

---

# PROJECT MANUAL

---

*for:*

MOORPARK COLLEGE CAMPUS WAYFINDING  
7075 CAMPUS ROAD  
MOORPARK, CA  
CONTRACT DOCUMENTS  
613-6960-00

March 12, 2021

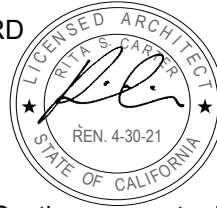
---

DOCUMENT 00 01 07 - SEALS PAGE

1.1 DESIGN PROFESSIONALS OF RECORD

A. Architect:

1. Rita S. Carter
2. C35431
3. Responsible for Divisions 01-49 Sections except where indicated as prepared by other design professionals of record.



B. Electrical Engineer:

1. Kenneth Lucci, PE.
2. **E 8340**
3. Responsible for Division 26 sections.



END OF DOCUMENT 00 01 07

MOORPARK COLLEGE CAMPUS WAYFINDING  
7075 CAMPUS ROAD  
MOORPARK, CA  
PROJECT MANUAL TABLE OF CONTENTS

---

<b>SECTION</b>	<b>TITLE</b>
----------------	--------------

---

**PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP**

DIVISION 00    PROCUREMENT AND CONTRACTING REQUIREMENTS

	Hard Cover Sheet
00 01 07	Seals Page
00 01 10	Table of Contents
00 65 19.13	Contractor's Affidavit of Payment of Debts and Claims AIA Document G-706, 1994 Edition
00 65 36	Contractor's General Warranty
00 65 37	Asbestos-Free Warranty
00 72 00	General Conditions of the Contract for Construction

**SPECIFICATIONS GROUP**

**GENERAL REQUIREMENTS SUBGROUP**

DIVISION 01    GENERAL REQUIREMENTS

01 10 00	Summary
01 25 00	Substitution Procedures
01 26 00	Contract Modification Procedures
01 29 00	Payment Procedures
01 31 00	Project Management and Coordination
01 32 00	Construction Progress Documentation
01 32 33	Photographic Documentation
01 33 00	Submittal Procedures
01 35 16	Alteration Project Procedures
01 40 00	Quality Requirements
01 42 00	References
01 50 00	Temporary Facilities and Controls
01 57 23	Temporary Storm Water Pollution Control
01 60 00	Product Requirements
01 73 00	Execution
01 74 19	Construction Waste Management and Disposal
01 77 00	Closeout Procedures
01 78 23	Operation and Maintenance Data
01 78 39	Project Record Documents
01 79 00	Demonstrations and Training

**FACILITY CONSTRUCTION SUBGROUP**

DIVISION 02    EXISTING CONDITIONS

02 41 19	Selective Demolition
----------	----------------------

DIVISION 03    CONCRETE

03 33 00	Architectural Concrete
----------	------------------------

DIVISION 04 – NOT USED

DIVISION 05 – NOT USED

DIVISION 06 – NOT USED

DIVISION 07 THERMAL AND MOISTURE PROTECTION

07 84 13 Penetration Firestopping

07 84 43 Joint Firestopping

07 92 00 Joint Sealants

DIVISION 08 OPENINGS

08 31 13 Access Doors and Frames

DIVISION 09 – NOT USED

DIVISION 10 SPECIALTIES

10 14 19 Dimensional Letter Signage

10 14 23 Panel Signage

10 14 26 Post and Panel Signage

DIVISION 11 THROUGH 19 – NOT USED

**FACILITY SERVICES SUBGROUP**

DIVISION 20 THROUGH 25 – NOT USED

DIVISION 26 ELECTRICAL

26 00 00 General Provisions

26 00 50 Basic Electrical Materials & Methods

26 01 11 Conduits

26 01 20 Conductors

26 01 30 Electrical Boxes

26 01 40 Wiring Devices

26 01 42 Nameplates & Warning Signs

DIVISION 27 COMMUNICATIONS

27 41 16 Audiovisual Systems

DIVISION 28 THROUGH 29 – NOT USED

**SITE AND INFRASTRUCTURE SUBGROUP**

DIVISION 30 THROUGH 39 – NOT USED

**PROCESS EQUIPMENT SUBGROUP**

DIVISION 40 THROUGH 49 – NOT USED

END OF SECTION 00 01 10

TABLE OF CONTENTS

00 01 10 - 2

SECTION 00 65 19.13 - CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS

The "*Contractor's Affidavit of Payment of Debts and Claims*", AIA Document G-706, 1994 Edition, is included in these Specifications.

END OF SECTION 00 65 19.13



# AIA<sup>®</sup> Document G706™ – 1994

## Contractor's Affidavit of Payment of Debts and Claims

<b>PROJECT:</b> <i>(Name and address)</i> Moorpark College Campus Wayfinding 7075 Campus Road Moorpark, CA	<b>ARCHITECT'S PROJECT NUMBER:</b>	OWNER: <input type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> Ventura County Community College District 761 E Daily Drive, Suite 200 Camarillo, CA 93010	<b>CONTRACT FOR:</b> General Construction	ARCHITECT: <input type="checkbox"/>
	<b>CONTRACT DATED:</b>	CONTRACTOR: <input type="checkbox"/>
		SURETY: <input type="checkbox"/>
		OTHER: <input type="checkbox"/>

**STATE OF:** California  
**COUNTY OF:** Ventura

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

### EXCEPTIONS:

#### SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment  Yes  No

*The following supporting documents should be attached hereto if required by the Owner:*

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

**CONTRACTOR:** *(Name and address)*

BY: \_\_\_\_\_  
*(Signature of authorized representative)*

\_\_\_\_\_  
*(Printed name and title)*

Subscribed and sworn to before me on this date:

Notary Public:  
My Commission Expires:

SECTION 00 65 36 - CONTRACTOR'S GENERAL WARRANTY

Moorpark College Campus Wayfinding  
7075 Campus Road  
Moorpark, CA

The undersigned Contractor hereby warrants, in accordance with the applicable provisions and terms set forth in the Contract Documents, all materials and workmanship incorporated in Moorpark College Campus Wayfinding, 7075 Campus Road, Moorpark, CA against any and all defects due to faulty materials or workmanship or negligence for a period of 12 months, or such longer periods as set forth in the Contract Documents, from the effective date of Substantial Completion. This Contractor further warrants all work incorporated in this project to remain leakproof and watertight at all points for a period of 24 months from the effective date of Substantial Completion.

This Warranty shall be binding where defects occur due to normal usage conditions and does not cover willful or malicious damage, damage caused by acts of God or other casualty beyond the control of the Contractor.

This Warranty shall be in addition to other warranties and guarantees set forth in the Contract Documents, and shall not act to constitute a waiver of additional protection of the Owner afforded, where applicable, by consumer protection and product liability provisions of law, and these stipulations shall not constitute waiver of any additional rights or remedies available to the Owner under the law.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

(Corporate Seal)

Subscribed and sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

END OF SECTION 00 65 36



SECTION 00 65 37 - ASBESTOS-FREE WARRANTY

Moorpark College  
7075 Campus Road  
Moorpark, CA

The undersigned Contractor hereby warrants that no asbestos-containing materials of any kind were used in the construction of Moorpark College, 7075 Campus Road, Moorpark, CA.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

(Corporate Seal)

Subscribed and sworn before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

END OF SECTION 00 65 37

SECTION 00 72 00 - GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

The *General Conditions* are as provided by Owner, and is incorporated into the Contract Documents.

END OF SECTION 00 72 00

## SECTION 01 10 00 - SUMMARY

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
1. Project information.
  2. Work covered by Contract Documents.
  3. Contractor's use of site and premises.
  4. Coordination with occupants.
  5. Work restrictions.
  6. Specification and Drawing conventions.

## 1.2 PROJECT INFORMATION

- A. Project Identification: Moorpark College Campus Wayfinding.
1. Project Location: 7075 Campus Road, Moorpark, CA.
- B. Owner: Ventura County Community College District (VCCCD).
1. Owner's Representative: Janice Kisch, Purchasing Specialist; [jkisch@vccd.edu](mailto:jkisch@vccd.edu).
- C. Architect: Little Diversified Architectural Consulting, 615 S. College St, Suite 1600, Charlotte, NC 28202.
1. Architect's Representative: Rita Carter; [Rita.Carter@littleonline.com](mailto:Rita.Carter@littleonline.com).
- D. Architect's Consultants: Architect has retained the following design professionals, who have prepared designated portions of the Contract Documents:
1. Electrical Engineer: Lucci & Associates, Inc., 3251 Corte Malpaso #511, Camarillo, CA 93012.
    - a. Electrical Engineer's Representative: Kenneth Lucci, PE; [ken@lucciland.com](mailto:ken@lucciland.com).
- E. Web-Based Project Software: Project software will be used for purposes of managing communication and documents during the construction stage.
1. See Section 01 31 00 "Project Management and Coordination." for requirements for using web-based Project software.

## 1.3 WORK COVERED BY CONTRACT DOCUMENTS

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

1. Removal, replacement, and installation of wayfinding signage in locations indicated on the campus of Moorpark, including electrical and other Work indicated in the Contract Documents.

B. Type of Contract:

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

#### 1.4 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Limits on Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
1. Limits on Use of Site: Confine construction operations to area and spaces required to complete demolition and new Work.
  2. Driveways, Walkways, and Entrances: Keep driveways, parking areas, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

#### 1.5 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing adjacent building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

#### 1.6 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to working hours as directed by Owner, unless otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify Architect and Owner not less than three days in advance of proposed utility interruptions.
  2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
1. Notify Architect and Owner not less than three days in advance of proposed disruptive operations.
  2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.

## 1.7 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
  3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
  4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

## SECTION 01 25 00 - SUBSTITUTION PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions submitted during bidding only.

## 1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
  - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
  - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

## 1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Substitution Request Form: Use CSI Form 13.1A or form acceptable to Architect.
  - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
    - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
    - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
    - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
    - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
    - e. Samples, where applicable or requested.
    - f. Certificates and qualification data, where applicable or requested.
    - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
    - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.

- i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
  - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
  - k. Cost information, including a proposal of change, if any, in the Contract Sum.
  - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
  - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 10 days of receipt of request, or 5 days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
  - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

#### 1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

#### 1.5 PROCEDURES

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

#### 1.6 SUBSTITUTIONS

- A. Substitutions submitted after bidding: Not allowed.
- B. Substitution for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 7 days prior to time required for preparation and review of related submittals.
  1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.

- b. Substitution request is fully documented and properly submitted.
- c. Requested substitution will not adversely affect Contractor's construction schedule.
- d. Requested substitution has received necessary approvals of authorities having jurisdiction.
- e. Requested substitution is compatible with other portions of the Work.
- f. Requested substitution has been coordinated with other portions of the Work.
- g. Requested substitution provides specified warranty.
- h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

C. Substitutions for Convenience: Not allowed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 00



## SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

## 1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, or web-based Project management software.
  - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.

## 1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request or 14 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

#### 1.4 CHANGE ORDER PROCEDURES

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

#### 1.5 CONSTRUCTION CHANGE DIRECTIVE

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00

## SECTION 01 29 00 - PAYMENT PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

## 1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Arrange schedule of values consistent with format of AIA Document G703.
  - 2. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
  - 3. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site.
  - 4. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
  - 5. Overhead Costs: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
  - 6. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
  - 7. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

## 1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
  3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
  5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Products list (preliminary if not final).
  5. Submittal schedule (preliminary if not final).
  6. List of Contractor's staff assignments.
  7. List of Contractor's principal consultants.
  8. Copies of building and other required permits.
  9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  10. Initial progress report.
  11. Report of preconstruction conference.
  12. Certificates of insurance and insurance policies.
  13. Performance and payment bonds.
  14. Data needed to acquire Owner's insurance.

- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Within 30 days of date of Substantial Completion, after completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706.
  5. AIA Document G706A.
  6. AIA Document G707.
  7. Evidence that claims have been settled.
  8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
  9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00

## SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
1. General coordination procedures.
  2. Coordination drawings.
  3. RFIs.
  4. Digital project management procedures.
  5. Project meetings.

## 1.2 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
  2. Number and title of related Specification Section(s) covered by subcontract.
  3. Drawing number and detail references, as appropriate, covered by subcontract.

## 1.3 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
  2. Preparation of the schedule of values.
  3. Installation and removal of temporary facilities and controls.
  4. Delivery and processing of submittals.
  5. Progress meetings.
  6. Preinstallation conferences.

7. Project closeout activities.
8. Startup and adjustment of systems.

#### 1.4 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
    - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    - b. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
  2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
  3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
  4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
  5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
  6. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
- C. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format:
    - a. Same digital data software program, and version as original Drawings, and operating in Microsoft Windows and Apple Macintosh.

2. File Submittal Format: Submit or post coordination drawing files using PDF format.
3. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
  - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
  - b. Digital Data Software Program: Drawings are available in Autodesk DWG files.
  - c. Contractor shall execute a data licensing agreement in the form of AIA Document C106, or Agreement form acceptable to Owner and Architect.

#### 1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  1. Owner name.
  2. Owner's Project number.
  3. Name of Architect.
  4. Architect's Project number.
  5. Date.
  6. Name of Contractor.
  7. RFI number, numbered sequentially.
  8. RFI subject.
  9. Specification Section number and title and related paragraphs, as appropriate.
  10. Drawing number and detail references, as appropriate.
  11. Field dimensions and conditions, as appropriate.
  12. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  13. Contractor's signature.
  14. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: AIA Document G716, or other form acceptable to Architect.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow five days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
  1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.



- d. Requests for coordination information already indicated in the Contract Documents.
  - e. Requests for adjustments in the Contract Time or the Contract Sum.
  - f. Requests for interpretation of Architect's actions on submittals.
  - g. Incomplete RFIs or inaccurately prepared RFIs.
2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.
  3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 01 26 00 "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within five days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of web-based Project management software.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within three days if Contractor disagrees with response.

## 1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
  2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
  3. Digital Drawing Software Program: Contract Drawings are available in Autodesk .DWG file.
  4. Contractor shall execute a data licensing agreement in the form of AIA Document C106, or Agreement form acceptable to Owner and Architect.
    - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of AIA Document C106, or Agreement acceptable to Owner and Architect.
  5. The following digital data files will be furnished for each appropriate discipline:
    - a. Floor plans.
    - b. Reflected ceiling plans.
- B. Web-Based Project Management Software Package: Provide, administer, and use web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:

- a. Compilation of Project data, including Contractor, subcontractors, Architect, architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
  - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
  - c. Document workflow planning, allowing customization of workflow between project entities.
  - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
  - e. Track status of each Project communication in real time, and log time and date when responses are provided.
  - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
  - g. Processing and tracking of payment applications.
  - h. Processing and tracking of contract modifications.
  - i. Creating and distributing meeting minutes.
  - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
  - k. Management of construction progress photographs.
  - l. Mobile device compatibility, including smartphones and tablets.
2. Provide up to seven web-based Project management software user licenses for use of Owner, Architect, and Architect's consultants. Provide eight hours of software training at Architect's office for web-based Project software users.
  3. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.
  4. Products: Subject to compliance with requirements, provide one of the following:
    - a. Newforma, Inc.
    - b. Procore Technologies, Inc.
    - c. Other Owner approved software.
- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
  2. Name file with submittal number or other unique identifier, including revision identifier.
  3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

## 1.7 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than days after execution of the Agreement.

1. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Responsibilities and personnel assignments.
    - b. Tentative construction schedule.
    - c. Critical work sequencing and long lead items.
    - d. Designation of key personnel and their duties.
    - e. Lines of communications.
    - f. Use of web-based Project software.
    - g. Procedures for processing field decisions and Change Orders.
    - h. Procedures for RFIs.
    - i. Procedures for testing and inspecting.
    - j. Procedures for processing Applications for Payment.
    - k. Distribution of the Contract Documents.
    - l. Submittal procedures.
    - m. Preparation of Record Documents.
    - n. Use of the premises, existing buildings and facilities.
    - o. Work restrictions.
    - p. Working hours.
    - q. Owner's occupancy requirements.
    - r. Responsibility for temporary facilities and controls.
    - s. Procedures for moisture and mold control.
    - t. Procedures for disruptions and shutdowns.
    - u. Construction waste management and recycling.
    - v. Parking availability.
    - w. Office, work, and storage areas.
    - x. Equipment deliveries and priorities.
    - y. First aid.
    - z. Security.
    - aa. Progress cleaning.
  3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect and Owner of scheduled meeting dates.
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
  5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Progress Meetings: Conduct progress meetings at regular intervals, not more than bi-weekly.

1. Coordinate dates of meetings with preparation of payment requests.
2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 1) Review schedule for next period.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Resolution of BIM component conflicts.
    - 4) Status of submittals.
    - 5) Status of sustainable design documentation.
    - 6) Deliveries.
    - 7) Off-site fabrication.
    - 8) Access.
    - 9) Site use.
    - 10) Temporary facilities and controls.
    - 11) Progress cleaning.
    - 12) Quality and work standards.
    - 13) Status of correction of deficient items.
    - 14) Field observations.
    - 15) Status of RFIs.
    - 16) Status of Proposal Requests.
    - 17) Pending changes.
    - 18) Status of Change Orders.
    - 19) Pending claims and disputes.
    - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

March 12, 2021

Moorpark College Campus Wayfinding  
Contract Documents

613-6960-00

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

## SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
1. Contractor's Construction Schedule.
  2. Construction schedule updating reports.
  3. Daily construction reports.
  4. Site condition reports.

## 1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
  2. Predecessor Activity: An activity that precedes another activity in the network.
  3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
1. Working electronic copy of schedule file.
  2. PDF file.

- B. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
- C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
  - 1. Submit a working digital copy of schedule, using software indicated, and labeled to comply with requirements for submittals.
- D. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
  - 1. Activity Report: List of activities sorted by activity number and then early start date, or actual start date if known.
  - 2. Logic Report: List of preceding and succeeding activities for each activity, sorted in ascending order by activity number and then by early start date, or actual start date if known.
  - 3. Total Float Report: List of activities sorted in ascending order of total float.
- E. Construction Schedule Updating Reports: Submit with Applications for Payment.
- F. Daily Construction Reports: Submit at weekly intervals.
- G. Site Condition Reports: Submit at time of discovery of differing conditions.

#### 1.4 COORDINATION

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

#### 1.5 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
  - 1. Use Scheduling component of Project management software package specified in Section 01 31 00 "Project Management and Coordination," for current Windows and Macintosh operating system.
- B. Time Frame: Extend schedule from date established for the Notice of Award to date of Substantial Completion.
  - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.

- C. Activities: Treat each separate area as a separate numbered activity for each main element of the Work. Comply with the following:
1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
  2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 21 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
  3. Submittal Review Time: Include review and resubmittal times indicated in Section 01 33 00 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
  4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
  5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
  6. Punch List and Final Completion: Include not more than 30 days from date of Substantial Completion for completion of punch list items and final completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Work Restrictions: Show the effect of the following items on the schedule:
    - a. Coordination with existing construction.
    - b. Limitations of continued occupancies.
    - c. Uninterruptible services.
    - d. Use-of-premises restrictions.
    - e. Provisions for future construction.
    - f. Seasonal variations.
    - g. Environmental control.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.
- F. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
1. Unresolved issues.
  2. Unanswered Requests for Information.
  3. Rejected or unreturned submittals.
  4. Notations on returned submittals.
  5. Pending modifications affecting the Work and the Contract Time.
- G. Contractor's Construction Schedule Updating: At bi-weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
  2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
  3. As the Work progresses, indicate final completion percentage for each activity.



- H. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
- I. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
  - 1. Post copies in Project meeting rooms and temporary field offices.
  - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

## 1.6 GANTT-CHART SCHEDULE REQUIREMENTS

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within 21 days of date established for the Notice to Proceed.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
  - 1. For construction activities that require one months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

## 1.7 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
  - 1. List of subcontractors at Project site.
  - 2. List of separate contractors at Project site.
  - 3. Approximate count of personnel at Project site.
  - 4. Equipment at Project site.
  - 5. Material deliveries.
  - 6. High and low temperatures and general weather conditions, including presence of rain or snow.
  - 7. Testing and inspection.
  - 8. Accidents.
  - 9. Meetings and significant decisions.
  - 10. Stoppages, delays, shortages, and losses.
  - 11. Meter readings and similar recordings.
  - 12. Emergency procedures.
  - 13. Orders and requests of authorities having jurisdiction.
  - 14. Change Orders received and implemented.
  - 15. Construction Change Directives received and implemented.
  - 16. Services connected and disconnected.
  - 17. Equipment or system tests and startups.
  - 18. Partial completions and occupancies.
  - 19. Substantial Completions authorized.

- B. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 32 00

## SECTION 01 32 33 - PHOTOGRAPHIC DOCUMENTATION

## PART 1 - GENERAL

## 1.1 SUMMARY

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

## 1.2 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
  - 1. Submit photos by uploading to web-based Project management software site. Include copy of key plan indicating each photograph's location and direction.
  - 2. Identification: Provide the following information with each image description in web-based Project management software site:
    - a. Name of Project.
    - b. Name and contact information for photographer.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Date photograph was taken.
    - f. Description of location, vantage point, and direction.
    - g. Unique sequential identifier keyed to accompanying key plan.

## 1.3 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

## 1.4 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels, and with vibration-reduction technology. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Metadata: Record accurate date and time from camera.

- D. File Names: Name media files with date, project area and sequential numbering suffix.

#### 1.5 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
  - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before commencement of the Work, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect.
  - 1. Flag construction limits before taking construction photographs.
  - 2. Take minimum of 20 photographs to show existing conditions adjacent to property before starting the Work.
  - 3. Take minimum of 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
  - 4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- D. Final Completion Construction Photographs: Take minimum 20 photographs after date of Substantial Completion for submission as Project Record Documents. Architect will inform photographer of desired vantage points.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 32 33

## SECTION 01 33 00 - SUBMITTAL PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

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

## 1.2 DEFINITIONS

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

## 1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

## 1.4 SUBMITTAL FORMATS

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

14. Location(s) where product is to be installed, as appropriate.
15. Other necessary identification.
16. Remarks.
17. Signature of transmitter.

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

## 1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
  1. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
  1. Initial Review: Allow 7 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Resubmittal Review: Allow 7 days for review of each resubmittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

## 1.6 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams that show factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.
  2. Paper Sheet Size: Except for templates, patterns, and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
    - a. Two opaque (bond) copies of each submittal. Architect will return one copy(ies).
- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
    - a. Project name and submittal number.
    - b. Generic description of Sample.
    - c. Product name and name of manufacturer.
    - d. Sample source.
    - e. Number and title of applicable Specification Section.
    - f. Specification paragraph number and generic name of each item.
  3. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
  4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit three sets of Samples. Architect will retain one Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
      - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location.



- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
  2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
  2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
  3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
  4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
  5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
  6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
    - a. Name of evaluation organization.
    - b. Date of evaluation.

- c. Time period when report is in effect.
- d. Product and manufacturers' names.
- e. Description of product.
- f. Test procedures and results.
- g. Limitations of use.

## 1.7 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

## 1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
  - 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

## 1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return it.
  - 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action, as follows:
    - a. Reviewed.
    - b. Furnish as Corrected.
    - c. Rejected.
    - d. Revise and Resubmit.
  - 2. Submittals by Web-Based Project Management Software: Architect will indicate, on Project management software website, the appropriate action.

- B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 33 00

## SECTION 01 35 16 - ALTERATION PROJECT PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes special procedures for alteration work.

## 1.2 DEFINITIONS

- A. Alteration Work: This term includes remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.
- B. Consolidate: To strengthen loose or deteriorated materials in place.
- C. Design Reference Sample: A sample that represents the Architect's prebid selection of work to be matched; it may be existing work or work specially produced for the Project.
- D. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- G. Repair: To correct damage and defects, retaining existing materials, features, and finishes. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- H. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- I. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- J. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- K. Retain: To keep an element or detail secure and intact.
- L. Strip: To remove existing finish down to base material unless otherwise indicated.

## 1.3 PROJECT MEETINGS FOR ALTERATION WORK

- A. Preliminary Conference for Alteration Work: Before starting alteration work, conduct conference at Project site.

1. Attendees: In addition to representatives of Owner, Architect, and Contractor, testing service representative, and chemical-cleaner manufacturer(s) shall be represented at the meeting.
  2. Agenda: Discuss items of significance that could affect progress of alteration work, including review of the following:
    - a. Fire-prevention plan.
    - b. Governing regulations.
    - c. Areas where existing construction is to remain and the required protection.
    - d. Hauling routes.
    - e. Sequence of alteration work operations.
    - f. Storage, protection, and accounting for salvaged and specially fabricated items.
    - g. Existing conditions, staging, and structural loading limitations of areas where materials are stored.
  3. Reporting: Record conference results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from conference.
- B. Coordination Meetings: Conduct coordination meetings specifically for alteration work at weekly intervals. Coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Agenda: Review and correct or approve minutes of previous coordination meeting. Review other items of significance that could affect progress of alteration work. Include topics for discussion as appropriate to status of Project.
  2. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
- 1.4 MATERIALS OWNERSHIP
- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.
- 1.5 INFORMATIONAL SUBMITTALS
- A. Alteration Work Program: Submit 20 days before work begins.
  - B. Fire-Prevention Plan: Submit 20 before work begins.
- 1.6 QUALITY ASSURANCE
- A. Title X Requirement: Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.
  - B. Alteration Work Program: Prepare a written plan for alteration work for whole Project, including each phase or process and protection of surrounding materials during operations. Show compliance with indicated methods and procedures specified in this and other Sections. Coordinate this whole-Project alteration work program with specific requirements of programs required in other alteration work Sections.

1. Dust and Noise Control: Include locations of proposed temporary dust- and noise-control partitions and means of egress from occupied areas coordinated with continuing on-site operations and other known work in progress.
  2. Debris Hauling: Include plans clearly marked to show debris hauling routes, turning radii, and locations and details of temporary protective barriers.
- C. Fire-Prevention Plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-control devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements. Include fire-watch personnel's training, duties, and authority to enforce fire safety.
- D. Safety and Health Standard: Comply with ANSI/ASSP A10.6.
- 1.7 STORAGE AND HANDLING OF SALVAGED MATERIALS
- A. Salvaged Materials:
1. Clean loose dirt and debris from salvaged items unless more extensive cleaning is indicated.
  2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
  3. Store items in a secure area until delivery to Owner.
  4. Transport items to Owner's storage area on-site designated by Owner.
  5. Protect items from damage during transport and storage.
- B. Salvaged Materials for Reinstallation:
1. Repair and clean items for reuse as indicated.
  2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
  3. Protect items from damage during transport and storage.
  4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.
- C. Existing Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after alteration and other construction work in the vicinity is complete.
- D. Storage: Catalog and store items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.
1. Identify each item for reinstallation with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.
  2. Secure stored materials to protect from theft.
  3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg F or more above the dew point.

## PART 2 - PRODUCTS - (Not Used)

## PART 3 - EXECUTION

## 3.1 PROTECTION

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

2. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

### 3.2 PROTECTION FROM FIRE

#### A. General: Follow fire-prevention plan and the following:

1. Comply with NFPA 241 requirements unless otherwise indicated. Perform duties titled "Owner's Responsibility for Fire Protection."
2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
  - a. If combustible material cannot be removed, provide fire blankets to cover such materials.

#### B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:

1. Obtain Owner's approval for operations involving use of welding or other high-heat equipment. Use of open-flame equipment is not permitted. Notify Owner at least 72 hours before each occurrence, indicating location of such work.
2. As far as practicable, restrict heat-generating equipment to shop areas or outside the building.
3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
  - a. Train each fire watch in the proper operation of fire-control equipment and alarms.
  - b. Prohibit fire-watch personnel from other work that would be a distraction from fire-watch duties.
  - c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
  - d. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work in each area to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.
  - e. Maintain fire-watch personnel at each area of Project site until 60 minutes after conclusion of daily work.

#### C. Fire-Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.



- D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.
  - 1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

### 3.3 PROTECTION DURING APPLICATION OF CHEMICALS

- A. Protect motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm or spillage resulting from applications of chemicals and adhesives.
- B. Cover adjacent surfaces with protective materials that are proven to resist chemicals selected for Project unless chemicals being used will not damage adjacent surfaces as indicated in alteration work program. Use covering materials and masking agents that are waterproof and UV resistant and that will not stain or leave residue on surfaces to which they are applied. Apply protective materials according to manufacturer's written instructions. Do not apply liquid masking agents or adhesives to painted or porous surfaces. When no longer needed, promptly remove protective materials.
- C. Do not apply chemicals during winds of sufficient force to spread them to unprotected surfaces.
- D. Neutralize alkaline and acid wastes and legally dispose of off Owner's property.
- E. Collect and dispose of runoff from chemical operations by legal means and in a manner that prevents soil contamination, soil erosion, undermining of paving and foundations, damage to landscaping, or water penetration into building interior.

### 3.4 GENERAL ALTERATION WORK

- A. Record existing work before each procedure (preconstruction), and record progress during the work. Use digital preconstruction documentation photographs or video recordings. Comply with requirements in Section 01 32 33 "Photographic Documentation."
- B. Perform surveys of Project site as the Work progresses to detect hazards resulting from alterations.
- C. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.
  - 1. Do not proceed with the work in question until directed by Architect.

END OF SECTION 01 35 16

## SECTION 01 40 00 - QUALITY REQUIREMENTS

## PART 1 - GENERAL

## 1.1 SUMMARY

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

## 1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced" unless otherwise further described means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
  - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Mockups: Physical assemblies of portions of the Work constructed to establish the standard by which the Work will be judged. Mockups are not Samples.
  - 1. Mockups are used for one or more of the following:
    - a. Verify selections made under Sample submittals.
    - b. Demonstrate aesthetic effects.
    - c. Demonstrate the qualities of products and workmanship.
    - d. Demonstrate successful installation of interfaces between components and systems.
    - e. Perform preconstruction testing to determine system performance.
  - 2. Product Mockups: Mockups that may include multiple products, materials, or systems specified in a single Section.

3. In-Place Mockups: Mockups constructed on-site in their actual final location as part of permanent construction.
- E. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- F. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- G. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source; for example, plant, mill, factory, or shop.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- I. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- J. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

### 1.3 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Statement: Submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

### 1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect for clarification before proceeding.

- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

## 1.5 ACTION SUBMITTALS

- A. Mockup Shop Drawings:
  - 1. Include plans, sections, elevations, and details, indicating materials and size of mockup construction.
  - 2. Indicate manufacturer and model number of individual components.
  - 3. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

## 1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
  - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
  - 2. Main wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- B. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- C. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

## 1.7 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
  - 1. Date of issue.
  - 2. Project title and number.
  - 3. Name, address, telephone number, and email address of testing agency.
  - 4. Dates and locations of samples and tests or inspections.
  - 5. Names of individuals making tests and inspections.
  - 6. Description of the Work and test and inspection method.
  - 7. Identification of product and Specification Section.
  - 8. Complete test or inspection data.
  - 9. Test and inspection results and an interpretation of test results.
  - 10. Record of temperature and weather conditions at time of sample taking and testing and inspection.

11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
  12. Name and signature of laboratory inspector.
  13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Statement on condition of substrates and their acceptability for installation of product.
  2. Statement that products at Project site comply with requirements.
  3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  5. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Statement that equipment complies with requirements.
  2. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  3. Other required items indicated in individual Specification Sections.

## 1.8 QUALITY ASSURANCE

- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.

1. Requirements of authorities having jurisdiction supersede requirements for specialists.
- G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented according to ASTM E329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
1. Contractor responsibilities include the following:
    - a. Provide test specimens representative of proposed products and construction.
    - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
    - c. When testing is complete, remove test specimens and test assemblies, and mockups; do not reuse products on Project.
  2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect, with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups of size indicated.
  2. Build mockups in location indicated or, if not indicated, as directed by Architect.
  3. Notify Architect seven days in advance of dates and times when mockups will be constructed.
  4. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed to perform same tasks during the construction at Project.
  5. Demonstrate the proposed range of aesthetic effects and workmanship.
  6. Obtain Architect's approval of mockups before starting corresponding work, fabrication, or construction.
    - a. Allow seven days for initial review and each re-review of each mockup.
  7. Promptly correct unsatisfactory conditions noted by Architect's preliminary review, to the satisfaction of the Architect, before completion of final mockup.
  8. Approval of mockups by the Architect does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.

9. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
10. Demolish and remove mockups when directed unless otherwise indicated.

## 1.9 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
  2. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
1. Engage a qualified testing agency to perform quality-control services.
    - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
  3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from requirements.
  4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform duties of Contractor.

- E. **Manufacturer's Field Services:** Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 33 00 "Submittal Procedures."
- F. **Manufacturer's Technical Services:** Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. **Contractor's Associated Requirements and Services:** Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
  - 1. Access to the Work.
  - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
  - 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
  - 4. Facilities for storage and field curing of test samples.
  - 5. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  - 6. Security and protection for samples and for testing and inspection equipment at Project site.
- H. **Coordination:** Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
  - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

#### 1.10 SPECIAL TESTS AND INSPECTIONS

- A. **Special Tests and Inspections:** Owner will engage a qualified testing agency, and special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
  - 1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
  - 2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
  - 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
  - 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
  - 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
  - 6. Retesting and reinspecting corrected Work.



## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

## 3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
  2. Description of the Work tested or inspected.
  3. Date test or inspection results were transmitted to Architect.
  4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and authorities' having jurisdiction reference during normal working hours.
1. Submit log at Project closeout as part of Project Record Documents.

## 3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 73 00 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 40 00

## SECTION 01 42 00 - REFERENCES

## PART 1 - GENERAL

## 1.1 DEFINITIONS

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

## 1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
  - 1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

### 1.3 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."
- B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.
  1. ICC-ES - ICC Evaluation Service, LLC; [www.icc-es.org](http://www.icc-es.org).
- C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.
  1. DOE - Department of Energy; [www.energy.gov](http://www.energy.gov).
  2. EPA - Environmental Protection Agency; [www.epa.gov](http://www.epa.gov).
  3. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; [www.eetd.lbl.gov](http://www.eetd.lbl.gov).
  4. OSHA - Occupational Safety & Health Administration; [www.osha.gov](http://www.osha.gov).
  5. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov).
- D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
  1. CFR - Code of Federal Regulations; Available from Government Printing Office; [www.govinfo.gov](http://www.govinfo.gov).
  2. USAB - United States Access Board; [www.access-board.gov](http://www.access-board.gov).
  3. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).
- E. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
  1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; [www.bearhfti.ca.gov](http://www.bearhfti.ca.gov).
  2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; [www.calregs.com](http://www.calregs.com).
  3. CDHS; California Department of Health Services; (See CDPH).
  4. CDPH; California Department of Public Health; Indoor Air Quality Program; [www.cal-iaq.org](http://www.cal-iaq.org).
  5. CPUC; California Public Utilities Commission; [www.cpuc.ca.gov](http://www.cpuc.ca.gov).
  6. SCAQMD; South Coast Air Quality Management District; [www.aqmd.gov](http://www.aqmd.gov).

March 12, 2021

Moorpark College Campus Wayfinding  
Contract Documents

613-6960-00

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

## SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
  - 1. Section 01 10 00 "Summary" for work restrictions and limitations on utility interruptions.

## 1.2 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Architect, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- C. Erosion and Sedimentation Control Plan: Show compliance with requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- D. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- E. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.

1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
2. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
3. Indicate methods to be used to avoid trapping water in finished work.

#### 1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

#### 1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

### PART 2 - PRODUCTS

#### 2.1 TEMPORARY FACILITIES

- A. Field Offices: Coordinate with Owner for existing space, or space available for prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
  1. Furniture required for Project-site documents including file cabinets, plan tables, plan racks, and bookcases.
  2. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot-square tack and marker boards.
  3. Drinking water and private toilet.
  4. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F.
  5. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.

## 2.2 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
  - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  - 2. Heating, Cooling, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
  - 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 01 77 00 "Closeout Procedures."
- C. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

## PART 3 - EXECUTION

### 3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

### 3.2 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- C. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.

### 3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
  - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.

- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
1. Provide temporary dehumidification systems when required to reduce ambient and substrate moisture levels to level required to allow installation or application of finishes and their proper curing or drying.
- F. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
1. Install electric power service overhead unless otherwise indicated.
- G. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- H. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install WiFi cell phone access equipment and one land-based telephone line(s) for each field office.
- I. Electronic Communication Service: Provide secure WiFi wireless connection to internet with provisions for access by Architect and Owner.
- J. Project Computer: Provide a desktop computer in the primary field office adequate for use by Architect and Owner to access Project electronic documents and maintain electronic communications. Equip computer with not less than the following:
1. Processor: Intel Core i5 or i7.
  2. Memory: 16 gigabyte.
  3. Disk Storage: 1-terabyte hard-disk drive and combination DVD-RW/CD-RW drive.
  4. Display: 24-inch LCD monitor with 256-Mb dedicated video RAM.
  5. Full-size keyboard and mouse.
  6. Network Connectivity: 10/100BaseT Ethernet.
  7. Operating System: Current Microsoft Windows operating system.
  8. Productivity Software:
    - a. Microsoft Office Professional, 2016 or higher, including Word, Excel, and Outlook.
    - b. Adobe Reader DC.



- c. WinZip 10.0 or higher.
- 9. Printer: "All-in-one" unit equipped with printer server, combining color printing, photocopying, scanning, and faxing, or separate units for each of these three functions.
- 10. Internet Service: Broadband modem, router, and ISP, equipped with hardware firewall, providing minimum 10.0 -Mbps upload and 15 -Mbps download speeds at each computer.
- 11. Internet Security: Integrated software, providing software firewall, virus, spyware, phishing, and spam protection in a combined application.
- 12. Backup: External hard drive, minimum 2 terrabytes, with automated backup software providing daily backups.

### 3.4 SUPPORT FACILITIES INSTALLATION

#### A. Comply with the following:

- 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E136. Comply with NFPA 241.
- 2. Utilize designated area within existing building for temporary field offices.
- 3. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.

#### B. Traffic Controls: Comply with requirements of authorities having jurisdiction.

- 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
- 2. Maintain access for fire-fighting equipment and access to fire hydrants.

#### C. Parking: Use designated areas of Owner's existing parking areas for construction personnel.

#### D. Storage and Staging: Use designated areas of Project site for storage and staging needs.

#### E. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.

- 1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
- 2. Remove snow and ice as required to minimize accumulations.

#### F. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.

- 1. Identification Signs: Provide Project identification signs as indicated on Drawings.
- 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
  - a. Provide temporary, directional signs for construction personnel and visitors.
- 3. Maintain and touch up signs so they are legible at all times.

#### G. Waste Disposal Facilities: Comply with requirements specified in Section 01 74 19 "Construction Waste Management and Disposal."

- H. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
  - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- I. Existing Elevator Use: Use of Owner's existing elevators will be permitted, provided elevators are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
  - 1. Do not load elevators beyond their rated weight capacity.
  - 2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, elevators become damaged, engage elevator Installer to restore damaged work so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.
- J. Existing Stair Usage: Use of Owner's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.
  - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.

### 3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
  - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- C. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
  - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant-protection zones.
  - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
  - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
  - 4. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

- D. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- E. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- F. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using materials approved by authorities having jurisdiction.
- G. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
  - 1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
  - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.
- H. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- I. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- J. Temporary Egress: Provide temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction. Provide signage directing occupants to temporary egress.
- K. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- L. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner and tenants from fumes and noise.
  - 1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
  - 2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
  - 3. Provide walk-off mats at each entrance through temporary partition.
- M. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
  - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.

2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.

### 3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Partially Enclosed Construction Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
  1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
  2. Keep interior spaces reasonably clean and protected from water damage.
  3. Periodically collect and remove waste containing cellulose or other organic matter.
  4. Discard or replace water-damaged material.
  5. Do not install material that is wet.
  6. Discard and replace stored or installed material that begins to grow mold.
  7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.
- C. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
  1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
  2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
  3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.

### 3.7 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
  1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than

Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 00 "Closeout Procedures."

END OF SECTION 01 50 00

SECTION 01 57 23 - TEMPORARY STORM WATER POLLUTION CONTROL

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
  - 1. Temporary stormwater pollution controls.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

1.3 INFORMATIONAL SUBMITTALS

- A. Stormwater Pollution Prevention Plan (SWPP): Within 15 days of date established for commencement of the Work, submit completed SWPPP.
- B. EPA authorization under the EPA's "2017 Construction General Permit (CGP)."
- C. Stormwater Pollution Prevention (SWPP) Training Log: For each individual performing Work under the SWPPP.
- D. Inspection reports.

1.4 QUALITY ASSURANCE

- A. Stormwater Pollution Prevention Plan (SWPPP) Coordinator: Experienced individual or firm with a record of successful water pollution control management coordination of projects with similar requirements.
  - 1. SWPPP Coordinator shall complete and finalize the SWPPP form.
  - 2. SWPPP Coordinator shall be responsible for inspections and maintaining of all requirements of the SWPPP.
- B. Installers: Trained as indicated in the SWPPP.

PART 2 - PRODUCTS

2.1 TEMPORARY STORMWATER POLLUTION CONTROLS

- A. Provide temporary stormwater pollution controls as required by the SWPPP.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Comply with all best management practices, general requirements, performance requirements, reporting requirements, and all other requirements included in the SWPPP.
- B. Locate stormwater pollution controls in accordance with the SWPPP.
- C. Conduct construction as required to comply with the SWPPP and that minimize possible contamination or pollution or other undesirable effects.
  - 1. Inspect, repair, and maintain SWPPP controls during construction.
    - a. Inspect all SWPPP controls not less than every seven days, and after each occurrence of a storm event, as outlined in the SWPPP.
- D. Remove SWPPP controls at completion of construction and restore and stabilize areas disturbed during construction.

END OF SECTION 01 57 23

## SECTION 01 60 00 - PRODUCT REQUIREMENTS

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
  - 1. Section 01 25 00 "Substitution Procedures" for requests for substitutions.

## 1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
  - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
  - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.
- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the



specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.

- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
  - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
  - 2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 01 33 00 "Submittal Procedures."
- F. Substitution: Refer to Section 01 25 00 "Substitution Procedures" for definition and limitations on substitutions.

### 1.3 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

### 1.4 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

### 1.5 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
  - 1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
  - 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
  - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  - 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.

3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

## PART 2 - PRODUCTS

### 2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
  1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
  2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
  4. Where products are accompanied by the term "as selected," Architect will make selection.
  5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
  1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
    - a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
  2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
    - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
  3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
    - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
  4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.

- a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
    - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
  5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
    - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
  6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.
    - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
    - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
  7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
    - a. For approval of products by unnamed manufacturers, comply with requirements in Section 01 25 00 "Substitution Procedures" for substitutions for convenience.
  - C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
    1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 01 25 00 "Substitution Procedures" for proposal of product.
  - D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
- 2.2 COMPARABLE PRODUCTS
- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:

1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
  2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
  3. Evidence that proposed product provides specified warranty.
  4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
  5. Samples, if requested.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 01 33 00 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 01 33 00 "Submittal Procedures."
  2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

## SECTION 01 73 00 - EXECUTION

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:
  - 1. Construction layout.
  - 2. Field engineering and surveying.
  - 3. Installation of the Work.
  - 4. Cutting and patching.
  - 5. Progress cleaning.
  - 6. Starting and adjusting.
  - 7. Protection of installed construction.
  - 8. Correction of the Work.

## 1.2 DEFINITIONS

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

## 1.3 INFORMATIONAL SUBMITTALS

- A. Certified Surveys: Submit two copies signed by professional engineer.
- B. Certificates: Submit certificate signed by professional engineer, certifying that location and elevation of improvements comply with requirements.

## 1.4 CLOSEOUT SUBMITTALS

- A. Final Property Survey: Submit 10 copies showing the Work performed and record survey data.

## 1.5 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
  - 1. Structural Elements: When cutting and patching structural elements, or when encountering the need for cutting and patching of elements whose structural function is not known, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
  3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
  4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.
- C. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, gas service piping, and water-service piping; underground electrical services; and other utilities.
  2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
  - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
  - 1. Description of the Work, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
  - 2. List of detrimental conditions, including substrates.
  - 3. List of unacceptable installation tolerances.
  - 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect in accordance with requirements in Section 01 31 00 "Project Management and Coordination."

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks and existing conditions. If discrepancies are discovered, notify Architect promptly.
- B. Engage a professional engineer experienced in laying out the Work, using the following accepted surveying practices:

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
  2. Establish limits on use of Project site.
  3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
  4. Inform installers of lines and levels to which they must comply.
  5. Check the location, level and plumb, of every major element as the Work progresses.
  6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
  7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

### 3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
  2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
  2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
  3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.



- E. Final Property Survey: Engage a professional engineer to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
  - 1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.

### 3.5 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb, and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
  - 4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces, unless otherwise indicated on Drawings.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure satisfactory results as judged by Architect. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations, so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy of type expected for Project.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on-site and placement in permanent locations.
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  - 2. Allow for building movement, including thermal expansion and contraction.
  - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect. Fit exposed connections together to form hairline joints.

### 3.6 CUTTING AND PATCHING

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of Work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 01 10 00 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
  4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
  5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  6. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as practicable, as judged by Architect. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    - b. Restore damaged pipe covering to its original condition.
  3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.
  4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.7 PROGRESS CLEANING

- A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
  3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
    - a. Use containers intended for holding waste materials of type to be stored.
  4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.

2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.8 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: Comply with qualification requirements in Section 01 40 00 "Quality Requirements."

### 3.9 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.

- C. Comply with manufacturer's written instructions for temperature and relative humidity.

3.10 CORRECTION OF THE WORK

- A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
  - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.
- C. Restore permanent facilities used during construction to their specified condition.
- D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 73 00

## SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

## PART 1 - GENERAL

## 1.1 SUMMARY

A. Section includes administrative and procedural requirements for the following:

1. Salvaging nonhazardous demolition and construction waste.
2. Recycling nonhazardous demolition and construction waste.
3. Disposing of nonhazardous demolition and construction waste.

## 1.2 DEFINITIONS

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

## 1.3 ACTION SUBMITTALS

- A. Waste Management Plan: Submit plan within 7 days of date established for the Notice to Proceed.

## 1.4 INFORMATIONAL SUBMITTALS

- A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit report. Include the following information:
1. Material category.
  2. Generation point of waste.
  3. Total quantity of waste in tons.
  4. Quantity of waste salvaged, both estimated and actual in tons.
  5. Quantity of waste recycled, both estimated and actual in tons.

6. Total quantity of waste recovered (salvaged plus recycled) in tons.
7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.

- B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.
- E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

#### 1.5 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, or individual employed and assigned by General Contractor, with a record of successful waste management coordination of projects with similar requirements.
- B. Waste Management Conference(s): Conduct conference(s) at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination."

#### 1.6 WASTE MANAGEMENT PLAN

- A. General: Develop a waste management plan according to requirements in this Section. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of demolition, site-clearing, and construction waste generated by the Work. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
  1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
  2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.

3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. General: Achieve end-of-Project rates for salvage/recycling of 65 percent by weight of total nonhazardous solid waste generated by the Work.

## PART 3 - EXECUTION

### 3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan.
- C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.
  1. Distribute waste management plan to everyone concerned within three days of submittal return.
  2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.
- D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged and recycled.
  2. Comply with Section 01 50 00 "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.
- E. Waste Management in Historic Zones or Areas: Transportation equipment and other materials shall be of sizes that clear surfaces within historic spaces, areas, rooms, and openings, by 12 inches or more.



### 3.2 SALVAGING DEMOLITION WASTE

- A. Comply with requirements in Section 02 41 19 "Selective Demolition" for salvaging demolition waste.
- B. Salvaged Items for Reuse in the Work:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
  - 3. Store items in a secure area until installation.
  - 4. Protect items from damage during transport and storage.
  - 5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.
- C. Salvaged Items for Sale and Donation: Not permitted on Project site.
- D. Salvaged Items for Owner's Use:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
  - 3. Store items in a secure area until delivery to Owner.
  - 4. Transport items to Owner's storage area on-site designated by Owner.
  - 5. Protect items from damage during transport and storage.

### 3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

- A. General: Recycle paper and beverage containers used by on-site workers.
- B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.
- C. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.
- D. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.
  - 1. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
    - a. Inspect containers and bins for contamination and remove contaminated materials if found.
  - 2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
  - 3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
  - 4. Store components off the ground and protect from the weather.

5. Remove recyclable waste from Owner's property and transport to recycling receiver or processor as often as required to prevent overfilling bins.

### 3.4 RECYCLING DEMOLITION WASTE

- A. Asphalt Paving: Break up and transport paving to asphalt-recycling facility.
- B. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.
- C. Masonry: Remove metal reinforcement, anchors, and ties from masonry and sort with other metals.
- D. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.
- E. Metals: Separate metals by type.
  1. Structural Steel: Stack members according to size, type of member, and length.
  2. Remove and dispose of bolts, nuts, washers, and other rough hardware.
- F. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.
- G. Piping: Reduce piping to straight lengths and store by material and size. Separate supports, hangers, valves, sprinklers, and other components by material and size.
- H. Conduit: Reduce conduit to straight lengths and store by material and size.
- I. Lamps: Separate lamps by type and store according to requirements in 40 CFR 273.

### 3.5 RECYCLING CONSTRUCTION WASTE

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

3.6 DISPOSAL OF WASTE

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

END OF SECTION 01 74 19

## SECTION 01 77 00 - CLOSEOUT PROCEDURES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Warranties.
  - 4. Final cleaning.

## 1.2 ACTION SUBMITTALS

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

## 1.3 CLOSEOUT SUBMITTALS

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

## 1.4 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
  - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
  5. Submit testing, adjusting, and balancing records.
  6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
  2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  3. Complete startup and testing of systems and equipment.
  4. Perform preventive maintenance on equipment used prior to Substantial Completion.
  5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01 79 00 "Demonstration and Training."
  6. Advise Owner of changeover in utility services.
  7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
  8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  9. Complete final cleaning requirements.
  10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
- 1.5 FINAL COMPLETION PROCEDURES
- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 01 29 00 "Payment Procedures."
  2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  4. Submit pest-control final inspection report.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

## 1.6 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order, starting with exterior areas first and building or structure, proceeding from lowest floor to highest floor, listed by room or space number.
  2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
  3. Include the following information at the top of each page:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Page number.
  4. Submit list of incomplete items in the following format:
    - a. Web-Based Project Software Upload: Utilize software feature for creating and updating list of incomplete items (punch list).

## 1.7 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
1. Submit on digital media acceptable to Architect and by uploading to web-based project software site.
- D. Warranties in Paper Form:
1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
- E. Provide additional copies of each warranty to include in operation and maintenance manuals.

## PART 2 - PRODUCTS

## 2.1 MATERIALS

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

## PART 3 - EXECUTION

## 3.1 FINAL CLEANING

- A. Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
    - b. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - c. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
    - d. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
    - e. Vacuum and mop concrete.
    - f. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
    - g. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
    - h. Remove labels that are not permanent.
    - i. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
    - j. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
    - k. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
    - l. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.

- 1) Clean HVAC system in compliance with NADCA ACR.
    - m. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
    - n. Clean strainers.
    - o. Leave Project clean and ready for occupancy.
  - C. Pest Control: Comply with pest control requirements in Section 01 50 00 "Temporary Facilities and Controls." Prepare written report.
  - D. Construction Waste Disposal: Comply with waste-disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal."
- 3.2 REPAIR OF THE WORK
- A. Complete repair and restoration operations required by Section 01 73 00 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 01 77 00



## SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
1. Operation and maintenance documentation directory manuals.
  2. Emergency manuals.
  3. Systems and equipment operation manuals.
  4. Systems and equipment maintenance manuals.
  5. Product maintenance manuals.

## 1.2 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
  2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
1. Submit on digital media acceptable to Architect. Enable reviewer comments on draft submittals.
  2. Submit three paper copies. Architect will return two copies.
- C. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- D. Comply with Section 01 77 00 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

## 1.3 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.

1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.

1. Binders: Heavy-duty, three-ring, vinyl-covered, post-type binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
2. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
  - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
  - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

#### 1.4 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
2. Table of contents.
3. Manual contents.

B. Title Page: Include the following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of Owner.
4. Date of submittal.
5. Name and contact information for Contractor.
6. Name and contact information for Construction Manager.
7. Name and contact information for Architect.
8. Name and contact information for Commissioning Authority.
9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
10. Cross-reference to related systems in other operation and maintenance manuals.

C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

## 1.5 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content: Organize manual into a separate section for each of the following:
  - 1. Type of emergency.
  - 2. Emergency instructions.
  - 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
  - 1. Fire.
  - 2. Flood.
  - 3. Gas leak.
  - 4. Water leak.
  - 5. Power failure.
  - 6. Water outage.
  - 7. System, subsystem, or equipment failure.
  - 8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures: Include the following, as applicable:
  - 1. Instructions on stopping.
  - 2. Shutdown instructions for each type of emergency.
  - 3. Operating instructions for conditions outside normal operating limits.
  - 4. Required sequences for electric or electronic systems.
  - 5. Special operating instructions and procedures.

## 1.6 SYSTEMS AND EQUIPMENT OPERATION MANUALS

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

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

## 1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

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

- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds, as described below.
- C. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
    - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
  2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
  3. Identification and nomenclature of parts and components.
  4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
  2. Troubleshooting guide.
  3. Precautions against improper maintenance.
  4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  5. Aligning, adjusting, and checking instructions.
  6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.
- H. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

## 1.8 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Product Information: Include the following, as applicable:
  - 1. Product name and model number.
  - 2. Manufacturer's name.
  - 3. Color, pattern, and texture.
  - 4. Material and chemical composition.
  - 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
  - 1. Inspection procedures.
  - 2. Types of cleaning agents to be used and methods of cleaning.
  - 3. List of cleaning agents and methods of cleaning detrimental to product.
  - 4. Schedule for routine cleaning and maintenance.
  - 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
  - 1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 23

## SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
1. Record Drawings.
  2. Record specifications.
  3. Record Product Data.

## 1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
1. Number of Copies: Submit copies of Record Drawings as follows:
    - a. Initial Submittal:
      - 1) Submit one paper-copy set(s) of marked-up record prints.
      - 2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
    - b. Final Submittal:
      - 1) Submit PDF electronic files of scanned Record Prints and three set(s) of file prints.
      - 2) Print each drawing, whether or not changes and additional information were recorded.
    - c. Final Submittal:
      - 1) Submit one paper-copy set(s) of marked-up record prints.
      - 2) Submit Record Digital Data Files and three set(s) of Record Digital Data File plots.
      - 3) Plot each drawing file, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

## 1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data as soon as possible after obtaining it.
    - d. Record and check the markup before enclosing concealed installations.
    - e. Cross-reference record prints to corresponding photographic documentation.
  2. Content: Types of items requiring marking include, but are not limited to, the following:
    - a. Dimensional changes to Drawings.
    - b. Revisions to details shown on Drawings.
    - c. Depths of foundations.
    - d. Locations and depths of underground utilities.
    - e. Revisions to routing of piping and conduits.
    - f. Revisions to electrical circuitry.
    - g. Actual equipment locations.
    - h. Duct size and routing.
    - i. Locations of concealed internal utilities.
    - j. Changes made by Change Order or Construction Change Directive.
    - k. Changes made following Architect's written orders.
    - l. Details not on the original Contract Drawings.
    - m. Field records for variable and concealed conditions.
    - n. Record information on the Work that is shown only schematically.
  3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  5. Mark important additional information that was either shown schematically or omitted from original Drawings.
  6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as for the original Contract Drawings.
  2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
  3. Refer instances of uncertainty to Architect for resolution.
  4. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.



2. Format: Annotated PDF electronic file with comment function enabled.
3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
4. Identification: As follows:
  - a. Project name.
  - b. Date.
  - c. Designation "PROJECT RECORD DRAWINGS."
  - d. Name of Architect.
  - e. Name of Contractor.

#### 1.4 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.
  1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
  5. Note related Change Orders and Record Drawings where applicable.
- B. Format: Submit record specifications as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Specifications.

#### 1.5 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.
- B. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
  1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.
- C. Format: Submit Record Product Data as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Product Data.
  1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.6 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 39

## SECTION 01 79 00 - DEMONSTRATION AND TRAINING

## PART 1 - GENERAL

## 1.1 SUMMARY

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

## 1.2 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
  - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

## 1.3 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.
  - 1. At completion of training, submit complete training manual(s) for Owner's use prepared in same paper and PDF file format required for operation and maintenance manuals specified in Section 01 78 23 "Operation and Maintenance Data."

## 1.4 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 40 00 "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination."

## 1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Architect.

## 1.6 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
  - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
    - a. System, subsystem, and equipment descriptions.
    - b. Performance and design criteria if Contractor is delegated design responsibility.
    - c. Operating standards.
    - d. Regulatory requirements.
    - e. Equipment function.
    - f. Operating characteristics.
    - g. Limiting conditions.
    - h. Performance curves.
  - 2. Documentation: Review the following items in detail:
    - a. Emergency manuals.
    - b. Systems and equipment operation manuals.
    - c. Systems and equipment maintenance manuals.
    - d. Product maintenance manuals.
    - e. Project Record Documents.
    - f. Identification systems.
    - g. Warranties and bonds.
    - h. Maintenance service agreements and similar continuing commitments.
  - 3. Emergencies: Include the following, as applicable:
    - a. Instructions on meaning of warnings, trouble indications, and error messages.
    - b. Instructions on stopping.
    - c. Shutdown instructions for each type of emergency.
    - d. Operating instructions for conditions outside of normal operating limits.
    - e. Sequences for electric or electronic systems.
    - f. Special operating instructions and procedures.

4. Operations: Include the following, as applicable:
  - a. Startup procedures.
  - b. Equipment or system break-in procedures.
  - c. Routine and normal operating instructions.
  - d. Regulation and control procedures.
  - e. Control sequences.
  - f. Safety procedures.
  - g. Instructions on stopping.
  - h. Normal shutdown instructions.
  - i. Operating procedures for emergencies.
  - j. Operating procedures for system, subsystem, or equipment failure.
  - k. Seasonal and weekend operating instructions.
  - l. Required sequences for electric or electronic systems.
  - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
  - a. Alignments.
  - b. Checking adjustments.
  - c. Noise and vibration adjustments.
  - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
  - a. Diagnostic instructions.
  - b. Test and inspection procedures.
7. Maintenance: Include the following:
  - a. Inspection procedures.
  - b. Types of cleaning agents to be used and methods of cleaning.
  - c. List of cleaning agents and methods of cleaning detrimental to product.
  - d. Procedures for routine cleaning.
  - e. Procedures for preventive maintenance.
  - f. Procedures for routine maintenance.
  - g. Instruction on use of special tools.
8. Repairs: Include the following:
  - a. Diagnosis instructions.
  - b. Repair instructions.
  - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
  - d. Instructions for identifying parts and components.
  - e. Review of spare parts needed for operation and maintenance.

#### 1.7 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 01 78 23 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

## 1.8 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
- C. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
  - 1. Schedule training with Owner with at least seven days' advance notice.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral, a written, or a demonstration performance-based test.
- F. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

## 1.9 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
  - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Digital Video Recordings: Provide high-resolution, digital video in MPEG format, produced by a digital camera with minimum sensor resolution of 12 megapixels and capable of recording in full HD mode with vibration reduction technology.
  - 1. Submit video recordings on CD-ROM or thumb drive, and by uploading to web-based Project software site.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
- E. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

March 12, 2021

Moorpark College Campus Wayfinding  
Contract Documents

613-6960-00

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 01 79 00

## SECTION 02 41 19 - SELECTIVE DEMOLITION

## PART 1 - GENERAL

## 1.1 SUMMARY

## A. Section Includes:

1. Demolition and removal of selected portions of building or structure.
2. Demolition and removal of selected site elements.
3. Salvage of existing items to be reused or recycled.

## 1.2 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
  1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

## 1.3 PREINSTALLATION MEETINGS

- A. Predemolition Conference: Conduct conference at Project site.

## 1.4 INFORMATIONAL SUBMITTALS

- A. Engineering Survey: Submit engineering survey of condition of building.
- B. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.
- C. Schedule of selective demolition activities with starting and ending dates for each activity.
- D. Predemolition photographs or video.

## 1.5 CLOSEOUT SUBMITTALS

- A. Inventory of items that have been removed and salvaged.

## 1.6 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.



- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
  - 1. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
- E. Storage or sale of removed items or materials on-site is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
  - 1. Maintain fire-protection facilities in service during selective demolition operations.
- G. Arrange selective demolition schedule so as not to interfere with Owner's operations.

## 1.7 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials and using approved contractors so as not to void existing warranties.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSP A10.6 and NFPA 241.
- C. Maintain the existing building structure, envelope, and interior nonstructural elements of existing buildings. Do not demolish such existing construction beyond limits required to complete Work.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.

- B. Perform an engineering survey of condition of building and other elements to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.
- C. Inventory and record the condition of items to be removed and salvaged.

### 3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and electrical systems serving areas to be selectively demolished.
  - 1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
  - 2. Arrange to shut off utilities with utility companies.
  - 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other areas.
  - 4. Disconnect, demolish, and remove systems, equipment, and components indicated on Drawings to be removed.
    - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
    - b. Equipment to Be Removed: Disconnect and cap services and remove equipment.
    - c. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
    - d. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.

### 3.3 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- C. Remove temporary barricades and protections where hazards no longer exist.

### 3.4 SELECTIVE DEMOLITION

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
  - 1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.

- Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
  3. Do not use cutting torches.
  4. Maintain portable fire-suppression devices at all times.
  5. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  6. Dispose of demolished items and materials promptly.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- C. Removed and Salvaged Items:
1. Clean salvaged items.
  2. Pack or crate items after cleaning. Identify contents of containers.
  3. Store items in a secure area until delivery to Owner.
  4. Transport items to Owner's storage area on-site designated by Owner.
  5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items:
1. Clean and repair items to functional condition adequate for intended reuse.
  2. Pack or crate items after cleaning and repairing. Identify contents of containers.
  3. Protect items from damage during transport and storage.
  4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

### 3.5 CLEANING

- A. Remove demolition waste materials from Project site and recycle, or dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
1. Do not allow demolished materials to accumulate on-site.
  2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
  3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.
- C. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

March 12, 2021

Moorpark College Campus Wayfinding  
Contract Documents

613-6960-00

END OF SECTION 02 41 19

## SECTION 03 33 00 - ARCHITECTURAL CONCRETE

## PART 1 - GENERAL

## 1.1 SUMMARY

## A. Section Includes:

1. Cast-in-place architectural concrete, including form facings, reinforcement accessories, concrete materials, concrete mixtures, concrete placement, and concrete finishes.

## 1.2 DEFINITIONS

- A. Aggregate Exposure: Projection of coarse aggregate from matrix or mortar after completion of exposure operations.
- B. Cast-in-Place Architectural Concrete: Concrete that is exposed to view, is designated as architectural concrete, and that requires special concrete materials, formwork, placement, or finishes to obtain specified architectural appearance.
- C. Cementitious Materials: Portland cement alone or in combination with one or more of the following: blended hydraulic cement, fly ash, slag cement, other pozzolans, and silica fume; materials subject to compliance with requirements.
- D. Design Reference Sample: Sample designated by Architect in the Contract Documents that reflects acceptable surface quality and appearance of cast-in-place architectural concrete.
- E. Water/Cement Ratio (w/cm): The ratio by weight of water to cementitious materials.

## 1.3 ACTION SUBMITTALS

## A. Product Data: For each of the following:

1. Form-facing panels.
2. Form joint tape.
3. Form joint sealant.
4. Wood sealer.
5. Form-release agent.
6. Surface retarder.
7. Form ties.
8. Bar supports.
9. Portland cement.
10. Slag cement.
11. Aggregates.
12. Admixtures:

- a. Include limitations of use, including restrictions on cementitious materials, supplementary cementitious materials, air entrainment, aggregates, temperature at time of concrete placement, relative humidity at time of concrete placement, curing conditions, and use of other admixtures.

- B. Design Mixtures: For each concrete mixture, include the following:
1. Mixture identification.
  2. Minimum 28-day compressive strength.
  3. Durability exposure class.
  4. Maximum w/cm.
  5. Calculated equilibrium unit weight, for lightweight concrete.
  6. Slump limit.
  7. Air content.
  8. Nominal maximum aggregate size.
  9. Amounts of mixing water to be withheld for later addition at Project site if permitted.
  10. Intended placement method.
  11. Alternative design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.
- C. Shop Drawings:
1. Formwork: Prepared by, and signed and sealed by, a qualified professional engineer responsible for their preparation, detailing fabrication, assembly, and support of forms.
- D. Samples: For each of the following materials:
1. Form-facing panels.
  2. Form ties.
  3. Form liners, 12-by-12-inch Sample, indicating texture.
  4. Exposed aggregates.
  5. Chamfers and rustications.
- E. Concrete Schedule: For each location of each Class of concrete indicated in "Concrete Mixtures" Article, including the following:
1. Concrete Class designation.
  2. Location within Project.
  3. Exposure Class designation.
  4. Formed Surface Finish designation and final finish.
  5. Curing process.
- F. Placement Schedule: Submit before start of placement operations.

#### 1.4 INFORMATIONAL SUBMITTALS

- A. Material Certificates: For each of the following:
1. Cementitious materials.
  2. Admixtures.
  3. Form materials and form-release agents.
- B. Material Test Reports: For the following, by a qualified testing agency:
1. Portland cement.
  2. Slag cement.
  3. Blended hydraulic cement.
  4. Aggregates: Include service-record data indicating absence of deleterious expansion of concrete due to alkali-aggregate reactivity.

- C. Research Reports: For concrete admixtures in accordance with ICC AC198.
- D. Preconstruction Test Reports: For each mix design.

## 1.5 QUALITY ASSURANCE

- A. Ready-Mixed Concrete Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C94/C94M requirements for production facilities and equipment.
  - 1. Manufacturer certified in accordance with NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
- B. Installer Qualifications: An experienced cast-in-place architectural concrete installer, as evidenced by not less than five consecutive years' experience, specializing in installing cast-in-place architectural concrete similar in material, design, and extent to that indicated for this Project and whose work has resulted in construction with a record of successful in-service performance.
  - 1. Provide written evidence of qualifications and experience.
  - 2. Include locations, descriptions, and photographs of completed projects, including name of architect, substantiating the quality of the installer's experience.
- C. Field Sample Panels: After approval of verification sample and before casting architectural concrete, produce field sample panels to demonstrate the approved range of selections made under Sample submittals. Produce a minimum of three sets of full-scale panels, cast vertically, approximately 24by 24 by 4 inches minimum, to demonstrate the expected range of finish, color, and texture variations.
  - 1. Locate panels as indicated or, if not indicated, as directed by Architect.
  - 2. Demonstrate methods of curing, aggregate exposure, wood sealers, and coatings, as applicable.
  - 3. In presence of Architect, damage part of an exposed-face surface for each finish, color, and texture, and demonstrate materials and techniques proposed for repair of tie holes and surface blemishes to match adjacent undamaged surfaces.
  - 4. Maintain field sample panels during construction in an undisturbed condition as a standard for judging the completed Work.
  - 5. Demolish and remove field sample panels when directed.
- D. Mockups: Before casting architectural concrete, build mockups, using the same procedures, equipment, materials, finishing procedures, and curing procedures that will be used for producing architectural concrete, to verify selections made under Sample submittals and to demonstrate typical joints, surface finish, color, texture, tolerances, and standard of workmanship. Build mockups to comply with the following requirements, using materials indicated for the completed Work:
  - 1. Build mockups in the location and of the size indicated or, if not indicated, as directed by Architect.
  - 2. Build mockups of typical wall of cast-in-place architectural concrete as shown on Drawings, including vertical and horizontal rustication joints, and any sculptured features.
  - 3. Construct mockups to include at least two lifts having heights equal to those anticipated for construction.
  - 4. Demonstrate curing, cleaning, and protecting of cast-in-place architectural concrete, finishes, and contraction joints, as applicable.

5. In presence of Architect, damage part of the exposed-face surface for each finish, color, and texture, and demonstrate materials and techniques proposed for repair to match adjacent undamaged surfaces.
6. In presence of Architect, demonstrate materials and techniques proposed for repair of tie holes and surface blemishes to match adjacent undamaged surfaces.
7. Obtain Architect's approval of mockups before casting architectural concrete.
8. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

## 1.6 PRECONSTRUCTION TESTING

- A. Preconstruction Testing Service: Engage a qualified testing agency to perform preconstruction testing on concrete mixtures.
  1. Include the following information in each test report:
    - a. Admixture dosage rates.
    - b. Slump.
    - c. Air content.
    - d. Seven-day compressive strength.
    - e. 28-day compressive strength.

## PART 2 - PRODUCTS

### 2.1 CONCRETE, GENERAL

- A. ACI Publications: Comply with ACI 301 unless modified by requirements in the Contract Documents.

### 2.2 FORM-FACING MATERIALS

- A. Form-Facing Panels for As-Cast Finishes:
  1. Steel- and glass-fiber-reinforced plastic, or other approved nonabsorptive panel materials that provide continuous, true, and smooth architectural concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
- B. Chamfer Strips: Metal, rigid plastic, elastomeric rubber, or dressed wood, 3/4 by 3/4 inch, minimum; nonstaining; in longest practicable lengths.
- C. Form Joint Tape: Compressible foam tape; pressure sensitive; AAMA 800; minimum 1/4 inch thick.
- D. Form Joint Sealant: Elastomeric sealant complying with ASTM C920, Type M or Type S, Grade NS, that adheres to form joint substrates, does not stain, does not adversely affect concrete surfaces, and does not impair subsequent treatments and finishes of concrete surfaces.
- E. Form-Release Agent: Commercially formulated, colorless form-release agent that does not bond with, stain, or adversely affect architectural concrete surfaces and will not impair subsequent treatments and finishes of architectural concrete surfaces.



1. Formulate form-release agent with rust inhibitor for steel form-facing materials.
- F. Surface Retarder: Water-soluble chemical liquid set retarder, for application on form-facing materials, capable of temporarily delaying final hardening of newly placed architectural concrete surface to depth of aggregate exposure specified.
- G. Form Ties: Factory-fabricated, glass-fiber-reinforced plastic or removable ties designed to resist lateral pressure of fresh concrete on forms and to prevent spalling of concrete on removal.
1. Furnish ties that, when removed, will leave holes no larger than 3/4 inch in diameter on architectural concrete surface.
  2. Furnish glass-fiber-reinforced plastic ties, not less than 1/2 inch and not more than 1 inch in diameter, of color to match Architect's sample.

### 2.3 REINFORCEMENT ACCESSORIES

- A. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded-wire fabric in place.
1. Manufacture bar supports in accordance with CRSI's "Manual of Standard Practice."
  2. Where legs of wire bar supports contact forms, use gray, all-plastic bar supports.

### 2.4 CONCRETE MATERIALS

- A. Regional Materials: Verify concrete is manufactured within 500 miles of Project site from aggregates that have been extracted, harvested, or recovered, as well as manufactured, within 500 miles of Project site.
- B. Cementitious Materials:
1. Portland Cement: ASTM C150/C150M, Type I/II, white.
  2. Fly Ash: Not allowed.
  3. Slag Cement: Not allowed.
- C. Normal-Weight Aggregates: ASTM C33/C33M, Class 1N coarse aggregate or better, graded. Provide aggregates from single source from single manufacturer.
1. Maximum Coarse-Aggregate Size: 1/2 inch.
  2. Gradation: Uniformly graded.
- D. Normal-Weight Fine Aggregate: ASTM C33/C33M, manufactured or natural sand, free of materials with deleterious reactivity to alkali in cement, from same source for entire Project.
- E. Water: ASTM C94/C94M, potable.

### 2.5 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
- B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf, weighing approximately 9 oz./sq. yd. dry.

- C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet.
- D. Water: Potable.

## 2.6 CONCRETE MIXTURES, GENERAL

- A. Obtain each color, size, type, and variety of concrete mixture from single manufacturer with resources to provide cast-in-place architectural concrete of consistent quality in appearance and physical properties.
- B. Prepare design mixtures for each type and strength of cast-in-place architectural concrete proportioned on basis of laboratory trial mixture or field test data, or both, in accordance with ACI 301.
  - 1. Use a qualified independent testing agency for preparing and reporting proposed concrete mixture designs, based on laboratory trial mixtures.
- C. Cementitious Materials: Limit percentage, by weight, of cementitious materials other than portland cement in concrete as follows:
- D. Admixtures: Use admixtures in accordance with manufacturer's written instructions.

## 2.7 CONCRETE MIXTURES

- A. Class K: Normal-weight concrete.
  - 1. Exposure Class: ACI 318 F1, S0, W0, C1.
  - 2. Minimum Compressive Strength: 4000 psi at 28 days.
  - 3. Maximum w/cm: 0.46.
  - 4. Slump Limit: 8 inches, plus or minus 1 inch for concrete with verified slump of 2 to 4 inches before adding high-range water-reducing admixture or plasticizing admixture at Project site.
  - 5. Air Content:
    - a. Exposure Class F1: 5.0 percent, plus or minus 1.5 percent at point of delivery for concrete containing 3/4-inch nominal maximum aggregate size.
  - 6. Limit water-soluble, chloride-ion content in hardened concrete to 0.15 percent by weight of cement.

## 2.8 CONCRETE MIXING

- A. Ready-Mixed Architectural Concrete: Measure, batch, mix, and deliver concrete in accordance with ASTM C94/C94M and ASTM C1116/C1116M, and furnish batch ticket information.
  - 1. Clean equipment used to mix and deliver cast-in-place architectural concrete to prevent contamination from other concrete.
  - 2. Provide batch ticket for each batch discharged and used in the Work, indicating Project identification name and number, date, mixture type, mixture time, quantity, and amount of water added. Record approximate location of final deposit in structure.

## PART 3 - EXECUTION

## 3.1 INSTALLATION OF FORMWORK

- A. Limit deflection of form-facing panels to not exceed ACI 301 requirements.
- B. Limit cast-in-place architectural concrete surface irregularities, as follows:
  - 1. Surface Finish-3.0: ACI 117 Class A, 1/8 inch.
- C. Construct forms to result in cast-in-place architectural concrete that complies with ACI 117.
- D. Seal form joints, chamfers, and penetrations at form ties with form joint tape or form joint sealant to prevent cement paste leakage.
- E. Chamfer exterior corners and edges of cast-in-place architectural concrete.
- F. Coat contact surfaces of chamfer strips with wood sealer before placing reinforcement, anchoring devices, and embedded items.
- G. Coat contact surfaces of forms with form-release agent, in accordance with manufacturer's written instructions, before placing reinforcement, anchoring devices, and embedded items.
- H. Coat contact surfaces of forms with surface retarder, in accordance with manufacturer's written instructions, before placing reinforcement, anchoring devices, and embedded items.

## 3.2 INSTALLATION OF REINFORCEMENT AND ACCESSORIES

- A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
- B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials.
- C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
  - 1. Shop- or field-weld reinforcement according to AWS D1.4, where indicated.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.
- E. Install welded wire fabric in longest practicable lengths on bar supports spaced to minimize sagging. Lap edges and ends of adjoining sheets at least one mesh spacing. Offset laps of adjoining sheet widths to prevent continuous laps in either direction. Lace overlaps with wire.

## 3.3 JOINTS

- A. Construction Joints: Install construction joints true to line, with faces perpendicular to surface plane of cast-in-place architectural concrete, so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
  - 1. Place joints perpendicular to main reinforcement. Continue reinforcement across construction joints unless otherwise indicated.

2. Form keyed joints as indicated. Embed keys at least 1-1/2 inches into concrete. Align construction joint within rustications attached to form-facing material.
  3. Locate joints for beams, slabs, joists, and girders at third points of spans. Offset joints in girders a minimum distance of twice the beam width from a beam-girder intersection.
  4. Locate horizontal joints in walls and columns at underside of floors, slabs, beams, and girders and at top of footings or floor slabs.
  5. Space vertical joints in walls as indicated on Drawings. Unless otherwise indicated on Drawings, locate joints beside piers integral with walls, near corners, and in concealed locations where possible.
- B. Contraction Joints: Form weakened-plane contraction joints true to line, with faces perpendicular to surface plane of cast-in-place architectural concrete, so strength and appearance of concrete are not impaired, at locations indicated on Drawings or as approved by Architect.

### 3.4 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
- B. Before placing concrete, water may be added at Project site, subject to limitations of ACI 301.
1. Do not add water to concrete after adding high-range water-reducing admixtures to mix.
- C. Deposit concrete continuously or in layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as specified. Deposit concrete to avoid segregation.
- D. Deposit concrete in forms in horizontal layers no deeper than 24 inches and in a manner to avoid inclined construction joints. Place each layer while preceding layer is still plastic, to avoid cold joints.
1. Consolidate placed concrete with mechanical vibrating equipment. Use equipment and procedures for consolidating concrete recommended by ACI 309R.
  2. Do not use vibrators to transport concrete inside forms. Insert and withdraw vibrators vertically at uniformly spaced locations no farther than the visible effectiveness of the vibrator. Place vibrators to rapidly penetrate placed layer and at least 6 inches into preceding layer. Do not insert vibrators into lower layers of concrete that have begun to lose plasticity. At each insertion, limit duration of vibration to time necessary to consolidate concrete and complete embedment of reinforcement and other embedded items without causing mix constituents to segregate.
- E. Deposit and consolidate concrete in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.
1. Consolidate concrete during placement operations so concrete is thoroughly worked around reinforcement and other embedded items and into corners.
  2. Maintain reinforcement in position on chairs during concrete placement.
  3. Screed surfaces with a straightedge and strike off to correct elevations.
  4. Slope surfaces uniformly to drains where required.
  5. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, free of humps or hollows, before excess moisture or bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.

- F. Cold-Weather Placement: Comply with ACI 306.1 and as follows. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures.
1. When air temperature has fallen to or is expected to fall below 40 deg F, uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 deg F and not more than 80 deg F at point of placement.
  2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
  3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators, unless otherwise specified and approved in mix designs.
- G. Hot-Weather Placement: Place concrete according to recommendations in ACI 305R and as follows, when hot-weather conditions exist:
1. Cool ingredients before mixing to maintain concrete temperature below 90 deg F at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
  2. Cover steel reinforcement with water-soaked burlap so steel temperature will not exceed ambient air temperature immediately before embedding in concrete.
  3. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade moisture uniform without standing water, soft spots, or dry areas.

### 3.5 FINISHING FORMED SURFACES

- A. Architectural Concrete Finish: Match Architect's design reference sample, identified and described as indicated, to satisfaction of Architect.
- B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defective areas. Remove fins and other projections exceeding 1/8 inch in height.
1. Apply to concrete surfaces exposed to public view or to be covered with a coating or covering material applied directly to concrete, such as waterproofing, dampproofing, veneer plaster, or painting.
  2. Do not apply rubbed finish to smooth-formed finish.
- C. Rubbed Finish: Apply the following to smooth-formed finished concrete:
1. Smooth-Rubbed Finish: Not later than one day after form removal, moisten concrete surfaces and rub with carborundum brick or another abrasive until producing a uniform color and texture. Do not apply cement grout other than that created by the rubbing process.
  2. Grout-Cleaned Finish: Wet concrete surfaces and apply grout of a consistency of thick paint to coat surfaces and fill small holes. Mix one part portland cement to one and one-half parts fine sand with a 1:1 mixture of bonding admixture and water. Add white portland cement in amounts determined by trial patches so color of dry grout will match adjacent surfaces. Scrub grout into voids and remove excess grout. When grout whitens, rub surface with clean burlap and keep surface damp by fog spray for at least 36 hours.
  3. Cork-Floated Finish: Wet concrete surfaces and apply a stiff grout. Mix one part portland cement and one part fine sand with a 1:1 mixture of bonding agent and water. Add white portland cement in amounts determined by trial patches so color of dry grout will match adjacent surfaces. Compress grout into voids by grinding surface. In a swirling motion, finish surface with a cork float.
- D. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent

formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces, unless otherwise indicated.

### 3.6 CONCRETE CURING

- A. Use identical curing procedures to that used for field sample panels and mockups.
- B. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and with recommendations in ACI 305R for hot-weather protection during curing.
- C. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- D. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms.
- E. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces by one or a combination of the following methods:
  - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
    - a. Water.
    - b. Continuous water-fog spray.
    - c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch lap over adjacent absorptive covers.
  - 2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches, and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.

### 3.7 REPAIR

- A. Comply with ACI 301.
- B. Repair damaged finished surfaces of cast-in-place architectural concrete when repairing is approved by Architect.
- C. Match repairs to color, texture, and uniformity of surrounding surfaces and to repairs on approved field sample panels and mockups.
- D. Remove and replace cast-in-place architectural concrete that cannot be repaired to Architect's approval.

## 3.8 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to sample materials, perform tests, and submit test reports during concrete placement. Sampling and testing for quality control may include those specified in this Article.
- B. Testing Services: Testing of composite samples of fresh concrete obtained according to ASTM C 172 shall be performed according to the following requirements:
1. Testing Frequency: Obtain at least one composite sample for each 100 cu. yd. or fraction thereof of each concrete mix placed each day.
    - a. When frequency of testing will provide fewer than two compressive-strength tests for each concrete mix, testing shall be conducted from at least five randomly selected batches or from each batch if fewer than five are used.
  2. Slump: ASTM C 143; one test at point of placement for each composite sample, but not less than one test for each day's pour of each concrete mix. Perform additional tests when concrete consistency appears to change.
  3. Air Content: ASTM C 231, pressure method, for normal-weight concrete; ASTM C 173, volumetric method, for structural lightweight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mix.
  4. Concrete Temperature: ASTM C 1064; one test hourly when air temperature is 40 deg F and below and when 80 deg F and above, and one test for each composite sample.
  5. Unit Weight: ASTM C 567, fresh unit weight of structural lightweight concrete; one test for each composite sample, but not less than one test for each day's pour of each concrete mix.
  6. Compression Test Specimens: ASTM C 31/C 31M; cast and laboratory cure one set of four standard cylinder specimens for each composite sample.
    - a. Cast and field cure one set of four standard cylinder specimens for each composite sample.
  7. Compressive-Strength Tests: ASTM C 39; test one of four laboratory-cured specimens at 7 days, two at 28 days, and hold one cylinder in reserve.
    - a. Test one of four field-cured specimens at 7 days, two at 28 days, and hold one cylinder in reserve.
    - b. A compressive-strength test shall be the average compressive strength from two specimens obtained from same composite sample and tested at age indicated.
- C. When strength of field-cured cylinders is less than 85 percent of companion laboratory-cured cylinders, Contractor shall evaluate operations and provide corrective procedures for protecting and curing in-place concrete.
- D. Strength of each concrete mix will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi.
- E. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mix proportions and materials, compressive breaking strength, and type of break for both 7-and 28-day tests.
- F. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.
- G. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements

have not been met, as directed by Architect. Testing and inspecting agency may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C 42 or by other methods as directed by Architect.

### 3.9 CLEANING

- A. Clean cast-in-place architectural concrete surfaces after finish treatment to remove stains, markings, dust, and debris.
- B. Wash and rinse surfaces in accordance with concrete finish applicator's written instructions.
  - 1. Protect other Work from staining or damage due to cleaning operations.
  - 2. Do not use cleaning materials or processes that could change the appearance of cast-in-place architectural concrete finishes.

### 3.10 PROTECTION

- A. Protect corners, edges, and surfaces of cast-in-place architectural concrete from damage; use guards and barricades.
- B. Protect cast-in-place architectural concrete from staining, laitance, and contamination during remainder of construction period.

### 3.11 FINAL ACCEPTANCE

- A. Final acceptance of completed architectural concrete Work will be determined by Architect by comparing approved design reference sample, field sample panels, and mockups with installed Work, when viewed at a distance of 10 feet.

END OF SECTION 03 33 00



## SECTION 07 84 13 - PENETRATION FIRESTOPPING

## PART 1 - GENERAL

## 1.1 SUMMARY

## A. Section Includes:

1. Penetration firestopping systems for the following applications:
  - a. Penetrations in fire-resistance-rated walls.
  - b. Penetrations in horizontal assemblies.
  - c. Penetrations in smoke barriers.

## 1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

## 1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Product Schedule: For each penetration firestopping system. Include location, illustration of firestopping system, and design designation of qualified testing and inspecting agency.
  1. Engineering Judgments: Where Project conditions require modification to a qualified testing and inspecting agency's illustration for a particular penetration firestopping system, submit illustration, with modifications marked, approved by penetration firestopping system manufacturer's fire-protection engineer as an engineering judgment or equivalent fire-resistance-rated assembly. Obtain approval of authorities having jurisdiction prior to submittal.

## 1.4 INFORMATIONAL SUBMITTALS

- A. Product test reports.

## 1.5 CLOSEOUT SUBMITTALS

- A. Installer Certificates: From Installer indicating that penetration firestopping systems have been installed in compliance with requirements and manufacturer's written instructions.

## 1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A firm that has been approved by FM Approval according to FM Approval 4991, "Approval of Firestop Contractors," or been evaluated by UL and found to comply with its "Qualified Firestop Contractor Program Requirements."

## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

## A. Fire-Test-Response Characteristics:

1. Perform penetration firestopping system tests by a qualified testing agency acceptable to authorities having jurisdiction.
2. Test per testing standards referenced in "Penetration Firestopping Systems" Article. Provide rated systems complying with the following requirements:
  - a. Penetration firestopping systems shall bear classification marking of a qualified testing agency.
    - 1) UL in its "Fire Resistance Directory."
    - 2) Intertek Group in its "Directory of Listed Building Products."
    - 3) FM Approval in its "Approval Guide."

## 2.2 PENETRATION FIRESTOPPING SYSTEMS

- A. Penetration Firestopping Systems: Systems that resist spread of fire, passage of smoke and other gases, and maintain original fire-resistance rating of construction penetrated. Penetration firestopping systems shall be compatible with one another, with the substrates forming openings, and with penetrating items if any.
- B. Penetrations in Fire-Resistance-Rated Walls: Penetration firestopping systems with ratings determined per ASTM E814 or UL 1479, based on testing at a positive pressure differential of 0.01-inch wg.
  1. F-Rating: Not less than the fire-resistance rating of constructions penetrated.
- C. Penetrations in Horizontal Assemblies: Penetration firestopping systems with ratings determined per ASTM E814 or UL 1479, based on testing at a positive pressure differential of 0.01-inch wg.
  1. F-Rating: At least one hour, but not less than the fire-resistance rating of constructions penetrated.
  2. T-Rating: At least one hour, but not less than the fire-resistance rating of constructions penetrated except for floor penetrations within the cavity of a wall.
  3. W-Rating: Provide penetration firestopping systems showing no evidence of water leakage when tested according to UL 1479.
- D. Penetrations in Smoke Barriers: Penetration firestopping systems with ratings determined per UL 1479, based on testing at a positive pressure differential of 0.30-inch wg.
  1. L-Rating: Not exceeding 5.0 cfm/sq. ft. of penetration opening at and no more than 50-cfm cumulative total for any 100 sq. ft. at both ambient and elevated temperatures.
- E. Exposed Penetration Firestopping Systems: Flame-spread and smoke-developed indexes of less than 25 and 450, respectively, per ASTM E84.
  1. Verify sealant has a VOC content of 250 g/L or less.

- F. Accessories: Provide components for each penetration firestopping system that are needed to install fill materials and to maintain ratings required. Use only those components specified by penetration firestopping system manufacturer and approved by qualified testing and inspecting agency for conditions indicated.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for opening configurations, penetrating items, substrates, and other conditions affecting performance of the Work.
- B. General: Install penetration firestopping systems to comply with manufacturer's written installation instructions and published drawings for products and applications.
- C. Install forming materials and other accessories of types required to support fill materials during their application and in the position needed to produce cross-sectional shapes and depths required to achieve fire ratings.
  - 1. After installing fill materials and allowing them to fully cure, remove combustible forming materials and other accessories not forming permanent components of firestopping.
- D. Install fill materials by proven techniques to produce the following results:
  - 1. Fill voids and cavities formed by openings, forming materials, accessories and penetrating items to achieve required fire-resistance ratings.
  - 2. Apply materials so they contact and adhere to substrates formed by openings and penetrating items.
  - 3. For fill materials that will remain exposed after completing the Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.

### 3.2 IDENTIFICATION

- A. Penetration Identification: Identify each penetration firestopping system with legible metal or plastic labels. Attach labels permanently to surfaces adjacent to and within 6 inches of penetration firestopping system edge so labels are visible to anyone seeking to remove penetrating items or firestopping systems. Use mechanical fasteners or self-adhering-type labels with adhesives capable of permanently bonding labels to surfaces on which labels are placed. Include the following information on labels:
  - 1. The words "Warning - Penetration Firestopping - Do Not Disturb. Notify Building Management of Any Damage."
  - 2. Contractor's name, address, and phone number.
  - 3. Designation of applicable testing and inspecting agency.
  - 4. Date of installation.
  - 5. Manufacturer's name.
  - 6. Installer's name.

3.3 FIELD QUALITY CONTROL

- A. Owner will engage a qualified testing agency to perform tests and inspections according to ASTM E2174.
- B. Where deficiencies are found or penetration firestopping system is damaged or removed because of testing, repair or replace penetration firestopping system to comply with requirements.
- C. Proceed with enclosing penetration firestopping systems with other construction only after inspection reports are issued and installations comply with requirements.

END OF SECTION 07 84 13

## SECTION 07 84 43 - JOINT FIRESTOPPING

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Joints in or between fire-resistance-rated constructions.
  - 2. Joints at exterior curtain-wall/floor intersections.
  - 3. Joints in smoke barriers.

## 1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Product Schedule: For each joint firestopping system. Include location, illustration of firestopping system, and design designation of qualified testing agency.
  - 1. Engineering Judgments: Where Project conditions require modification to a qualified testing agency's illustration for a particular joint firestopping system condition, submit illustration, with modifications marked, approved by joint firestopping system manufacturer's fire-protection engineer as an engineering judgment or equivalent fire-resistance-rated assembly.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Product test reports.

## 1.4 CLOSEOUT SUBMITTALS

- A. Installer Certificates: From Installer indicating that joint firestopping systems have been installed in compliance with requirements and manufacturer's written instructions.

## 1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A firm that has been approved by FM Approvals according to FM Approvals 4991, "Approval of Firestop Contractors," or been evaluated by UL and found to comply with UL's "Qualified Firestop Contractor Program Requirements."

## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Fire-Test-Response Characteristics:

1. Perform joint firestopping system tests by a qualified testing agency acceptable to authorities having jurisdiction.
2. Test per testing standards referenced in "Joint Firestopping Systems" Article. Provide rated systems complying with the following requirements:
  - a. Joint firestopping systems shall bear classification marking of a qualified testing agency.
    - 1) UL in its "Fire Resistance Directory."
    - 2) Intertek Group in its "Directory of Listed Building Products."

## 2.2 JOINT FIRESTOPPING SYSTEMS

- A. Joint Firestopping Systems: Systems that resist spread of fire, passage of smoke and other gases, and maintain original fire-resistance rating of assemblies in or between which joint firestopping systems are installed. Joint firestopping systems shall accommodate building movements without impairing their ability to resist the passage of fire and hot gases.
- B. Joints in or between Fire-Resistance-Rated Construction: Provide joint firestopping systems with ratings determined per ASTM E1966 or UL 2079.
  1. Fire-Resistance Rating: Equal to or exceeding the fire-resistance rating of the wall, floor, or roof in or between which it is installed.
- C. Joints at Exterior Curtain-Wall/Floor Intersections: Provide joint firestopping systems with rating determined per ASTM E2307.
  1. F-Rating: Equal to or exceeding the fire-resistance rating of the floor assembly.
- D. Joints in Smoke Barriers: Provide joint firestopping systems with ratings determined per UL 2079 based on testing at a positive pressure differential of 0.30-inch wg.
  1. L-Rating: Not exceeding 5.0 cfm/ft. of joint at both ambient and elevated temperatures.
- E. Exposed Joint Firestopping Systems: Flame-spread and smoke-developed indexes of less than 25 and 450, respectively, as determined per ASTM E84.
  1. Verify sealant has a VOC content of 250 g/L or less.
- F. Accessories: Provide components of joint firestopping systems, including primers and forming materials, that are needed to install elastomeric fill materials and to maintain ratings required. Use only components specified by joint firestopping system manufacturer and approved by the qualified testing agency for conditions indicated.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for joint configurations, substrates, and other conditions affecting performance of the Work.
- B. General: Install joint firestopping systems to comply with manufacturer's written installation instructions and published drawings for products and applications indicated.

- C. Install forming materials and other accessories of types required to support elastomeric fill materials during their application and in position needed to produce cross-sectional shapes and depths required to achieve fire ratings indicated.
  - 1. After installing elastomeric fill materials and allowing them to fully cure, remove combustible forming materials and other accessories not indicated as permanent components of fire-resistive joint system.
- D. Install elastomeric fill materials for joint firestopping systems by proven techniques to produce the following results:
  - 1. Elastomeric fill voids and cavities formed by joints and forming materials as required to achieve fire-resistance ratings indicated.
  - 2. Apply elastomeric fill materials so they contact and adhere to substrates formed by joints.
  - 3. For elastomeric fill materials that will remain exposed after completing the Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.

### 3.2 IDENTIFICATION

- A. Joint Identification: Identify joint firestopping systems with legible metal or plastic labels. Attach labels permanently to surfaces adjacent to and within 6 inches of joint edge so labels are visible to anyone seeking to remove or joint firestopping system. Use mechanical fasteners or self-adhering-type labels with adhesives capable of permanently bonding labels to surfaces on which labels are placed. Include the following information on labels:
  - 1. The words "Warning - Joint Firestopping - Do Not Disturb. Notify Building Management of Any Damage."
  - 2. Contractor's name, address, and phone number.
  - 3. Designation of applicable testing agency.
  - 4. Date of installation.
  - 5. Manufacturer's name.
  - 6. Installer's name.

### 3.3 FIELD QUALITY CONTROL

- A. Inspecting Agency: Owner will engage a qualified testing agency to perform tests and inspections according to ASTM E2393.
- B. Where deficiencies are found or joint firestopping systems are damaged or removed due to testing, repair or replace joint firestopping systems so they comply with requirements.
- C. Proceed with enclosing joint firestopping systems with other construction only after inspection reports are issued and installations comply with requirements.

END OF SECTION 07 84 43

SECTION 07 92 00 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
  - 1. Silicone joint sealants.
  - 2. Nonstaining silicone joint sealants.
  - 3. Urethane joint sealants.
  - 4. Immersible joint sealants.
  - 5. Mildew-resistant joint sealants.

1.2 ACTION SUBMITTALS

- A. Product data.
- B. Samples: Manufacturer's standard color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Joint-sealant schedule.

1.3 INFORMATIONAL SUBMITTALS

- A. Field Quality-Control Submittals:
  - 1. Field-Adhesion-Test Reports: For each sealant application tested.

1.4 CLOSEOUT SUBMITTALS

- A. Warranty Documentation:
  - 1. Manufacturers' special warranties.
  - 2. Installer's special warranties.

1.5 QUALITY ASSURANCE

- A. Qualifications:
  - 1. Installers: Authorized representative who is trained and approved by manufacturer.
  - 2. Testing Agency: Qualified in accordance with ASTM C1021 to conduct the testing indicated.



## 1.6 WARRANTY

- A. Special Installer's Warranty: Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
  - 1. Warranty Period: Two years from date of Substantial Completion.
- B. Special Manufacturer's Warranty: Manufacturer agrees to furnish joint sealants to repair or replace those joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
  - 1. Warranty Period: Five years from date of Substantial Completion.
- C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:
  - 1. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
  - 2. Disintegration of joint substrates from causes exceeding design specifications.
  - 3. Mechanical damage caused by individuals, tools, or other outside agents.
  - 4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

## PART 2 - PRODUCTS

## 2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
  - 1. GE Construction Sealants; Momentive Performance Materials Inc.
  - 2. Sika Corporation; Joint Sealants.
  - 3. The Dow Chemical Company.
  - 4. Tremco Incorporated.

## 2.2 JOINT SEALANTS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. VOC Content: Verify sealants and sealant primers comply with the following:
  - 1. Architectural sealants have a VOC content of 250 g/L or less.
  - 2. Sealants and sealant primers for nonporous substrates have a VOC content of 250 g/L or less.
  - 3. Sealants and sealant primers for porous substrates have a VOC content of 775 g/L or less.

- C. Stain-Test-Response Characteristics: Where sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.
- D. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.

### 2.3 SILICONE JOINT SEALANTS

- A. Silicone, Nonstaining, S, NS, 50, NT: Nonstaining, single-component, nonsag, plus 50 percent and minus 50 percent movement capability, nontraffic-use, neutral-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 50, Use NT.
  - 1. Nonstaining Joint Sealants: No staining of substrates when tested in accordance with ASTM C1248.
- B. Silicone, S, NS, 25, NT: Single-component, nonsag, plus 25 percent and minus 25 percent movement capability, nontraffic-use, neutral-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 25, Use NT.

### 2.4 URETHANE JOINT SEALANTS

- A. Urethane, M, NS, 25, T, NT: Multicomponent, nonsag, plus 25 percent and minus 25 percent movement capability, traffic- and nontraffic-use, urethane joint sealant; ASTM C920, Type M, Grade NS, Class 25, Uses T and NT.

### 2.5 IMMERSIBLE JOINT SEALANTS

- A. Immersible Joint Sealants. Suitable for immersion in liquids; ASTM C1247, Class as required for application and use; tested in deionized water unless otherwise indicated
- B. Urethane, Immersible, M, NS, 25, T, NT, I: Immersible, multicomponent, nonsag, plus 25 percent and minus 25 percent movement capability, traffic- and nontraffic-use, urethane joint sealant; ASTM C920, Type M, Grade NS, Class 25, Uses T, NT, and I.

### 2.6 MILDEW-RESISTANT JOINT SEALANTS

- A. Mildew-Resistant Joint Sealants: Formulated for prolonged exposure to humidity with fungicide to prevent mold and mildew growth.
- B. Silicone, Mildew Resistant, Acid Curing, S, NS, 25, NT: Mildew-resistant, single-component, nonsag, plus 25 percent and minus 25 percent movement capability, nontraffic-use, acid-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 25, Use NT.

### 2.7 LATEX JOINT SEALANTS

- A. Acrylic Latex: Acrylic latex or siliconized acrylic latex, ASTM C834, Type OP, Grade NF.

## 2.8 JOINT-SEALANT BACKING

- A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C1330, Type C (closed-cell material with a surface skin), Type B (bicellular material with a surface skin) or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

## 2.9 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
  - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
  - 2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
    - a. Concrete.
    - b. Masonry.
    - c. Unglazed surfaces of ceramic tile.
    - d. Exterior insulation and finish systems.
  - 3. Remove laitance and form-release agents from concrete.

4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
  - a. Metal.
  - b. Glass.
  - c. Porcelain enamel.
  - d. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

### 3.2 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
  1. Do not leave gaps between ends of sealant backings.
  2. Do not stretch, twist, puncture, or tear sealant backings.
  3. Remove absorbent sealant backings that have become wet before sealant application, and replace them with dry materials.
- D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
  1. Place sealants so they directly contact and fully wet joint substrates.
  2. Completely fill recesses in each joint configuration.
  3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
  1. Remove excess sealant from surfaces adjacent to joints.

2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
  3. Provide concave joint profile in accordance with Figure 8A in ASTM C1193 unless otherwise indicated.
  4. Provide flush joint profile at locations indicated on Drawings and to match existing conditions in accordance with Figure 8B in ASTM C1193.
  5. Provide recessed joint configuration of recess depth and at locations indicated on Drawings and to match existing conditions in accordance with Figure 8C in ASTM C1193.
    - a. Use masking tape to protect surfaces adjacent to recessed tooled joints.
- G. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.
- H. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

### 3.3 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified testing agency to perform tests and inspections.
- B. Tests and Inspections:
1. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:
    - a. Extent of Testing: Test completed and cured sealant joints as follows:
      - 1) Perform 10 tests for the first 1000 ft. of joint length for each kind of sealant and joint substrate.
      - 2) Perform one test for each 1000 ft. of joint length thereafter or one test per each floor per elevation.
    - b. Test Method: Test joint sealants in accordance with Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C1193 or Method A, Tail Procedure, in ASTM C1521.
      - 1) For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
    - c. Inspect tested joints and report on the following:
      - 1) Whether sealants filled joint cavities and are free of voids.
      - 2) Whether sealant dimensions and configurations comply with specified requirements.
      - 3) Whether sealants in joints connected to pulled-out portion failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. Compare these results to determine if adhesion complies with sealant manufacturer's field-adhesion hand-pull test criteria.

- d. Record test results in a field-adhesion-test log. Include dates when sealants were installed, names of persons who installed sealants, test dates, test locations, whether joints were primed, adhesion results and percent elongations, sealant material, sealant configuration, and sealant dimensions.
  - e. Repair sealants pulled from test area by applying new sealants following same procedures used originally to seal joints. Ensure that original sealant surfaces are clean and that new sealant contacts original sealant.
2. Evaluation of Field-Adhesion-Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates during testing or to comply with other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.
- C. Prepare test and inspection reports.

#### 3.4 JOINT-SEALANT SCHEDULE

- A. Match existing sealant and locations.

END OF SECTION 07 92 00

## SECTION 08 31 13 - ACCESS DOORS AND FRAMES

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Access doors and frames.
  - 2. Fire-rated access doors and frames.

## 1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each type of access door and frame and for each finish specified.
- C. Product Schedule: For access doors and frames.

## 1.3 CLOSEOUT SUBMITTALS

- A. Record Documents: For fire-rated doors, list of applicable room name and number in which access door is located.

## 1.4 QUALITY ASSURANCE

- A. Fire-Rated Door Inspector Qualifications: Inspector for field quality control inspections of fire-rated door assemblies meets the qualifications set forth in NFPA 80, Section 5.2.3.1 and the following:
  - 1. Door and Hardware Institute Fire and Egress Door Assembly Inspector (FDAI) certification.

## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Fire-Rated Access Doors and Frames: Assemblies complying with NFPA 80 that are listed and labeled by a qualified testing agency, for fire-protection and temperature-rise limit ratings indicated, according to NFPA 252 or UL 10B.

## 2.2 ACCESS DOORS AND FRAMES

- A. General:
  - 1. Optional Features: Upward-opening doors for ceilings, Gasketing, Piano hinges, and Masonry anchors.

2. Locations: Wall and ceiling.
  3. Stainless Steel Sheet for Door: Nominal 0.062 inch, 16 gage, ASTM A480/A480M No. 4 finish.
  4. Frame Material: Same material, thickness, and finish as door.
  5. Latch and Lock: As directed by Owner.
    - a. Fire-Rated: Self-latching door hardware.
- B. Flush Access Doors with Exposed Flanges (Type A):
1. Description: Face of door flush with frame, with exposed flange and concealed hinge.
- C. Flush Access Doors with Concealed Flanges (Type B):
1. Description: Face of door flush with frame; with concealed flange for plaster installation and concealed hinge.
- D. Fire-Rated, Flush or Recessed Access Doors with Exposed Flanges (Type C):
1. Description: Door face flush with frame, with a core of mineral-fiber insulation enclosed in sheet metal and uninsulated; with exposed flange, self-closing door, and concealed hinge.
  2. Fire-Resistance Rating: Not less than that of adjacent construction.
  3. Temperature-Rise Rating: 450 deg F at the end of 30 minutes.
  4. Stainless Steel Sheet for Door: Nominal 0.038 inch, 20 gage, ASTM A480/A480M No. 4 finish.
- E. Fire-Rated, Flush or Recessed Access Doors with Concealed Flanges (Type D):
1. Description: Door face flush with frame, with a core of mineral-fiber insulation enclosed in sheet metal or uninsulated; with concealed flange for plaster installation, self-closing door, and concealed hinge.
  2. Fire-Resistance Rating: Not less than that of adjacent construction.
  3. Temperature-Rise Rating: 450 deg F at the end of 30 minutes.
  4. Stainless Steel Sheet for Door: Nominal 0.038 inch, 20 gage, ASTM A480/A480M No. 4 finish.
  5. Latch and Lock: Self-closing, self-latching door hardware, and as directed by Owner.

## 2.3 MATERIALS

- A. Stainless Steel Plate, Sheet, and Strip: ASTM A240/A240M or ASTM A666, Type 304. Remove tool and die marks and stretch lines, or blend into finish.
- B. Stainless Flat Bars: ASTM A666, Type 304. Remove tool and die marks and stretch lines, or blend into finish.
- C. Frame Anchors: Same material as door face.
- D. Inserts, Bolts, and Anchor Fasteners: Hot-dip galvanized steel according to ASTM A153/A153M or ASTM F2329.

## 2.4 FABRICATION

- A. Metal Surfaces: For metal surfaces exposed to view in the completed Work, provide materials with smooth, flat surfaces without blemishes. Do not use materials with exposed pitting, seam marks, roller marks, rolled trade names, or roughness.



- B. Doors and Frames: Grind exposed welds smooth and flush with adjacent surfaces. Furnish mounting holes, attachment devices and fasteners of type required to secure access doors to types of supports indicated.
- C. Latch and Lock Hardware:
  - 1. Quantity: Furnish number of latches and locks required to hold doors tightly closed.
  - 2. Keys: Furnish two keys per lock and key all locks alike.
  - 3. Mortise Cylinder Preparation: Where indicated, prepare door panel to accept cylinder to match Owner's standard keying.

## 2.5 FINISHES

- A. Painted Finishes: Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.
  - 1. Factory Primed: Apply manufacturer's standard, lead- and chromate-free, universal primer immediately after surface preparation and pretreatment.
  - 2. Factory Finished: Apply manufacturer's standard baked-enamel or powder-coat finish immediately after cleaning and pretreating, with minimum dry-film thickness of 1 mil for topcoat.
    - a. Color: Match Architect's sample, and As selected by Architect from full range of industry colors.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Comply with manufacturer's written instructions for installing access doors and frames.
- B. Adjust doors and hardware, after installation, for proper operation.

### 3.2 FIELD QUALITY CONTROL

- A. Inspection Agency: Owner will engage a qualified inspector to perform inspections and to furnish reports to Architect.
- B. Inspections:
  - 1. Fire-Rated Door Inspections: Inspect each fire-rated access door in accordance with NFPA 80, Section 5.2.
- C. Repair or remove and replace installations where inspections indicate that they do not comply with specified requirements.
- D. Reinspect repaired or replaced installations to determine if replaced or repaired door assembly installations comply with specified requirements.
- E. Prepare and submit separate inspection report for each fire-rated access door indicating compliance with each item listed in NFPA 80 and NFPA 101.

March 12, 2021

Moorpark College Campus Wayfinding  
Contract Documents

613-6960-00

END OF SECTION 08 31 13

## SECTION 10 14 19 - DIMENSIONAL LETTER SIGNAGE

## PART 1 - GENERAL

## 1.1 SUMMARY

## A. Section Includes:

1. Dimensional characters.
  - a. Cutout dimensional characters.
  - b. Fabricated channel dimensional characters.
  - c. Illuminated, fabricated channel dimensional characters.
  - d. Molded-plastic dimensional characters.
  - e. Illuminated, molded-plastic dimensional characters.

## 1.2 ACTION SUBMITTALS

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

## B. Shop Drawings: For signs.

1. Include fabrication and installation details and attachments to other work.
2. Show sign mounting heights, locations of supplementary supports, and accessories.
3. Show message list, typestyles, graphic elements, and layout for each sign at least half size.
4. Show locations of electrical service connections.
5. Include diagrams for power, signal, and control wiring.

## C. Samples: For each exposed product and for each color and texture specified.

## D. Delegated Design Submittal: For signs indicated in "Performance Requirements" Article.

1. Include structural analysis calculations for signs indicated to comply with design loads; signed and sealed by the qualified professional engineer responsible for their preparation.

## 1.3 CLOSEOUT SUBMITTALS

## A. Maintenance data.

## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer, as defined in Section 01 40 00 "Quality Requirements," to design sign structure and anchorage of sign types according to structural performance requirements.

- B. Structural Performance: Signs and supporting elements shall withstand the effects of gravity and other loads within limits and under conditions indicated.
- C. Thermal Movements: For exterior, allow for thermal movements from ambient and surface temperature changes.
  - 1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.
- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

## 2.2 DIMENSIONAL CHARACTERS

- A. Cutout Characters: Characters with uniform faces; square-cut, smooth edges; precisely formed lines and profiles; and as follows:
  - 1. Character Material: Sheet or plate aluminum, stainless steel, and acrylic.
  - 2. Character Height: As indicated on Drawings.
  - 3. Thickness: As indicated on Drawings, not less than manufacturer's standard for size of character.
  - 4. Finishes:
    - a. Integral Metal Finish: As selected by Architect from full range of industry finishes.
    - b. Integral Aluminum Finish: Anodized color as selected by Architect from full range of industry colors and color densities.
    - c. Integral Stainless Steel Finish: As selected by Architect from full range of industry finishes.
    - d. Integral Acrylic Color: Match Architect's sample.
    - e. Baked-Enamel or Powder-Coat Finish: Manufacturer's standard, in color matching Architect's sample.
    - f. Overcoat: Manufacturer's standard baked-on anti-graffiti clear coating.
  - 5. Mounting: As indicated on Drawings, including but not limited to the following:
    - a. Concealed studs, projecting studs, countersunk flathead through fasteners; Concealed, painted aluminum back bar or bracket assembly; Concealed, stainless steel back bar or bracket assembly, and Adhesive.
- B. Fabricated Channel Characters: Metal face and side returns, open face with metal side returns, translucent face with metal side returns, or as indicated on Drawings, formed free from warp and distortion; with uniform faces, sharp corners, and precisely formed lines and profiles; internally braced for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners; and as follows.
  - 1. Illuminated Characters: Backlighting character construction with LED lighting, including transformers, insulators, and other accessories for operability, with provision for servicing and concealing connections to building electrical system. Use tight or sealed joint construction to prevent unintentional light leakage. Space lamps apart from each other and away from character surfaces as needed to illuminate evenly.
    - a. Power: As indicated on electrical Drawings.
  - 2. Character Material: Sheet or plate aluminum.
  - 3. Translucent Face Sheet: Acrylic sheet with integral color matching Architect's sample.
  - 4. Character Height: As indicated on Drawings.
  - 5. Character Depth: As indicated on Drawings.

6. Finishes:
    - a. Integral Metal Finish: Match Architect's sample and As selected by Architect from full range of industry finishes.
    - b. Integral Aluminum Finish: Anodized color as selected by Architect from full range of industry colors and color densities.
    - c. Integral Stainless Steel Finish: As selected by Architect from full range of industry finishes.
    - d. Baked-Enamel or Powder-Coat Finish: Manufacturer's standard, in color matching Architect's sample.
    - e. Overcoat: Manufacturer's standard baked-on anti-graffiti clear coating.
  7. Mounting: As indicated on Drawings, not less than manufacturer's standard for size and design of character.
    - a. Hold characters at manufacturer's recommended distance, and distance as approved by Architect from wall surface.
- C. Molded-Plastic Characters: Characters having uniform faces and profiles, and as follows:
1. Illuminated Characters: Characters with concealed LED lighting, including transformers, insulators, and other accessories; with provision for servicing and concealing connections to building electrical system. Space lamps apart from each other and away from character surfaces as needed to illuminate evenly.
    - a. Power: As indicated on electrical Drawings.
  2. Color: Manufacturer's standard integral color and painted finish process, in color matching Architect's sample.

## 2.3 DIMENSIONAL CHARACTER MATERIALS

- A. Stainless Steel Sheet: ASTM A240/A240M or ASTM A666, Type 304, stretcher-leveled standard of flatness.
- B. Acrylic Sheet: ASTM D4802, category as standard with manufacturer for each sign, Type UVF (UV filtering).

## 2.4 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signs, noncorrosive and compatible with each material joined, and complying with the following:
  1. Use concealed fasteners and anchors unless indicated to be exposed.
  2. For exterior exposure, furnish nonferrous-metal, or stainless steel devices unless otherwise indicated.
  3. Exposed Metal-Fastener Components, General:
    - a. Fabricated from same basic metal and finish of fastened metal unless otherwise indicated.
  4. Sign Mounting Fasteners:

- a. Concealed Studs: Concealed (blind), threaded studs welded or brazed to back of sign material, screwed into back of sign assembly, or screwed into tapped lugs cast integrally into back of cast sign material, unless otherwise indicated.
  - b. Projecting Studs: Threaded studs with sleeve spacer, welded or brazed to back of sign material, screwed into back of sign assembly, or screwed into tapped lugs cast integrally into back of cast sign material, unless otherwise indicated.
  - c. Through Fasteners: Exposed metal fasteners matching sign finish, with type of head indicated, installed in predrilled holes.
- B. Adhesive: As recommended by sign manufacturer.
1. Verify adhesives have a VOC content of 70 g/L or less.
- C. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D1187/D1187M.

## 2.5 FABRICATION

- A. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
1. Mill joints to a tight, hairline fit. Form assemblies and joints exposed to weather to resist water penetration and retention.
  2. Provide welds and brazes behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded and brazed connections of flux, and dress exposed and contact surfaces.
  3. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
  4. Internally brace dimensional characters for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners.
  5. Provide rabbets, lugs, and tabs necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners where possible; use exposed fasteners that match sign finish.
- B. Brackets: Fabricate brackets, fittings, and hardware for bracket-mounted signs to suit sign construction and mounting conditions indicated. Modify manufacturer's standard brackets as required.
1. Aluminum Brackets: Factory finish brackets with baked-enamel or powder-coat finish to match Architect's sample color unless otherwise indicated.
  2. Stainless Steel Brackets: Factory finish brackets to match Architect's sample finish unless otherwise indicated.

## PART 3 - EXECUTION

### 3.1 INSTALLATION OF DIMENSIONAL CHARACTERS

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.
1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
  2. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.

3. Corrosion Protection: Coat concealed surfaces of exterior aluminum in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.

B. Mounting Methods:

1. Concealed and Projecting Studs: Using a template, drill holes in substrate aligning with studs on back of sign. Remove loose debris from hole and substrate surface.
  - a. Masonry Substrates: Fill holes with adhesive. Leave recess space in hole for displaced adhesive.
    - 1) Concealed: Place sign in position and push until flush to surface, embedding studs in holes. Temporarily support sign in position until adhesive fully sets.
    - 2) Projecting: Place spacers on studs, place sign in position, and push until spacers are pinched between sign and substrate, embedding the stud ends in holes.
  - b. Thin or Hollow Surfaces:
    - 1) Concealed: Place sign in position and flush to surface,
    - 2) Projecting: Place spacers on studs, place sign in position with spacers pinched between sign and substrate.
    - 3) Install washers and nuts on studs projecting through opposite side of surface, and tighten.
2. Through Fasteners: Drill holes in substrate using predrilled holes in sign as template. Countersink holes in sign if required. Place sign in position and flush to surface. Install through fasteners and tighten.
3. Back Bar and Brackets: Remove loose debris from substrate surface and install backbar or bracket supports in position, so that signage is correctly located and aligned.
4. Adhesive: Clean bond-breaking materials from substrate surface and remove loose debris. Apply linear beads or spots of adhesive symmetrically to back of sign and of suitable quantity to support weight of sign after cure without slippage. Keep adhesive away from edges to prevent adhesive extrusion as sign is applied and to prevent visibility of cured adhesive at sign edges. Place sign in position, and push to engage adhesive. Temporarily support sign in position until adhesive fully sets.

- C. Remove temporary protective coverings and strippable films as signs are installed.

END OF SECTION 10 14 19

## SECTION 10 14 23 - PANEL SIGNAGE

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Panel signs.
  - 2. Illuminated panel signs.

## 1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For panel signs.
  - 1. Include fabrication and installation details and attachments to other work.
  - 2. Show sign mounting heights, locations of supplementary supports to be provided by other installers, and accessories.
  - 3. Show message list, typestyles, graphic elements, including raised characters and Braille, and layout for each sign at least half size.
  - 4. Show locations of electrical service connections.
  - 5. Include diagrams for power, signal, and control wiring.
- C. Samples: For each exposed product and for each color and texture specified.
- D. Delegated-Design Submittal: For signs indicated in "Performance Requirements" Article.
  - 1. Include structural analysis calculations for signs indicated to comply with design loads; signed and sealed by the qualified professional engineer responsible for their preparation.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Evaluation Reports: For post-installed anchors and power-actuated fasteners, from ICC-ES or other qualified testing agency acceptable to authorities having jurisdiction.
- B. Sample warranty.

## 1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.



## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer, as defined in Section 01 40 00 "Quality Requirements," to design sign structure and anchorage of sign types indicated according to structural performance requirements.
- B. Structural Performance: Signs and supporting elements shall withstand the effects of gravity and other loads within limits and under conditions indicated.
- C. Thermal Movements: For exterior signs, allow for thermal movements from ambient and surface temperature changes.
  - 1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.
- D. Accessibility Standard: Comply with applicable provisions in the USDOJ's "2010 ADA Standards for Accessible Design" and ICC A117.1.
- E. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

## 2.2 PANEL SIGNS

- A. Panel Sign: Sign with smooth, uniform surfaces; with message and characters having uniform faces, sharp corners, and precisely formed lines and profiles; and as follows:
  - 1. Illuminated Panel Sign: Backlighted and edgelighted construction with LED lighting including transformers, insulators, and other accessories for operability, with provision for servicing and concealing connections to building electrical system. Use tight or sealed joint construction to prevent unintentional light leakage. Space lamps apart from each other and away from sign surfaces as needed to illuminate evenly.
    - a. Power: As indicated on electrical Drawings.
  - 2. Solid-Sheet Sign, Returns, and Back: Aluminum, Stainless-steel, and Acrylic sheet with finish specified in "Surface Finish and Applied Graphics" Subparagraph and as follows:
    - a. Surface-Applied, Flat Graphics: As indicated; Applied vinyl film, baked enamel or powder coat, paint, and photo image.
    - b. Surface-Applied, Raised Graphics: Applied polymer characters and Braille.
    - c. Etched and Filled Graphics: Sign face etched or routed to receive enamel-paint infill.
    - d. Inset, Cutout Characters: Sign face routed to receive push-through acrylic graphics flush with, and slightly projecting from the sign panel.
  - 3. Laminated Aluminum-Sheet Sign: Aluminum sheet laminated to both sides of acrylic core sheet with painted edges.
    - a. Surface-Applied, Flat Graphics: Applied vinyl film, paint, and photo image.
    - b. Surface-Applied, Raised Graphics: Applied polymer characters and Braille.
  - 4. Laminated-Sheet Sign: Photopolymer face sheet with raised graphics laminated over subsurface graphics to acrylic backing sheet to produce composite sheet.

- a. Surface-Applied, Flat Graphics: Applied vinyl film, paint, and photo image.
  - b. Surface-Applied, Raised Graphics: Applied polymer characters and Braille.
  - c. Subsurface Graphics: Reverse halftone or dot-screen image, reverse etch image, snap-in changeable insert beneath removable face sheet, and slide-in changeable insert.
5. Sign-Panel Perimeter: Finish edges smooth.
- a. Edge Condition: As indicated on Drawings.
  - b. Corner Condition in Elevation: As indicated on Drawings.
6. Frame: As indicated; Entire perimeter, Horizontal retainers, Vertical retainers, and to hold changeable sign panel.
- a. Material: Aluminum and Stainless steel.
  - b. Profile: As indicated.
  - c. Corner Condition in Elevation: As indicated.
  - d. Finish and Color: Mill, match architect's sample, and as selected by architect from manufacturer's full range.
7. Mounting: As indicated on Drawings Surface mounted to wall, Projecting from wall, Aluminum bracket, and Stainless-steel bracket with concealed anchors countersunk flathead through fasteners, and adhesive.
8. Surface Finish and Applied Graphics:
- a. Integral Metal Finish: Mill, match architect's sample, and as selected by architect from full range of industry finishes.
  - b. Integral Aluminum Finish: Anodized color as selected by Architect from full range of industry colors and color densities.
  - c. Integral Stainless-Steel Finish: Match Architect's sample, and As selected by Architect from full range of industry finishes.
  - d. Integral Acrylic Sheet Color: Match Architect's sample, and As selected by Architect from full range of industry colors.
  - e. Baked-Enamel or Powder-Coat Finish and Graphics: Manufacturer's standard, in color matching Architect's sample, and as selected by Architect from manufacturer's full range.
  - f. Painted Finish and Graphics: Manufacturer's standard, factory-applied exterior-grade sign paint, in color matching Architect's sample, and as selected by Architect from manufacturer's full range.
  - g. Photo-Image Graphics: Manufacturer's standard black-and-white, and multicolor, 600-dpi halftone or dot-screen image.
  - h. Overcoat: Manufacturer's standard anti-graffiti baked-on clear coating.

### 2.3 PANEL-SIGN MATERIALS

- A. Stainless-Steel Sheet: ASTM A240/A240M or ASTM A666, Type 304, stretcher-leveled standard of flatness.
- B. Acrylic Sheet: ASTM D4802, Type UVF (UV filtering).
- C. Vinyl Film: UV-resistant vinyl film of nominal thickness indicated, with pressure-sensitive, permanent adhesive on back; die cut to form characters or images as indicated on Drawings and suitable for exterior applications.

## 2.4 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signs, noncorrosive and compatible with each material joined, and complying with the following unless otherwise indicated:
1. Use concealed fasteners and anchors unless indicated to be exposed.
  2. For exterior exposure, furnish nonferrous-metal, and stainless-steel devices unless otherwise indicated.
  3. Exposed Metal-Fastener Components, General:
    - a. Fabricated from same basic metal and finish of fastened metal unless otherwise indicated.
  4. Sign Mounting Fasteners:
    - a. Concealed Studs: Concealed (blind), threaded studs welded or brazed to back of sign material or screwed into back of sign assembly unless otherwise indicated.
    - b. Projecting Studs: Threaded studs with sleeve spacer, welded or brazed to back of sign material or screwed into back of sign assembly, unless otherwise indicated.
    - c. Through Fasteners: Exposed metal fasteners matching sign finish, with type of head indicated, and installed in predrilled holes.
- B. Post-Installed Anchors: Fastener systems with bolts of same basic metal as fastened metal, if visible, unless otherwise indicated; with working capacity greater than or equal to the design load, according to an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC01, ICC-ES AC193, ICC-ES AC58, or ICC-ES AC308 as appropriate for the substrate.
1. Uses: Securing signs with imposed loads to structure.
  2. Type: Torque-controlled, expansion anchor torque-controlled, adhesive anchor or adhesive anchor.
  3. Material for Exterior or Interior Locations and Where Stainless Steel Is Indicated: Alloy Group 1 stainless-steel bolts, ASTM F593, and nuts, ASTM F594.
- C. Power-Actuated Anchors: Fastener systems with working capacity greater than or equal to the design load, according to an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.
- D. Adhesive: As recommended by sign manufacturer.
1. Verify adhesives have a VOC content of 70 g/L or less.
- E. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D1187/D1187M.

## 2.5 FABRICATION

- A. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
1. Mill joints to a tight, hairline fit. Form assemblies and joints exposed to weather to resist water penetration and retention.
  2. Provide welds and brazes behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded and brazed connections of flux, and dress exposed and contact surfaces.

3. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
  4. Internally brace signs for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners.
  5. Provide rabbets, lugs, and tabs necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners where possible; use exposed fasteners that match sign finish.
- B. Surface-Engraved Graphics: Machine engrave characters and other graphic devices into indicated sign surface to produce precisely formed copy, incised to uniform depth.
1. Engraved Metal: Fill engraved graphics with manufacturer's standard baked enamel.
  2. Engraved Opaque Acrylic Sheet: Fill engraved graphics with manufacturer's standard enamel.
  3. Face-Engraved Clear Acrylic Sheet: Fill engraved copy with manufacturer's standard enamel. Apply manufacturer's standard opaque background color coating to back face of acrylic sheet.
- C. Subsurface-Applied Graphics: Apply graphics to back face of clear face-sheet material to produce precisely formed image. Image shall be free of rough edges.
- D. Subsurface-Engraved Graphics: Reverse engrave back face of clear face-sheet material. Fill resulting copy with manufacturer's standard enamel. Apply opaque manufacturer's standard background color coating over enamel-filled copy.
- E. Shop- and Subsurface-Applied Vinyl: Align vinyl film in final position and apply to surface. Firmly press film from the middle outward to obtain good bond without blisters or fishmouths.
- F. Brackets: Fabricate brackets, fittings, and hardware for bracket-mounted signs to suit sign construction and mounting conditions indicated. Modify manufacturer's standard brackets as required.
1. Aluminum Brackets: Factory finish brackets with baked-enamel or powder-coat finish to match Architect's sample color unless otherwise indicated.
  2. Stainless-Steel Brackets: Factory finish brackets to match Architect's sample finish unless otherwise indicated.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.
1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
  2. Install signs so they do not protrude or obstruct according to the accessibility standard.
  3. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
  4. Corrosion Protection: Coat concealed surfaces of exterior aluminum in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.
- B. Mounting Methods:

1. Concealed Studs: Using a template, drill holes in substrate aligning with studs on back of sign. Remove loose debris from hole and substrate surface.
    - a. Masonry Substrates: Fill holes with adhesive. Leave recess space in hole for displaced adhesive. Place sign in position and push until flush to surface, embedding studs in holes. Temporarily support sign in position until adhesive fully sets.
    - b. Thin or Hollow Surfaces: Place sign in position and flush to surface, install washers and nuts on studs projecting through opposite side of surface, and tighten.
  2. Projecting Studs: Using a template, drill holes in substrate aligning with studs on back of sign. Remove loose debris from hole and substrate surface.
    - a. Masonry Substrates: Fill holes with adhesive. Leave recess space in hole for displaced adhesive. Place spacers on studs, place sign in position, and push until spacers are pinched between sign and substrate, embedding the stud ends in holes. Temporarily support sign in position until adhesive fully sets.
    - b. Thin or Hollow Surfaces: Place spacers on studs, place sign in position with spacers pinched between sign and substrate, and install washers and nuts on stud ends projecting through opposite side of surface, and tighten.
  3. Through Fasteners: Drill holes in substrate using predrilled holes in sign as template. Countersink holes in sign if required. Place sign in position and flush to surface. Install through fasteners and tighten.
  4. Brackets: Remove loose debris from substrate surface and install backbar or bracket supports in position so that signage is correctly located and aligned.
  5. Adhesive: Clean bond-breaking materials from substrate surface and remove loose debris. Apply linear beads or spots of adhesive symmetrically to back of sign and of suitable quantity to support weight of sign after cure without slippage. Keep adhesive away from edges to prevent adhesive extrusion as sign is applied and to prevent visibility of cured adhesive at sign edges. Place sign in position, and push to engage adhesive. Temporarily support sign in position until adhesive fully sets.
- C. Remove temporary protective coverings and strippable films as signs are installed.

END OF SECTION 10 14 23

## SECTION 10 14 26 - POST AND PANEL SIGNAGE

## PART 1 - GENERAL

## 1.1 SUMMARY

- A. Section Includes:
  - 1. Nonilluminated post-and-panel signs.

## 1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For signage.
  - 1. Include fabrication and installation details and attachments to other work.
  - 2. Show sign mounting heights, locations of supplementary supports to be provided by other installers, and accessories.
  - 3. Show message list, typestyles, graphic elements, and layout for each sign at least half size.
- C. Samples: For each exposed product and for each color and texture specified.
- D. Delegated-Design Submittal: For signs indicated in "Performance Requirements" Article.
  - 1. Include structural analysis calculations for signs indicated to comply with design loads; signed and sealed by the qualified professional engineer responsible for their preparation.

## 1.3 INFORMATIONAL SUBMITTALS

- A. Evaluation Reports: For post-installed anchors and power-actuated fasteners, from ICC-ES or other qualified testing agency acceptable to authorities having jurisdiction.

## 1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

## PART 2 - PRODUCTS

## 2.1 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Engage a qualified professional engineer, as defined in Section 01 40 00 "Quality Requirements," to design sign structure and anchorage of post-and-panel sign types according to structural performance requirements.

- B. Structural Performance: Signs and supporting elements shall withstand the effects of gravity and other loads within limits and under conditions indicated.
- C. Thermal Movements: For exterior signs, allow for thermal movements from ambient and surface temperature changes.
  - 1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.
- D. Accessibility Standard: Comply with applicable provisions in the USDOJ's "2010 ADA Standards for Accessible Design" and ICC A117.1.

## 2.2 POST-AND-PANEL SIGNS

- A. Post-and-Panel Sign: Sign of single-panel and hollow-box configurations; with smooth, uniform surfaces and support assembly; with message and characters having uniform faces, sharp corners, and precisely formed lines and profiles; and as follows:
  - 1. Solid-Sheet Sign Panels, Returns, and Back: Aluminum, and Stainless-steel sheet with finish specified in "Sign-Panel-Face Finish and Applied Graphics" Subparagraph and as follows:
    - a. Surface-Applied Graphics: Applied vinyl film, baked enamel or powder coat, paint, and photo image.
    - b. Etched and Filled Graphics: Sign face etched or routed to receive enamel-paint infill.
    - c. Inset, Cutout Characters: Sign face routed to receive push-through acrylic graphics flush with and slightly projecting from the sign panel.
  - 2. Laminated, Aluminum-Sheet Sign Panels: Aluminum sheet laminated to both sides of acrylic core sheet with painted edges.
    - a. Surface-Applied Graphics: Applied vinyl film, paint, and photo image.
  - 3. Single-Panel Sign Frame: As indicated.
    - a. Material: Aluminum, and Stainless steel.
    - b. Profile: As indicated.
    - c. Corner Condition in Elevation: As indicated.
    - d. Finish and Color: Mill, Match sign-panel face, Match Architect's sample, and As selected by Architect from manufacturer's full range.
  - 4. Hollow-Box Sign Frame: Entire perimeter framed with formed-aluminum sheet or extruded-aluminum, hollow-box-type frame with vertical edges attached to supports with aluminum fittings. Close top and bottom edges of panels with manufacturer's standard welded seams or extrusions.
    - a. Hollow-Box Depth: As indicated.
    - b. Profile: As indicated.
    - c. Corner Condition in Elevation: As indicated.
    - d. Finish and Color: Mill, Match sign-panel face, Match Architect's sample, and As selected by Architect from manufacturer's full range.
  - 5. Posts: Aluminum.

- a. Shape: As indicated.
  - b. Size: As required by performance requirements, not less than indicated.
  - c. Installation Method: As indicated, or as required for existing substrate.
  - d. Finish and Color: Mill, Match sign-panel face, Match sign-panel frame, Match Architect's sample, and As selected by Architect from manufacturer's full range.
6. Sign-Panel-Face Finish and Applied Graphics:
- a. Integral Metal Finish: Mill, Match Architect's sample, and As selected by Architect from full range of industry finishes.
  - b. Integral Aluminum Finish: Anodized color as selected by Architect from full range of industry colors and color densities.
  - c. Integral Stainless-Steel Finish: As selected by Architect from full range of industry finishes.
  - d. Integral Acrylic Sheet Color: Match Architect's sample, and As selected by Architect from full range of industry colors.
  - e. Baked-Enamel or Powder-Coat Finish and Graphics: Manufacturer's standard, in color match Architect's sample, and as selected by Architect from manufacturer's full range.
  - f. Painted Finish and Graphics: Manufacturer's standard, factory-applied exterior-grade sign paint, in color matching Architect's sample, and as selected by Architect from manufacturer's full range.
  - g. Photo-Image Graphics: Manufacturer's standard black-and-white and multicolor, 600-dpi halftone or dot-screen image.
  - h. Overcoat: Manufacturer's standard baked-on anti-graffiti clear coating.

### 2.3 MATERIALS

- A. Stainless-Steel Sheet: ASTM A240/A240M or ASTM A666, Type 304, stretcher-leveled standard of flatness.
- B. Acrylic Sheet: ASTM D4802, Type UVF (UV filtering).
- C. Vinyl Film: UV-resistant vinyl film of nominal thickness indicated, with pressure-sensitive, permanent adhesive on back; die cut to form characters or images as indicated on Drawings and suitable for exterior applications.

### 2.4 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signs, noncorrosive and compatible with each material joined, and complying with the following unless otherwise indicated:
  1. Use concealed fasteners and anchors unless indicated to be exposed.
  2. For exterior exposure, furnish nonferrous-metal, and stainless-steel devices unless otherwise indicated.
  3. Exposed Metal-Fastener Components, General:
    - a. Fabricated from same basic metal and finish of fastened metal unless otherwise indicated.
- B. Post-Installed Anchors: Fastener systems with bolts of same basic metal as fastened metal, if visible, unless otherwise indicated; with working capacity greater than or equal to the design



load, according to an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC01, ICC-ES AC193, ICC-ES AC58, or ICC-ES AC308 as appropriate for the substrate.

1. Uses: Securing signs with imposed loads to structure.
  2. Type: Torque-controlled, expansion anchor, torque-controlled, adhesive anchor or adhesive anchor.
  3. Material for Exterior or Interior Locations and Where Stainless Steel Is Indicated: Alloy Group 1 stainless-steel bolts, ASTM F593, and nuts, ASTM F594.
- C. Power-Actuated Anchors: Fastener systems with working capacity greater than or equal to the design load, according to an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.
- D. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D1187/D1187M.
- E. Anchoring Materials:
1. Nonshrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C1107/C1107M. Provide grout specifically recommended by manufacturer for exterior applications.
  2. Anchoring Cement: Factory-packaged, nonshrink, nonstaining, hydraulic-controlled expansion cement formulation for mixing with water at Project site to create pourable anchoring, patching, and grouting compound.
    - a. Water-Resistant Product: At exterior locations, provide formulation that is resistant to erosion from water exposure without needing protection by a sealer or waterproof coating and that is recommended by manufacturer for exterior use.

## 2.5 FABRICATION

- A. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
1. Mill joints to tight, hairline fit. Form assemblies and joints exposed to weather to resist water penetration and retention.
  2. Provide welds and brazes behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded and brazed joints of flux, and dress exposed and contact surfaces.
  3. Conceal fasteners and anchors unless indicated to be exposed; locate exposed fasteners where they will be inconspicuous.
  4. Internally brace signs for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners.
- B. Post Fabrication: Fabricate posts designed for structural performance indicated and of lengths required for installation method indicated for each sign.
1. Aluminum Posts: Manufacturer's standard 0.125-inch-thick, extruded-aluminum tubing unless otherwise indicated, with brackets or slots to engage sign panels.
  2. Direct Burial: Fabricate posts 36 inches longer than height of sign to permit direct burial or embedment in concrete foundations or concrete-filled postholes.
  3. Baseplates: Fabricate posts with baseplates welded to bottom of posts. Drill holes in baseplate for anchor-bolt connection.

- a. Provide preset or drilled-in-place anchor bolts of size required for connecting posts to concrete foundations.
4. Sleeves: Fabricate posts 12 inches longer than height of sign to permit embedment in sleeves cast in concrete foundations or concrete-filled postholes. Provide sleeves by manufacturer, sized to receive outside diameter of posts. Size sleeves for direct embedment in concrete foundations or concrete-filled postholes and to prevent sign movement, but not less than 24 inches for embedment.
5. Reverse Sleeves: Provide inserts by sign manufacturer, sized for close fit inside posts. Size inserts for direct embedment in concrete foundations and to attach sign posts securely and prevent sign movement, but of a height not less than one-third of post height plus 36 inches for embedment.
  - a. Provide through bolts to fasten posts to inserts.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION

- A. General: Install signs using installation methods indicated and according to manufacturer's written instructions.
  1. Install signs level, plumb, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
  2. Install signs so they do not protrude or obstruct according to the accessibility standard.
  3. Before installation, verify that sign components are clean and free of materials or debris that would impair installation.
  4. Corrosion Protection: Coat concealed surfaces of exterior aluminum in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.

#### 3.2 INSTALLING POSTS

- A. Direct-Burial Method:
  1. Excavation: Excavate posthole to dimensions indicated. Reconstruct subgrade that is not firm, undisturbed, or compacted soil, or that is damaged by freezing temperatures, frost, rain, accumulated water, or construction activities by excavating an additional 12 inches, backfilling with satisfactory soil or well-graded aggregate, and compacting to original subgrade elevation.
  2. Setting in Cast-in-Place Concrete: Set post in position, support to prevent movement, and place concrete for concrete foundation as indicated on Drawings.
  3. Setting in Preformed Hole in Concrete Foundation: Form or core drill holes in concrete foundation not less than 3/4 inch larger than outside dimension of post for installing posts in concrete. Set post in position, shim to prevent movement, and fill annular space between post and hole with nonshrink, nonmetallic grout or anchoring cement, mixed and placed to comply with manufacturer's written instructions.
    - a. Cover anchorage joint in concrete foundations with flange of same metal and finish as post, welded to post after placing anchoring material or attached to post with set screws, as directed by Architect.
- B. Baseplate Method:

1. Preset Anchor Bolts: Set post baseplate in position over anchor bolts projecting from concrete foundation, shim and support post to prevent movement, place washers and nuts, and tighten. Fill shim space with nonshrink, nonmetallic grout, mixed and placed to comply with manufacturer's written instructions.
  2. Drilled-in-Place Anchor Bolts: Set post baseplate in position over concrete foundation, locate and drill anchor holes, shim and support post to prevent movement, place washers and anchor bolts, and tighten. Fill shim space with nonshrink, nonmetallic grout, mixed and placed to comply with manufacturer's written instructions.
- C. Sleeve Method: Set post in position in sleeve and support post to prevent movement, fill annular space between post and sleeve with nonshrink, nonmetallic grout or anchoring cement, mixed and placed to comply with manufacturer's written instructions.
1. Cover anchorage joint with flange of same metal and finish as post, welded to post after placing anchoring material or attached to post with set screws, as directed by Architect.
- D. Reverse-Sleeve Method: Set post in position over the projecting insert and support post to prevent movement, drill posts and inserts for through bolts, and install and tighten through bolts.

END OF SECTION 10 14 26

## SECTION 26 00 00 - GENERAL PROVISIONS

## PART 1 - GENERAL

- A. The general contract provisions apply to this section and take precedent over this section in case of conflict.

## 1.1 GENERAL PROVISIONS

- A. This division supplements the applicable requirements of other divisions.

## 1.2 DEFINITIONS

- A. For the purposes of Division 260000, the following definitions apply:
  - 1. Provide: Furnish and install.
  - 2. Indicated: As shown on the drawings or specified herein.
  - 3. Circuit Designation: Panel designation and circuit number, i.e., LA-13.
  - 4. Approved equal: Approved by the engineer of record as equal in his sole determination.

## 1.3 SCOPE OF WORK

- A. The Specifications for Work of Division 260000 include, but are not limited to the following sections:

- 26 0000–General Provisions
- 26 0050–Basic Electrical Materials and Methods
- 26 0111–Conduits
- 26 0120–Conductors
- 26 0130–Electrical Boxes
- 26 0140–Wiring Devices
- 26 0142–Nameplates and Warning Signs

- B. Work Included: All labor, materials, appliances, tools, equipment, facilities, transportation and services necessary for and incidental to performing all operations in connection with furnishing, delivery and installation of the work of this division, complete, as shown on the drawings and/or specified herein. Work includes, but is not necessarily limited to the following:

- 1. Examine all divisions for related work required to be included as work under this division.
- 2. General provisions for electrical work.
- 3. Site observation including existing conditions.

- C. Related Work Specified Elsewhere but included in the scope of work:

- 1. Motors and their installation.
- 2. Control wiring and conduit for heating, ventilating and air conditioning.

- D. Work Not In Contract (N.I.C.):

- 1. Telephone instruments.

## E. Coordination

1. The following supplements are additional General Requirements pertaining to work of this Division. Provisions of Division 1 - General Requirements shall remain in effect.
  - a. Coordinate work of various sections of Division 26 and 27.
  - b. Coordinate work of this Division 26 with work of Divisions 2 through 25.

## 1.4 REFERENCE STANDARDS

- A. American National Standards Institute (ANSI).
- B. Association of Edison Illuminating Companies (AEIC).
- C. Electrical Testing Laboratories (ETL).
- D. Illuminating Engineering Society (IES).
- E. Institute of Electrical and Electronic Engineers (IEEE).
- F. Insulated Cable Engineers Association (ICEA).
- G. National Electrical Manufacturers Association (NEMA).
- H. National Fire Protection Association (NFPA).
- I. Underwriters Laboratories, Inc. (UL).
- J. California State Fire Marshal (CSFM).
- K. California Energy Commission (CEC) Title 24.

## 1.5 QUALITY ASSURANCE

- A. Regulations: All the electrical equipment and materials, including their installations, shall conform to the following applicable latest codes and standards:
  1. California Electric Code, Latest Adopted Edition (NEC), 2019 unless a more current version has been adopted.
  2. Local and State Fire Marshal.
  3. Occupational Safety and Health Act (OSHA).
  4. Requirements of the Serving Utility Company.
  5. Local Codes and Ordinances.
  6. Requirements of the Office of the California State Architect (OSA).
  7. California Administrative Code, Title 8, Chapter 4, Industrial Safety Orders.
  8. California Administrative Code, Title 24.
  9. County of Ventura Codes and Regulations.
- B. Variances: In instances where two or more codes are at variance, the most restrictive requirement shall apply. In instances where plans and specifications are at variance or conflict the most restrictive requirement shall apply. Contractor shall be responsible for all his associated work and materials and also the work and materials of related or affected trades.

- C. Contractor's Expense: Obtain and pay for all required bonds, insurance, licenses, and pay for all taxes, fees and utility charges required for the electrical work.
- D. Testing and Adjustment:
  - 1. Perform all necessary tests required to ascertain that the electrical system has been properly installed, that the power supply to each item of equipment is correct, and that the system is free of grounds, ground faults, and open circuits, that all motors are rotating in the proper directions, and such other tests and adjustments as may be required for the proper completion and operation of the electrical system. Contractor shall provide a copy of all test reports to prove these tests have been performed.
  - 2. If, during the course of testing, it is found that system imbalance is in excess of 20%, rearrange single-pole branch circuit in lighting and receptacle panels to bring system balance to within 20% on all phases. Record all such changes on the typewritten panelboard schedule and submit a summary of changes to the Engineer on the record drawings.

## 1.6 SUBMITTALS

- A. Procedure: In accord with the Submittal Section.
- B. Shop drawings: Detailed shop drawings for the following equipment:
  - 1. N/A
- C. Product data: Detailed manufacturer's data for:
  - 1. Concrete pull boxes
  - 2. Disconnects.
- D. Test results for the following:
  - 1. Grounding systems
  - 2. Cables.
- E. Include sufficient information to indicate complete compliance with Contract Documents. Include illustrations, catalog cuts, installation instructions, drawings, and certifications. On each sheet show manufacturer's name or trademark.
- F. Operating, maintenance, and instruction data for:
  - 1. N/A
- G. Instruction materials:
  - 1. Provide at the time of personnel instruction period three bound copies of instruction manuals for the systems as listed in Subparagraph 1.04.A.4.f.
  - 2. Include the following (minimum) information in each copy of instruction manual:
    - a. Manufacturers' names and addresses including phone numbers.
    - b. Serial numbers of items furnished.
    - c. Catalog cuts, exploded views and brochures, complete with technical and performance data for all equipment, marked to indicate actual items furnished and intended use.

- d. Recommended spare parts.

#### 1.7 OWNER'S PERSONNEL INSTRUCTIONS

- A. Prior to completion of the contract, and at the Owner's convenience, instruct verbally and demonstrate to the Owner's personnel, the operation of the systems as listed under operating, maintenance, and instructional data and/or emergency generator, automatic transfer switch and fire alarm annunciator panel.

#### 1.8 CLEANING

- A. Clean exterior surfaces and interiors of equipment and remove all dirt, cement, plaster and other debris. Protect interior of equipment from dirt during construction and clean thoroughly before energizing.
- B. Clean out cracks, corners and surfaces on equipment to be painted. Remove grease and oil spots so that paint may be applied without further preparation.

#### 1.9 PROJECT RECORD DOCUMENTS - Prepare the following and submit to the engineer before final acceptance:

- A. Mark Project Record Documents daily to indicate all changes made in the field.
  - 1. In addition to general requirements of Project Record Drawings, indicate on drawings, changes of equipment locations and ratings, trip sizes, and settings on circuit breakers, alterations in raceway runs and sizes, changes in wire sizes, circuit designations, installation details, one-line diagrams, control diagrams and schedules.
- B. Use green to indicate deletions and red to indicate additions.
  - 1. Use the same symbols and follow the same drafting procedures used on the Contract Drawings.
- C. Locate dimensionally off of contract drawings all underground conduit stubbed-out for future use, underground feeder conduits, and feeder pull box locations using building lines by indicating on the Project Record Drawings.
- D. At the completion of underground conduit installation provide underground conduit record documents to owner's representative.
- E. Two copies, in binder form, of all test results as required by these specifications - 260030.
- F. Two copies of local and/or state code enforcing authorities final inspection certificates.
- G. Two copies, in binder form, of electrical equipment cut sheets, manufacturer's installation instructions, warranty certificates, and product literature for all products utilized on project.

#### 1.10 SERVICE INTERRUPTIONS AND UTILITY

- A. Coordinate with the Owner the interruption of services necessary to accomplish the work.

- B. Coordinate with the utility company all work associated with power and communications distribution systems and service entrance equipment.
- C. Electrical contractor shall supply temporary power for all trades.

#### 1.11 MINIMUM SPECIFICATION REQUIREMENTS (ALL WORK OF DIVISION 260000)

- A. As a minimum Specification requirement, all materials and methods shall comply with applicable governing codes.

#### 1.12 PENETRATION SEALING

- A. Seal penetration through exterior walls and fire rated walls, floors, ceilings, and roofs with 3M Firestopping materials of fire rating capacity rated per architectural plans and UBC or prevailing building code requirements.

#### 1.13 PLACING EQUIPMENT IN SERVICE

- A. Do not energize or place electrical equipment in service until all interested parties have been duly notified and are present or have waived their rights to be present. Where equipment to be placed in service involves service or connection from another contractor of the owner, notify the owner in writing when the equipment will be ready for final testing/connection and schedule to the owner's satisfaction of this service connection. Notify the owner two weeks in advance of the date the various items of equipment will be complete.

#### 1.14 OWNER-FURNISHED ITEMS

- A. Pick up Owner-furnished items and handle, deliver, install, and make all final connections.
  - 1. Assume responsibility for the items when consigned at the storage facility or in the field in accord with requirements of the Contract Documents.

#### 1.15 ELECTRIC ITEM LOCATION

- A. Electrical drawings are generally diagrammatic. Verify equipment sizes with shop drawings and manufacturers' data and coordinate location layout with other trades. Notify owner and engineer of any changes of location requirements prior to installation and obtain engineer's written acceptance for all changes/revisions.

#### 1.16 DEMOLITION

- A. Scope: Provide and perform demolition, preparatory and miscellaneous work as indicated and specified, complete.
- B. Principle Items of Work:
  - 1. Demolition and removal of existing electrical conduit, wiring and equipment required to complete the project.
  - 2. Preparation of the existing building to receive or connect the new work.



3. Miscellaneous demolition, cutting, alteration, and repair work in and around the existing building necessary for the completion of the entire project.
  4. Disconnecting and reconnection of electrical equipment as required by the construction modifications.
- C. Existing Conditions: Make a detailed survey of the existing conditions pertaining to the work. Check the locations of all existing structures, equipment and wiring (branch circuiting and controls). Provide at bid time any exclusions for existing conditions work.
- D. Salvage and Disposal: All removed material other than items to be reused shall be returned to the owner or disposed of in accordance with instructions from the owner's representative. Disposal shall be done in accordance with EPA and governing body requirements and regulations. Contractor shall pay all fees and charges for disposal.

#### 1.17 ELECTRICAL WORKMANSHIP REQUIREMENTS

- A. It is required that all electrical construction of this Contract be performed by journeyman electricians. All journeyman electricians shall have a minimum of 4 years of apprenticeship training and hold a valid Certificate of Completion from an apprenticeship training course approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards. This is intended to mean that a person who does not hold a valid Certificate of Completion from an apprenticeship training course approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards will not be permitted to do electrical work of any kind that involves new construction, nor make repairs, alterations, additions, or changes of any kind to any existing system of electrical wiring, apparatus, equipment, light, heat, or power.
- B. Contractor may employ electrical helpers or apprentices on any job of electrical construction, new or existing, when the work of such helpers or apprentices is performed under direct and constant personal supervision of a journeyman electrician holding a valid Certificate of Completion from an apprenticeship training course approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards.
1. Each journeyman electrician will be permitted to be responsible for quality of workmanship for a maximum of eight helpers or apprentices during any same time period, provided the nature of work is such that good supervision can be maintained and quality of workmanship achieved is the best, as expected by Owner and as implied by the latest edition of the California Electrical Code (National Electrical Code with State of California amendments).
  2. Before each journeyman electrician commences work, deliver to Owner at project site a photocopy of journeyman's valid Certificate of Completion from an apprenticeship training course approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards.
- C. All electrical systems shall be installed in a neat and workmanlike manner per National Electrical Code requirements and ANSI approved NEIS National Electrical Installation Standards.

#### 1.18 DESIGN CHANGES AFTER AWARD OF BID

- A. When a change in the quantity or size of conductors is made, the conduit size will remain in accordance with that indicated in the original contract drawings rather than the drawing symbol

conduit table. When code permits, provide conductor insulation 'THWN' where required to maintain conduit fill conformance with the National Electrical Code.

#### 1.19 MATERIAL AND EQUIPMENT SUBSTITUTION

- A. Where two or more trade names or manufacturers are mentioned, selection shall be made from the group listed for use in the base bid. The order in which names are listed is not intended to be any indication of preference.
- B. Where a single manufacturer, product or trade name is stated, that manufacturer, product or trade name shall be used in the base bid. The use of other manufacturers, products or trade names will be considered by the engineer of record (unless that product is indicated for no substitution) only if submitted as alternate items at the time of bidding, with evidence of equality and a statement of net price difference as compared to the specified item. After approval by the engineer of record, the architect and owner reserve the right to review such submittals and to determine the acceptability for use.
- C. Equipment other than that specified will be accepted only when written approval is given by the engineer of record and architect, in accordance with Division 1.
- D. The contractor shall be held responsible for all physical changes in piping, equipment, etc. resulting from equipment substitution and likewise bear any increased cost of other trades in making said substitution. Approval by the architect of equipment other than that specified does not relieve this contractor of this responsibility.

#### 1.20 REQUESTS FOR INFORMATION

- A. The contractor shall submit all requests for information (RFI's) typewritten on the attached form.

#### PART 2 - PRODUCTS

Not Used.

#### PART 3 - EXECUTION

Not Used.

END OF SECTION 26 00 00

## SECTION 26 00 50 - BASIC ELECTRICAL MATERIALS &amp; METHODS

## PART 1 - GENERAL

- 1.1 DESCRIPTION: Division 1 applies to this Section. This Section contains general requirements for the Sections in Division 26.
- A. Related Work Not in Division 26: Refer to individual Division 26 Sections.
- 1.2 QUALITY ASSURANCE:
- A. Codes: Entire installation shall comply with requirements of authorities having jurisdiction.
- B. Permits: Contractor shall pay for all permits required by work under this Division.
- C. Inspections: Contractor shall arrange for all inspections and correct non-complying installations.
- 1.3 SUBMITTALS: Refer to Division 1 for procedures.
- A. Material and Equipment: Prior to start of work, 6 copies of a list of all materials and equipment covered by Division 26 shall be submitted for approval. Contractor shall allow ample time for checking and processing and shall assume responsibility for delays incurred due to rejected items. No installation of material concerned shall be made until such written approval has been obtained. Approval of materials and equipment shall in no way obviate compliance with the Contract Documents. Each item proposed shall be referenced to the applicable Section, Page, and Paragraph of Division 26. For each item proposed, give name of manufacturer, trade name, catalog data, and performance data.
- B. Equipment Layout Drawings: Submit "Equipment Layout Drawings" for each equipment room or area containing equipment items furnished under this Division. Layout Drawings shall consist of plan view of room, to scale, showing projected outlines of all equipment, complete with dotted line indication of all required clearances including all those needed for removal or service. Location of all conduit and pull boxes shall be indicated.
- C. Service Manuals: Refer to Submittal Section. Indexed Service Manuals shall be submitted which shall include test reports, service instructions, and renewal parts lists of all equipment.
1. Submission and Information: Service Manuals shall be submitted for approval at least 30 days before final inspection. The following information together with any pertinent data, shall be included in Service Manual:
- a. Renewal part numbers of all replaceable items.
  - b. Manufacturer's cuts and rating data.
  - c. Serial numbers of all principal pieces of equipment.
  - d. Supplier's name, address, and phone number.
  - e. Final settings for all breakers, relays, and control devices (See Section 260321 or 260322 as applicable).
2. Copies: Four (4) copies of approved Service Manual shall be delivered on or before date required.

- D. Record Drawings: Prepare and submit in accordance with requirements. Contractor shall make notations, neat and legible, daily as the work proceeds. Drawings shall be available for inspection at all times and kept at the job site. All buried conduit and/or indicated future connections outside any building shall be located both by depth and by accurate measurement from a permanently established landmark such as a building or structure.
- E. Seismic Calculation: Refer to Article 3.01 herein.
- F. Spare Parts: Conform to the Submittal Section. Deliver following spare parts to Owner and obtain receipts. Submit at same time as Operating Instructions:
  - 1. Spare fuses; 1 set for each combination fuse breaker.
  - 2. Spare pilot light lamps of each type used on project, in quantity of 10%, but not less than 2%.
  - 3. Overload heater elements; 2 sets for each size used on project.
- G. Special Tools: If any part of the equipment furnished under Division 26 requires a special tool for assembly, adjustment, resetting, or maintenance thereof and such tool is not readily available on the commercial tool market, it shall be furnished with the equipment as a standard accessory and delivered to the Owner.
- H. Maintenance Paint: One (1) can of touch-up paint shall be delivered to Owner for each different color factory finish which is to be the final finished surfaces of the product.

#### 1.4 DRAWINGS:

- A. Diagrammatic Drawings: For purposes of clarity and legibility, drawings are essentially diagrammatic although size and location of equipment is drawn to scale wherever possible, Contractor shall make use of data in all the Contract Documents and verify information at building site.
- B. Routing of Conduit and Piping: The drawings indicate required size and termination of conduits and raceways. It is not intent to indicate all necessary offsets and it shall be the responsibility under this Division to install conduit in such a manner as to conform to structure, avoid obstructions, preserve headroom, keep openings and passageways clear, and make all equipment requiring inspection, maintenance and repair accessible without extra cost to the Owner.
- C. Coordination with Other Trades: Check with other Divisions of the Specifications so that no interference shall occur and in order that elevations may be established for the work. Installed work which interferes with the work of other trades shall be removed and rerouted at the discretion of the Architect.

#### 1.5 DAMAGE AND REPAIRS:

- A. Emergency Repairs: Owner reserves the right to make temporary repairs as necessary to keep equipment in operating condition without voiding Contractor's warranty or relieving Contractor of his responsibility during warranty period.
- B. Responsibility for Damage: Contractor shall be responsible for damage to grounds, buildings, or equipment due to work furnished or installed under this Division 26.

## 1.6 PROTECTION, CARE, AND CLEANING:

- A. Protection: Provide adequate protection for finished parts of materials and equipment against physical damage from any cause during progress of work and until final completion. Sensitive electrical equipment shall not be installed until major construction is completed.
- B. Care: During entire construction, properly cap all lines and equipment to prevent entrance of sand and dirt. Protect equipment against moisture, plaster, cement, paint or work of other trades by covering with polyethylene sheets.
- C. Cleaning: After installation is completed, clean all systems as follows in addition to requirements specified:
  - 1. Field Painted Items: Clean exterior of conduits, raceways, piping and equipment exposed in completed structure; removing all rust, plaster, cement and dirt by wire brushing. Remove grease oil and similar materials by wiping with clean rags and suitable solvents.
  - 2. Factory Finished Items: Remove grease and oil on all factory finished items such as cabinets and controllers, and leave surfaces clean and polished.
- D. Connection: Prior to energizing, check all electrical connection hardware and torque where necessary.

## PART 2 - PRODUCTS

- 2.1 PRODUCTS: Products and materials shall be as specified in the pertinent Sections of Division 26.
- 2.2 MATERIALS AND EQUIPMENT: Wherever possible, all materials and equipment used in installation of this work shall be of same manufacturer throughout for each class of material or equipment. Materials shall be new and bear UL label, wherever subject to such approval. Comply with ANSI, IEEE and NEMA standards, where applicable.

## PART 3 - EXECUTION

- 3.1 SEISMIC REQUIREMENTS: Electrical equipment for emergency systems shall be braced to withstand the lateral forces that result from earthquakes. Under Work of Division 26, submit seismic calculations stamped and signed by a registered California structural engineer confirming size, number, and location of required anchoring hardware. Electrical equipment vendors shall furnish weights together with dimensions and the center of gravity location for all emergency electrical equipment for this purpose.
- 3.2 GENERAL LATERAL BRACING REQUIREMENTS: As shown on Drawings. Additional bracing requirements shall conform to specific requirements shown on Drawings or in other Sections of Division 26. Anchorages for equipment subject to thermal expansion and movement shall conform to manufacturer's recommendation and intent of general bracing requirements. When general and specific bracing requirements enumerated above are in conflict with referenced standards, the most stringent requirements shall govern.

- 3.3 EXCAVATION AND BACKFILL: Perform all excavation and back fill required to install Work of Division 26, both inside and outside. Perform all excavation and backfilling in accordance with Division 2.
- A. Excavation: Bury conduits outside building to a depth of not less than 24" (or as required by Code) below finish grade, unless noted otherwise.
  - B. Backfilling: Do not backfill until after final inspection and approval of conduit installation by all legally constituted authorities and recording of the buried items on the Record Drawings.
- 3.4 CUTTING AND PATCHING:
- A. Cutting of Existing Structural Work: Holes in existing slabs and concrete walls shall be cored to the minimum size required. The Contractor shall submit Drawings showing dimensioned sizes and locations for all such holes to Architect for approval before cutting. Where required for conduit installation, slabs on grade shall be saw-cut to minimum required width; submit cutting Drawings to the Architect for approval before cutting.
  - B. Patching: Holes or chases shall be patched to match adjacent surfaces.
- 3.5 CONCRETE WORK: Concrete construction required for the Work of Division 26 shall be provided under the Work of Division 26.
- 3.6 PAINTING: Finish painting of electrical equipment will be as specified in Division 9, unless equipment is herein specified to be furnished with factory applied finish coats. Equipment to be field painted shall be furnished with a factory applied prime coat.
- A. Touch-Up: If factory finish on any equipment furnished under Division 26 is damaged in shipment or during construction of building, the equipment shall be refinished by Contractor to satisfaction of Architect.
  - B. Concealed Equipment: Uncoated cast-iron or steel that will be concealed, or will not be accessible when installations are completed, shall be given one heavy coat of black asphaltum before installation.
- 3.7 OPERATING INSTRUCTIONS: Contractor to provide services of an experienced Engineer to instruct Owner in operation of entire installation. Instructional period shall be during normal work day hours. This instruction period may be simultaneous with compliance tests.
- 3.8 COMPLIANCE TESTS: Conduct such tests of all portions of installation as may be necessary to ensure full compliance with the Drawings and Specifications. Tests shall be made in the presence of the Owner. Costs of test shall be borne by Contractor and Contractor shall provide all instruments, equipment, labor and materials to complete all the tests. Tests may be required on any item between installation of Work and the end of 1 year warranty period. Should these tests develop any defective materials, poor workmanship or variance with requirements of Specifications, Contractor shall make any changes necessary and remedy any defects at his expense.
- A. All Feeders: Measure and record as follows:

1. 600 volt conductors shall be tested with 500 volt megger to ground on each phase. megger to be on test for one minute before any readings are taken. The minimum values on all feeders shall be 100,000 OHMS.
2. Copies of the certified test readings shall be transmitted to Owner.

### 3.9 SYSTEM ACCEPTANCE:

A. Final Review: The Contractor shall request a final review prior to system acceptance after:

1. Completion of installation of all systems required under the Contract Documents.
2. Submission and acceptance of operating and maintenance data.
3. Completion of identification program.

B. Acceptance: Is contingent on:

1. Completion of final review and correction of all deficiencies.
2. Satisfactory completion of acceptance tests demonstrating compliance with all performance and technical requirements of Contract Documents.
3. Satisfactory completion of training program and submission of manuals and Drawings required by Contract Documents.

3.10 PRELIMINARY OPERATION: The Owner reserves the right to operate portions of the electrical system on a preliminary basis without voiding the warranty or relieving the Contractor of his responsibilities.

3.11 CLEAN-UP: Conform to the Submittal Section. Upon completion and at other times during progress or Work, when required, remove all surplus materials, rubbish, and debris resulting from Work of Division 26.

END OF SECTION 26 00 50

## SECTION 26 01 11 - CONDUITS

## PART 1 - GENERAL

- A. The general provisions apply to this section.

## 1.1 WORK INCLUDED

- A. Conduits; including:
  - 1. Rigid steel conduit.
  - 2. Intermediate metal conduit (IMC).
  - 3. Electrical metallic tubing (EMT).
  - 4. NOT USED
  - 5. Polyvinyl chloride conduit (PVC).
  - 6. Flexible metal conduit.
  - 7. Liquid-tight flexible metal conduit.

## 1.2 DEFINITION

- A. Conduit: This term shall be construed to mean conduit and conduit fittings; and tubing and tubing fittings.
- B. Amphitheater coordination: Section 013150 for theatrical & AV systems.

## 1.3 RELATED WORK SPECIFIED ELSEWHERE

- A. Support material: Section 260190.

## PART 2 - PRODUCTS

## 2.1 MATERIAL AND FABRICATION - ALL MATERIALS SHALL BE MANUFACTURED IN THE USA.

- A. Rigid Steel Conduit: Hot-dipped galvanized or sherardized including the threads, manufactured in accordance with ANSI C80.1 and UL6.
  - 1. Threaded, hot-dipped galvanized or sherardized fittings manufactured in accordance with ANSI C80.4.
- B. Intermediate Metal Conduit: Hot-dipped galvanized including the threads, manufactured in accordance with UL 1242.
- C. Electrical Metallic Tubing: Manufactured in accordance with ANSI C80.3 and UL 797.
  - 1. Provide compression fittings in walls, ceiling spaces or exposed construction areas.
  - 2. Provide compression (water tight) fittings in damp areas or areas exposed to weather.



- D. NOT USED
- E. Polyvinyl Chloride Conduit: Schedule 40 and schedule 80, manufactured in accordance with ANSI C33.91, UL 651, and Nema TC-2.
  - 1. Cemented type fittings of the same manufacturer as the conduit.
- F. Polyvinyl Chloride Conduit: Type EB, heavy wall, manufactured in accordance with ANSI C33.91, UL651, and Nema TC-8.
  - 1. Cemented fittings of the same manufacturer as the conduit.
- G. Flexible Metal Conduit: Hot-dipped galvanized steel, manufacturer in accordance with UL 1.
  - 1. Squeeze type, malleable iron, cadmium plated, straight and angle connectors for all sizes and twist-in connectors for 1/2-inch and 3/4-inch flexible metal conduit.
- H. Liquid-Tight Flexible Conduit: Hot-dipped galvanized with liquid-tight vinyl jacket.
  - 1. Liquid-tight fittings.

### PART 3 - EXECUTION

#### 3.1 USE

- A. EMT for all exposed and concealed work except as indicated in Paragraphs B, C, D, E, F, and G.
- B. Rigid steel, IMC, or rigid aluminum conduit in areas where exposed conduit could be subject to physical damage or where conduit is exposed and conductor phase to ground voltage exceeds 300 volts.
- C. Rigid aluminum conduit may be used for all feeder runs exposed or concealed in stud walls and spaces above suspended ceilings.
- D. PVC Conduit:
  - 1. Schedule 40 for runs below grade in direct contact with earth.
  - 2. Schedule 40 in concrete floors, walls or roofs.
- E. Flexible Conduit (steel only permitted):
  - 1. For connection to equipment subject to vibration, maximum length 18 inches. In wet locations use liquid-tight flexible conduit.
  - 2. For connection to lighting fixtures above suspended ceilings. Lengths limited to 72 inches.
  - 3. Install ground conductors in all flexible conduits.
- F. Where 3/4-inch conduit runs are concealed in walls or ceilings and these runs are through wood studs and wood joists, flexible steel conduit may be used up to a maximum length of 6'0".
- G. All risers shall be PVC coated RGS with bushings.

- H. In concrete or below grade use conduit not smaller than 1 inch. Maximum size in concrete slab: 1 inch. Run larger sizes under slab.
- I. Use long sweep elbows with minimum radius 10 times nominal conduit diameter for all telephone and communication runs.

### 3.2 INSTALLATION

- A. Provide conduit support and bracing in accordance with the latest published SMACNA guidelines.
- B. Perform excavating, trenching, backfilling, and compacting as specified in Division 2.
- C. Minimum cover for runs below finished grade outside buildings: 24 inches except where noted or required by the serving utility. Minimum cover for conduit in concrete floors, walls or roof: 1/3 thickness of slab. Minimum cover under building slabs is 12-inches.
- D. Minimum separation from uninsulated hot water pipes, steam pipes, heater flues or vents: 6 inches. Avoid running conduit directly under water lines.
- E. Protect inside of conduit from dirt and rubbish during construction by capping all openings with plastic caps intended for the purpose.
- F. Provide conduit bodies for exposed conduit runs at junctions, bends or offsets where required. Do not use elbows or bends around outside corners of beams, walls or equipment. Make conduit body covers accessible.
- G. Make conduit field cuts square with saw and ream out to full size. Shoulder conduits in couplings.
- H. Run a minimum of one 3/4-inch empty conduit for every three single pole spare circuit breakers, spaces or fraction thereof and not less than two 3/4-inch conduits from every flush mounted panel to an accessible space above the ceiling and below the floor.
- I. Make conduit projections from covered areas to areas exposed to the weather watertight by proper flashing. Extend flashing a minimum of 6 inches in all directions from conduit.
- J. Where conduit is to remain empty, install polypropylene or nylon pull-line 3/16" minimum diameter from end to end with tag at each end designating opposite terminations.
- K. Run conduit parallel and at right angle to building lines, when visible in finished construction.
- L. Cap conduits indicated to be stubbed-out underground using glued-on PVC caps intended for this purpose.
- M. Install a coupling flush with the floor on all conduits stubbed up through floors on grade.
- N. Make no bends with a radius less than 12 times the diameter of the cable it contains nor more than 90 degrees. Make field bends with tools designed for conduit bending. Heating of metallic conduit to facilitate bending is not permitted.
- O. Where conduit installed in concrete or masonry extends across building construction joints, provide expansion fittings as manufactured by O.Z.; Crouse-Hinds; Appleton; or equal, with approved ground straps and clamps.

- P. Concrete Wall or Slab Penetrations: All core drilling, sleeves, blockouts or other penetrations must be approved by the Structural Engineer prior to installation.
1. Space sleeves and core drills to insure a minimum dimension of 3 times the nominal trade diameter of the largest adjacent conduit between sleeves or core drills.
  2. Use blockouts for concentrations of conduits in a confined area.
- Q. Do not penetrate walls with flexible conduit where subject to physical damage. Use recessed box with extension ring for transition from interior to exterior of wall.
- R. All homeruns shown shall be run to the panel indicated independently of all other homeruns. Provide pull points so as not to exceed total bends of 360 degrees between them unless otherwise indicated.
- S. At switchboards, manholes and floor standing distribution panelboards, provide insulated throat bushings or bell ends on all non-metallic conduit entries and bushings on all metallic conduit entries.
- T. Provide bushings on all conduit terminations sized 1" and larger.
- U. Provide weatherproof boxes and connectors for all exposed parking structure raceways and boxes.
- V. Provide bell ends on all conduits into pullboxes and manholes, seal all conduits after conductors are pulled.
- W. Cap all unused conduits with end cap. Do not tape.
- X. Provide separation of conduits & feeders per Audio/Video plans & specifications.
- Y. In inaccessible areas, provide conduits for all each system, conduit shall be sized per NEC and BICSI standards. AV, Low Voltage, Controls, low voltage lighting, lighting control, motor control, ATS control, etc systems shall all be in conduit in inaccessible areas.

END OF SECTION 26 01 11

## SECTION 26 01 20 - CONDUCTORS

## PART 1 - GENERAL

## 1.1 WORK INCLUDED

- A. Conductors; for power, lighting, sound, communication and control, including conductors for general wiring, flexible cords and cables, and ground conductors.

## 1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Submittals: Section 260000.

## PART 2 - PRODUCTS

## 2.1 MATERIAL AND FABRICATION

- A. Conductors for General Wiring: Thermoplastic insulated rated for 600V manufactured in accordance with UL 83.
  - 1. Provide 3/4 hard drawn copper conductors. Provide solid conductor for #12 AWG and smaller. Provide stranded conductors for #10 AWG and larger.
- B. Conductor Connectors for General Wiring:
  - 1. Sizes No. 14 to No. 8: Splice with insulated spring wire connectors.
    - a. Ideal No. 451, 455 and 453.
    - b. Minnesota Mining: Types Y, R, G, and B.
    - c. Buchanan No. B1, B2 and B4.
  - 2. Size No. 6 or Larger, Copper: Splice and terminate with compression or pressure type connectors and terminal lugs.
- C. Provide connector sealing packs for all area lighting and exterior box splices which require complete protection from dampness and water.
  - 1. Scotchlok No.'s 3576, 3577 and 3578, by 3M Company.

## PART 3 - EXECUTION

## 3.1 USE

- A. Conductors for General Wiring:

1. Minimum 90 degrees C temperature rated insulation on conductors, except use minimum 90 degrees C temperature rated insulation on conductors in conduits exposed on roof, or where required due to ambient temperature.
  2. Stranded conductors at motors and other applications where subject to vibration.
  3. Minimum size conductors for power and lighting #12 AWG, except where noted.
  4. Minimum size conductors for control circuits #14 AWG stranded with THHN/THWN insulation.
- B. Use flexible cords and cables for connection of special equipment as indicated. Length not to exceed 72 inches.
- C. Ground Conductors:
1. Provide an insulated green ground conductor for all branch circuit wiring where indicated.
  2. Bare copper conductor may be used.
    - a. Install ground conductors in all non-metallic conduits as required by code. Install ground conductors in all motor branch circuits and all feeders. Where ground conductor size is not indicated, provide size as required for an equipment ground conductor by the National Electrical Code.
    - b. Install ground conductors in all flexible metal conduits.

3.2 INSPECTION

- A. Check conduit system for damage and loose connections, replace damaged sections.
- B. Check for caps at conduit openings. Make sure that inside of conduit is free of dirt and moisture.
- C. Pull mandrel, one size smaller than the conduit, through entire length of all underground conduits prior to conductor installation.

3.3 INSTALLATION

- A. Conductors for General Wiring:
1. Color code conductors insulation as follows:

CONDUCTOR	SYSTEM 208Y/120	VOLTAGE 480Y/277
Phase A	Black	Brown
Phase B	Red	Orange
Phase C	Blue	Yellow

2. For conductors #6 AWG or larger, permanent plastic colored tape may be used to mark conductor in lieu of coded insulation. Tape shall cover not less than 2 inches of conductor insulation within enclosure.
  - a. Provide color tape on each end and at all terminal points and splices on wire enclosed in conduit.
  - b. Provide color tape every 3 feet on wire not enclosed in a listed wireway.
3. When pulling conductors, do not exceed manufacturer's recommended values.
4. Use polypropylene or nylon ropes for pulling conductors.

- B. Insulate splices with plastic electrical tape: Scotch No. 33+, Tomic No. 1T, or equal.
- C. Terminate all control wires with terminal lugs on terminal boards not designed with pressure plates. If splices are needed, use same procedure, installing a terminal board in a junction box for protection.
- D. All splices or connections shall be compression type Thomas & Betts or Burndy, no split bolt connections are allowed.

#### 3.4 IDENTIFICATION

- A. Feeders: Identify with the corresponding circuit designation at over-current device and load ends, at all splices and in pull boxes.
- B. Branch Circuits: Identify with the corresponding circuit designation at the over-current device and at all splices and devices.
- C. Control Wires: Identify with the indicated number and/or letter designation at all terminal points and connections.
- D. Alarm and Detection Wires: Identify with the indicated wire and zone numbers at all connections, terminal points, and coiled conductors within cabinets.
- E. Conductors Terminated By Others: Indicate location of opposite end of conductor, i.e., Pull Box-Room 101.
- F. For identification of conductors, use heat shrinkable white marking sleeves such as Brady Permasleeve with type written identification.
- G. Circuit designation is construed to mean panel designation and circuit number, i.e., LA-13.

END OF SECTION 26 01 20

## SECTION 26 01 30 - ELECTRICAL BOXES

## PART 1 - GENERAL

## 1.1 WORK INCLUDED

- A. Boxes; including:
  - 1. Outlet boxes.
  - 2. Pull and junction boxes.
  - 3. Cabinets.

## 1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Submittals: Section 260000.
- B. Support Material: Section 260190.

## PART 2 - PRODUCTS

## 2.1 MATERIAL AND FABRICATION

- A. Outlet Boxes:
  - 1. Pressed Steel Boxes: Knockout type, hot-dipped or electro-plate galvanized.
  - 2. Cast Iron Boxes: Hot-dipped or electro-plate galvanized with threaded hubs.
  - 3. Cast Iron Conduit Bodies: Hot-dipped or electro-plate galvanized with threaded hubs.
  - 4. Cast copper free aluminum conduit bodies with threaded hubs.
  - 5. Covers for Pressed Steel Boxes: Hot dipped or electro-plate galvanized.
  - 6. Outlet boxes manufactured in accordance with UL 514.
- B. Pull and Junction Boxes:
  - 1. Sheet steel, hot-dipped or electro-plate galvanized, or prime coated and a final coat of manufacturer's standard enamel or lacquer finish. Manufactured in accordance with UL 50.
    - a. Where exposed to weather, provide raintight hubs for conduits entering the boxes, top and sides only.
  - 2. Floor Boxes:
    - a. Single gang, similar to Hubbell #B-2536.
    - b. Covers:
      - 1) Combination, similar to Hubbell #S-2525.
      - 2) Duplex receptacle, similar to Hubbell #S-3925.
    - c. Carpet flange, similar to Hubbell #S-3075 thru #S-3079.

- d. Hubs: Provide hubs as required to suit the conduit arrangement.
  3. Pre-Cast Concrete Pull Boxes: As manufactured by Jensen Pre-Cast or Utility Vault and shown on drawings.
  4. High impact resistant PVC boxes: As manufactured by Carlon, Sedco, or R & G Sloan.
- C. Cabinets: Sheet metal, prime coat and final coat of manufacturer's standard enamel or lacquer finish. Manufactured in accordance with UL 50.
1. Control Cabinet: NEMA 1 enclosure, door with butt hinges and flush handle latches.
    - a. Provide with removable steel back panel.
  2. Terminal Cabinets: NEMA 1 enclosure, door with concealed hinges and spring catch type flush cylinder locks. Key locks alike, provide two keys with each lock.
  3. Provide engraved plastic nameplates with 1/2" minimum height letters indicating designation of control and terminal cabinets as shown on the drawings.
    - a. Secure nameplates with at least two screws or rivets. Cementing and adhesive installation not acceptable.

### PART 3 - EXECUTION

#### 3.1 USE

##### A. Outlet Boxes:

1. Ceiling Outlet Boxes: Not less than 4" octagonal by 2" deep.
2. FDD cast iron or cast aluminum device boxes and conduit bodies with metal covers for exposed conduit installation. Provide gasket for covers in wet areas.
3. Intercom, Microphone and TV Outlet Boxes: Not less than 4-11/16" square x 2-1/8" deep.
4. Provide floor boxes with quantity of gangs as required for power, communication or control as indicated. Use boxes with barriers where required. Provide carpet flanges in carpeted areas.

##### B. Pull and Junction Boxes:

1. Use sheet steel boxes NEMA Type 1 for indoor and NEMA Type 3R for outdoor installation, except as follows.
2. Use pre-cast concrete boxes for boxes flush in finish grade where requiring a nominal capacity greater than 144 cubic inches, where located in vehicular traffic areas, or where indicated.
3. Use polyvinyl chloride (PVC) boxes flush in finish grade when the nominal internal volume is less than or equal to 144 cubic inches or where indicated.
4. Use cast iron boxes for boxes flush in slab on grade.

#### 3.2 INSTALLATION

- A. Provide 3/8" fixture studs in wall bracket and ceiling boxes.
- B. Provide covers suitable for the fixtures or devices used.



- C. Make outlet box covers flush with finished surfaces.
- D. Close unused open knockouts with knockout seals.
- E. Provide 1" deep plaster rings on recessed outlet boxes installed in areas where concrete will be exposed after construction is complete.
- F. Where boxes are concealed in exposed concrete unit masonry, use square cornered types or boxes fitted with rings of sufficient depth for the box to be recessed completely within cavity of block or tile. Install box to insure that ring fits an opening sawed out of the masonry, so that no mortar is required to fill between ring and construction.
- G. Provide a 6" base of compacted crushed rock under pre-cast concrete pull boxes.
- H. Adjust floor boxes so they are level with top of finished floors.
- I. Provide pull boxes and junction boxes in all branch circuit and feeder runs as indicated. Do not provide pull boxes unless they are indicated or required by the Electrical Code.

### 3.3 IDENTIFICATION

- A. Junction Boxes: Use permanent black marker, 2" high lettering, and on each cover plate indicate the power source and circuits contained within that junction box.

END OF SECTION 26 01 30

SECTION 26 01 40 - WIRING DEVICES

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Wiring devices.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Identification: Section 260030.
- B. Boxes: Section 260130.

1.3 SUBMITTALS

- A. In accord with Section 260010

1.4 DEFINITION

- A. Wiring devices: This term includes all wall switches, pushbuttons, receptacles, and plates used for general purpose installation.

PART 2 - PRODUCTS

2.1 MATERIAL AND FABRICATION

- A. Wall switches:

1. Quiet toggle type, 20A – 120/277 VAC rated, with terminal screws to take up to No. 10 AWG conductors:

	SPST	DPST	3-WAY	SPST KEY SWITCH LOCK	4-WAY
Arrow-Hart	1991-I	1992-I	1993-I	1991-L	1994-I
Bryant	4901-I	4902-I	4903-I	4901-L	4904-I
General Electric	GE5951-2	GE5952-2	GE5953-2	GE5951-OL	GE5954-2
Hubbell	1221-I	1222-I	1223-I	1221-L	1224-I
Pass & Seymour/ Legrand	20AC1-I	20AC2-I	20AC3-I	20AC1-L	20AC4-I

2. Momentary contact type, 20A-120/277V, two-circuit, three-position, center off:

Arrow-Hart	1995-I
Bryant	4921-I
General Electric	GE5935-2
Hubbell	1557-I
Pass & Seymour/Legrand	1250-I

3. Passive infrared wall switch sensors: Ivory, 180° field of view, adjustable time out and ambient light, 1200 sq. ft. Coverage, 120 VAC, 60 Hz, 1500W. Maximum load, incandescent and fluorescent. As manufactured by Hubbell No. AT1201 or Owner-approved equivalent by Leviton or Pass & Seymour.
4. Fan speed controllers: AC unit rated 15A - 120V used to control up to twelve 56 in./52 in./48 in. ceiling fans or up to twenty 42 in. fans on a single circuit. Rinaudo's Reproductions No. 22394.

B. Passive infrared motion switching system:

1. Ceiling mount sensor, white, 500 sq. ft. coverage, requires control unit. Hubbell No. ATD500CRP.
2. Ceiling mount sensor, white, 2000 sq. ft. coverage, ceiling height dependent, requires control unit. Hubbell No. ATD2000CRP.
3. Ceiling or wall mount sensor, white, 1000 sq. ft. coverage, requires control unit. Hubbell No. ATD1000CRP.
4. Ceiling or wall mount hallway sensor, white, covers area 75 ft. long by 20 ft. wide, requires control unit. Hubbell No. PIR90HW1.
5. Low-voltage control unit, 120VAC, controls one to four sensors. Mount in 4 in. x 4in. enclosure. Hubbell No. CU120A.
6. Relay, 120VAC coil, used when load to be controlled exceeds capacity of a single circuit. Hubbell No. AAR

C. Receptacles, caps, and connectors:

1. 15A-125V, NEMA 5-15, parallel slot type with grounding pin:

	DUPLEX	SINGLE	GFI
Arrow-Hart	5252-I	5261-I	GF5242-I
Bryant	5252-I	5261-I	GFR52FT
General Electric	5252-2	5261-2	TGTR115F
Hubbell	5252-I	5251-I	GF5252-I
Pass & Seymour/Legrand	5252-I	5261-I	1591-SHG

2. 15A-250V, NEMA 6-15, straight blade grounding type:

	RECEPTACLE	CAP
Arrow-Hart	5661-I	6666
Bryant	5661-I	5666-N
General Electric	GE4069-2	GED0611
Hubbell	5661-I	5666-C
Pass & Seymour/Legrand	5662-I	5666-X

3. 15A-125V, NEMA L5-15, locking type with ground:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	4700	4721	4731
Bryant	4700	4721-NSY	4732-NSY
General Electric	GL4700	GLD0511	GLD0513
Hubbell	4700	4720-C	4729-C
Pass & Seymour/Legrand	4700	L515-P	L515-C

4. 20A-125V, NEMA 5-20, straight blade grounding type:

	RECEPTACLE	CAP
Arrow-Hart	5361-I	5362-I
Bryant	5361-I	5362-I
General Electric	GE4102-2	GE4108-2
Hubbell	5361-I	5362-I
Pass & Seymour/Legrand	5361-I	5362-I

5. 20A-125V, NEMA L5-20, two-pole, three-wire locking type, with ground:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6200	6202	6204
Bryant	70520-FR	70520-NP	70520-NC
General Electric	GL0520	GLD0521	GLD0523
Hubbell	2310-A	2311	2313
Pass & Seymour/Legrand	L520-R	L520-P	L520-C

6. 20A-125V, NEMA 5-20, two-pole, three-wire, straight blade isolated grounding type receptacle:

	DUPLEX	SINGLE
Arrow-Hart	IG5362	IG5361
Bryant	5362-IG	5361-IG
General Electric	GE8300-IG	GE8310-IG
Hubbell	IG-5362	IG-5361
Pass & Seymour/Legrand	IG-6300	IG-5361

7. 20A-125 VAC, two-pole, three-wire, NEMA 5-20, straight blade, specification grade, ivory color, ground fault circuit interrupter receptacle (GFCI), rated for feed-through wiring, with LED indicator light:

	GFCI RECEPTACLE
Hubbell	GF-5362I
Pass & Seymour	2091-S-L-I
Leviton	6898-I

8. 20A-125/250V, NEMA 14-20, three-pole, four-wire straight blade grounding type:

	RECEPTACLE	CAP
Arrow-Hart	5759	5757
Bryant	-	-
General Electric	GE1420	GED1421
Hubbell	8410	8411-C
Pass & Seymour/Legrand	L1420-R	L1420-P

9. 20A-250V, NEMA 6-20, two-pole, three-wire straight blade grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	8510	6866	6869
Bryant	5461	5466N	5469N
General Electric	GE4182	GED0621	GED0623
Hubbell	5461	HBL5466-C	HBL5469-C
Pass & Seymour/Legrand	5871	5466-X	5469-X

10. 20A-120/208V, NEMA L21-20, four-pole, five-wire locking and grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6470	6472	6474
Bryant	72120-FR	72120-NP	72120-NC
General Electric	GL2120	GLD2121	GLD2123
Hubbell	2510A	2511	2513
Pass & Seymour/Legrand	L2120R	L2120P	L2120C

11. 20A-250V, NEMA L6-20, two-pole, three-wire locking and grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6210	6212	6214
Bryant	70620FR	70620NP	70620NC
General Electric	GL0620	GLD0621	GLD0623
Hubbell	2320A	2321	2323
Pass & Seymour/Legrand	L620-R	L620-P	L620-C

12. 20A-480V, NEMA L16-20, three-pole, four-wire locking type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6430	6432	6434
Bryant	71620-FR	71620-NP	71620-NC
General Electric	GL1620	GLD1621	GLD1623
Hubbell	2430A	2431	2433
Pass & Seymour/Legrand	L1620-R	L1620-P	L1620-C

13. 30A-125V, NEMA 5-30, two-pole, three-wire straight blade grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	5716N	5717N	6716N
Bryant	9530-FR	9630-RP	-
General Electric	GE4138-3	GED0531	GED0533
Hubbell	9308	9309	-
Pass & Seymour/Legrand	3802	5921	-

14. 30A-125V, NEMA L5-30, two-pole, three-wire grounding and locking type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6330	6332	6334
Bryant	70530-FR	70530-NP	70530-NC
General Electric	GL0530	GLD0531	GLD0533
Hubbell	2610	2611	2613
Pass & Seymour/Legrand	L530-R	L530-P	L530-C

15. 30A-125/250V, NEMA 14-30, three-pole, four-wire straight blade grounding type:

	RECEPTACLE	CAP
Arrow-Hart	5744N	5746N
Bryant	9430-FR	5746
General Electric	GE4191-3	GED1431
Hubbell	9430	9431
Pass & Seymour/Legrand	5740	5741-AN

16. 30A-125/250V, NEMA L14-30, three-pole, four-wire grounding and locking type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6510	6512	6514
Bryant	71430-FR	71430-NP	71430-NC
General Electric	GL1430	GLD1431	GLD1433
Hubbell	2710-A	2711	2713
Pass & Seymour/Legrand	L1430-R	L1430-P	L1430-C

17. 30A-250V, NEMA L6-30, two-pole, three-wire locking blade grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	6340	6342	6344
Bryant	70630-FR	70630-NP	70630-NC
General Electric	GL0630	GLD0631	GLD0633
Hubbell	2620-A	2621	2623
Pass & Seymour/Legrand	L630-R	L630-P	L630-C

18. 30A-250V, NEMA 6-30, two-pole, three-wire straight blade grounding type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	5700N	5701N	6700N
Bryant	9630-FR	9630-ANP	-
General Electric	GE4139-3	GE4328-9	GE4373-9
Hubbell	9330	9331	-
Pass & Seymour/Legrand	3801	5931	-

19. 50A-208V (50A-600V), three-pole, four-wire locking type with ground:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	3769	3765	3764
Bryant	3769	3765	3764
General Electric	LD3769	LD3765	LD3764
Hubbell	3769	3765-C	3764-C
Pass & Seymour/Legrand	3769	3765	3764

20. 50A-125/250V, NEMA 15-50, three-pole, four-wire grounding straight blade type:

	RECEPTACLE	CAP
Arrow-Hart	5754N	5745N
Bryant	9450-FR	5745
General Electric	GE4181-3	GE4180-3
Hubbell	9450	9451
Pass & Seymour/Legrand	5750	5751-AN

21. 50A-125/250V, three-pole, four-wire grounding locking blade type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	CS6369	CS6365	CS6364
Bryant	CS6369	CS6365	CS6364
General Electric	-	-	-
Hubbell	CS6369	CS6365	CS6364
Pass & Seymour/Legrand	-	-	-

22. 50A-250V, NEMA 6-50, two-pole, three-wire grounding straight blade type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	5709N	5710N	6709N
Bryant	9650-FR	9650-RP	-
General Electric	GE4141-3	GED0651	GED0653
Hubbell	9367	9368	-
Pass & Seymour/Legrand	3804	3869	-

23. 60A-120/208V, three-phase, 60 Hz, five-pole, five-wire, watertight, with threaded cap:

	BOX	ANGLE ADAPTER	RECEPTACLE BODY	COMPLETE ASSEMBLY
Hubbell	26401	26404	26520	-
Crouse-Hinds	-	-	-	Area-6575
Russell Stoll	-	-	-	DS6516-FRAB-

24. 60A-480V, NEMA L16-20, three-pole, four-wire locking type:

	RECEPTACLE	CAP	CONNECTOR
Arrow-Hart	-	-	-
Bryant	-	-	-
General Electric	-	-	-
Hubbell	HBL 26410	HBL 26402	HBL 26418
Pass & Seymour/LeGrand	-	-	-

D. Safety receptacle: 15A-125V, NEMA 5-15, straight blade grounding safety receptacle, Hubbell No. SG-62H-1.

E. Door monitoring switches:

1. General: Provide magnetic door switches (one per leaf) and key switches at specific door locations as indicated on Drawings. Refer to Electrical Drawings details for schematic installation details of door switches.
2. Magnetic contact switches: Provide concealed magnetic SPDT switches with minimum 6-ft. wire leads, Sentrol No. 1076W-06 for hollow metal doors and frames. Where necessary, provide other similar Sentrol types to suit concealed installation conditions, as approved by Owner and compatible with Owner's ride control and/or existing security system equipment. Color of switches to closely match finish or paint color of door frame.
3. Key switches: Arrow-Hart No. 1191L.

F. Device cover plates:

1. Interior plates: Specification grade plastic, 0.1 in. thick, ivory in color, UL listed.
  - a. Plates in kitchens and restrooms to be polished stainless steel, 0.040 in. thick except in kitchens use double lift lid weatherproof gasketed plates for convenience receptacles.
  - b. MATV plate: RMS No. CA-4028.
2. Exterior plates: Choose type of exterior cover plate in accord with the device location and/or manner in which device will be used. Device cover plates shall be die-cast aluminum with hinged cover, rated for respective type of use specified below, or as indicated on Drawings.
  - a. Outlet box weatherproof hoods: NEMA 3R rating, gasketed, for unattended use with cover closed, padlockable latching cover to meet OSHA lockout/tagout requirements, large cord opening and UL listed. As manufactured by Hubbell, Intermatic or Leviton.
  - b. Low profile weatherproof cover: Gasketed, approved for use with cover open, self-closing hinged covers (two independent self-closing lids for duplex receptacles which are horizontally mounted), UL listed. As manufactured by Hubbell, Leviton or Pass & Seymour.
  - c. Communication outlet weatherproof hoods: NEMA 3R rating for unattended use with cover closed, two-cord openings and UL listed. As manufactured by Red Dot.

PART 3 - EXECUTION



## 3.1 INSTALLATION

- A. Mount switches and receptacles in vertical position in building interiors.
- B. Mount receptacles with weatherproof plates in horizontal position.
- C. Install receptacles mounted vertically so that the ground contact falls on the top position, and horizontally-mounted receptacles with neutral pole in top position.
- D. Use plastic blank plates on J-boxes in public areas.
- E. Use mechanical type door switches for load control.
- F. Install receptacles for plug in lighting fixtures within 36 in. of fixture location.
- G. Use safety type receptacles with low profile weatherproof metal covers for all convenience outlets in guest accessible areas (i.e., queue lines, waiting areas, etc.).
- H. All GFI type exterior receptacles shall be provided with weatherproof metal hoods.
- I. GFI type receptacles shall not be fed-through wire.

END OF SECTION 26 01 40

## SECTION 26 01 42 - NAMEPLATES AND WARNING SIGNS

## PART 1 - GENERAL

Not Used.

## PART 2 - PRODUCTS

## 2.1 NAMEPLATES

- A. Nameplate shall be plastic laminate with 3/4" high letters in white on black background screwed onto equipment designations shall clearly state:
1. Equipment Enclosure Nameplates.
    - a. Manufacturer's nameplate including equipment design rating of current, voltage, KVA, HP, bus bracing rating, or as applicable.
    - b. Equipment nameplate designating system usage and purpose, system nominal voltage, equipment rating for KVA, amperes, HP and RPM as applicable. Designation data per drawings or to be supplied with shop drawings approval.
  2. Device nameplates: Device usage, purpose, or circuit number; manufacturer and electrical characteristic ratings including the following:
    - a. Circuit Breakers: Voltage, continuous current, maximum interrupting current and trip current.
    - b. Switches: Voltage, continuous current, horsepower or maximum current switching. If fused, include nameplate stating "Fuses must be replaced with current limiting type of identical characteristics."
    - c. Contactors: Voltage, continuous current, horsepower or interrupting current, and whether "mechanically-held" or "electrically-held".
    - d. Motors: Rated voltage, full load amperes, frequency, phases, speed, horsepower, code letter rating, time rating, type of winding, class and temperature.
    - e. Controllers: Voltage, current, horsepower and trip setting of motor running over current protection.

## 2.2 WARNING SIGNS

- A. Warning signs shall be minimum 18 gauge steel, white porcelain enamel finish with red lettering. Lettering to read "DANGER - HIGH VOLTAGE" in 1" letters. Warning signs to be included on door or immediately above door of all electrical equipment rooms, vaults or closets containing equipment rooms, vaults or closets containing equipment energized above 150 volts to ground, except where such spaces are accessible from public areas.

2.3 WARNING SIGN DESIGNATION

- A. Warning designation in 1" red letters shall be painted by stencil or pre-printed adhesive on each pull box, cabinet or 1-foot length of exposed conduit stating "DANGER" and giving voltage of enclosed conductors such as "DANGER - 480 VOLTS", for all systems over 150 volts to ground.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Nameplates shall be mounted by self-tapping or threaded screws and bolts or by rivets.
- B. Signs shall be permanently mounted with cadmium plated steel screws or nickel-plated brass bolts.

END OF SECTION 26 01 42

## SECTION 27 41 16 – AUDIOVISUAL SYSTEMS

## PART1- GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. This Specification document is Standard Practice, outlining design considerations and accepted procedures for accomplishing the task of integrating audiovisual systems into the design and construction of facilities in the built environment. This Specification outlines a comprehensive set of procedures for the design and installation of professional audiovisual systems and does not suggest a specific course of action. Qualified, experienced professionals are required to interpret, judge, and modify this guide to suit the project needs. Some of the tasks and deliverables described in this guide may not be applicable in *all* circumstances. The intent of this Specification is not to represent or replace the due diligence of qualified audiovisual professionals and cannot be applied without considering each project's individual parameters and circumstances.

## 1.2 SUMMARY

- A. Section Includes, but is not limited to the following:
  - 1. Complete and operational Audiovisual (AV) systems as described in the Contract Documents.
  - 2. Provide all miscellaneous terminations, hardware and components required for proper system operation.
  - 3. Digital Signage Installation.
  - 4. Video/Display/Monitor Installation.
  - 5. Testing equipment and tools.
  - 6. Warranty Information
  - 7. Documentation and Instructions

## 1.3 COORDINATION

- A. Examine other Sections of the Specifications for the requirements that affect work of this Section whether such work is specifically mentioned in this Section.
- B. Coordinate work with that or other trades affecting or affected by work of this Section. Cooperate with such trades to assure the steady progress of work under the Contract.

## 1.4 ABBREVIATIONS

- A. All abbreviations used in this Specification for various societies, Government bodies or organizations shall stand for the following:

AES	Audio Engineering Society
ANSI	American National Standards Institute
ASA	Acoustical Society of America
ASTM	American Society for Testing and Materials
EIA	Electronic Industries Association
NAB	National Association of Broadcasters
NEMA	National Electrical Manufacturers' Association
NTSC	National Television Standards Committee
RIAA	Record Industry Association of America
SMPTE	Society for Motion Picture and Television Engineers
UL	Underwriter's Laboratory

1.5 REFERENCES

- A. AVIXA/InfoComm International; AV Installation Handbook – The Best Practices for Quality Audiovisual Systems.
- B. Owner's AV Standards
- C. American National Standards Institute (ANSI)
- D. AVIXA/InfoComm International; AV Installation Handbook- The Best Practices for Quality AV Systems

1.6 ACTION SUBMITTALS

- A. Product Data- For each type of product, provide:
  - 1. Construction details, material descriptions, dimensions of individual components and profiles, and finishes for AV system and digital signage.
  - 2. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories.
  - 3. Nationally recognized testing laboratory listing data for plenum-mounted equipment.
- B. Shop Drawings: For Audiovisual systems
  - 1. Include plans, elevations, sections, and mounting details.
  - 2. Include details of equipment assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
  - 3. Include diagrams for power, signal, and control wiring.

1.7 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified **[Installers] [manufacturers] [and] [testing agency]**.
- B. Seismic Qualification Data: Certificates, for Audiovisual equipment, accessories, and components, from manufacturer.
  - 1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.

2. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
  3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- C. Factory Quality-Control Reports (FAT)
1. Test and System Calibration instrument list and instrument calibration documentation
- D. Site Quality -Control Reports (SAT)
1. Test and System Calibration instrument list and instrument calibration documentation

## 1.8 QUALITY ASSURANCE

- A. Installer Qualifications – Any contractors wishing to bid may do so by submitting a Statement of Qualifications, to include the following, as a part of the Bid Documents package:
1. A cover letter stating the project name and showing the Contractor's business address, telephone number, and website.
  2. Job history showing a minimum of 5 years' experience in the design, installation and service of audiovisual systems.
  3. Provide at least three (3) references from institutions of similar size and scope where comparable work was completed in the last two years.
  4. Must possess licenses and/or permits required to perform installations in the specified jurisdiction.
  5. Summary of staff members experience, training certifications and capabilities.
- B. Contractor shall have a minimum of an AVIXA certified CTS-D on staff. A copy of the certification shall be included in the bid documents.
- C. The Project shall be supervised by a minimum of an AVIXA certified CTS technician and a copy of certification shall be included in the bid documents.
- D. Contractor is to be an approved reseller of equipment specified and provided as part of the complete system.
- E. In the event names and contact information of reputable AV contractors are needed, a list can be provided by the consultant.
- F. Unless specified otherwise elsewhere, Bid Package documentation is to be submitted to the Consultant and shall include the following:
1. Equipment- Price for all systems equipment as described in the Contract Documents. If an alternate is required, add additional line items with "ADD ALTERNATE" in the item description. Provide both overall system pricing and unit pricing for each device.
  2. Engineering- Price for engineering, shop drawing preparation and the labor not directly related to the Systems installation for all systems as described in the Contract Documents.

3. Programming- Identify the party(s) who will be responsible for the system programming. If multiple personnel and/or subcontractors will be used, list all party(s) individually. Include name, contact information and certifications.
4. Installation- Price for all labor directly related to the installation of all systems as described in the Contract Documents. Include all miscellaneous hardware, consumables, etc. required for installation in this number.
5. Taxes- Price of all applicable taxes.
6. Warranty- Price for first year warranty.
7. Bond- Price for Bid Bond and Performance Bond as required by the Contract Documents.
8. Total - Total cost for the systems as described in the Contract Documents.
9. Provide separate pricing for the base systems and any Alternates described in the Contract Documents.

G. Material Quality Control

1. Materials incorporated into Project shall be new condition, except as otherwise indicated in the Contract Documents, of specified quality, and furnished in sufficient quantity to facilitate proper and speedy execution of the Work.
2. Contractor shall furnish evidence of the quality of materials incorporated into the Project as required by the Contract Documents or at request of Owner's Representative or Consultant.
3. Materials not meeting requirements of the Contract Documents shall be removed from the Project and replaced with materials meeting Contract Document requirements by Contractor with no additional expense to Owner.
4. No End of Life (EOL) equipment will be accepted, even in new condition.
5. Electrical Components: Listed and labeled per NFPA 70, Article 100 by a testing agency acceptable to authorities having jurisdiction.

H. Comply with UL 813.1.9 WARRANTY

- A. Manufacturer's Special Warranty: Manufacturer agrees to repair or replace sound-masking loudspeaker control units and loudspeakers that fail in materials or workmanship within specified warranty period.
  1. Failures include, but are not limited to, the following:
    - a. Failure to connect to the network and perform specified functions.
    - b. Failure to produce specified sound.
  2. Warranty Period: One year from date of Substantial Completion.

1.10 RELATED WORK

- A. A representative from the Manufacturer/Installer to attend construction meetings at the Project site. This representative shall have the authority to make commitments on behalf of the Manufacturer/Installer.
- B. AV System Control and Design.
  1. Design graphical user interface design for AV touch panels for the AV system as noted in Drawings and Specifications. Manufacturer/Installer to review these designs with Owner for approval.

2. Select and provide hardware and software; such as, server cards, boards, cabling and cabling, associated with core equipment specified to provide a complete and operable system.
3. Load software and configuration files into programmable AV and control system devices.
4. Set up and configure programmable AV and control system devices provided as part of a full and operable system.

#### 1.11 SCOPE OF WORK

##### A. Performance Requirements:

1. Furnish and install audiovisual equipment, including any items not specified but required to provide a completed system. Verify the completeness of equipment listed in this Section and the correctness of type numbers.
2. Use equipment specified in the manner specified. Clarify any misunderstandings prior to bid submission and offer substitutions as appropriate.
3. Verify each component's conformance with its manufacturer's published Specifications and other requirements as stated in this Section.
4. Check in detail each item of equipment provided, each portion of the installation, and the complete installation to ensure that the intent of this Section is achieved.

##### B. The work includes; but is not limited to, the following:

1. Submission of shop drawings prior to fabrication.
2. Verification of dimensions and conditions at the job site.
3. Installation in accordance with these specifications, manufacturer's recommendations and applicable code requirements.
4. Setup and adjustment of signal processing, system tests and adjustments, written report, demonstration for approval, participation in acceptance tests and final adjustments as required.
5. Programming and documenting of software-controlled devices including initial setup of presets in devices.
6. Coordination with the Electrical Contractor.
7. Coordination with the Lighting Contractor.
8. Coordination with the Fire Alarm Contractor.
9. Coordination with the Tel/Data Contractor and other Low Voltage Contractors.
10. Coordination with the Owner's Audiovisual Personnel.
11. Coordination with the Owner's IT Department.
12. Performance standards, without claim for additional payment.
13. System documentation.
14. Instruction of Owner's operating personnel.
15. Maintenance services for one year.
16. Warranty.

#### 1.12 BASE SYSTEM DESCRIPTION

- A. Provide DVLED solution for three (2) digital signage displays at the Moorpark College campus. The displays will be housed within a fabricated enclosure. Selected contractor will be responsible for the provision of materials and installation at Moorpark College, 7075 Campus Rd, Moorpark, CA 93021



**B. Monument Sign #3 (Double-sided Signage)**

1. System shall be capable of displaying a high-resolution video or signage graphics on two (2) separate displays that are back-to-back within a single enclosure. This sign location is highly visible as serves as a point of egress and ingress
2. System shall be designed for outdoor use 24/7/365
3. Systems shall include two (2) media players with wireless connectivity to Moorpark's network.

**1.13 SUBMITTALS**

- A. Submittal Format. Unless directed otherwise, provide submittal documents electronically in PDF format. Provide documents in full size and suitable for printing by the reviewer. Clearly identify each document within its file name. Clearly identify the item within the sheets provided based on use in the system.
- B. Submit under provisions of Section 01 33 00 "Submittal Procedures."
- C. Product Data: Submit applicable reference standards, current performance data, and application recommendations and product limitations.
- D. Review of Electrical and Telecom Infrastructure. Within 30 days after execution of contract, provide a written statement indicating that empty conduits, junction boxes, pathways, telecom outlets, such as, phone, data and CATV coax, and 120V electrical power systems needed to support the work in of this Section have been reviewed and found to be acceptable. Identify any deficiencies.
- E. Control Panels: Provide the following for each graphical user interface employed in the system. Provide in a timely manner so that reasonable review comments do not affect the Project schedule.
  1. Preliminary color layouts of principle pages, generally outlining system functionality and the graphical standard to be employed and outlining navigation between pages.
  2. Fully functional control panel emulated within programming environment or alternately, physical touch panel with supporting control systems hardware. Provide fully programmed panel for review of layout, legends, colors, status feedback, page flips and other factors by the Owner or Owner's authorized representative.
- F. Shop Drawings: Submit assembly and installation layout drawings showing product components in assembly with adjacent materials and products; such as speakers, panels, microphones, and electronics rack.
- G. Operation and Maintenance Data.
- H. Warranty: Submit manufacturer's standard warranty statement.

**1.14 SUBSTANTIAL COMPLETION SUBMITTALS**

- A. Upon completion of the Initial Tests and Adjustments and when the systems are substantially complete, but before Final Tests, submit two complete sets of submittals directly to the Consultant. These Submittals shall include the following:
  1. Results of initial electrical and electronic tests.

2. Description of corrective procedures and adjustments.
  3. Resulting performance of each system after adjustments.
  4. Full-size Project Record Drawings –
    - a. Modify accepted shop drawings to record the actual installation as of the completion of Initial Tests and Adjustments.
    - b. Record serial numbers for permanently mounted electronic devices.
    - c. Indicate actual locations of devices.
- B. Written verification that the systems are substantially complete.
- C. A list of any known outstanding work or equipment other than the Final Tests, Client Training and Final Cleaning as specified.
- D. Substantial Completion for these systems shall not be dependent upon or limited by the Certificate of Substantial Completion for the project and shall be defined as:
1. Systems are functional as defined by the Contract Documents.
  2. All permanently installed equipment is in place and properly installed.
  3. All portable equipment required for operation is on site.
  4. Initial Tests and Adjustments are complete.
  5. The systems are ready for Final Tests.
  6. The systems are ready for use by the Owner.
  7. Comments from previous submittals, Addenda, and other contract correspondence have been addressed
- E. Manufacturer/Installer to be fully responsible for making substitutions of specified products that may have had a model update or model change.
- F. Products to be new and under warranty at the time of installation.

#### 1.15 PROJECT CONDITIONS

- A. Environmental Requirements: Do not install system until mortar, wet and dust producing trades have completed their work and finished floor is in place.
- B. Determine rack location(s) with the Owner.
- C. Where code permits, wiring may be run outside of conduit. Such wiring shall be coordinated either in a plenum space or by means of secondary enclosure that meets code requirements.
- D. Coordinate with Owner to meet acoustic performance requirements. The noise level in the rehearsal space to be at or less than NC 30.
- E. Field Measurements: Obtain required field measurements and indicating performance setups, ceiling construction, wall construction, ventilation features, electrical systems, networks and potential obstacles on shop drawings.
- F. If asbestos is present, abatement shall be required by Owner prior to installation.

## PART 2- PRODUCTS

## 2.1 SIGNAGE SYSTEM BASIS OF DESIGN

## A. Monument Sign #3 (Two Displays)

## 1. DVLED: QTY 2

- a. To serve as main display in the new sign located at the main entrance roadway. 7000nit, 3840hz refresh rate, and 5.7mm pixel pitch. Must include screen controller/processor. Overall display dimensions must be exactly 3.15' W x 4.19' H
  - 1) DigiLED – DigiTILE MAX5710o or equivalent

## 2. Media Player: QTY 2

- a. Media player shall have wireless capabilities and be located in the fabricated enclosure:
  - 1) BrightSign – XD1033 or equivalent

## C. Cable

## 1. Mic/Line Level Audio: Cable shall be plenum rated, shielded, twisted pair. Minimum of 22AWG, stranded conductor with a 24AWG drain wire contained in a single outer jacket.

- a. Acceptable: West Penn D25291 or approved equal from Belden

## 2. 70V/100V Speaker/Program Audio: Cable shall be Plenum rated, unshielded, twisted pair. 14AWG stranded conductor contained in a single outer jacket.

- a. Acceptable: West Penn D25225 or approved equal from Belden

## 3. 2/4/8 Ohm Speaker Audio: Cable shall be Plenum rated, unshielded, twisted pair. 12AWG stranded conductor contained in a single outer jacket.

- a. Acceptable: West Penn D25227 or approved equal from Belden

## 4. Control cable (Non-plenum rated):

- a. Contact Closures and Inputs: Cable shall be unshielded, 22AWG stranded-multiple conductor cable enclosed in a single overall jacket.
  - 1) Acceptable: West Penn 3241 or approved equal from Belden
- b. Serial Communication: Cable shall be plenum rated, shielded, twisted pair. Minimum of 22AWG, stranded conductor with a 24AWG drain wire contained in a single outer jacket.
  - 1) Acceptable: West Penn D25291 or approved equal from Belden
- c. Control Link (Ethernet): Cable shall be unshielded twisted 4 pair. 24AWG single core, twisted 4-pair contained in a single outer jacket.
  - 1) Acceptable: CommScope, West Penn or Belden

## 5. Control cable (Plenum rated):

- a. Contact Closures and Inputs: Cable shall be unshielded, 22AWG stranded-multiple conductor cable enclosed in a single overall jacket.
  - 1) Acceptable: West Penn 253241 or approved equal from Belden

- b. Serial Communication: Cable shall be plenum rated, shielded, twisted pair. Minimum of 22AWG, stranded conductor with a 24AWG drain wire contained in a single outer jacket.
    - 1) Acceptable: West Penn D25291 or approved equal from Belden
  - c. Control Link (Ethernet): Cable shall be unshielded twisted 4 pair. 24AWG single core, twisted 4-pair contained in a single outer jacket.
    - 1) Acceptable: CommScope, West Penn or Belden
6. Crestron DM/AMX DXLink Video Transmission Cable:
- a. Via Ethernet (Non-Plenum rated): Cable shall be shielded twisted 4 pair. 23AWG single core, with drain wire and twisted 4 pair all contained in a single outer jacket. To be terminated with Shielded connector specified for specific cable type and brand.
    - 1) Acceptable: CommScope, West Penn, or Belden
  - b. Via Ethernet (Plenum rated): Cable shall be shielded twisted 4 pair. 23AWG single core, with drain wire and twisted 4 pair all contained in a single outer jacket. To be terminated with Shielded connector specified for specific cable type and brand.
    - 1) Acceptable: CommScope, West Penn, or Belden

## 2.5 SOURCE MUSIC:

- A. Basis of Design: Subject to compliance with requirements, provide products by Mood/Muzak Media Source or comparable product from an available manufacturer.
- B. Provide background music in building. Coordinate with Owner for source options.

## 2.6 OUTLET PLATES AND CABLING:

- A. Provide associated plates for inputs and outputs as indicated. Locations may be in floor box, wall or ceiling locations.
- B. Plates to be metallic for durability.
- C. Plate connectors to be durable and suited for location and quantities required to provide required connectivity.
- D. Cabling to be pre-manufactured wherever possible and sized for loss and distance limitations defined by system.
- E. Cabling supporting AV systems to be installed and supported in accordance to NEC and TIA/EIA standards.

## 2.7 LABELING

- A. General
  - 1. **Handwritten labels are not acceptable.**
  - 2. Do not indicate Manufacturer/Installer's name on moveable, portable or loose equipment, touch panels, cables or wall plates.
  - 3. Label types to be approved by Designer prior to any final labeling has been installed.
  - 4. Labels to be legible.

5. Label products and cables in a logical, legible and permanent manner in accordance to the AVIXA Best Practices Handbook and corresponding to the Audiovisual Drawings. Wording, format, style, color, and arrangement of text is subject to the approval of the Consultant.
6. Label the following with engraved, permanently attached Lamicaid™, with white 1/8-inch block letters on black background:
  - a. Front and back of rack mounted equipment indicating device function.
  - b. Barrier strips, terminals, stand-alone transformers, switches, relays, volume controls, and similar devices.
3. Engrave custom receptacles, plates and panels as shown on the drawings, using 1/8-inch lettering filled with contrasting paint.
4. **Permanently label installed wires on both ends with accepted permanent heat-shrink labels.**
  - a. Acceptable: BRADY BMP21(Plus) with 1.5" Self-laminating Labels or equal with approval.
  5. The Contractor's name shall appear only once on each set of racks, preferably on the AC power control, or as coordinated with the Consultant. The Contractor's name shall not appear on wall plates or portable equipment.
  6. Provide self-adhesive dots to normally user-adjustable front-panel controls to indicate their nominal settings. Mark controls on mainframe modules on the appropriate internal labels.
- B. Provide permanent self-adhesive labels on the front and back panel of rack mounted equipment with designation and functionality.
- C. Provide permanent label of plug end power cords identifying the equipment served.

## 2.8 PRODUCT OPTIONS AND SUBSTITUTIONS

- A. Wherever a product or class of material is specified exclusively by a single trade name, name of maker, or catalog reference, use only such specified product unless approval for a substitution has been secured in writing. Products and materials not specified in the Contract Documents and installed in the Work shall be removed and replaced by specified products and materials. The Contractor will be fully responsible, and no additional cost will be incurred by the Owner. Neither will there be any additional time added to Contract for the correction of unapproved equipment.
- B. When multiple products are specified in the Contract Documents, by name, manufacturer and model number, or as a "Basis of Design" for one use, the Contractor may select any one of the alternates specified.
- C. Where multiple acceptable manufacturers, series or product lines are specified in the Contract Documents by name for one use, Contractor may select any one of those listed that meets the specified performance and intent. The Contractor must still secure approval, there is no guarantee stated or implied by these specifications that products will be approved.
- D. Wherever the words "or approved" are used in the Products section of the Specification, it shall mean that the manufacturer or manufacturers listed compete in the same product categories as the primary listed manufacturer and so can reasonably be expected to manufacture a product that provides equivalent functionality, performance and specifications as the primary listed products. The Contractor must still secure approval,

there is no guarantee stated or implied by these specifications that products by manufacturers listed as comparable will be approved.

- E. Where the Contractor proposes to substitute products not listed, the onus lies on the Contractor to submit information to verify that the proposed substitution meets or exceeds the specified performance and intent. The Contractor may be required to provide cut sheets, samples, technical data or any other information requested to determine equivalence. No substitutions shall be permitted without prior written consent. All proposed substitutions shall be submitted in writing to the Consultant. Substitutions proposed during the bid process shall be submitted. There is no guarantee stated or implied by these specifications that proposed products will be approved.
- F. Substitutions will only be considered under the following circumstances:
  - 1. The proposed products offer superior performance without adding cost to the Contract.
  - 2. The proposed products offer equivalent performance and reduce cost to the Contract.
  - 3. The specified products are no longer available or are considered End of Life (EOL).
  - 4. The proposed products avoid delays to the project that would be caused by the specified products.
  - 5. The specified products will not operate as intended due to unexpected field conditions.
- G. If proposed products have been approved for Substitution, the changes must be approved in writing by the Consultant and will be considered as a Substitution. Preference will be given to the alternate products listed in the Contract Documents for that use.
- H. If a proposed Substitution is approved in writing, the Substituting product shall be substituted throughout the entire system design, so long as the usage is the same. Use the same products, for the same use, throughout the system design.
- I. Use only products from a single manufacturer for similar use throughout the systems unless otherwise specified by the Consultant. Wherever words "Approved by", "Satisfactory to", "submitted to", "inspected by," or similar phrases are used in these specifications, they shall be understood to mean that the material or item referred to shall be approved by, be satisfactory to, submitted to, or inspected by the Consultant.

## PART 3- EXECUTION

### 3.1 INSTALLATION

- A. Equipment and enclosures to be installed plumb and square unless specifically detailed otherwise.
  - 1. Install all equipment and devices according to the Manufacturers' specifications – Properly match levels and impedance between components in accordance with specifications.
  - 2. Do not install equipment in a manner different than what is indicated. The Contractor shall notify the Consultant, make recommendations, and proceed with the necessary changes upon receipt of written approval from the Consultant.
  - 3.. Provide brackets, screws, adapters, springs, rack mounting kits, etc., recommended by manufacturer for correct assembly and installation of speaker assemblies and electronic components.

4. Finishes for exposed or custom fabricated components shall be approved by the Consultant prior to installation.
  5. Enclose electrical and electronic equipment in metal raceways rigidly secured plumb and square to the building.
  6. Locate overhead (distributed) loudspeakers as shown on the drawings, with minor changes not to exceed 6-inches in any direction without written receipt of approval from the Consultant.
  7. Confirm polarity of speaker before installation and wire to maintain uniform polarity.
  8. Mount transformers with screws securely to speaker brackets or enclosures. Adjust torsion springs as necessary to securely support speaker assembly.
  9. Locate and aim speaker clusters as shown on the drawings, with minor changes not to exceed 3" or 0.5° in any direction for the entire cluster. Within any given cluster, the alignment of individual cabinets in relationship to one another is not to vary by more than 1/8" or 0.25° from the drawings. Additional adjustments may be required during any Final Testing and Measurements, Adjustment and Equalization by the Consultant (see paragraph 3.5)
  10. Design and install supports, mounts, attachments, attachment points and hardware reinforcement requirements in accordance with Paragraph 1.2 and industry standards. Verify capacity of mounting methods used in the work.
  11. Do not impose the weight of equipment or fixtures on supports provided for other trades or systems.
  12. Do not fabricate or install supports that would overload the building structure. Do not drill or cut concrete beams, joists or structural steel, and do not weld to structural steel, except as specifically authorized in writing by the Owner, Consultant, General Contractor or designated representative.
  13. Use attachment and support hardware with a minimum safety factor of 5: 1 for static loads, and 8: 1 for dynamic loads.
  14. For any equipment that is to be suspended, the equipment and all associated attachment and support hardware is to be certified by the manufacturer(s) for overhead suspension.
  15. At the Contractor's expense, a registered structural engineer shall approve and stamp drawings for supports and mounts for any equipment to be suspended in any manner not approved by the Manufacturers.
- B. Equipment, except that designated as moveable, portable or loose equipment, to be secured and permanently attached to racks or structure in a manner which will require the use of a tool for removal.
- C. Supports to meet or exceed the load requirements of the intended application with a minimum safety factor of 5.
- D. Equipment racks are to be properly bonded to the AV grounding system and systems internal to enclosure bonded to the internal rack grounding system
1. Verify depth of cabinet before assembly, to ensure mounted equipment will fit completely inside with the doors closed.
  2. Fill unused equipment mounting spaces with blank panels or vent panels where additional ventilation is required.
  3. Assure enough ventilation space between equipment for adequate cooling.
  4. Unless shown otherwise on the drawings, mount amplifiers at the bottom of the equipment rack. Follow amplifier manufacturer's recommendations regarding ventilation space between amplifiers.
  5. Any "knock-outs" or "punch-outs" that are needed to allow for cable to be run out of the rack must have rubber or plastic grommets installed to keep unwanted wire stripping from occurring.

6. Equipment racks and enclosures are to be installed plumb and square unless specified otherwise.
7. All equipment, except that designated as moveable, portable or loose equipment, is to be secured and permanently attached in the equipment racks or structure in a manner which will require the use of a tool for removal.
8. Provide a minimum of one spare AC receptacle, for each four in use, per branch circuit.
9. Do not share power amplifier branch circuits with any line level devices.
10. Clearly label receptacles in the rack for panel and circuit breaker number.
11. Provide switched receptacles or power sequencers as required to meet the power sequencing shown in the drawings and specified elsewhere.
12. Use EMT or flexible conduits (per NEC) and PVC fittings to provide insulated connections of the electrical raceway systems to equipment racks.
13. Provide continuous raceways with no more than 40% fill, between wire troughs and equipment rack for all non-plenum-rated cables.
14. Plenum rated cable may be routed into the equipment racks via EMT stubs into the above-ceiling area.
15. Provide ample service loop for each cable that breaks out from a harness. Provide ample service loops at plates and panels. Service loops may be created in the rack space; however, it should not be visible or looped from the lacing bars or other wire management.
16. Employ permanent strain relief for any cable whose outside diameter is one inch or greater.
17. Separate wiring of differing classifications by at least four inches where possible when entering the rack. Where lines of differing classifications come closer together than four inches, cross them perpendicular to each other. The different classifications of cables should be bundled and wrapped in expandable "snake-skin" style sleeving. Neatly comb and harness wires within consoles by the following classifications of power levels or signal types –
  - a. Balanced Microphone Level Audio less than -20 dBm.
  - b. Balanced Line Level Audio from -20 dBm to +30 dBm.
  - c. DC Control or Power less than 48VDC, Intercom with low voltage DC power, Speaker Level Audio, AC Power.
  - d. Video.
18. Once the cables are securely inside the equipment rack, all bundles shall be distributed to the appropriate side of the rack in accordance to InfoComm wiring standards and classification type.
19. Do not splice wires inside the equipment rack under any circumstance.
20. Connect line level wiring only to accepted terminal barrier strips. Solder terminal blocks (x-mas trees) or standard telco 66-type punch blocks are not acceptable. Connect speaker level wiring only to accepted terminal barrier strips. Do not parallel or branch cables and lines at other points.
21. Mount terminal strips on ¾ inch plywood or 1/8-inch-thick aluminum plates/blank panels; mounting on the bottom of the rack will not be acceptable. Provide 15% spare terminals at each location.
22. Plywood used inside of any IDF or MDF must be painted with fire-retardant paint. If the use of plywood is specified in the design, the Electrical Contractor (EC) should provide and install all materials.
23. Use only balanced audio circuits unless noted otherwise. Use accepted transformers or interface devices to convert unbalanced circuits to balanced. Certain output signals may be unbalanced if inputs of subsequent devices are within adjacent racks; these are noted on the drawings on an individual basis.



- E. Use separate pathways for microphone-level circuits, video and line-level audio circuits, loudspeaker circuits, control and power circuits. Provide conduit spacing from power circuits as defined by AVIXA/InfoComm guidelines.
- F. Components are manufactured units, pre-wired where appropriate.
- G. Heat Shrink and Cable Preparations for Termination
  - 1. In general, cover the end of the overall jacket with 1-inch length (min.) black heat-shrink tubing. Heat shrink tape or "wrap-around" shrink is *not* acceptable. Cut off unused insulated conductors 2 inches (minimum) past heat-shrink, folding the ends back over the jacket, and securing in place with tie-wrap.
  - 2. Cover shield/drain wire with properly sized green sleeving. If the shield/drain wire is to be unused cover with green sleeving and serve as noted above. Extend sleeving ¼ inch past the end of unused shield/drain wire.
  - 3. For connectors containing more than 4 solder connections, cover each bare wire and solder connection with properly sized, green heat-shrink sleeving.
  - 4. Cables terminated by cable-type connectors are not required to have the 1-inch heat-shrink tubing on the end of the overall jacket but shall meet the wire identification requirements as noted and shall have any shields/drain wires insulated with sleeving.
  - 5. Heat-shrink sleeving shall not be heated via lighter or any other open flame. Any heat-shrink showing charring or melting of any kind, will be re-terminated at no additional cost to the Consultant or Owner.
  - 6. Do *not* cut the shield/drain wire of any exposed shielded cable at the end of the overall jacket.
- H. Connections
  - 1. Contractor to ensure connections using rosin-core solder or accepted mechanical connectors.
  - 2. Use crimping tools that are specifically designed for the application. The presence of non-accepted crimping tools in the Contractor's shop or on the job-site shall constitute prima-facie evidence of improper crimp-type connections, and may result in all crimp-type connections being redone.
  - 3. Use insulated spade lugs on screw terminals. Do not exceed two lugs per terminal. Do not cut strands from conductors to fit lugs.
  - 4. Make connections to loudspeaker transformers with properly sized, closed-end connectors crimped with factory-approved ratchet type tool. Wire nut, electrical tape or "Scotch lock" connectors are not acceptable. Attach loudspeaker transformers to loudspeakers with permanent fasteners inside the loudspeaker enclosure unless specifically noted otherwise.
- I. Programming
  - 1. Programming requirements for all DSP based audio and video routing and processing devices will be based on information provided by the Contract Documents unless otherwise noted. The Contractor shall provide complete electronic copies of all manufacturers' application files and any preliminary source code (Uncompiled) and data files on CD-ROM or USB Flash Drive; to the Consultant. Contractor will make modifications to the programming as required. This review does not relieve the Contractor of any responsibility for the proper functioning of DSP Systems and their associated programming upon Substantial Completion and after any modification during the warranty period.
  - 2. All software, firmware and hardware shall be the latest available versions and all software shall meet manufacturers' standards.

3. Document all passwords for software and devices when applicable.
4. A copy of all uncompiled source code, data files, IP configurations and passwords shall be provided to the consultant on a USB Flash Drive or CD, as a part of Final Contract Close-out Submittals.

J. Calibrate system for proper operation.

1. Measure and record impedance curves for each type of outboard balancing transformer used and for each type of loudspeaker (with 70V transformer if applicable) is used
2. All microphone preamplifiers shall have 50dB of gain. Line-level devices shall be at unity gain and have equalizers set flat. Power amplifiers shall be set at 75 percent of the maximum gain.
3. Start with a -50dBu signal at microphone inputs and a +4dBu signal at line inputs. Increase the signal until the input or output clips. Record input and output levels.
4. Measure frequency response
  - a. Use continuous 20Hz to 20kHz sweep oscillator and multimeter (or plotter). This can be software based.
  - b. Frequency response shall not exceed manufacturers' published ratings more than  $\pm 1$ dBu.
5. Measure and record impedance curves of all loudspeaker lines (3 frequencies minimum; continuous 20hz to 20kHz sweep preferred) at amplifier rack terminal barrier strips. Minimum impedance should not be less than 70% of the calculated load over the nominal bandwidth of the system.

K. Audio System Adjustment and Equalization

1. All crossover filters and networks for all loudspeakers should be adjusted according to the loudspeaker manufacturer's recommendations before any other adjustment or equalization is performed.
2. Gain structure specifications using a -67dBu pink noise source for microphone level inputs, and a +4dBu pink noise source for line level inputs (Adjust each channel for the signal that is normalised to it):
  - a. For each balanced microphone input on all manual and automatic mixers, adjust input gain control such that the channel level meter shall maintain (-15dBfs for meters on digital devices) with the channel gain set to unity.
  - b. After adjusting all microphone inputs, verify that all input gain controls are set to the same position. If any are not, calibrate the meters on those channels as necessary per the manufacturer's recommendations, and repeat the gain adjustment process.
  - c. For stand-alone microphone pre-amps, adjust gain such that balanced line level output shall be measured to be +4dBu.
  - d. For each balanced line input on all manual and automatic mixers, adjust input gain such that any channel level meter shall maintain (-15dBfs) with the channel gain set to unity.
  - e. After adjusting all line inputs, verify that all input gain controls are set to the same position. If any are not, calibrate the meters on those channels as necessary per the manufacturer's recommendations, and repeat the gain adjustment process.
  - f. On all manual and automatic mixers, all auxiliary, mix, matrix and master output busses; pass the signal at unity level. Verify that input channel meters,

- internal mix bus meters, and all output bus meters maintain identical levels for a given input. Verify that the measured output of any bus is equal to the measured input of the channel or bus assigned to that bus.
- g. All line level signal processing equipment and distribution amplifiers shall pass the signal at unity level.
  - h. Adjust amplifier gain to meet the output levels specified below.
3. Equalization and output level specifications with the gain structure set as specified above and a pink noise source maintaining (-15dBfs) on all level meters. All dB measurements are assumed to be dB SPL:
- a. Left and Right speaker channels shall *each* generate 85dB ( $\pm 2$ dB) C-weighted throughout the entire direct coverage area of the channel. Record the level at a minimum of 3 points distributed throughout the coverage area. Frequency response for each channel in the same coverage area shall be flat ( $\pm 3$ dB) from 80Hz to 8kHz. Below 60Hz, roll-off shall occur at -6dB per octave, with roll-off being achieved using a high-pass filter *only*. Above 8kHz, roll-off shall occur at -3dB per octave for the first octave, and at -6dB per octave thereafter.
  - b. Center speaker channel shall generate 85dB ( $\pm 2$ dB) C-weighted throughout the entire direct coverage area of the channel. Record the level at a minimum of six points distributed throughout the coverage area. Frequency response for the channel in the same coverage area shall be flat ( $\pm 3$ dB) from 100Hz to 6kHz. Below 100Hz, roll-off shall occur at -6dB per octave, with roll-off being achieved using a high-pass filter *only*. Above 6kHz, roll-off shall occur at -6dB per octave.
  - c. Each surround speaker channel shall generate 83dB ( $\pm 2$ dB) C-weighted throughout the entire direct coverage area of the channel. Record the level at a minimum of four points distributed throughout the coverage area. Frequency response for the channel in the same coverage area shall be flat ( $\pm 3$ dB) from 80Hz to 8kHz. Below 80Hz, roll-off shall occur at -6dB per octave, with roll-off being achieved using a high-pass filter *only*. Above 8kHz, roll-off shall occur at -6dB per octave.
  - d. Distributed ceiling speaker system shall generate 85dB ( $\pm 2$ dB) C-weighted throughout the entire audience area of the room. Record the level at a minimum of six points distributed throughout the audience area. Frequency response for the distributed system shall be flat ( $\pm 3$ dB) from 120Hz to 6kHz. Below 120Hz, roll-off shall occur at -6dB per octave, with roll-off being achieved using a high-pass filter *only*. Above 6kHz, roll-off shall occur at -6dB per octave.
  - e. Minimum feedback stability margin (using the same microphone that will be used by the owner) shall be 6dB with the system equalized.
  - f. Record and submit all equalization and output levels before scheduling any Final Tests. Submit measurement data directly to the Consultant.
- L. Final Acceptance Testing to be performed during a period designated and agreed upon by all parties. The minimum time required for Acceptance Testing is five working days of dedicated quiet.
1. The Contractor shall work with the Consultant to schedule a time for the Consultant to perform the Final Tests site visit. Notify the Owner and Consultant at least fourteen days in advance.
  2. Furnish a technician who is familiar with the system to assist the Consultant during the Final Testing and Measurement.

3. Under the direction of the Consultant, adjust the systems as required to achieve the final specified or desired performance. Additionally, any test from the Initial Tests and Adjustments may also be performed by the Consultant if deemed necessary.
4. If the Consultant is unable to perform any of the Final Tests and Measurements due to errors, omissions, problems or inaccuracies by the Contractor, the Contractor shall be responsible for costs incurred by The Consultant for additional review.
5. The Owner may elect to verify test data and system performance as part of the acceptance procedure. Provide personnel and equipment, at the convenience of the Owner, to reasonably demonstrate system performance and to assist with such tests without additional cost to the Owner. These tests and demonstrations are in addition to any Consultant testing, or the instructional requirements.
6. Record final settings on all Systems and incorporate into the Final Contract Close-out Submittals.

### 3.2 DEMONSTRATION

- A. Train Owner's personnel to operate and maintain AV System as applicable. Comply with requirements specified in Section "Demonstration and Training."
- B. Turn over operation and instructions to Owner.

### 3.3 FINAL ACCEPTANCE

- A. Final acceptance of the installation shall be the sole responsibility of the Owner and Project Manager and will be based upon the report of the Consultant following the Final Tests and Measurement, and upon receipt of acceptable Final Contract Close-out Submittals and Instruction documentation.
- B. The failure of a representative of the Owner, Project Manager or the Consultant to condemn any defective work or material shall not release the Contractor from the obligation to promptly remove and replace the same at any time before Final Acceptance upon discovery of defective work or material without claim for additional payment.

END OF SECTION 27 41 16