Identification of unsettled claims.
  - 6. Proof that taxes, fees, and similar obligations are paid.
  - 7. Operating and maintenance instruction manuals.
  - 8. Consent of surety to final payment.
  - 9. Waivers and releases.
  - 10. Warranties, guarantees and maintenance agreements.

END OF SECTION



## SECTION 01100

### COORDINATION

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements necessary for coordinating Work operations including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.

#### PART 2 – PRODUCTS (NONE)

#### PART 3 - EXECUTION

##### 3.01 COORDINATION

- A. CONTRACTOR shall coordinate operations included in various sections of the Contract Documents to assure efficient and orderly installation of each part of the Work. Coordinate Work operations included under related sections of the Contract Documents that depend on each other for proper installation, connection, and operation of the Work, including but not limited to:
  - 1. Schedule construction operations in the sequence required where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Provide provisions to accommodate items scheduled for later installation.
  - 4. Prepare and administer provisions for coordination drawings.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required in notices, reports, attendance at meetings, and:
  - 1. Prepare similar memoranda for OAR and Separate Work Contract 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, relocation, and removal of temporary facilities.
  - 3. Delivery and processing of submittals.
  - 4. Progress meetings.
  - 5. Project closeout activities.
- D. Conservation: Coordinate Work operations to assure operations are carried out with consideration given to conservation of energy, water, materials, and:
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into the Work.

### 3.02 SUBMITTALS

- A. Coordination Drawings: CONTRACTOR shall prepare coordination drawings for coordination of installation of project scope. Prepare coordination drawings for those areas where limited space availability necessitates maximum utilization of space for efficient installation of different components.
  - 1. All coordination meetings will be held in the Project field office of CONTRACTOR. CONTRACTOR is required to distribute Shop Drawings, cut sheets and submittals to Subcontractors where appropriate. Reviewed coordination drawings will be maintained in the Project field office of CONTRACTOR.

END OF SECTION

## SECTION 01120

### CUTTING AND PATCHING

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements for cutting and patching.

##### 1.02 RELATED SECTIONS

- A. Section 01050: Schedule of Values
- B. Section 01100: Coordination
- C. Section 01300: Submittals
- D. Section 01740: Warranties

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 SUBMITTALS

- A. The word “cutting” as used in the Contract Documents includes, but is not limited to, cutting, drilling, chopping, and other similar operations and the word “patching” includes, but is not limited to, patching, rebuilding, reinforcing, repairing, refurbishing, restoring, replacing, or other similar operations.
- B. Cutting and Patching Proposal: CONTRACTOR shall submit a proposal describing procedures well in advance of the time cutting and patching will be performed if the Contract Documents requires approval of these procedures before proceeding. Include the following information, as applicable, in the proposal:
  - 1. Describe the extent of cutting and patching required. Denote 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 the building’s appearance or other significant visual elements.
  - 3. List products to be used and firms or entities that will perform this Work.
  - 4. Indicate dates when cutting and patching will be performed.

5. Utilities: List utilities that cutting and patching operations will disturb or affect. List utilities to 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 an RFI for resolution by the AOR.
7. Review by ARCHITECT prior to proceeding with cutting and patching does not waive ARCHITECT right to later require complete removal and replacement of defective Work.

### 3.02 QUALITY ASSURANCE

- A. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.
  1. Obtain review 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. Water, moisture, or vapor barriers
    - c. Membranes and flashings
    - d. Fire protection systems
    - e. Noise and vibration control elements and systems
    - f. Control systems
    - g. Communication and/or data systems
    - h. Electrical wiring systems
- B. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the opinion of ARCHITECT, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would 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 exposed Work listed below. If it is impossible to engage the original installer or fabricator, engage another recognized experienced and specialized firm.
    - a. Firestopping
    - b. Masonry (exterior and interior where exposed)

### 3.03 WARRANTY

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

#### 3.04 INSPECTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
  - 1. Before proceeding, meet at the Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

#### 3.05 PREPARATION

- A. Temporary support: Provide adequate temporary support of existing improvements or Work to be cut.
- B. Protection: Protect existing improvements and Work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of existing improvements or Work that might be exposed during cutting and patching operations.
- C. Avoid interference with operation of adjoining areas or interruption of free passage to adjoining areas.

#### 3.06 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Verify compatibility and suitability of existing substrates before starting the Work.
- B. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining Work.
  - 1. In general, where cutting, provide 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, and 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 a diamond-core drill. Saw cut reinforcing bars and paint ends with bituminous paint except where bonded into new concrete or masonry.
  4. Comply with requirements of applicable Division 2 Sections where cutting and patching requires excavating, backfill, or re-compaction.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with required tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation. Verify conditions of existing substrates prior to executing Work.
  2. Restore exposed finishes of patched areas and extend finish restoration into retaining adjoining construction in a manner that will eliminate all evidence of patching and refinishing.

### 3.07 CLEANING

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged coverings to their original condition.

END OF SECTION

## SECTION 01160

### REQUEST FOR CLARIFICATION

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. Procedure for requesting clarification of the intent of the Contract Documents.

##### 1.02 RELATED SECTIONS

- A. Section 01005: Summary of the Work
- B. Section 01100: Coordination
- C. Section 01365: Construction Schedule
- D. Section 01700: Contract Closeout

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 PROCEDURE

- A. ARCHITECT response is a clarification of the intent of the Contract Documents and does not authorize changes in the Contract Amount, Milestones and/or Contract Time.
- B. A Request for Clarification may be returned with a stamp or notation "Not Reviewed," if:
  - 1. The requested clarification is ambiguous or unclear;
  - 2. The requested clarification is equally available to the requesting party by researching and/or examining the Contract Documents;
  - 3. CONTRACTOR has not reviewed the Request for Clarification prior to submittal.
- C. Allow a minimum of nine (8) days for review and response time, after receipt by ARCHITECT and OAR. CONTRACTOR shall verify and is responsible in verifying ARCHITECT and OAR receipt of a Request for Clarification.
- D. Changes or alterations to the approved drawings or specifications shall be made by means of addenda or change orders as per section 4-338 of the California Building Standards Administrative Code.

END OF SECTION

## SECTION 01200

### PROJECT MEETINGS

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements for Project meetings, including but not limited to, the following:
  - 1. Job start meeting.
  - 2. Pre-installation conferences.
  - 3. Progress meetings.
  - 4. Meetings as required by the OAR.

##### 1.02 RELATED SECTIONS

- A. Section 01010: Phasing of the Work
- B. Section 01100: Coordination
- C. Section 01300: Submittals
- D. Section 01365: Construction Schedule

#### PART 2 – PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 JOB START MEETING

- A. The OAR will schedule a job start meeting before starting the Work, at a time and date determined by OAR. Meeting shall be held at the Project site or another location as determined by OAR. Meeting will be held in order to review responsibilities, procedures, and other administrative requirements contained within the Contract Documents.
- B. Authorized representatives of OWNER, IOR, ARCHITECT, CONTRACTOR and other parties shall attend the meeting. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda items shall include significant items which could affect progress of the Work, including, but not limited to the following:
  - 1. Preliminary Construction Schedule
  - 2. Critical work sequencing
  - 3. Designation of responsible personnel



4. Identification of OAR
5. Procedures for processing field decisions
6. Request for Proposal
7. Construction Directive and Change Order
8. Procedures for processing Applications for Payment
9. Prevailing wages
10. Submittal of Shop Drawings, Product Data, material lists, and Samples
11. Preparation of project record documents
12. Use of the Project site and/or premises
13. Parking availability
14. Office, work, and storage areas
15. Equipment deliveries and priorities
16. Safety procedures
17. First Aid
18. Security
19. Housekeeping
20. Working hours
21. Insurance Services including OCIP
22. Environmental Health & Safety

- D. OAR shall prepare and issue meeting minutes to attendees and interested parties no later than five (5) calendar days after the meeting date.

### 3.02 PRE-INSTALLATION CONFERENCES

- A. CONTRACTOR shall coordinate and conduct pre-installation conferences at the Project site as required by related Sections of the Contract Documents.
- B. CONTRACTOR, manufacturers, and fabricators involved in or affected by the installation and its coordination or integration with other pre-ceding and/or subsequent installations of Work shall attend the meeting. CONTRACTOR shall advise OAR, IOR, and ARCHITECT of scheduled meeting dates in order to secure their attendance.
  1. CONTRACTOR shall review the progress of 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 Construction Directives and Change Orders
    - d. Purchases
    - e. Deliveries
    - f. Shop Drawings, Product Data, and quality-control samples
    - g. Review of mockups
    - 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. Space and access limitations
- r. Governing regulations
- s. Safety
- t. Inspecting and testing requirements
- u. Required performance results
- v. Recording requirements
- w. Protection

- 2. CONTRACTOR shall record significant discussions and directives received from each conference. CONTRACTOR shall, within three (3) calendar days after the meeting date, distribute the minutes of the meeting to all concerned parties, including but not limited to, OAR, IOR, and ARCHITECT.

### 3.03 PROGRESS MEETINGS

- A. Progress meetings will be held at the Project site on a weekly basis.
- B. In addition to representatives of CONTRACTOR, OWNER, and ARCHITECT, each Subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of the Work shall, if requested by OAR, be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude all matters relating to the Work.
- C. Failure of the CONTRACTOR to be so represented at any progress meeting which is held at a mutually agreed time or for which a written notice is given, shall not relieve CONTRACTOR from abiding by any and all OAR or ARCHITECT determinations or directives issued at such meeting.
- D. OAR will review and correct or approve minutes of the previous progress meeting and will review other significant items affecting progress. Topics for discussion as appropriate to the status of the Project include but are not limited to:
  - 1. Interface requirements
  - 2. Construction Schedule
  - 3. Sequence and coordination
  - 4. Status of submittals / RFC's
  - 5. Deliveries
  - 6. Off-site fabrication

7. Access
8. Site utilization
9. Temporary Construction Facilities and Controls
10. Hours of work
11. Hazards and risks
12. Housekeeping
13. Quality and workmanship
14. Unforeseen conditions
15. Testing and Inspection
16. Defective Work
17. Construction Directive
18. Request for Proposal
19. Change Order Proposals and Change Orders
20. Documentation of information for payment requests
21. Application for Payment
22. Other items as required or as brought forth.

E. No later than three (3) calendar days after each progress meeting, OAR will prepare and distribute minutes of the meeting to each present and absent party. Include a brief summary, in narrative form, of progress, decisions, directives, actions taken, and all other issues since the previous meeting and report.

1. Schedule Updating: If required, CONTRACTOR shall revise the Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the next scheduled progress meeting.

#### 3.04 ADDITIONAL MEETINGS

A. OAR, upon giving notice to the intended parties and without further obligation, may require additional meetings to discuss Work and/or Project related activities.

END OF SECTION

## SECTION 01300

### SUBMITTALS

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. Administrative and procedural requirements for submittals required for the Work, including but not limited to; Shop Drawings, Product Data, Samples, material lists, and quality control items as required by the Contract Documents.
- B. Wherever possible, throughout the Contract Documents, the minimum acceptable quality of workmanship and products has been defined by the name and catalog number of a manufacturer and by reference of recognized industry standards.
- C. To ensure that specified products are furnished and installed in accordance with the design intent, procedures have been established for submittal of design data and for its review by ARCHITECT, OAR and/or others.

##### 1.02 RELATED SECTIONS

- A. Section 01100: Coordination
- B. Section 01120: Cutting and Patching
- C. Section 01365: Construction Schedule
- D. Section 01640: Substitutions
- E. Section 01700: Contract Closeout
- F. Section 01740: Warranties

#### PART 2 – PRODUCTS

#### PART 3 - EXECUTION

##### 3.01 PROCEDURES

- A. CONTRACTOR shall package each submittal appropriately for transmittal and handling. CONTRACTOR shall transmit each submittal to ARCHITECT with concurrent copy of the transmittal to the OAR. ARCHITECT and/or OAR will not accept submittals received from sources other than from CONTRACTOR.
- B. After ARCHITECT review, ARCHITECT will transmit submittals to OAR and OAR shall further distribute to CONTRACTOR, IOR and/or others as required. Work shall not commence, unless otherwise approved by OAR, until approved submittals are transmitted to CONTRACTOR.

- C. CONTRACTOR shall clearly identify any deviations from the Contract Documents on each submittal. Any deviation not so noted even though stamped reviewed is not acceptable.
- D. CONTRACTOR shall coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities requiring sequential activity.
- E. Timing of Submittals:
  - 1. In accordance with General Conditions, CONTRACTOR shall submit to ARCHITECT, with copy of transmittal to the OAR, those Shop Drawings, Product Data, diagrams, materials lists, Samples and other submittals required by the Contract Documents.
  - 2. The schedule of submittals shall provide adequate time between submittals in order to allow for proper review without negative impact to the Construction Schedule.
  - 3. Schedule of submittals shall be related to Work progress, and shall be so organized as to allow sufficient time for transmitting, reviewing, corrections, resubmission, and re-reviewing.
  - 4. CONTRACTOR shall coordinate submittal of related items and ARCHITECT reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received by ARCHITECT.
  - 5. CONTRACTOR shall revise, update and submit submittal schedule to ARCHITECT and OAR on the first of each month, or as required by OAR.
  - 6. CONTRACTOR shall allow in the Construction Schedule, at least sixteen (16) days for ARCHITECT review following ARCHITECT receipt of submittal. For plumbing, Landscape, and other submittals requiring joint review with OAR, CONTRACTOR shall allow a minimum of eighteen (18) days following ARCHITECT receipt of submittal.
  - 7. No adjustments to the Contract Time and/or Milestones will be authorized because of a failure to transmit submittals to ARCHITECT sufficiently in advance of the Work to permit review and processing.
  - 8. In case of product substitution, Shop Drawing preparation shall not commence until such time ARCHITECT and OAR reviews said submittal relative to the General Conditions.

- G. If required, resubmit submittals in a timely manner. Resubmit as specified for initial submittal but identify as such. Review times for re-submitted items shall be as per the time frames for initial submittal review.
- H. Shop Drawing preparation shall not commence until such time as CONTRACTOR receives Product Data approval.
- I. ARCHITECT, or authorized agent, will stamp each submittal with a uniform, action stamp. ARCHITECT, or authorized agent, will mark the stamp appropriately to indicate the action taken, as follows:
  - 1. Final Unrestricted Release: When ARCHITECT, or authorized agent, marks a submittal “Reviewed,” the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
  - 2. Final-But-Restricted Release: When ARCHITECT, or authorized agent, marks a submittal “Reviewed as Noted,” the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
  - 3. Returned for Re-submittal: When ARCHITECT, or authorized agent, marks a submittal “Rejected, Revise and Resubmit,” do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat as necessary to obtain different action mark. In case of multiple submittals covering same items of Work, CONTRACTOR is responsible for any time delays, schedule disruptions, out of sequence Work, or additional costs due to multiple submissions of the same submittal item. Do not use, or allow others to use, submittals marked “Rejected, Revise and Resubmit” at the Project site or elsewhere where Work is in progress.
  - 4. Other Action: Where a submittal is for information or record purposes or special processing or other activity, the ARCHITECT, or authorized agent, will return the submittal marked “Action Not Required”.

### 3.02 SHOP DRAWINGS

- A. Shop Drawings are original drawings prepared by CONTRACTOR, Subcontractor, supplier, or distributor illustrating some portion of Work by showing fabrication, layout, setting, or erection details. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings.
- B. Produce Shop Drawings to an accurate scale that is large enough to indicate all pertinent features and methods. Except for templates, patterns, and similar full-size

drawings, submit Shop Drawings on sheets at least 8-1/2 x 11 inches but no larger than 24 x 36 inches.

- C. Shop Drawings shall 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.
- D. Provide a space of approximately 4 by 5 inches on the label or beside the title block on Shop Drawings to record CONTRACTOR and ARCHITECT review, and the action taken. Include the following information on the label for processing and recording action taken:
  - 1. Project name.
  - 2. Date.
  - 3. Name and address of ARCHITECT.
  - 4. Name and address of CONTRACTOR.
  - 5. Name and address of Subcontractor.
  - 6. Name and address of supplier.
  - 7. Name and address of manufacturer.
  - 8. Name and title of appropriate Specification section.
  - 9. Drawing number and detail references, as appropriate.
- E. Unless otherwise agreed to or indicated in individual Specification sections, submit a sufficient number to allow for adequate CONTRACTOR, Subcontractor, supplier, manufacturer and fabricators distribution plus two sets to be retained by ARCHITECT, one set to IOR and one set to OAR. .

### 3.03 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of Work or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, wiring diagrams, schedules, illustrations, or performance curves.
  - 1. Mark each copy to show or delineate pertinent materials, products, models, applicable choices, or options. Where Product Data includes information on several products that are not required, clearly 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.
- g. Notation of dimensions and required clearances.
- h. Indicate performance characteristics and capacities.
- i. Indicate wiring diagrams and controls.

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

C. Required Copies and Distribution: Same as denoted in sub - section 3.02, E.

### 3.04 SAMPLES

#### A. Procedure:

- 1. Submit Samples of sufficient size, quantity, cured and finished and physically identical to the proposed product or material. Samples include partial or full sections or range of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches denoting color, texture, and/or pattern.
  - a. Mount or display Samples in the manner to facilitate review of qualities indicated. Include the following:
    - 1. Specification section number and reference.
    - 2. Generic description of the Sample.
    - 3. Sampling source.
    - 4. Product name or name of manufacturer.
    - 5. Compliance with recognized standards.
    - 6. Availability and delivery time.
- 2. 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.
  - a. Where variations in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show the approximate limits of the variations.
  - b. Refer to other Specification sections for requirements for Samples that illustrate workmanship, fabrication techniques, assembly



details, connections, operation, and similar construction characteristics.

- c. Refer to other sections for Samples to be returned to CONTRACTOR for incorporation into the Work. Such Samples must be undamaged at time of installation. On the transmittal indicate special requests regarding disposition of Sample submittals.
  - d. Samples not incorporated into the Work, or otherwise not designated as OWNER property, remain the property of CONTRACTOR and shall be removed from the Project site prior to Substantial Completion.
- 3. Color and Pattern: Whenever a choice of color or pattern is available in a specified product, submit accurate color chips and pattern charts to OAR for review and selection.
  - 4. Number Required: Submit 5 of each. Two will be returned to CONTRACTOR with one to ARCHITECT, OAR, and IOR.
- B. When specified, erect field Samples and mock-ups at the Project site to illustrate products, materials, or workmanship and to establish standards by which completed Work shall be judged.
  - C. Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of the Work. Sample sets may be used to obtain final acceptance of the Work associated with each set.

### 3.05 QUALITY CONTROL SUBMITTALS

- A. Submit quality control submittals, including design data, certifications, manufacturer's field reports, and other quality control submittals as required under other sections of the Contract Documents.
- B. When other sections of the Contract Documents require manufacturer's certification of a product, material, and/or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.
- C. Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the represented company.
- D. Requirements for submittal of inspection and test reports are specified in other sections of the Contract Documents.

END OF SECTION

## SECTION 01340

### CONSTRUCTION & DEMOLITION WASTE MANAGEMENT

#### PART 1 - GENERAL

##### 1.01 SUMMARY

###### A. Section Includes:

1. Preparation and implementation, including reporting and documentation, of a Waste Management Plan for reusing, recycling, salvage or disposal of non-hazardous waste materials generated during demolition and/or new construction (Construction & Demolition (C&D) Waste), to foster material recovery and reuse and to minimize disposal in land fills.

###### B. Related Sections

1. Section 01300: Submittals
2. Section 01500: Construction Facilities and Temporary Controls
3. Section 01700: Contract Closeout

##### 1.02 REFERENCES

- A. California Integrated Waste Management Act of 1989 (AB 939)
- B. California Code of Regulations Title 14, Section 18700 et seq.

##### 1.03 SYSTEM DESCRIPTION

- A. Collection and separation of all C&D waste materials generated on-site, reuse or recycling on-site, transportation to approved recyclers or reuse organizations, or transportation to legally designated landfills, for the purpose of recycling salvaging and/or reusing a minimum of 75% of the C&D waste generated.

##### 1.04 SUBMITTALS

- A. C&D Waste Management Plan (Exhibit 1): Within 10 calendar days after the Notice to Proceed and prior to any waste removal, submit the following to the OAR for review and approval. Update quarterly. Include:
  1. Materials to be recycled, reused, or salvaged, either onsite or offsite.
  2. Estimates of C&D waste quantity (in tons) by type of material. (If waste is measured by volume, give factors for conversion to weight in tons.)
  3. Procedures for recycling/ reuse program.
  4. Permit or license and location of Project waste-disposal areas.D
  5. Site plan for placement of waste containers.

- B. C&D Waste Management Monthly Progress Report (Exhibit 2): Summary of waste generated by Project, monthly with Application for Payment. Include:
  - 1. Firms accepting the recovered or waste materials.
  - 2. Type and location of accepting facilities (landfill, recovery facility, used materials yard, etc.). If materials are reused or recycled on the Project site, location should be designated as “on-site reuse / recycling”.
  - 3. Type of materials and net weight (tons) of each.
  - 4. Value of the materials or disposal fee paid.
  - 5. Attach weigh bills and other documentation confirming amount and disposal location of waste materials.
- C. C&D Waste Management Final Compliance Report: Final update of Waste Management Plan to provide summary of total waste generated by Project.

## PART 2 – PRODUCTS (Not Applicable)

## PART 3 – EXECUTION

### 3.01 IMPLEMENTATION

- A. Implement approved Waste Management Plan including collecting, segregating, storing, transporting and documenting each type of waste material generated, recycled or reused, or disposed in landfills.
- B. Designate an on-site person to be responsible for instructing workers and overseeing the sorting and recording of waste/ recyclable materials.
- C. Include waste management and recycling in worker orientation and as an agenda item for regular Project meetings.
- D. Recyclable and waste bin areas shall be limited to areas approved on the Waste Management Plan. Keep recycling and waste bins neat and clearly marked to avoid contamination of materials.

### 3.02 ATTACHMENTS

- A. Exhibit 1: Waste Management Plan
- B. Exhibit 2: Waste Management Monthly Progress Report.

## EXHIBIT 1

### WASTE MANAGEMENT PLAN CONSTRUCTION/ MAINTENANCE/ALTERATION & DEMOLITION PROJECTS

PROJECT NAME:	«PROJECTTITLE» «CONTRACTTITLE»
PROJECT NO:	«Project Number»
NAME OF COMPANY:	
CONTACT PERSON:	
TELEPHONE:	
PROJECT SITE LOCATION:	
PROJECT TYPE:	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> MAINTENANCE/ALTERATION PROJECTS
PROJECT SIZE (SQ. FT.):	
DATE & ESTIMATED PERIOD	

(1) Material Type	(2) Tons Estimated Recycle	(3) Tons Estimated Reuse	(4) Tons Estimated Salvage	(5) Tons Estimated Landfill	(6) Proposed Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					<b>=</b>

Signature	Title	Date
-----------	-------	------

- Column 1 "Material Types" – Enter type of materials targeted for recycling, reuse, and/or salvage, either on- or off-site, and include a category for waste materials requiring disposal.
- Columns 2 thru 4 "Estimated Generation" - Enter estimated quantities (tons) of recyclable, reusable, or salvageable waste materials anticipated to be generated and state number of salvageable items.
- Column 5 "Estimated Landfill" - Enter quantities (tons) of materials to be disposed in landfill.
- Column 4 "Disposal Location" - Enter end-destination of recycled, salvaged, and disposed materials.
- General : (1) Attach proposed Recycling & Waste Bin Location Plan.  
(2) Attach name and contact data for each recycling or disposal destination to be used.

## EXHIBIT 2

### WASTE MANAGEMENT PROGRESS REPORT CONSTRUCTION/ MAINTENANCE/ALTERATION & DEMOLITION PROJECTS

PROJECT NAME:	«PROJECTTITLE» «CONTRACTTITLE»
PROJECT NO:	«Project Number»
NAME OF COMPANY:	
CONTACT PERSON:	
TELEPHONE:	
PROJECT SITE LOCATION:	
PROJECT TYPE:	<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> MAINTENANCE/ALTERATION PROJECTS
PROJECT SIZE (SQ. FT.):	
PERIOD	_____ to _____

(1) Material Type	(2) Tons Actual Recycle	(3) Tons Actual Reuse	(4) Tons Actual Salvage	(5) Tons Actual Landfill	(6) Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					<b>=</b>

Signature	Title	Date
-----------	-------	------

- Column 1 "Material Types" – Enter type of materials targeted for recycling, reuse, and/or salvage, either on- or off-site, and include a category for waste materials requiring disposal.
- Columns 2 thru 4 "Estimated Generation" - Enter estimated quantities (tons) of recyclable, reusable, or salvageable waste materials anticipated to be generated and state number of salvageable items.
- Column 5 "Estimated Landfill" - Enter quantities (tons) of materials disposed.
- Column 4 "Disposal Location" - Enter end-destination of recycled, salvaged, and disposed materials.
- General : (1) Attach proposed Recycling & Waste Bin Location Plan.  
 (2) Attach name and contact data for each recycling or disposal destination to be used.

END OF SECTION

## SECTION 01365

### CONSTRUCTION SCHEDULE

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. Construction Schedule procedures, preparation, submittal, updates, and revisions.

##### 1.02 RELATED SECTIONS

- A. Section 01005: Summary of the Work
- B. Section 01300: Submittals.
- C. Section 01700: Contract Closeout.

##### 1.03 PROCEDURES

- A. Within 7 calendar days after date of Notice to Proceed, CONTRACTOR shall submit to OWNER for review, a detailed Construction Schedule setting forth all requirements for complete execution of the Work.
- B. Seven (7) calendar days after receipt of the OWNER'S review comments, submit a final Construction Schedule acceptable to OWNER.
- C. If a Construction Schedule is considered by OWNER to not be in compliance with any requirement of the Contract, CONTRACTOR will be notified to review and revise the Construction Schedule and bring it into compliance. Failure of CONTRACTOR to submit a Construction Schedule in full compliance with the Contract Documents will result in a delay in progress payment processing. The Construction Schedule is to be used in evaluating progress for payment approval.
- D. Subsequently with each Progress Payment Request, CONTRACTOR shall deliver to OWNER an updated Construction Schedule reflecting Work progress to the end of the Progress Payment Request period. Each such Construction Schedule shall indicate actual progress to date in execution of the Work, together with a projected schedule for completion of all the Work.
- E. All schedule submittals are subject to review and acceptance by OWNER. OWNER retains the right to withhold progress payments until CONTRACTOR submits a Construction Schedule acceptable to OWNER.
- F. Concurrent with OWNER'S acceptance of CONTRACTOR'S submitted Construction Schedule, shall be CONTRACTOR'S signature of acceptance.

## SCHEDULE SUBMITTAL PREPARATION GUIDELINES

- A. The Contract Work shall be scheduled and progress monitored using a Critical Path Method (CPM) network type scheduling system. Schedule shall be broken into sub-activities which shall, as a minimum, include major suppliers, all submittal approvals, all major trades, plumbing, mechanical, electrical, security, fire, and elevators/escalators. Scheduling system shall indicate all inter-relationships between trades and suppliers.
- B. Construction Schedule shall represent a practical plan to complete the Work within the Contract time requirement.
  - 1. A schedule extending beyond Contract time or less than Contract time will not be acceptable.
  - 2. A schedule found unacceptable by OWNER shall be revised by CONTRACTOR and resubmitted.
- C. Construction schedule shall clearly indicate sequence of construction activities, grouped by applicable phase and sorted by areas, buildings, or facilities within phase, and shall specifically indicate:
  - 1. Start and completion of all Work items, their major components, and interim milestone completion dates, as determined by CONTRACTOR and OWNER.
  - 2. Activities for procurement, delivery, installation of equipment, materials, and other supplies, including:
    - a. Time for submittals, resubmittals, and reviews. Include decision dates for selection of finishes.
    - b. Time for manufactured products for the Work fabrication and delivery.
    - c. Interdependence of procurement and construction activities.
    - d. As applicable, dates for testing, balancing equipment, and final inspection.
- D. Schedule shall be in sufficient detail to assure adequate planning and execution of the Work.
  - 1. Each task activity shall range in duration from a 1 workday minimum to a 15 workday maximum and shall be total of actual days required for completion. The activity duration shall not include consideration of weather impact on completion of that activity.

2. Schedule shall be suitable, in judgment of OWNER, to allow monitoring and evaluation of progress in performance of the Work; it shall be calendar time-scaled.
  3. Activities shall include:
    - a. Description; what is to be accomplished and where.
    - b. Workday duration.
    - c. Scheduled activities shall indicate continuous flow, from left to right.
  4. CONTRACTOR shall setup up the schedule calendar to identify workdays per week and shifts per day worked, non-work days, weekends and holidays.
- E. Failure to include any element of Work required for performance of this Contract shall not excuse CONTRACTOR from completing Work required to comply with the Contract Documents, notwithstanding acceptance of Construction Schedule.
- F. Submittal of Construction Schedule shall be understood to be CONTRACTOR'S confirmation that the schedule meets requirements of the Contract Documents, and that the Work will be executed in sequence indicated in schedule.

#### 1.05 REVIEWS, UPDATES, AND REVISIONS

- A. OWNER will review and return the initial submittal of CONTRACTOR'S Construction Schedule, with summary comments, within 7 calendar days. If revisions are required, CONTRACTOR shall resubmit Schedule within 7 calendar days following receipt of OWNER'S comments.
- B. CONTRACTOR shall analyze and update the Project Construction Schedule:
1. As part of monthly payment application, CONTRACTOR shall submit to and participate with OWNER in a schedule review to include:
    - a. Actual start dates for Work items started during report period.
    - b. The percent (%) complete on activities that have actual start dates.
    - c. Actual completion dates for Work items completed during report period.
    - d. Estimated remaining duration for Work items in progress, which will not exceed original duration for activity.



- e. Estimated start dates for Work items scheduled to start during month following report period, if applicable.
  - f. Changes in duration of Work items.
- 2. In case of a change to CONTRACTOR'S planned sequence of Work, CONTRACTOR shall include a narrative report with updated progress schedule which shall include, but not be limited to, a description of problem areas, current and anticipated delaying factors, and any proposed revisions for a recovery plan.
- 3. All Change Orders affecting the schedule shall be clearly identified as separate and new activities integrated into the schedule at the appropriate time and in the appropriate sequence as reviewed and approved by OWNER.
- 4. The Project Construction Schedule Review will not relieve CONTRACTOR of responsibility for accomplishing all Work in accordance with the Contract Documents.
- D. Updates: CONTRACTOR shall submit to OWNER, with each payment application, an up-to-date Project Construction Schedule to include following:
  - 1. Work Item Report: Detailing Work items and dependencies as indicated on the Schedule.
  - 2. Separate listing of activities completed during reporting period.
  - 3. Separate listing of activities which are currently in progress, indicating their remaining duration and percentages completed.
  - 4. Separate listing of activities which are causing delay in Work progress.
- E. Scheduling of change or extra Work orders is responsibility of CONTRACTOR.
  - 1. CONTRACTOR shall revise the Project Construction Schedule to incorporate all activities involved in completing change orders or extra Work orders and submit it to OWNER for review.
- F. If OWNER finds CONTRACTOR is entitled to extension of any completion date, under provisions of the Contract, OWNER'S determination of total number of days of extension will be based upon an analysis of the current Project Construction Schedule, and upon data relevant to the extension.
- G. CONTRACTOR acknowledges and agrees that delays to non-critical activities will not be considered a basis for a time extension unless activities become

critical. Non-critical activities are those activities which, when delayed, do not affect an interim or Substantial Completion date.

- H. Any claim for extension of time shall be made in writing to OWNER not more than 7 days after commencement of delay; otherwise, it shall be deemed waived for all purposes. CONTRACTOR shall provide an estimate of the probable effect of such a delay on progress of Work as part of claim.

#### 1.06 CONTRACTOR'S RESPONSIBILITY

- A. Nothing in these requirements shall be deemed to be an usurpation of CONTRACTOR'S authority and responsibility to plan and schedule Work as CONTRACTOR sees fit, subject to all other requirements of Contract Documents.
- B. CONTRACTOR shall provide at all times sufficient competent labor, materials, and equipment to properly carry on Work and to insure completion of each part in accordance with Construction Schedule and within time agreed.
- C. CONTRACTOR shall be responsible for ensuring that all submittals to the OWNER are accurate and consistent. Damage, including extra time and cost, caused by inaccuracies from CONTRACTOR will be compensated by CONTRACTOR.

#### 1.07 SUSPENSION OF PAYMENTS

- A. Initial Submittal: If CONTRACTOR fails to comply with the specified requirements, OWNER reserves the right to engage an independent scheduling consultant to fulfill these requirements. Upon additional notice to CONTRACTOR, OWNER shall retain against CONTRACTOR all incurred costs for additional services.
- B. Update Submittals: OWNER has the right to withhold progress payments if CONTRACTOR fails to update and submit the Project Construction Schedule and reports as required by OWNER.

#### 1.08 RECORD COPY

- A. Prior to the Contract Completion, CONTRACTOR shall submit the Project Construction Schedule showing the as-built sequence. The as-built schedule shall have all activities with actual start and end dates.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

## SECTION 01600

### MATERIALS AND EQUIPMENT

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements governing selection of products for incorporation into the Work.

##### 1.2 RELATED SECTIONS

- A. Section 01100: Coordination
- B. Section 01300: Submittals
- C. Section 01640: Substitutions
- D. Section 01740: Warranties

##### 1.3 DEFINITIONS

- A. Definitions used in this Section are not intended to change the meaning of other terms used in the Contract Documents, such as “specialties,” “systems,” “structure,” “finishes,” “accessories,” and other similar terms. Such terms are self-explanatory and have well-recognized meanings in the construction industry.
  - 1. “Products” are items purchased for incorporation into the Work, whether purchased for the Work or taken from previously purchased stock. The term “product” includes the terms “material” and “equipment” and terms of similar intent.
    - a. “Named Products,” are items identified by the manufacturer’s product name, including make, model number or other designation, shown or listed in the manufacturer’s published product literature, current as of the date of the Contract.
    - b. “Foreign Products,” as distinguished from “domestic products,” are items substantially manufactured (50 percent or more of value) outside the United States and its possessions. Products produced or supplied by entities substantially owned (more than 50 percent) by persons who are not citizens of, nor living within, the United States and its possessions are also considered to be foreign products.

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. Material list: Prepare a list in tabular form acceptable to ARCHITECT and/or OAR showing proposed products. Include generic names. Include the manufacturer’s name and proprietary names for each item listed.
  1. Coordinate material list with the Construction Schedule and the submittal schedule.
  2. Form: Prepare material 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
  3. Initial Submittal: Within ten (10) days after execution of each subcontract agreement, as set forth in General Condition Article 6.25, submit three (3) copies of an initial material list to the ARCHITECT with a copy to the OAR. Provide a written explanation for omissions of data and for known variations from the Contract Documents.
  4. ARCHITECT Action: ARCHITECT will respond in writing to OAR within fourteen (14) days and OAR will forward response to CONTRACTOR within sixteen (16) days of receipt of the completed material list. No response outside this period constitutes no objection to listed items but does not constitute a waiver of the requirement that selected items comply with the Contract Documents. ARCHITECT response will include a list of unacceptable item selections, containing a brief explanation of reasons for this action.

#### 1.5 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.
  - 1. CONTRACTOR is to verify necessary lead times for all materials; however, when specified products are available only from sources that do not, or cannot, produce a quality adequate to complete Work 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 these qualities, to the fullest extent possible.
- B. Compatibility of Options: When the CONTRACTOR is given the option of selecting between two or more products for use in the Work, the product selected shall be compatible with products previously selected, even if previously selected products were also options.
- C. Foreign Product Limitations: Except under one or more of the following conditions, provide domestic products, not foreign products, for inclusion into the Work:
  - 1. No available domestic product complies with the Contract Documents.
  - 2. Domestic products that comply with the Contract Documents are available only at prices or terms substantially higher than foreign products that comply with the Contract Documents and only with express approval of the District.
- D. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed in view in occupied spaces or on the exterior.
  - 1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.
  - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
    - a. Name of product and manufacturer
    - b. Model and serial number
    - c. Capacity

- d. Speed
- e. Ratings

## 1.6 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 Project site and to prevent overcrowding of Work spaces.
  - 2. Coordinate delivery with installation time to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
  - 3. Deliver products to the Project 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 Project site in a manner that will facilitate inspection and measurement of quantity or counting of units.
  - 6. Store heavy materials away from structures in a manner that will not endanger the structure's supporting construction.
  - 7. Store products subject to damage by the elements above ground, under cover in a weather-tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

## PART 2 - PRODUCTS

### 2.1 MATERIAL SELECTION

- 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.
  2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other Projects.
- B. Product Selection Procedures: The Contract Documents and governing regulations govern product selection. Procedures governing product selection include the following:
1. Proprietary Specification Requirements: Where Specifications name only a single material or manufacturer, provide the product indicated. No substitutions will be permitted.
  2. Semi-proprietary Specification Requirements: Where Specifications name two or more products or manufacturers, provide one of the products indicated. No substitutions will be permitted.
    - a. Where Specifications specify products or manufacturers by name, accompanied by the term “or equal” comply with General Condition Article 6.14 to obtain approval for use of an unnamed product.
  3. Descriptive Specification Requirements: Where Specifications describe a product or assembly, list 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 the Contract Documents.
  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.
    - a. Manufacturer’s recommendations may be contained in published material literature or by the manufacturer’s certification of performance.
  5. Compliance with Standards, Codes, and Regulations: Where 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, decision of the ARCHITECT will be final on whether a proposed product matches satisfactorily.
7. Visual Selection: Where specified product requirements include the phrase "... as selected from manufacturer's standard or premium 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 until Substantial Completion.

END OF SECTION

## SECTION 01640

### SUBSTITUTIONS

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for handling requests for substitutions submitted eleven (11) days or more after the date established in the Notice to Proceed.

##### 1.2 RELATED SECTIONS

- A. Section 01300: Submittals
- B. Section 01600: Materials and Equipment

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.1 APPLICATION

- A. CONTRACTOR proposed changes in products or materials required by the Contract Documents eleven (11) days or more after the date established in the Notice to Proceed, are considered to be requests for substitutions. OAR will consider requests for substitution if a product is no longer manufactured and/or cannot be acquired from existing inventories. The following are not considered to be valid requests for substitutions:
  - 1. Revisions to the Contract Documents requested by OAR or ARCHITECT.
  - 2. Specified options of products included in the Contract Documents.
  - 3. Substitutions requested on a “or equal” basis.

##### 3.2 SUBMITTALS

- A. Transmit submittals as described in related Sections for each request for substitution.
  - 1. Identify the product to be replaced in each request. Include related Specification Section and Drawing number.

2. Provide complete documentation denoting compliance with the requirements for substitutions, and the following information, as appropriate.
  - a. A detailed comparison of significant qualities of the proposed substitution with those specified in the Contract Documents. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
  - b. Product Data, including Drawings, descriptions of products, fabrication, and installation procedures.
  - c. Samples, where applicable or requested.
  - d. CONTRACTOR certification the proposed substitution conforms to requirements of the Contract Documents in every respect and is appropriate for the applications indicated.
  - e. CONTRACTOR waiver of rights to an increase in the Contract Amount, Milestones and/or Contract Time that may subsequently become necessary because of the failure of the substitution to adequately perform.
3. If required, ARCHITECT will request additional information or documentation for evaluation. OAR will notify CONTRACTOR of acceptance or rejection of the substitution.
4. ARCHITECT will review and consider request for substitution and provide a recommendation to OAR
5. Where a proposed substitution involves and/or effects more than one Subcontractor, CONTRACTOR shall ensure each Subcontractor cooperates with the other Subcontractor involved to coordinate the Work, provide uniformity and consistency, and assure compatibility of all products.
6. CONTRACTOR submittal and ARCHITECT review of Shop Drawings, Product Data, material lists or Samples do not constitute an acceptable or valid request for substitution.

END OF SECTION

SECTION 01700  
CONTRACT CLOSEOUT

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for Contract Closeout, including but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project record documents submittal.
  - 3. Operation and maintenance manual submittal.
  - 4. OWNER orientation and instruction.
  - 5. Final cleaning.
- B. Closeout requirements for specific Work activities are included in the appropriate Sections in Divisions 01 through 16.

1.02 RELATED SECTIONS

- A. Section 01080: Application for Payment
- B. Section 01300: Submittals
- C. Section 01365: Construction Schedule
- D. Section 01500: Construction Facilities and Temporary Controls
- E. Section 01740: Warranties

PART 2 – PRODUCTS

PART 3 - EXECUTION

3.01 SUBSTANTIAL COMPLETION

- A. Inspection Procedures: On receipt of a request for a certificate of Substantial Completion, OAR will either authorize commencement of inspection or advise CONTRACTOR of unfilled requirements. IOR, OAR, CONTRACTOR and ARCHITECT will inspect the Work and IOR shall prepare a comprehensive punch list of items to be completed.
  - 1. IOR will repeat inspection when requested and assure the Work is complete.
  - 2. Results of the completed inspection will form a partial basis of the requirements for Final Completion.

- B. Re-inspection Procedures: IOR, OAR, CONTRACTOR and ARCHITECT will inspect the Work upon notice the Work, including final inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to OAR.
1. Upon completion of inspection, OAR will recommend Final Completion. If the Work is incomplete, OAR will advise CONTRACTOR of Work that is incomplete or of obligations that have not been fulfilled but are required for Final Completion.
  2. If necessary, re-inspection will be repeated, but may be assessed against CONTRACTOR if OWNER is subject to additional professional service and or additional costs of inspection.

### 3.02 PROJECT RECORD DOCUMENT SUBMITTAL

- A. General: Do not use project record documents for construction purposes. Protect record documents from deterioration and loss. Provide access to record documents for ARCHITECT, IOR and OAR reference during normal working hours. Project record document shall be updated on a weekly basis. Prior to submitting each application for payment, secure IOR and ARCHITECT approval of project record documents.
- B. Record Drawings: Maintain a clean, undamaged set of blue or black line white prints of Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which Drawing is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Drawings. Provide detailed and accurate field dimensions for concealed elements that would be difficult to measure and record at a later date.
1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work. Date and number entries in the same format as submitted. Call attention to entry by a “cloud” around the affected areas.
  2. Mark new information important to OWNER but was not shown on Drawings or Shop Drawings.
  3. Utility location and depth below finished grade and/or above ceilings and attic spaces shall be fully dimensioned and indicated on record drawings. Dimensions shall be measured from building lines or permanent landmarks and shall be triangulated to those features.

4. Note related Change Order or Construction Directive numbers where applicable. RFC submissions shall be referenced on each affected sheet, Drawing and/or Shop Drawing.
  5. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
  6. Prior to Final Completion of the Work, and review of the project record drawings by ARCHITECT, prepare a final set of project record drawings incorporating all mark ups and information noted. Provide a hardline drawing set of record drawings printed on reproducible white bond paper. Submit final set of Record Drawings to ARCHITECT.
- C. Record Specifications: Maintain two complete copies of the Specifications, including Addenda. Include with the Specifications two copies of other written Contract Documents, such as Change Orders and/or Construction Directives issued during construction.
1. Mark these record documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
  2. Give particular attention to substitutions and selection of options and information on concealed Work that cannot otherwise be readily discerned later by direct observation.
  3. Note related record document information with Product Data.
  4. Prior to Final Completion of the Work, submit record Specifications to ARCHITECT for OWNER records.
- D. Record Product Data: Maintain two copies of each Product Data submittal. Note related Change Orders and Construction Directives and mark-up of record drawings and Specifications.
1. Mark these documents to illustrate significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the Project site and from the manufacturer's installation instructions and recommendations.
  2. Provide detailed and accurate information regarding concealed products and portions of Work that cannot otherwise be readily discerned later by direct observation.

3. Prior to Final Completion of the Work, submit complete set of record Product Data to the ARCHITECT for OWNER records.
- E. Record Samples: Immediately prior to Substantial Completion, CONTRACTOR shall meet with ARCHITECT and OAR at the Project site to determine which Samples are to be transmitted to OWNER for record purposes. Comply with OAR instructions regarding delivery to OWNER storage area.
- F. Miscellaneous Records: Refer to other Specification sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date of Final Completion, complete and compile miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to ARCHITECT for OWNER records.
- G. Maintenance Manuals: Prior to Substantial Completion, organize operation and maintenance data into suitable two sets of manageable size. Bind properly indexed data in individual, heavy-duty, 2-3", 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Submit to OAR for ARCHITECT and for OWNER records. Include the following types of information.
  1. Emergency instructions
  2. Spare parts list
  3. Copies of warranties
  4. Wiring diagrams
  5. Recommended "turn-around" cycles
  6. Inspection procedures
  7. Shop Drawings and Product Data
  8. Fixture lamping schedule
- H. Verified Reports: Construction progress of the Work shall be reported to DSA via a duly verified report as per Sections 4-336 and 4-343 of the California Building Standards Administrative Code.

### 3.03 CLOSEOUT PROCEDURES:

- A. Operation and Maintenance Instructions: Prior to Substantial Completion, arrange for each installer of equipment that requires regular operation and maintenance to meet with designated OWNER personnel to provide instruction in proper operation and maintenance. Provide instruction by manufacturer's representatives if installers are not experienced in operation and maintenance procedures. Include a detailed review of the following items:
  1. Maintenance manuals
  2. Record documents

3. Spare parts and materials
4. Tools
5. Lubricants
6. Fuels
7. Identification systems
8. Hazards
9. Cleaning
10. Warranties and bonds
11. Maintenance agreements and similar continuing commitments

#### 3.04 FINAL CLEANING

- A. General: Related sections of the Contract Documents specify general cleaning during performance of the Work. General cleaning is included in Division 01 Section "Construction Facilities and Temporary Controls".
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial cleaning and maintenance program. Comply with manufacturer's instructions.
  1. Complete the following cleaning operations before requesting inspection for a certificate of Substantial Completion.
    - a. Clean exposed exterior hard-surfaced finished to a dust-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition. Leave concrete floors broom clean.
    - b. Clean the Project site, including landscape development areas, of rubbish, litter, and other foreign substances. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits. Rake grounds that are neither paved nor planted to a smooth, even-textured surface.

END OF SECTION



## SECTION 01740

### WARRANTIES

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for warranties required by the Contract Documents, including manufacturers and/or installer's standard warranties on products and special product warranties.
  - 1. Refer to the General Conditions for terms of the guarantee period for the Work.

##### 1.2 RELATED SECTIONS

- A. Section 01600: Materials and Equipment
- B. Section 01700: Contract Closeout
- C. All Necessary work related sections division 2-16

#### PART 2 - PRODUCTS

#### PART 3 - EXECUTION

##### 3.1 WARRANTY REQUIREMENTS

- A. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties shall not relieve CONTRACTOR of the warranty of the Work incorporating such materials, products, and/or equipment. Manufacturer's disclaimers and limitations on warranties do not relieve suppliers, manufacturers, installers, and Subcontractors of the requirement to countersign special warranties with CONTRACTOR.
- B. Standard warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to OWNER.
- C. 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 OWNER.
- D. Related Damages and Losses: When correcting failed or defective warranted Work, remove and replace Work that has been damaged as a result of such failure

or which must be removed and replaced to provide access for correction of warranted Work.

- E. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement with the reinstated warranty equal to the original warranty.
- F. Replacement Cost: Upon determination the Work covered by a warranty has failed and/or is defective, replace or rebuild the Work to an acceptable condition complying with requirements of the Contract Documents. CONTRACTOR is responsible for the cost of replacing or rebuilding defective Work regardless of whether OWNER has benefited from use of the Work through a portion of its anticipated useful service life.
- G. OWNER Recourse: Expressed warranties made to OWNER are in addition to implied warranties and shall not limit the duties, obligations, rights, and remedies otherwise available under the law. Expressed warranty periods shall not be interpreted as limitations on the time in which OWNER can enforce such other duties, obligations, rights, or remedies.
- H. Rejection of Warranties: OAR reserves the right to reject warranties and to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
- I. Where the Contract Documents require a special warranty, or similar commitment on the Work or part of the Work, OAR reserves the right to refuse to accept the Work until CONTRACTOR presents evidence the entities required to countersign such commitments have done so.

### 3.2 SUBMITTALS

- A. Submit written warranties to ARCHITECT prior to Final Completion of the Work. If the certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, submit written warranties as set forth in the certificate of Substantial Completion.
  - 1. When a designated portion of the Work is partially used and/or occupied by OWNER, submit properly executed warranties to ARCHITECT within fifteen (15) days of the Partial Use or Occupancy of the designated portion of the Work.
- B. When the Contract Documents require CONTRACTOR, or CONTRACTOR and a Subcontractor, installer, supplier or manufacturer to execute a special warranty, prepare a written document containing appropriate terms and identification, ready for execution by the required parties. Submit a draft to OAR, through the ARCHITECT, for approval prior to final execution.

1. Refer to Divisions 02 through 16 for specific content requirements and particular requirements for submitting special warranties.
- C. Form of Submittal: Prior to Final Completion of the Work, compile two copies of each required warranty properly executed by CONTRACTOR, or by CONTRACTOR and Subcontractor, installer, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the Specifications.
- D. Bind warranties and bonds in heavy-duty, commercial-quality, durable 3-ring, vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8½ by 11” (115 by 280 mm) paper.
1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the item or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address, and telephone number of the installer.
  2. Identify each binder on the front and spine with the typed or printed title “WARRANTIES,” Project title and/or name, and name of CONTRACTOR.
  3. When warranted Work requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

END OF SECTION

## SECTION 02221

### DEMOLITION

#### PART 1 - GENERAL

##### 1.01 SUMMARY

- A. Provisions of Division 01 apply to this section.
- B. Section Includes: Furnishing labor, materials and equipment necessary for demolition, dismantling, cutting and alterations as indicated, specified, or required for completion of the Work. Includes items such as the following:
  - 1. Protection of existing improvements to remain.
  - 3. Disconnecting and capping utilities.
  - 4. Removing debris, waste materials, and equipment.
  - 5. Removal of items for performance of the Work.
  - 6. Salvageable items to be retained by the Owner.
- C. Related Sections:
  - 1. Section 01005: Summary of the Work.
  - 2. Section 01120: Cutting and Patching

##### 1.02 SUBMITTALS

- A. Shop Drawings: Submit Shop Drawings indicating the extent of items and systems to be removed. Indicate items to be salvaged or items to be protected during demolition. Indicate locations of utility terminations and the extent of abandoned lines to be removed. Include details indicating methods and location of utility terminations.

##### 1.03 QUALITY ASSURANCE

- A. Perform the Work of this section by workers skilled in the demolition of buildings and structures. Perform the Work of this section under direct superintendence at all times.
- B. Prior to commencement of Work, schedule a walkthrough with the OAR, to confirm Owner property items have been removed from scheduled Work areas. Identify and mark remaining property items and schedule their removal.
- C. Coordinate demolition for the correct sequence, limits, and methods. Schedule demolition Work to create least possible inconvenience to the public and facility operations.

- D. Related Standard: American National Standard A10.6-1983

#### 1.04 PROJECT CONDITIONS

- A. Drawings may not indicate in detail all demolition Work to be performed. Examine existing conditions to determine the full extent of required demolition.
- B. Repair damage to existing improvements or damage due to excessive demolition.
- C. Provide all measures to avoid excessive damage from inadequate or improper means and methods, improper shoring, bracing or support.
- D. If conditions are encountered that varies from those indicated, promptly notify the Architect for clarification before proceeding.

### PART 2 - PRODUCTS

#### 2.01 HANDLING OF MATERIALS

- A. Items scheduled for salvage by the Owner shall be delivered to a location designated by the OAR. Items shall be cleaned, packaged and labeled for storage.
- B. Items scheduled for reuse shall be stored on the Project site and protected from damage, theft and other deleterious conditions.

### PART 3 - EXECUTION

#### 3.01 GENERAL

- A. Protection:
  - 1. Do not commence demolition until safety partitions, barricades, warning signs and other forms of protection are installed. Refer to Section 01500: Construction Facilities and Temporary Controls.
  - 2. Provide all safeguards, including warning signs, lights and barricades, for protection of workers, occupants, and the public.
- B. If, at any time, safety of existing construction appears to be endangered, take immediate measures to correct such conditions; cease operations and immediately notify the Architect and OAR.

#### 3.02 DEMOLITION

- A. Do not throw or drop materials. Furnish ramps or chutes as required by the Work.
- B. Remove existing construction only to extent necessary for proper installation of Work and interfacing with existing construction. Cut back finished surfaces to straight, plumb or level lines as required for a smooth transition.
- C. Where openings are cut oversize or in improper locations, replace or repair to required condition.

### 3.03 CUTTING EXISTING CONCRETE

- A. Cutting of existing concrete shall be performed by skilled workers familiar with the requirements and space necessary for placing concrete. Perform concrete cutting with concrete cutting wheels and hand chisels. Do not damage concrete intended to remain.
- B. Extent of cutting of structural concrete shall be as indicated on Drawings. Cutting of non-structural concrete shall be as indicated on Drawings or as reviewed by the Architect or structural engineer. Replace concrete demolished in excess of amounts indicated.
- C. Prior to cutting or coring concrete, determine locations of hidden utilities or other existing improvements and provide necessary measures to protect them from damage.

### 3.04 REMOVAL OF OTHER MATERIALS

- A. Masonry: Cut back to joint lines and remove mortar without damaging units to remain. Allow space for repairs to backing where applicable.
- C. Remove existing improvements not specifically indicated or required but necessary to perform Work. Cut to clean lines, allowing for installation of Work.

### 3.06 PATCHING

- A. Patch and/or repair materials to remain when damaged by the performance of the Work of this section. Finish material and appearance of patch and/or repair Work shall match existing.

### 3.07 CLEANING

- A. Clean existing materials to remain with appropriate tools and equipment.
- B. Protect existing improvements during cleaning operations.
- C. Debris shall be dampened by fog water spray prior to transporting by truck.
- D. Debris pick-up area shall be kept broom-clean and shall be washed daily with clean water.
- E. Remove waste and debris, other than items to be salvaged. Turn over salvaged items to Owner, or store and protect for reuse where required. Continuously clean up and remove items as demolition Work progresses.
- F. Remove rubbish, debris, and waste materials and legally dispose of off the Project site.

END OF SECTION