



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

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VOLUME 2 – TECHNICAL SPECIFICATIONS

RFB NO. 2023-101

**PROJECT MANUAL
FOR
MILLER AVENUE COMPLEX SECURITY FENCE
3210, 3212, & 3500 MILLER AVENUE
FORT WORTH, TX 76119**

**BIDS DUE APRIL 13, 2023
2:00 P.M.**

Technical Specifications Prepared by

Bennett Partners
640 Taylor Street, Suite 2323
Fort Worth, TX 76102

RFB NO. 2023-101

**TARRANT COUNTY
MILLER AVENUE COMPLEX
SECURITY FENCE**

SUMMARY OF WORK

SCOPE OF WORK: Awarded vendors are to provide all supervision, labor, equipment, and materials needed for the new security fencing for the Miller Avenue Complex. Updates include new security fencing, repair/repainting of existing security fencing as needed, landscaping updates along the new fencing as needed, card reader pedestals and security connections to the buildings on site through trenches. The new fencing is roughly **1,200** linear feet but will need to be field verified with all existing utilities, landscaping and signage currently installed along the property. Awarded vendors are to provide concrete work, metals, openings, finishes, specialties, electrical, communications, electronic safety and security. Awarded vendors are to field verify existing conditions as shown on the Contract Documents. Report any discrepancies to the Architect prior to execution of any construction affecting these areas. No changes shall be made without notifying the Architect in advance. Any work undertaken prior to notification will be at the Contractor's sole expense and responsibility.

FACILITIES: Tarrant County will work with the awarded vendor to provide an approved lay down area on site for material storage. All materials stored are the responsibility of the Contractor and should be kept secured. Tarrant County will not be responsible for any materials misplaced, damaged or stolen.

TARRANT COUNTY'S VENDOR SCOPE: Programming will need to be performed by Tarrant County's contracted vendor, contact information will be provided.

WORKING HOURS: All interior and exterior work shall be performed during normal business hours. Duration of construction is anticipated to be as determined by the bidding contractor. Normal business hours are established as 7:30 AM to 5:30 PM, Monday through Friday.

BID ALTERNATE #1: Vendor to provide cost to complete the work described in base specification and drawings during after-hours Monday-Friday 5:31 PM-7:29 AM and weekends.

Tarrant County Miller Avenue Complex

Security Fence

3210, 3212 & 3500 Miller Avenue
Fort Worth, Texas 76119



Tim O'Hare, County Judge
Roy Charles Brooks, Precinct 1
Alisa Simmons, Precinct 2
Gary Frickes, Precinct 3
Manny Ramirez, Precinct 4

Tarrant County Miller Avenue Complex Security Fence

Project Manual

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ARCHITECTURE

Bennett Partners

640 Taylor Street, Suite 2323

Fort Worth, Texas 76102



17 February 2023

ELECTRONIC SAFETY & SECURITY

Latta Technical Services Inc.

TBPE Firm F-2383

1255 W. 15th Street, Suite 300

Plano, Texas 75075



END OF DOCUMENT 00 01 07

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Note: Refer to Electrical Drawings for Division 26 Specifications.

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SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Purchase contracts.
8. Owner-furnished products.
9. Contractor-furnished, Owner-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and Drawing conventions.
14. Miscellaneous provisions.

B. Related Requirements:

1. Section 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Tarrant County Miller Avenue Complex Security Fence
3210, 3212 & 3500 Miller Avenue
Fort Worth, Texas 76119
- B. Owner: Tarrant County
100 East Weatherford Street
Fort Worth, Texas 76196
- C. Architect: Bennett Partners
640 Taylor Street, Suite 2323
Fort Worth, Texas 76102

- D. Architect's Consultants: Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:
1. Electrical: Baird, Hampton & Brown
6300 Ridglea Place, Suite 700
Fort Worth, Texas 76116
 2. Security: LattaTech
1255 W 15th Street, Suite 300
Plano, Texas 75075
- E. Web-Based Project Software: Project software administered by Architect 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.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents. Awarded vendors are to provide all supervision, labor, equipment, and materials needed for the new security fencing for the Miller Avenue Complex. Updates include new security fencing, repair/repainting of existing security fencing as needed, landscaping updates along the new fencing as needed, card reader pedestals and security connections to the buildings on site through trenches. The new fencing is roughly 1280 linear feet but will need to be field verified with all existing utilities, landscaping and signage currently installed along the property. Awarded vendors are to provide concrete work, metals, openings, finishes, specialties, electrical, communications, electronic safety and security. Awarded vendors are to field verify existing conditions as shown on the Contract Documents. Report any discrepancies to the Architect prior to execution of any construction affecting these areas. No changes shall be made without notifying the Architect in advance. Any work undertaken prior to notification will be at the Contractor's sole expense and responsibility.
- B. Type of Contract: Single Prime.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

1.6 ACCESS TO SITE

- A. General: 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. 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.
- 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.
- E. Working Hours: All interior and exterior work may be performed during normal business hours. Duration of construction is anticipated to be as determined by the bidding contractor. Normal business hours are established as 7:30 AM to 5:30 PM, Monday through Friday.
- F. Contractor to provide their own temporary portable restrooms.
- G. Storage/Lay Down Area: Owner will work with contractor to find a material lay down location on site. All materials stored are the responsibility of the Contractor and should be kept secured. Tarrant County will not be responsible for any materials misplaced, damaged or stolen.
- H. Coordinate all deliveries in advance with the on-site General Contractor's superintendent, subject to the Owner's maintenance personnel scheduling. Receiving, unloading and handling materials and equipment for the project shall be coordinated and done outside normal business hours.

1.7 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
 - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.8 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. 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 Owner not less than seven days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- C. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Owner not less than seven days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet (8 m) of entrances, operable windows, or outdoor-air intakes.

1.9 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 01 60 00 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

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 form provided in Project Manual.
 - 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 15 days of receipt of request, or seven 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 for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals. Substitutions to be submitted prior to the bid date for review.
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.
- B. Substitutions for Convenience: Not allowed.
- C. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.
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 offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.

- f. Requested substitution has received necessary approvals of authorities having jurisdiction.
- g. Requested substitution is compatible with other portions of the Work.
- h. Requested substitution has been coordinated with other portions of the Work.
- i. Requested substitution provides specified warranty.
- j. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 00

ATTACHMENT: SUBSTITUTION REQUEST FORM.

SUBSTITUTION REQUEST FORM

Date: _____

From: _____

To: _____

Request No.: _____

I (WE) REQUEST APPROVAL OF THE FOLLOWING PRODUCT OR SYSTEM AS AN APPROVED
SUBSTITUTION IN ACCORDANCE WITH THE CONTRACT DOCUMENTS:

Name and Description of SPECIFIED product: _____

Section No.: _____ Pages: _____ Article/Paragraph: _____

Name and Description of PROPOSED product: _____

Manufacturer: _____

Address: _____ Phone: _____

Trade Name: _____ Model No.: _____

Installer: _____

Address: _____ Phone: _____

History: ☐ New Product ☐ 1-4 years old

Differences between proposed substitution and specified product: _____

_____☐ Point-by-point comparative data attached – **REQUIRED FOR ARCHITECT'S REVIEW**

Reason for not providing specified item: _____

Project with similar installation: _____

Address: _____ Architect: _____

Proposed substitution affects other parts of Work: ☐ No ☐ Yes; explain __________

Savings to Owner for accepting substitution: _____ (\$ _____)

Proposed substitution changes Contract Time: ☐ No ☐ Yes [Add] [Deduct] _____ days.Supporting Data Attached: ☐ Drawing ☐ Product Data ☐ Samples ☐ Test Reports ☐ _____

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Phone: _____

Attachments: _____

A/E REVIEW AND ACTION

- ☐ Substitution approved – Make submittals in accordance with Section 01 33 00.
- ☐ Substitution approved as noted – Make submittal in accordance with Section 01 33 00.
- ☐ Substitution rejected – Use specified materials.
- ☐ Substitution Request received too late – Use specified materials.

Signed by: _____ Date: _____

Additional Comments: _____

By: _____

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.
 - 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 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.
6. Comply with requirements in Section 01 25 00 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.

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.
 - b. Refer to current edition of Tarrant County Facilities Management "Facilities Planning, Design and Construction Procedures, Guidelines and Standards" for requirements governing stored materials.
 - 4. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
 - 5. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
 - 6. 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.
 - 7. 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.

8. 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. Payment Application Times: Submit Application for Payment to Architect by the 25th of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- E. 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.
- F. 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.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.

4. 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.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Sustainable design action plans, including preliminary project materials cost data.
 6. Schedule of unit prices.
 7. Submittal schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits.
 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction conference.
 14. Certificates of insurance and insurance policies.
 15. Performance and payment bonds.
 16. Data needed to acquire Owner's insurance.
- I. 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.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706.
 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, if included in Contract.

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. RFIs.
 - 3. Digital project management procedures.
 - 4. Project meetings.
- B. Related Requirements:
 - 1. Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Section 01 91 13 "General Commissioning Requirements" for coordinating the Work with Owner's Commissioning Authority.

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 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: Software-generated form with substantially the same content as indicated above, acceptable to Architect.

- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven 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. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
- 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.

1.5 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model 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. Contractor shall execute a data licensing agreement in the form of AIA Document C106 Digital Data Licensing Agreement.

4. 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: Use Architect's web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
- 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.

1.6 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 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. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Sustainable design requirements.
 - o. Preparation of Record Documents.

- p. Use of the premises.
 - q. Work restrictions.
 - r. Working hours.
 - s. Owner's occupancy requirements.
 - t. Responsibility for temporary facilities and controls.
 - u. Procedures for moisture and mold control.
 - v. Procedures for disruptions and shutdowns.
 - w. Construction waste management and recycling.
 - x. Parking availability.
 - y. Office, work, and storage areas.
 - z. Equipment deliveries and priorities.
 - aa. First aid.
 - bb. Security.
 - cc. Progress cleaning.
3. Minutes: Architect 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 of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.

- y. Protection of adjacent work.
 - z. Protection of construction and personnel.
 - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Contractor to 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 weekly intervals.
- 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: Contractor will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 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.
 - 3. Two paper copies, of sufficient size to display entire period or schedule, as required.
- 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 monthly 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.

- B. Time Frame: Extend schedule from date established for commencement of the Work 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 floor or 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 60 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 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. Phasing: Arrange list of activities on schedule by phase.
 - 2. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 01 10 00 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 - 3. 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. Partial occupancy before Substantial Completion.
 - e. Use-of-premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. 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: On a biweekly basis, prepare summary reports indicating activities scheduled to occur and summarizing 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 monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 3. As the Work progresses, indicate final completion percentage for each activity.
- 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 30 days of date established for commencement of the Work.
- 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 three 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 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 and Construction Manager'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. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 2. 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.
 3. Paper: Prepare submittals in paper form and deliver to Architect.
- 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 15 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 15 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 unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
- 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. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics, and identification information for record.
 4. 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.
 5. Paper Transmittal: Include paper transmittal including complete submittal information indicated.
 6. 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.
 7. 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.
8. 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 two 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. Include the following information in tabular form:
- 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. Material Safety Data Sheets (MSDS): Do not submit for review by A/E. Retain on site for AHJ and worker access. Submittals received with MSDSs will be returned without action.
5. 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.
6. 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.
7. 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 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.
 - 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 return without review 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 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. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- B. 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).
- C. 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.
- D. 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.
- E. 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.
- F. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source; for example, plant, mill, factory, or shop.
- G. 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."
- H. 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.
- I. 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. 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 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: Contractor shall 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 updated log at each Progress Meeting.
 2. Submit record 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. Industry Organizations: 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. Abbreviations and acronyms not included in this list 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." The information in this list is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. AABC - Associated Air Balance Council; www.aabc.com.
 2. AAMA - American Architectural Manufacturers Association; (See FGIA).
 3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
 4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
 5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
 6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
 7. ABMA - American Boiler Manufacturers Association; www.abma.com.
 8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
 9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
 10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
 11. AF&PA - American Forest & Paper Association; www.afandpa.org.
 12. AGA - American Gas Association; www.aga.org.
 13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
 14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
 15. AI - Asphalt Institute; www.asphaltinstitute.org.
 16. AIA - American Institute of Architects (The); www.aia.org.
 17. AISC - American Institute of Steel Construction; www.aisc.org.
 18. AISI - American Iron and Steel Institute; www.steel.org.
 19. AITC - American Institute of Timber Construction; www.plib.org.

20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.avixa.org.
38. AWEA - American Wind Energy Association; www.awea.org.
39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWPAA - American Wood Protection Association; www.awpa.com.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformite Europeenne; <http://ec.europa.eu/growth/single-market/ce-marking>.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.

62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - CSA Group; www.csa-group.org.
65. CSI - Cast Stone Institute; www.caststone.org.
66. CSI - Construction Specifications Institute (The); www.csiresources.org.
67. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
68. CTA - Consumer Technology Association; www.cta.tech.
69. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
70. CWC - Composite Wood Council; (See CPA).
71. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
72. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
73. DHI - Door and Hardware Institute; www.dhi.org.
74. ECA - Electronic Components Association; (See ECIA).
75. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
76. ECIA - Electronic Components Industry Association; www.ecianow.org.
77. EIA - Electronic Industries Alliance; (See TIA).
78. EIMA - EIFS Industry Members Association; www.eima.com.
79. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
80. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
81. ESTA - Entertainment Services and Technology Association; (See PLASA).
82. ETL - Intertek (See Intertek); www.intertek.com.
83. EVO - Efficiency Valuation Organization; www.evo-world.org.
84. FCI - Fluid Controls Institute; www.fluidcontrolsintstitute.org.
85. FGIA - Fenestration and Glazing Industry Alliance; <https://fgiaonline.org>.
86. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
87. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
88. FM Approvals - FM Approvals LLC; www.fmapprovals.com.
89. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
90. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridarooft.com.
91. FSA - Fluid Sealing Association; www.fluidsealing.com.
92. FSC - Forest Stewardship Council U.S.; www.fscus.org.
93. GA - Gypsum Association; www.gypsum.org.
94. GANA - Glass Association of North America; (See NGA).
95. GS - Green Seal; www.greenseal.org.
96. HI - Hydraulic Institute; www.pumps.org.
97. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
98. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
99. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
100. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
101. IAS - International Accreditation Service; www.iasonline.org.
102. ICBO - International Conference of Building Officials; (See ICC).
103. ICC - International Code Council; www.iccsafe.org.
104. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
105. ICPA - International Cast Polymer Association; www.theicpa.com.

106. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
107. IEC - International Electrotechnical Commission; www.iec.ch.
108. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
109. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
110. IESNA - Illuminating Engineering Society of North America; (See IES).
111. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
112. IGMA - Insulating Glass Manufacturers Alliance; (See FGIA).
113. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
114. II - Infocomm International; (See AVIXA).
115. ILI - Indiana Limestone Institute of America, Inc.; www.ili.ai.com.
116. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
117. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
118. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
119. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
120. ISO - International Organization for Standardization; www.iso.org.
121. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
122. ITU - International Telecommunication Union; www.itu.int.
123. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
124. LMA - Laminating Materials Association; (See CPA).
125. LPI - Lightning Protection Institute; www.lightning.org.
126. MBMA - Metal Building Manufacturers Association; www.mbma.com.
127. MCA - Metal Construction Association; www.metalconstruction.org.
128. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
129. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
130. MHI - Material Handling Industry; www.mhi.org.
131. MIA - Marble Institute of America; (See NSI).
132. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
133. MPI - Master Painters Institute; www.paintinfo.com.
134. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
135. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
136. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
137. NADCA - National Air Duct Cleaners Association; www.nadca.com.
138. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
139. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
140. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
141. NBI - New Buildings Institute; www.newbuildings.org.
142. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
143. NCMA - National Concrete Masonry Association; www.ncma.org.
144. NEBB - National Environmental Balancing Bureau; www.nebb.org.
145. NECA - National Electrical Contractors Association; www.necanet.org.
146. NelMA - Northeastern Lumber Manufacturers Association; www.nelma.org.

147. NEMA - National Electrical Manufacturers Association; www.nema.org.
148. NETA - InterNational Electrical Testing Association; www.netaworld.org.
149. NFHS - National Federation of State High School Associations; www.nfhs.org.
150. NFPA - National Fire Protection Association; www.nfpa.org.
151. NFPA - NFPA International; (See NFPA).
152. NFRC - National Fenestration Rating Council; www.nfrc.org.
153. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
154. NHLA - National Hardwood Lumber Association; www.nhla.com.
155. NLGA - National Lumber Grades Authority; www.nlga.org.
156. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
157. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
158. NRCA - National Roofing Contractors Association; www.nrca.net.
159. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
160. NSF - NSF International; www.nsf.org.
161. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
162. NSPE - National Society of Professional Engineers; www.nspe.org.
163. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
164. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
165. NWFA - National Wood Flooring Association; www.nwfa.org.
166. NWRA - National Waste & Recycling Association; www.wasterecycling.org.
167. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
168. PDI - Plumbing & Drainage Institute; www.pdionline.org.
169. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
170. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
171. RFCI - Resilient Floor Covering Institute; www.rfci.com.
172. RIS - Redwood Inspection Service; www.redwoodinspection.com.
173. SAE - SAE International; www.sae.org.
174. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
175. SDI - Steel Deck Institute; www.sdi.org.
176. SDI - Steel Door Institute; www.steeldoor.org.
177. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
178. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
179. SIA - Security Industry Association; www.siaonline.org.
180. SJI - Steel Joist Institute; www.steeljoist.org.
181. SMA - Screen Manufacturers Association; www.smainfo.org.
182. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
183. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
184. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
185. SPIB - Southern Pine Inspection Bureau; www.spib.org.
186. SPRI - Single Ply Roofing Industry; www.spri.org.
187. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
188. SSINA - Specialty Steel Industry of North America; www.ssina.com.
189. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
190. STI - Steel Tank Institute; www.steeltank.com.
191. SWI - Steel Window Institute; www.steelwindows.com.
192. SWPA - Submersible Wastewater Pump Association; www.swpa.org.

193. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
194. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
195. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
196. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
197. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
198. TMS - The Masonry Society; www.masonrysociety.org.
199. TPI - Truss Plate Institute; www.tpinst.org.
200. TPI - Turfgrass Producers International; www.turfgrasssod.org.
201. TRI - Tile Roofing Institute; www.tilerroofing.org.
202. UL - Underwriters Laboratories Inc.; www.ul.com.
203. UL LLC - UL LLC; www.ul.com.
204. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
205. USAV - USA Volleyball; www.usavolleyball.org.
206. USGBC - U.S. Green Building Council; www.usgbc.org.
207. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
208. WA - Wallcoverings Association; www.wallcoverings.org.
209. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
210. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
211. WDMA - Window & Door Manufacturers Association; www.wdma.com.
212. WI - Woodwork Institute; www.wicnet.org.
213. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
214. WWPA - Western Wood Products Association; www.wwpa.org.

C. 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. DIN - Deutsches Institut für Normung e.V.; www.din.de.
2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
3. ICC - International Code Council; www.iccsafe.org.
4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

D. 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. COE - Army Corps of Engineers; www.usace.army.mil.
2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov/fdsys.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.

11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
 12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
 13. SD - Department of State; www.state.gov.
 14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
 15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
 16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
 17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
 18. USP - U.S. Pharmacopeial Convention; www.usp.org.
 19. USPS - United States Postal Service; www.usps.com.
- E. 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.
 2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
 3. DSCC - Defense Supply Center Columbus; (See FS).
 4. FED-STD - Federal Standard; (See FS).
 5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
 6. MILSPEC - Military Specification and Standards; (See DOD).
 7. USAB - United States Access Board; www.access-board.gov.
 8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).
- F. 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.
 2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; 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.
 5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
 6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
 7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservicetamu.edu.

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.

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. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

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.

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 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

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 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. 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. Sanitary Facilities: Provide temporary toilets, 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.
- C. 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.
- D. Parking: Provide temporary offsite parking areas for construction personnel.
- E. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- F. 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.
- G. 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.
 - 3. Maintain and touch up signs so they are legible at all times.
- H. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 73 00 "Execution."
- I. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

3.4 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.
- 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. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- G. 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.
- H. 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.

3.5 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 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. 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 be considered.
 - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
 2. 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.
 - 3. 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 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."
 - 4. 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.
 - 5. 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.
- E. Sustainable Product Selection: Where Specifications require product to meet sustainable product characteristics, select products complying with indicated

requirements. Comply with requirements in Division 01 sustainability requirements Section and individual Specification Sections.

1. Select products for which sustainable design documentation submittals are available from manufacturer.

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. Coordination of Owner's portion of the Work.
 - 6. Coordination of Owner-installed products.
 - 7. Progress cleaning.
 - 8. Starting and adjusting.
 - 9. Protection of installed construction.
 - 10. Correction of the Work.
- B. Related Requirements:
 - 1. Section 01 10 00 "Summary" for coordination of, Owner-performed work, Owner's separate contracts, and limits on use of Project site.
 - 2. Section 01 77 00 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.

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 the following for Owner's record:
 - 1. PDF file of final certified survey, signed by land surveyor.
 - 2. CAD file of final certified survey.
- B. Certificates: Submit certificate signed by land surveyor, certifying that location and elevation of improvements comply with requirements.

1.4 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. 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.
- C. 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.
 - 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.
- 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.

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, 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. 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 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 land surveyor 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.

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 (2440 mm)(2440 mm) (2440 mm) in occupied spaces and 90 inches (2300 mm) 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. 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: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 - 5. Proceed with patching after construction operations requiring cutting are complete.
- F. 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.
- G. 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 COORDINATION OF OWNER'S PORTION OF THE WORK

- A. Site Access: Provide access to Project site for Owner's construction personnel and Owner's separate contractors.

1. Provide temporary facilities required for Owner-furnished, Contractor-installed products.
 2. Refer to Section 0110 00 "Summary" for other requirements for Owner-furnished, Contractor-installed products
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel and Owner's separate contractors.
1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.

3.8 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 (27 deg C).
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 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 50 00 "Temporary Facilities and Controls."

- 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.

3.9 STARTING AND ADJUSTING

- A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 01 91 13 "General Commissioning Requirements."
- B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Manufacturer's Field Service: Comply with qualification requirements in Section 01 40 00 "Quality Requirements."

3.10 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.

3.11 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 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.
- B. Related Requirements:
 - 1. Section 01 78 23 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 2. Section 01 78 39 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 3. Section 01 79 00 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

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 sustainable design submittals not previously submitted.
 7. 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 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 one of the following formats:
 - a. MS Excel Electronic File: Architect will return annotated file.
 - b. PDF Electronic File: Architect will return annotated file.
 - c. 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.
- 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 (215-by-280-mm) 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.
- 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 50 00 "Temporary Facilities and Controls."

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.
- 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, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) 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.
- B. Related Requirements:
 - 1. Section 01 78 23 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
- 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.

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. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 - 3. Note related Change Orders, Record Product Data, and Record Drawings where applicable.
- B. Format: Submit record specifications as annotated PDF electronic file.

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.
 - 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.

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 QUALITY ASSURANCE

- A. 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.
- B. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination."

1.4 COORDINATION

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

1.5 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.
- 1.6 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.

1.7 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
- B. 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.
- C. 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.
- D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral performance-based test.
- E. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 79 00

SECTION 28 0510 - COMMON WORK RESULTS FOR ELECTRONIC SECURITY

PART 1 - GENERAL

1.1 DESCRIPTION

A. General:

1. Furnish all labor, materials, tools, equipment, and services for all electronic systems work as indicated, in accord with provisions of Contract Documents.
2. Completely coordinate with work of all other trades.
3. Although such work is not specifically indicated, furnish and install all supplementary or miscellaneous items, appurtenances and devices incidental to or necessary for a sound, secure and complete installation.
4. See Division 01 for General Requirements.

B. Drawings use and interpretation:

1. Drawings are diagrammatic and indicate general arrangement of systems and equipment, except when specifically dimensioned or detailed.
2. For exact locations of building elements, refer to dimensioned architectural/structural drawings.
3. Field measurements take precedence over dimensioned drawings.
4. Intention is to show size, capacity, approximate location, direction and general relationship of one work phase to another, but not exact detail or arrangement.
5. Field verify locations and arrangement of all existing systems and equipment.
6. Where ambiguity may exist between specifications and drawings, the most stringent shall apply.

C. Installation of all systems and equipment is subject to clarification as indicated in reviewed shop drawings and field coordination drawings.

D. Dimensions indicated anywhere are limiting dimensions.

E. Do not use equipment exceeding dimensions indicated or equipment or arrangements that reduce required clearances or exceed specified maximum dimensions.

F. Description of systems: Furnish and install all materials to provide functioning systems in compliance with performance requirements specified and any modifications resulting from reviewed shop drawings and field coordinated drawings. Electronic security systems work as specified in this section includes:

1. Providing all equipment to provide a functional integrated system indicated in the contract documents.
2. Providing special back boxes for field devices.
3. Providing equipment cabinets and enclosures.
4. Providing wiring for electronic systems.

G. Electronic Security Systems:

1. Access Control System:

Section 28 1300

H. Furnished and installed by Division 26:

1. All 120 volt AC wiring and connections for power panels and/or terminal strips in electronic panels, cabinets, enclosures or consoles.
 2. All 120 volt AC wiring, devices and connections for devices and equipment as indicated on drawings.
- I. Description of systems: Furnish and install all materials to provide functioning systems in compliance with performance requirements specified and any modifications resulting from reviewed shop drawings and field coordinated drawings.
- J. Furnished by Electronic Systems Integrator for installation by Division 26:
1. Non standard electrical boxes.
- K. Furnished and installed by Division 26:
1. Complete raceway system from the main head end equipment to the end device, including any necessary standard size back boxes, wire ways and pull boxes. Install pull string in all conduits.
 2. All 120 volt AC wiring and connections for power panels and/or terminal strips in electronic panels, cabinets, enclosures or consoles.
 3. All 120 volt AC wiring, devices and connections for devices and equipment as indicated on drawings.
 4. The Electronic Systems Integrator shall furnish conduit requirements and special back boxes to the Division 26 installer in a timely manner so as not to impede the progress of the work. Conduit sizing shall allow for a maximum conductor fill of 40 percent of conduit cross sectional area. Where pneumatic tubes are included in raceway system, the tube shall be included in the fill requirement.
 5. The Electronic Systems Integrator shall be responsible for any additional conduits required (not shown on drawings) or increase in size of conduit to effect the installation of the security system contained herein.

1.2 BASIS OF DESIGN

- A. The scope of this projects includes addition of remotely controlled and monitored gates (vehicle and pedestrian). New gates will be controlled and monitored via existing access control system platform manufactured by Software House (CCURE 9000,). The county currently uses software version 2.70.539.289. All new access control system filed devices will be connected to new access control panels iSTAR Ultra, ACM-8.
- B. Electronic security system contractor shall provide all security system filed devices, their associated wiring, power supplies and required head-end equipment. New access control panels (Software House-iSTAR) shall be provided in each building. Electronic security system contractor shall terminate all security system field devices to the new access control panels and connect the access control panels to the network switches via CAT6 cables.
- C. Existing network switches and fiber optic backbone shall be used for data communication between access control panels. Operation of the new access control panels and their integration with the existing access control servers shall be programmed by the div 28 contractor. The contractor shall coordinate this work with access control system vendor from the owner provided list (list will be provided by the Tarrant County).

- D. All security systems shall be powered from the emergency power systems with additional backup from uninterruptible power systems for all components other than electrically control door locks, sliding doors, overhead doors, and similar motor or solenoid loads. UPS backup shall be provided for a minimum of 10 minutes at full connected load.

1.3 WARRANTY (SEE DIVISION 01)

- A. Manufacturer's warranties that extend beyond the requirements of Division 01 shall be maintained and transferred to the Owner.
- B. Respond within four (4) hours to an emergency maintenance request. Provide a twenty-four hour telephone contact number (24 hours per day, 365 days per year). Service response time is defined as the period between the placing of a service request and established communications with the designated client representative. Emergency repair personnel shall be on-site within 24 hours of notification and repair or replacement of defective equipment shall be completed within 72 hours of notification.
- C. Maintain a sufficient parts inventory during the warranty period to meet the anticipated system repair times. Contractor shall monitor spare equipment inventory and replenish materials used in an expedient manner.
- D. Prior to expiration of warranty, system integrator shall provide all software patches available from software supplier. Upon completion of installation, test affected systems to confirm operation. Software patches shall be installed at time convenient to Owner/User considering
- E. See individual sections for additional warranty requirements.

1.4 QUALITY ASSURANCE

- A. Perform all work in accord with following codes and standards:
 - 1. Codes Compliance: Comply with the following current adopted codes:
 - a. Federal, state and local codes, regulations and ordinances.
 - b. National Electrical Code (NEC), latest edition
 - c. National Fire Code (NFC)
 - d. Occupational Safety and Health Act (OSHA)
 - e. International Building Code (IBC)
 - f. Factory Mutual System (FM) requirements
 - g. All authorities having jurisdiction.
 - 2. Standards Compliance: Comply with the following standards as applicable:
 - a. Americans with Disabilities Act (ADA)
 - b. American National Standards Institute (ANSI)
 - c. American Society for Testing and Materials (ASTM)
 - d. Electronics Industry Association (EIA)
 - e. Electrical Testing Laboratories (ETL)
 - f. Factory Mutual (FM)
 - g. Institute of Electrical and Electronics Engineers (IEEE)
 - h. Insulated Cable Engineers Association (ICEA)
 - i. National Electrical Contractors Association (NECA)
 - j. National Electrical Manufacturers Association (NEMA)

- k. National Fire Protection Association (NFPA)
 - l. Underwriter's Laboratories (UL)
- B. Equipment Manufacturer:
 - 1. Regularly engaged in the manufacture of products specified.
 - 2. Manufacturer of products specified for a period of no less than five years with satisfactory performance in similar applications.
- C. System Integrator Personnel:(Project Manager, Project Engineer, On-site Supervising Technician)
 - 1. Regularly engaged in installation of products specified.
 - 2. Installer of products specified for a period of no less than five years with satisfactory performance.
- D. Systems specified in this Division shall be engineered, assembled, and installed under the direction of a pre-qualified electronic systems integrator. Electronic systems integrator shall meet the following minimum requirements.
 - 1. Qualifications.
 - a. Successful completion of at least three similar facilities which have been in successful operation for at least one year.
 - b. Technical staff experienced and factory trained in systems specified.
 - c. The electronic systems integrator shall be bondable for an amount equal to 100% of his bid.
 - 2. Electronic systems integrators must be pre-qualified to bid the project. Integrators not indicated but desiring approval shall submit information supporting compliance with the following minimum requirements.
 - a. Minimum five (5) continuous years in the business of installing electronic security systems in public safety facilities incorporating systems and equipment including but not limited to intercom/paging and access control systems.
 - b. Successful completion of at least three public safety facilities of similar size and complexity that have been in operation for at least one year.
 - c. References: The Tarrant County and/or its representative(s) may at their own discretion contact references for projects in addition to those submitted by the applicant.
 - d. Definitions:
 - 1) Similar Size: Public safety Facility of...
 - a) Similar dollar value of installed electronic security systems
 - b) Similar duration (6 months)
 - c) Similar systems technology
 - 2) Similar Complexity: Public safety Facility ...
 - a) Using integration of multiple systems including video, communications, and control.
- E. Termination, testing and start-up of electronic systems shall be done under the direct supervision of the system integrator. Prior to termination at system equipment, all field wiring shall be tested against faults, grounds and other conditions that may impede the proper operation of the system. System integrator shall verify and accept the field wiring prior to termination at system equipment. Beginning of termination constitutes acceptance of conditions as satisfactory.

1.5 SUBMITTALS (SEE SECTION 01 3300)

- A. Review of shop drawings or schedules by Engineer shall not relieve the Contractor from responsibility for deviations from drawings or specifications, unless there is a formal letter which called attention to such deviations at the time of submission and secured written approval; nor shall it relieve him from responsibility for errors in shop drawings, schedules or coordination of the work with other trades.
- B. Submittals for individual systems and equipment assemblies which consist of more than one item or component shall be made for the system or assembly as a whole. Partial submittals will not be considered. Partial submittals will not be returned except at the request and expense of the contractor.
- C. The contractor shall develop and submit complete submittals and do so in a timely manner. By failing to do so, the System Integrator agrees to be fully responsible for any and all damages which might be occasioned by the contractor's failure to do so.
- D. Where Engineer furnished electronic files of the Contract Documents are used as part of the shop drawings, the Electronic Systems Integrator shall review such files and confirm completeness and accuracy. Submission of such documentation as a part of the shop drawings shall be indication that such review and confirmation has been performed and completed. Submission and subsequent approval shall not relieve the Electronic Systems Integrator from the requirements of the Contract Documents.
- E. All shop drawings shall be created using AutoCAD v2010 or later. Schedules shall be created in spreadsheet format using Microsoft Excel. Incorporate all revisions upon completion of work. Submit with record drawings in both hard copy and electronic files.
- F. Electronic submittal reviews:
 - 1. PDF submissions of narratives, data sheets, cut sheets and all other documents shall be created in their original size at a high quality resolution.
 - 2. Each PDF submission file shall have a page designated for a review stamp and general comments by the Engineer.
 - 3. Drawings being submitted in PDF form shall have minimum font sizes, preferably .125" but in no case smaller than 0.1"
 - 4. Drawings shall be in a high resolution format so as to not degrade when an area is enlarged while viewing.
 - 5. The original drawings should be converted to PDF's at full scale.
 - 6. PDF files should each be created by each general specification number/system and then all files & drawings as a group submitted as one complete submittal.
- G. Resubmittal of items that have been previously accepted or approved will not be reviewed unless specific attention is called to changes in previously approved items. Resubmission that does not specifically call attention to previously accepted or approved submittals shall not be considered as subsequent approval of a change to the initially accepted or approved item.
- H. Submit drawings, data sheets, schedules, and others, in compliance with Article "Submittal Requirements" of this Section to permit adequate time for review by the Engineer, but in not less than 14 calendar days. This 14 day review period is exclusive of time associated with travel, mail, delivery, copy, and handling. Due to the integrated system, most submittals are interrelated and thus are expected in Groups

that are large and complex. Such submittals will require longer review periods. Time required will depend on scheduling, size and complexity of submittal

- I. Provide information required for complete review of each item in one submittal. When individual sections of specifications require more than one item for review, such as shop drawings, product data, samples, and related items, submissions shall include all specified information delivered at one time.
 1. Incomplete or partial submittals will not be reviewed by the Engineer.
 2. Extra copies of submittals will not be marked or returned, except at the expense of the Contractor.
 3. Duplicate copies of incomplete or partial submittals, or extra copies of submittals, will be discarded after 15 calendar days unless Contractor makes arrangement for return, at Contractor's expense.
 4. Submittals not requested specifically may be returned to Contractor without review.
- J. Review of submittals shall be limited to two submissions. The Engineer shall be compensated for additional reviews. In such an event, the Engineer will determine a cost for the additional review(s) based on previous review cost and provide to the Contractor. Upon receipt of payment, the Engineer will conduct the requested additional review(s).
- K. Project Data: Electronic Systems General Requirements: Section 28 0510.
 1. System Integrator personnel qualifications: (Project Manager, Project Engineer, On-site Supervising Technician).
 2. List of all manufacturers and equipment suppliers.
 3. Submittal schedule: Schedule shall be submitted within 30 days of Notice to Proceed and shall include time and duration for product data by group, shop drawings by group, and testing procedures.
 4. Functional block diagram of complete integrated system with references to all related sub-system drawings.
 5. Floor plans indicating device locations and cable assignments/groupings. Submission of these plans indicates that the contractor has coordinated the placement of all devices with architectural plans, and coordinated raceway requirements with all related trades.
 6. Drawings indicating complete conduit and raceway systems.
 7. Spare parts inventory with quantity, description and source listed.
 8. Testing: Provide complete testing procedure for electronic security systems. The procedure shall identify testing of each function of each device under each condition. Manufacturer recommended test procedures shall be incorporated into the testing procedure. All testing shall be project specific.
- L. Construction schedule: A schedule of electronic security system construction phase work shall be submitted within 60 days of Notice to Proceed and shall include time and duration of each of the items listed at a minimum. The schedule shall be updated periodically as needed throughout the duration of the project with resubmission required at each update or modification, but no less than quarterly.
- M. Transient Surge Protection: Section 28 0510
 1. Project Data: Submit material specifications and installation data for products specified herein.
 - a. Include electrical characteristics, and ratings for each type of TSP equipment.

- b. Indicate wiring diagrams indicating internal connections of TSP components within each enclosure.
- c. Drawings shall be provided indicating unit dimensions, weights, mounting provisions, and connection details.
- d. Submittals of each system shall indicate location of TSP devices.

1.6 WEATHERPROOF EQUIPMENT AND LOCATIONS

- A. Weatherproof equipment and locations are where weatherproof (WP) is indicated or where equipment is not located inside a building.
- B. Enclosures and boxes to be NEMA 3R hot dipped galvanized steel, weatherproof cast iron or malleable iron boxes and covers, or NEMA 4X stainless steel.
- C. Mounting and support hardware to be hot dipped galvanized steel or stainless steel.

1.7 PROTECTION

- A. Provide covering and shielding for all equipment provided to protect from damage.
- B. Protect nameplates on equipment, to prevent defacing.
- C. Repair, restore or replace damaged, corroded and rejected items.

1.8 DELIVERY, STORAGE AND HANDLING

- A. Protect all materials and equipment from damage during storage at the site and throughout the construction period. Protect equipment and materials during shipment and storage against physical damage, dirt, dust, moisture, heat, cold, rain, and any foreign substances that may damage the equipment.
- B. Prevent damage from rain, dirt, sun and ground water by storing the equipment on elevated supports and covering them on all sides with securely fastened protective rigid or flexible waterproof coverings.
- C. Protect conduit by storing it on elevated supports and capping the ends with suitable closure material to prevent dirt accumulation.
- D. Protect all fabricated and/or installed materials and equipment against dust, dirt, moisture, physical damage, metal debris and any foreign substances that may damage the equipment.
- E. Protect painted surfaces with removable heavy Kraft paper, sheet vinyl or equal, installed at the factory and removed prior to final inspection.
- F. Replace damaged equipment as determined by the Engineer. Repaint and finish damaged paint on equipment and materials with the same quality of paint and workmanship used by manufacturer so that repaired areas are not obvious.

1.9 OPERATING AND MAINTENANCE DATA (SEE SECTION 01 78 23)

- A. Provide the following specific instructional material for this project for each electronic system. Product data shall be original data sheets. Copies are not acceptable. Product data, instructions and manuals from original packaging is preferred.
 - 1. Operations manual for all components and system as a whole.
 - 2. Maintenance manual for all components and system as a whole.
 - 3. Point-to-point diagrams, wiring diagrams and construction details.
 - 4. List of spare parts, materials and suppliers of components. Provide name, address and telephone number for each supplier.
 - 5. Emergency instructions for operational and maintenance requirements.
 - 6. Copies of all warranties.
 - 7. Delivery time frame for replacement of component parts from suppliers.
 - 8. Recommend inspection schedule and procedures for all components and system as a whole.
 - 9. Complete 'Approved' shop drawings and product data for all components and system as a whole.

1.10 JOB CONDITIONS

- A. Cause as little interference or interruption of existing utilities and services as possible.
 - 1. Schedule work which will cause interference or interruption in advance with Owner, Architect or Engineer, authorities having jurisdiction and all affected trades.
- B. Examine Contract Documents to determine how other work will affect the execution of electronic systems.
- C. Determine and verify locations of all existing utilities on or near site.
- D. Make arrangements for and pay for necessary permits, licenses, and inspections.
- E. Furnish conduit requirements and special back boxes for installation under Division 26 in a timely manner so as not to delay progress of the Work.

1.11 EQUIPMENT AND SYSTEM IDENTIFICATION

- A. All electronic security systems and equipment shall be labeled for identification.
 - 1. Install a nameplate on each individual equipment rack, enclosure, boxes, cabinet, and significant equipment item with text to coordinate with approved submittal documents.
 - 2. Use identifiers and abbreviations defined in the Drawings whenever possible. Use plan designation for labeling, unless indicated otherwise.
 - 3. Nameplates shall be laminated black phenolic resin with a white core and engraved lettering, a minimum of 1/4" high. Use fasteners to install nameplates. Do not fasten with adhesives.
 - 4. Engrave using upper case letters of uniform height; centered on device, cover plate, or enclosure; with all characters made clearly and distinctly. Allow room for fastener attachment.

5. All equipment shall have the manufacturer's name, address, model number and rating on a nameplate securely affixed in a conspicuous place. All equipment shall bear labels attesting to Underwriters Laboratories approval where subject to Underwriters Laboratories label service.
 6. Identify all field terminals and relays with device identification. Lettering shall be 3/16" high, minimum.
- B. Raceway systems shall be labeled at all pull points and on each side of wall penetration, but in no case less than 20 feet between labels. Identify raceways with name of security system
1. Apply preprinted labels with pressure sensitive, self-adhesive backing. If additional adhesion is required to hold label in place, use appropriate taping material wrapped completely around raceway.
 2. Position identification so that it is readily visible from eye level.
 3. Color scheme for labels:
 - a. Communications: Orange
 - b. Security Control: Green
 - c. Video Management and recording: Blue
 - d. Network: Yellow
- C. All wire and cables shall have wire markers at each and every termination point. Each wire shall be identified by unique code.

1.12 RECORD DRAWINGS (SEE SECTION 01 7839)

- A. The Electronic systems contractor shall keep a complete set of all electronic systems contract drawings and the electronic systems shop drawings in the job site office.
1. Use these sets of drawings for showing as constructed installation of electronic security systems and equipment.
 2. Where any material, equipment, wiring or system components are installed differently from that shown, show such differences clearly and neatly using ink or indelible pencil.
 3. At project completion, submit the record set of contract drawings to Architect (see Division 01) in hard copy and electronic files in both PDF and AutoCAD format.
 4. At project completion, make corrections to the shop drawings on the original media and submit the corrected reproducible drawings to the Architect (See Division 01). Where the shop drawings were created on a computer aided drafting system, furnish AutoCAD compatible electronic drawing files of all corrected shop drawings.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Acceptable manufacturers:
1. See individual specification section.
- B. The product numbers contained herein are for reference only and may not be the most current available nor a complete listing of all features or options required. Where a manufacturer is listed without a product number, an equivalent item of the

specified manufacturer is acceptable. Determination of equivalent is at the sole discretion of the Engineer. Where a conflict or ambiguity exists between the written description and the product number, the written description shall govern.

- C. Equipment installed in exterior applications shall be fitted with fasteners and exposed surfaces of stainless steel or other corrosion resistant material.
- D. Use only prime quality, new materials, apparatus and equipment.
- E. Use electrical materials approved by UL and bearing UL label where listing has been established for materials or devices in question.
 - 1. Manufactured items and fabricated assemblies of electrically operating equipment: UL approval or UL re-examination listing.
- F. Structural steel for supports: ASTM A36.
 - 1. Galvanize members installed in areas of high humidity or condensation and exterior locations.
 - 2. Furnish other members with shop coat of red lead primer.
 - 3. Shop fabricate for field assembly using bolts.
 - 4. Minimize field welding.
 - 5. Retouch primer after field welding.

2.2 SECURITY FASTENERS

- A. Furnish material, head style and plating as appropriate for installation requirements.
- B. Provide security fasteners on all device plates, equipment, etc., within public areas of the facility.
 - 1. Torx head with center pin, hardened steel.
 - 2. Provide five fastening tools.

2.3 GROUNDING

- A. All equipment shall be grounded in accordance with the NEC, these specifications and drawings, and the equipment supplier's recommendations.

2.4 TRANSIENT SURGE PROTECTION

- A. Industry Reference Standards: The following specification and standards are incorporated into and become a part of this specification by reference.
 - 1. Underwriters Laboratories, Inc. (UL)
 - a. No. 1449 2nd Edition Standard for Safety
 - b. No. 497 A, B and C.
 - 2. Institute Of Electrical And Electronics Engineers (IEEE)
 - a. Std. 142 - Recommended Practice For Grounding
 - b. Std. 518 - Recommended Guide On Electrical Noise
 - 3. American National Standards Institute (ANSI)/IEEE
 - a. C62.41.1-2002 - IEEE Guide on the Surge Environment in Low Voltage (1000V and less) AC Power Circuits.
 - b. C.62.41.2-2002 - IEEE Recommended Practice on Characterization of Surges in Low-Voltage (1000V and Less) AC Power Circuits.

- c. C62.36-2000 – IEEE Standard Test Method for Surge Protectors Used in Low-Voltage Data, Communications, and Signaling Circuits.
- 4. National Electrical Manufacturers Association (NEMA)
 - a. NEMA LS-1-1992 – Low Voltage Surge Protection Devices
- 5. International Electrotechnical Commission (IEC).
 - a. IEC 529:1989 – Type of protection through housing.
 - b. IEC 1024-1:1990 – Protection of structures against lightning – Part 1: general principles.
 - c. IEC 61643-21 – Low Voltage Surge Protective Device: SPD Connected to Telecommunication and signaling networks – Performance requirements and testing methods.
- 6. Deutsch Industrial Norm (DIN)
 - a. DIN EN 50022: 1977/DIN EN 50022: 1978-05 Mounting rails 35mm wide for snap-on mounting of equipment
- 7. Federal Information Processing Standards
 - a. Publication 94 (FIPS PUB 94)
- B. Acceptable manufactures: All device(s) shall be by the same manufacture.
 - 1. TSP Devices:
 - a. Base: Northern Technologies, Inc., Phoenix Contact, Transtector Systems, Inc.; Citel, Ditek Corp.
 - 2. Other manufacturers desiring approval comply with Division 1
- C. All TSP devices installed shall utilize Silicon Avalanche Diodes (SAD) as the primary means of protection. Secondary protection shall be SADs or Metal Oxide Varistors (MOVs). Each protection circuit shall be independent of each other and neither circuit shall short to ground on clamping transient surges.
- D. Each 120 VAC circuit or feeder required for the electronic control and monitoring system shall be provided with a TSP device.
- E. Each electronic security system circuit containing metallic conductor (s) shall be provided with a TSP device when leaving the confines of a building. Each electronic security system circuit containing metallic conductor(s) shall be provided with a TSP device when entering a building. Circuits serving building mounted devices or equipment that are located below the roof that originate or terminate in the building it is attached to, do not require TSP devices.
- F. Locate TSP device at first termination point within the building. Locate all TSP devices in cabinets or enclosures.
- G. All TSP devices shall be provided with a ground connection. The ground circuit shall be sized in conformance with the manufacturer's written requirements for proper grounding for the associated device. The ground conductor shall be routed and connected to the nearest electrical system ground point.
- H. Alarm contacts on TSP devices shall be connected to the electronic control system and annunciated as a system trouble alarm.

2.5 WIRING AND CABLE (AS IN MEANS AND METHODS OF SINGLE AND MULTIPLE CONDUCTOR CABLE INSTALLATION)

- A. Power wiring: Single conductor cable, soft drawn, copper wire with type THWN 600 volt insulation, UL listed.
- B. All cable shall be per manufacturer's written recommendation for the application and environment anticipated for this project, but in no case less than what is required by these specifications. All cable shall be of standard type available from multiple manufacturers. Replace cable determined to be inadequate for specified performance.
- C. All Class 1 wiring shall be building wire of type specified in Division 16 work. Provide overcurrent protection for conductors in accordance with NEC. Minimum sizes as follows:
 - a. Indication: 18 GA minimum.
 - b. Control: 14 GA minimum.
- 2. All Class 2 wiring may be single conductor or multiple conductor cables. Conductors to be stranded type tinned copper, 22 GA minimum, PVC insulated.
- D. Pulling lubricant: Do not use cable pulling lubrication compound containing petroleum or other products which may deteriorate insulation.
- E. Color coding of conductors:
 - 1. Power circuits: in accord with NEC.
 - 2. Lock wiring: per drawings, match lock device color code where possible, similar throughout project.
- F. All cable installation shall be continuous from equipment/device terminal to equipment/ device terminal. No splicing of cables will be allowed.
- G. Where connection to devices provided with factory installed wire leads is required, use "Wing nut" or "Wire nut" insulated conical spring-type connectors. Do not make connections and taps with indenter-type connectors.

2.6 RACEWAYS, WIREWAYS, BOXES AND FITTINGS

- A. Raceways, wire ways, boxes and fittings shall be provided under Division 16 with pull strings installed. Coordinate and verify sizes and installation are adequate for electronic security systems installation.
- B. All raceways shall be sized for maximum 40 percent fill. All conductors shall be included in fill calculations. Minimum conduit size shall be 3/4".
- C. Lock pockets have limited capabilities to accommodate incoming and outgoing conduits. Lock pockets shall not be used for wire termination other than that required for connector of lock in pocket. Wiring for no more than three (3) adjacent locks may be routed through a lock pocket, provided the lock pockets will accommodate such. Coordinate with Door Hardware Contractor for conduit entries.

2.7 SPARE PARTS

- A. Deliver spare parts in protective wrapping and packaging for proper storage.
- B. Provide spare parts as indicated in individual specification section.
- C. Spare parts shall be available to the Contractor to use as immediate replacements during the warranty period. The Contractor shall replace all spare parts used for the warranty requirements within 30 days of use.
- D. Provide the following spare parts:
 - 1. Transient Surge Protection: two (2) of each type used.

PART 3 - EXECUTION

3.1 GENERAL

- A. Use only workmen experienced in electronic security systems for installation of equipment and termination of wire/cable systems.
- B. When changes in location of any work are required, obtain approval of Engineer before making change. Engineer may move any item prior to or at time of rough-in up to 5 FT - 0 IN without extra cost.
- C. Do not change indicated sizes without written approval in accordance with Division 01 requirements.
- D. Equipment Installation:
 - 1. Install all equipment in accordance with the manufacturer's recommendations, and accepted shop drawings.
 - 2. Install all equipment in compliance with NEC requirements, NECA's "Standard of Installation", and recognized industry practices.
 - 3. Do not attach electrical materials to roof decking, removable or knockout panels, or temporary walls and partitions unless indicated otherwise. Use hangers and other supports to support the equipment and materials, intended for this purpose.
 - 4. Locate equipment as close as practical to the locations shown on the Drawings.
 - 5. Maintain minimum 3-foot working clearances on each side of equipment or equipment racks where access is required to inspect, service, or adjust.
 - 6. Check equipment against available mounting space indicated on the drawings. Coordinate location of equipment with existing devices to minimize interference. Bring all conflicts or clearance problems to the attention of the Engineer during the preparation of shop drawings.
 - 7. Where the Engineer determines that equipment installation is not conveniently accessible for operation and maintenance, remove and reinstall equipment in a conveniently accessible manner.
 - 8. Remove and protect existing equipment that is to be reinstalled. Make modifications and adjustments as required for re-mounting devices.

3.2 CUTTING AND PATCHING (SEE SECTION 01 7329)

- A. Perform or pay for all cutting, fitting, repairing, patching and finishing of work of other sections where it is necessary to disturb such work to permit installation of work. Repair or replace existing or new work disturbed.
- B. Avoid cutting, where possible, by setting sleeves or frames, and by requesting openings in advance.
- C. Before cutting obtain approval of Architect or Engineer.
 - 1. Use only approved methods.
 - 2. Cut all holes neatly and as small as possible to admit work.
 - 3. Do not weaken walls or floors; locate holes in concrete to miss structural sections.
- D. Locate openings and sleeves to permit neat installation of equipment.
- E. Do not remove or damage fireproofing materials.
 - 1. Install hangers, inserts, supports, and anchors prior to installation of fireproofing.
 - 2. Repair or replace fireproofing removed or damaged, at no extra cost.

3.3 INSTALLATION OF EQUIPMENT

- A. Install all equipment in accord with manufacturer's recommendations.
- B. Provide all necessary anchoring devices and supports.
 - 1. Use structural supports suitable for equipment, or as indicated.
 - 2. Check weight and dimensions of equipment with shop drawings.
 - 3. Do not cut or weld to building structural members.
- C. Verify that equipment will fit support layouts indicated.
 - 1. Where substitute equipment is used, revise indicated supports to fit.
- D. Arrange for necessary openings to allow for admittance of equipment.
 - 1. Where equipment cannot be installed as structure is being erected, provide and arrange for building-in of boxes, sleeves or other devices to allow later installation.
- E. Prior to installation of electronic security equipment in control rooms and/or equipment rooms, complete all room finishes and provide a clean conditioned space for the electronic equipment installation. Maintain a secure, clean and conditioned space throughout the installation process. Where dust, dirt or moisture generating environment is anticipated or encountered after start of installation of equipment, cease work and wrap/seal all equipment in waterproof protective material. When environment is clean and conditioned, protective wrapping shall be removed, equipment cleaned, and work resumed.

3.4 FIELD QUALITY CONTROL (SEE DIVISION 1)

- A. Perform indicated tests to demonstrate workmanship, operation, and performance.
 - 1. Conduct tests in presence of inspectors of agencies having jurisdiction if required.

2. Arrange date of tests in advance with, manufacturer and installer.
 3. Give all inspectors minimum of 24 hours notice.
 4. Furnish all labor and materials required for period of test.
- B. Repair or replace equipment and systems found inoperative or defective and re-test.
1. If equipment or system fails re-test, replace it with products which conform to Contract Documents.
 2. Continue remedial measures and re-tests until satisfactory results are obtained.
- C. Test equipment and systems as indicated for each item, unless otherwise recommended by manufacturer.
- D. Coordinate work of this section with work of other sections to insure timely delivery and installation of work.
- E. Design all systems for continuous 24 hour operation.

3.5 TEST AND VERIFICATION

- A. General: The Contractor shall verify that all requirements of this specification are met. Verification shall be through a combination of analyses, inspections, demonstrations and tests, as described below.
- B. Verification by Inspection: Verification by inspection includes examination of an item and the comparison of pertinent characteristics against the qualitative or quantitative standard set forth in the cited paragraph. Inspection may require moving or partially disassembling the item to accomplish the verification. Inspection shall be made of all equipment installations, proper functioning of all locking hardware and lock controls, mounting and wiring of electrical and signal distribution cabinets and components, and mounting and placement of sensors, etc. to ensure requirements of the specifications are complied with and that the overall installation is accomplished in a professional and workmanlike manner and in accordance with manufacturer's written recommendations. The Owner's quality control representative(s) shall have full opportunity to witness the required inspections or to conduct his own inspections of the installation.
- C. Verification by Test and Demonstration: The Contractor shall verify by formal demonstrations or tests that the requirements of this Specification have been met. All tests shall be documented and report of results submitted to the Engineer.
- D. Test Verification Requirements: Paragraphs 1-3 below list specific requirements which shall be verified by formal demonstration/test. THE ENGINEER SHALL BE NOTIFIED IN WRITING THIRTY (30) DAYS IN ADVANCE OF ALL SYSTEM TESTS.
1. Preliminary Tests: Following installation, the Contractor shall individually test each sensor and other components and verify the proper functioning of each component within a particular subsystem. Each subsystem shall be similarly tested until all detection zones, alarm assessment components, alarm reporting and display, and access control functions have been verified. Any deficiency pertaining to these requirements shall be corrected by the Contractor prior to final functional and operational tests of the system. When subsystem verification is complete, the entire system shall be tested to assure that all elements are compatible and function properly as a complete system.

2. System Validation Test: The Contractor shall conduct validation testing of the completed systems. During validation testing, the facility shall be under the control of the Contractor and shall not begin until all parts of the system are 100% functional. Owner personnel shall be part of the validation testing team.
 - a. The official validation test report shall consist of a continuous test of the entire facility. No revision or correction to the system programming is permitted during this test. If any such programming is required, the test must be re-started from the beginning. However, adjustment of door hardware (i.e. door position switches and lock status switches) will be permitted.
 - b. Each controlled door shall be tested for each, and every function required by this specification and the results of these tests shall be printed from the access control server using the report generation application. Contractor shall find the source of any gaps in the sequence log and correct the deviation. The door shall be re-tested to confirm the corrections.
 - c. Each function, not related to an individual door, shall be tested individually and the results of the test shall be individually printed from the access control server using the report generation application. Contractor shall find the source of any extraneous events or gaps in the sequence log and correct the deviations. The function shall be re-tested to confirm the corrections, and the re-test results printed for the validation report.
 - d. For each access control panel (ACP) in the system, print a resource usage report showing,
 - 1) Program memory used.
 - 2) Remaining available installed memory.
 - 3) Remaining available installed inputs and outputs.
 - e. Upon completion of the validation testing submit complete validation report for the installed system to the Engineer.
 3. Demonstration Upon Completion of Work: Upon successful completion of the System Validation Test, the Contractor shall schedule and request final completion demonstration and the Engineer notified. The request and notification shall include certification that the installation is complete and operable and has satisfactorily performed the final tests specified herein. The acceptance testing shall be accomplished in the company of the Engineer and the Owner's representative(s). The demonstration shall be structured so that all sensors and controls are stimulated directly in their installed and finally adjusted positions and all audible and visual displays, signals, alarms and other responses are demonstrated. A log of all demonstration activities and results shall be maintained by the Contractor. Original copies of this log shall be submitted to the Engineer within seven days of the demonstration.
- E. Upon successful completion of the Demonstration Upon Completion of Work, the electronic security systems will be considered as substantially complete.
- F. The Contractor shall carefully plan and coordinate the demonstrations so that all activities can be satisfactorily completed within four (4) cumulative hours. The Contractor shall provide all necessary instruments, labor and materials required for demonstrations, the equipment manufacturer's technical representative, and qualified technicians in sufficient numbers to perform the demonstration within the time limits imposed by this Specification.

- G. In the event that the Engineer is required to witness a retest at a later date as a result of the Contractor being not adequately prepared to conduct the acceptance tests or because the systems being tested have failed such tests, which shall be solely determined by the Engineer, the costs of witnessing additional tests (based on time and expenses at the established rates of the Engineer) shall be borne exclusively by the Contractor. In such an event, the engineer will invoice the Contractor for the anticipated labor and expenses of a repeat event. Upon receipt of payment, the engineer will make necessary arrangements for participation.

3.6 ADJUST AND CLEAN (SEE DIVISION 01)

- A. Inspect all equipment and put in good working order.
- B. Clean all exposed and concealed items.
- C. Touch up paint where finish is damaged to original color and texture.
- D. Clear debris from and vacuum clean the interior of all turrets, consoles, equipment cabinets and enclosures.

3.7 WIRING

- A. All wiring within equipment: Point to point with appropriate terminal block connections for each wire and component termination.
 - 1. All connections mechanically secure.
 - 2. All terminations on terminal blocks.
 - 3. All terminal strips labeled to match submittal documents.
- B. All cable and wire: As recommended by manufacturer of system, minimum as indicated in individual sections.
 - 1. Standard type available from multiple manufacturers.
 - 2. Replace cable determined to be inadequate for specified performance.
 - 3. All cable and wire shall be professionally labeled and tagged at each point of termination to match submittal documents.
- C. Provide all wire and cable and perform all terminations. Check each cable system for opens, shorts, faults, or other discontinuities.
- D. All wiring shall be color coded throughout.
- E. Install all cable in conduit in accordance with other sections of these specifications. Minimum conduit size shall be 3/4 inch trade size. Size all conduits such that cable, wire and/or tubes do not to exceed 40 percent fill.
- F. All wire and cables shall be installed continuous from field device to terminal point in equipment cabinet, enclosure or console. No splices or intermediate terminations will be allowed
- G. All cables specified herein are based on indoor "dry" applications unless noted otherwise. Where actual construction conditions require cable other than indoor "dry" applications, provide suitable cable to meet performance requirements of the systems for which they the cable is to be provided.

3.8 DEVICE MOUNTING SCHEDULE

- A. Mounting of devices shall comply with ADA standards. Operating devices shall be no more than 54" above finished floor, except where an interposing wall is within 18" of the device. In such a case, the operating device shall be no more than 48" above finished floor.
- B. Where devices are mounted in door frames, mount device above the lock pocket such that operating component elevation is equal to or less than 54 IN above finished floor.
- C. Mounting heights as indicated below. Coordinate height of device with that of other trades i.e. light switches. Dimensions are to top of box unless otherwise indicated.
 - 1. Card Readers 48 IN

END OF SECTION 28 0510

SECTION 281300 – ACCESS CONTROL SYSTEM

PART 1 - GENERAL

1.1 DESCRIPTION

A. General:

1. Furnish all labor, materials, tools, equipment, and services for access control systems as indicated in accordance with provisions of Contract Documents.
2. Completely coordinate with work of all other trades.
3. Although such work is not specifically indicated, furnish and install all supplementary or miscellaneous items, appurtenances and devices incidental to or necessary for a sound, secure and complete installation.
4. See Division 1 for General Requirements.

B. Related work specified elsewhere:

1. Common Work Results for Electronic Security: Section 280510

1.2 BASIS OF DESIGN

- A. The scope of this projects includes addition of remotely controlled and monitored gates (vehicle and pedestrian). New gates will be controlled and monitored via existing access control system platform manufactured by Software House (CCURE 9000,). The county currently uses software version 2.70.539.289. All new access control system filed devices will be connected to new access control panels iSTAR Ultra, ACM-8.
- B. Electronic security system contractor shall provide all security system filed devices, their associated wiring, power supplies and required head-end equipment. New access control panels (Software House-iSTAR) shall be provided in each building. Electronic security system contractor shall terminate all security system field devices to the new access control panels and connect the access control panels to the network switches via CAT6 cables.
- C. Existing network switches and fiber optic backbone shall be used for data communication between access control panels. Operation of the new access control panels and their integration with the existing access control servers shall be programmed by the div 28 contractor. The contractor shall coordinate this work with access control system vendor from the owner provided list (list will be provided by the Tarrant County).
- D. All security systems shall be powered from the emergency power systems with additional backup from uninterruptible power systems for all components other than electrically control door locks, sliding doors, overhead doors, and similar motor or solenoid loads. UPS backup shall be provided for a minimum of 10 minutes at full connected load.
- E. The existing identification card shall be used for the access through the vehicle barriers.

- F. All building exterior conduits must be installed on the building where approved by the Architect & Owner. Contractor shall paint all exterior conduits to match building wall color.
- G. All Access Control programming by the Contractor. The Contractor shall utilize approved vendor. Approved vendor list will be provided by the Owner.
- H. All interior (inside the buildings) CAT6 cables (BLUE) shall be by provide and installed by TS ITD. Any exterior CAT6 cables (if required) shall be provided and installed by Div 28 contractor. Exterior CAT6 cables shall be black. All new CAT6 cables shall be installed in conduits and in accordance with applicable BICSI Standards, (i.e. Large radius conduits; Black CAT6 IT cables; Certification: Etc.).

1.3 QUALITY ASSURANCE (SEE SECTION 280500)

1.4 SUBMITTALS (SEE SECTION 280500)

- A. Access Control System:
 - 1. Project data: Description of system operation indicating purpose and capabilities of each component of system with functional system diagram indicating all interfaces to other systems. Description shall include, and call attention to, all variances from the contract documents.
 - 2. Shop drawings: Complete installation drawings including system diagrams and terminal point to terminal point wiring diagrams or schedules.
 - 3. Product data: Technical data sheets and specifications for each and every component. (Including, computer, LAN, drivers and interface hardware component).
 - 4. Testing: Test reports of fiber optic cable installation (if applicable).

1.5 WARRANTY (SEE SECTION 280510)

1.6 OPERATING AND MAINTENANCE DATA (SEE SECTION 280510)

PART 2 - PRODUCTS

2.1 GENERAL

- A. Acceptable manufacturers:
 - 1. Access Control System:
 - a. C-CURE 9000 by Software House (Existing Software platform)
 - 2. Card Readers:
 - a. HID Signo 40
 - 3. Access Control Panel:
 - a. IStar Ultra
 - 4. Pedestal:
 - a. Pedestal Pro HD-100
 - 5. Access Control Power Supply:

- a. Software House PSX-150
 - b. Or Equal
6. Card readers wiring shall be provided per manufacturer's recommendation.
7. All access control system wiring shall be sized after calculating voltage drop between power supply and field device(s).
8. The product numbers contained herein are for reference only and may not be the most current available nor a complete listing of all features or options required. Where a manufacturer is listed without a product number, an equivalent item of the specified manufacturer is acceptable. Determination of equivalent is at the sole discretion of the Engineer. Where a conflict or ambiguity exists between the written description and the product number, the written description shall govern.
9. Access control products listed in this specification section are based on Software House and HID product numbers, performance and technical characteristics. Manufacturers listed in this spec section with products that have the same or better technical characteristics and performance will be acceptable.
10. Other manufacturers desiring approval comply with Division 1.

2.2 WIRE AND CABLE (AS RECOMMENDED BY THE MANUFACTURER)

- A. Card reader cable:
 1. Type: 7 conductor, 7-30 stranded, overall shielded cable
 2. Temperature range: -30 to +80 deg C.
 3. Shield: 100% coverage.
 4. Manufacturer (dry application):
 - a. Belden. 9943
 - b. West Penn 3263
 - c. Alpha Wire Co. 1295 (Recommended by Mfr)
 5. Manufacturer (wet application):
 - a. Belden (not catalogued)
 - b. West Penn (not catalogued)
 - c. Alpha Wire Co. (not catalogued)
 - 1) Direct burial: #35196.

2.3 SPARE PARTS

- A. Software:
 1. Backup copy of all software.
- B. Hardware:
 1. Card Readers: TWO (2)

PART 3 - EXECUTION

3.1 INSTALLATION (SEE SECTION 280510)

- A. Programming of the system shall be provided by Div 28 contractor. Control and/or reporting functions shall be coordinated with the hardware requirements and with the owner selected options.

- B. Enter all database items, system configurations, informational lists, descriptors and any other system data. Submit forms required to be filled out and request information three (3) months prior to the need of this information from the owner for the completion of system data entry.
- C. Allow 4 hours of meeting with owner representative prior to programming for verification of operational intent.

3.2 WIRING (SEE SECTION 280510)

3.3 OWNER PERSONNEL TRAINING (SEE SECTION 280510)

- A. Provide laminated card with commonly used operator instructions. Locate at Workstation. Provide two copies.
- B. Training Outline-Operational staff
 1. Functions performed
 2. Acknowledgement/Responses
 3. Control Functions
 4. Software Overview
 5. Card authorization and deletion
- C. Training Outline-Maintenance Staff
 1. System Operation
 2. Component Review
 3. Routine Maintenance/Adjustments
 4. Troubleshooting/Repair
 5. Expansion Capabilities
 - 6.

END OF SECTION 281300

SECTION 32 31 19 - DECORATIVE METAL FENCES AND GATES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Decorative metallic-coated-steel tubular picket fences.
2. Swing gates.
3. Horizontal-slide gates.
4. Gate operators.

B. Related Requirements:

1. Section 28 05 10 "Common Work Results for Electronic Security" specifies access control field devices, associated wiring and wireways, and required head-in equipment.
2. Section 28 13 00 "Access Control" specifies access control systems, including card readers, digital keypads, telephone entry systems, and other controls.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For fencing and gates.

1. Include plans, elevations, sections, gate locations, post spacing, mounting details, and grounding details.
2. Gate Operator: Show locations and details for installing operator components, switches, and controls. Indicate motor size, electrical characteristics, drive arrangement, mounting, and grounding provisions.
3. Wiring Diagrams: Include diagrams for power, signal, and control wiring.

C. Samples: For each fence material and for each color specified.

1. Provide Samples 12 inches (300 mm) in length for linear materials.

1.3 CLOSEOUT SUBMITTALS

A. Maintenance Data: For gate operators to include in maintenance manuals.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Wind Loading:
 - 1. Fence Height: 0 to 15 feet (0 to 4.57 m).
 - 2. Wind Exposure Category: B.
 - 3. Design Wind Speed: 105 mph (169 kph).
- B. Lightning-Protection System: Maximum grounding-resistance value of 25 ohms under normal dry conditions.

2.2 DECORATIVE METALLIC-COATED-STEEL TUBULAR PICKET FENCES

- A. Decorative Metallic-Coated-Steel Tubular Picket Fences: Comply with ASTM F2408 for light-industrial (commercial) application (class) unless otherwise indicated.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Ameristar Perimeter Security; ASSA ABLOY; Montage II Genesis or a comparable product by one of the following:
 - a. Betafence; Praesidiad Group Limited.
 - b. Builders Fence Company, Inc.
 - c. Master-Halco, Inc.
 - d. XCEL Fence Inc.
 - 2. Fence and gate product to be customizable to best match existing fencing.
- B. Posts:
 - 1. End and Corner Posts: Square tubes 3 by 3 inches (76 by 76 mm) formed from 0.108-inch (2.74-mm) nominal-thickness, metallic-coated steel sheet or formed from 0.105-inch (2.66-mm) nominal-thickness steel sheet and hot-dip galvanized after fabrication.
 - 2. Posts at Swing Gate Openings: Square tubes 3 by 3 inches (76 by 76 mm) formed from 0.108-inch (2.74-mm) nominal-thickness, metallic-coated steel sheet or formed from 0.105-inch (2.66-mm) nominal-thickness steel sheet and hot-dip galvanized after fabrication.
 - 3. Posts at Horizontal-Slide Gate Openings Wider Than 12 Feet (3.7 m): Square steel tubing 4 by 4 inches (102 by 102 mm) with 3/16-inch (4.76-mm) wall thickness, hot-dip galvanized.
 - 4. Guide Posts for Class 1 Horizontal-Slide Gates: Square tubes 3 by 3 inches (76 by 76 mm) formed from 0.108-inch (2.74-mm) nominal-thickness, metallic-coated steel sheet or formed from 0.105-inch (2.66-mm) nominal-thickness steel sheet and hot-dip galvanized after fabrication; installed adjacent to gate post to permit gate to slide in space between.
- C. Post Caps: Aluminum castings.
- D. Rails: Square tubes.

1. Size: 1-3/4 by 1-3/4 inches (45 by 45 mm).
 2. Metal and Thickness: 0.079-inch (2.01-mm) nominal-thickness, metallic-coated steel sheet or 0.075-inch (1.90-mm) nominal-thickness, uncoated steel sheet, hot-dip galvanized after fabrication.
- E. Pickets: Square tubes.
1. Extend pickets beyond top rail as indicated and terminate with galvanized-steel caps.
 2. Picket Spacing: 4-3/4 inches (120.7 mm) o.c., maximum.
- F. Fasteners: Manufacturer's standard concealed fastening system.
- G. Metallic-Coated Steel Sheet: Galvanized-steel sheet or aluminum-zinc, alloy-coated steel sheet.
- H. Interior surface of tubes formed from uncoated steel sheet shall be coated with zinc-rich thermosetting coating to comply with ASTM F2408.
- I. Galvanizing: For components indicated to be galvanized and for which galvanized coating is not specified in ASTM F2408, hot-dip galvanize to comply with ASTM A123/A123M. For hardware items, hot-dip galvanize to comply with ASTM A153/A153M.
- J. Finish: Organic coating complying with requirements in ASTM F2408.

2.3 SWING PEDESTRIAN GATES

- A. Gate Configuration: Single leaf.
- B. Gate Frame Height: As indicated.
- C. Gate Opening Width: As indicated.
- D. Galvanized-Steel Frames and Bracing: Fabricate members from square tubes 1-3/4 by 1-3/4 inches (45 by 45 mm) formed from 0.108-inch (2.74-mm) nominal-thickness, metallic-coated steel sheet or formed from 0.105-inch (2.66-mm) nominal-thickness steel sheet and hot-dip galvanized after fabrication.
- E. Frame Corner Construction: Welded.
- F. Infill: Comply with requirements for adjacent fence.
- G. Hardware: As indicated.
- H. Galvanizing: For items other than hardware that are indicated to be galvanized, hot-dip galvanize to comply with ASTM A123/A123M. For hardware items, hot-dip galvanize to comply with ASTM A153/A153M.
- I. Metallic-Coated-Steel Finish: High-performance coating.

2.4 HORIZONTAL-SLIDE VEHICULAR GATES

- A. Basis-of-Design Product: Ameristar Perimeter Security; ASSA ABLOY; Transport II Genesis.
- B. Gate Configuration: Single leaf.
 - 1. Type: Cantilever slide, with internal roller assemblies.
- C. Gate Frame Height: As indicated.
- D. Gate Opening Width: As indicated.
- E. Automated vehicular gates shall comply with ASTM F2200, Class II.
- F. Aluminum Frames and Bracing: Fabricate members from square tubing.
 - 1. Frame and Bracing Members: Extruded-aluminum tubes 2 by 2 inches (51 by 51 mm) with 0.250-inch (6.35-mm) wall thickness.
- G. Frame Corner Construction:
 - 1. Welded frame with panels assembled with bolted or riveted corner fittings.
- H. Infill: Comply with requirements for adjacent fence.
- I. Metallic-Coated-Steel Finish: High-performance coating.
- J. Aluminum Finish: Baked enamel or powder coating.

2.5 GATE OPERATORS

- A. Provide factory-assembled automatic operating system designed for gate size, type, weight, and operation frequency. Provide operation control system with characteristics suitable for Project conditions, with remote-control stations, safety devices, and weatherproof enclosures; coordinate electrical requirements with building electrical system.
 - 1. Provide operator designed so motor may be removed without disturbing limit-switch adjustment and without affecting auxiliary emergency operator.
 - 2. Provide operator with UL approval.
 - 3. Provide electronic components with built-in troubleshooting diagnostic feature.
 - 4. Provide unit designed and wired for both right-hand/left-hand opening, permitting universal installation.
- B. Comply with NFPA 70.
- C. UL Standard: Manufacturer and label gate operators to comply with UL 325.

- D. Emergency Access Requirements: Comply with requirements of authorities having jurisdiction for automatic gate operators on gates that must provide emergency access.
- E. Motor Characteristics: Sufficient to start, accelerate, and operate connected loads at designated speeds, within installed environment, with indicated operating sequence, and without exceeding nameplate rating or considering service factor. Comply with NEMA MG 1 and the following:
 - 1. Voltage: NEMA standard voltage selected to operate on nominal circuit voltage to which motor is connected.
 - 2. Horsepower: Not less than 1/3.
 - 3. Enclosure: Manufacturer's standard.
 - 4. Duty: Continuous duty at ambient temperature of 105 deg F (40 deg C) and at altitude of 3300 feet (1005 m) above sea level.
 - 5. Service Factor: 1.15 for open dripproof motors; 1.0 for totally enclosed motors.
 - 6. Phase: Polyphase.
- F. Gate Operators: Concrete base mounted and as follows:
 - 1. Mechanical Slide Gate Operators:
 - a. Duty: Heavy duty, commercial/industrial.
 - b. Gate Speed: Minimum 60 feet (18.2 m) per minute.
 - c. Maximum Gate Weight: 800 lb (363 kg).
 - d. Frequency of Use: Continuous duty.
 - e. Operating Type: Wheel-and-rail drive, with manual release.
 - f. Drive Type: Enclosed worm gear reducers, roller-chain drive.
 - 2. Control Devices: Refer to Section 28 13 00 "Access Control."

2.6 ALUMINUM

- A. Aluminum, General: Provide alloys and tempers with not less than the strength and durability properties of alloy and temper designated in paragraphs below for each aluminum form required.
- B. Extrusions: ASTM B221 (ASTM B221M), Alloy 6063-T5.
- C. Tubing: ASTM B429/B429M, Alloy 6063-T6.
- D. Plate and Sheet: ASTM B209 (ASTM B209M), Alloy 6061-T6.
- E. Die and Hand Forgings: ASTM B247 (ASTM B247M), Alloy 6061-T6.
- F. Castings: ASTM B26/B26M, Alloy A356.0-T6.

2.7 STEEL AND IRON

- A. Plates, Shapes, and Bars: ASTM A36/A36M.

- B. Bars (Pickets): Hot-rolled, carbon steel complying with ASTM A29/A29M, Grade 1010.
- C. Tubing: ASTM A500/A500M, cold-formed steel tubing.
- D. Bar Grating: NAAMM MBG 531.
 - 1. Bars: Hot-rolled steel strip, ASTM A1011/A1011M, Commercial Steel, Type B.
 - 2. Wire Rods: ASTM A510/A510M.
- E. Galvanized-Steel Sheet: ASTM A653/A653M, structural quality, Grade 50 (Grade 340), with G60 (Z180) coating.
- F. Aluminum-Zinc, Alloy-Coated Steel Sheet: ASTM A792/A792M, structural quality, Grade 50 (Grade 340), with AZ60 (AZM180) coating.
- G. Castings: Either gray or malleable iron unless otherwise indicated.
 - 1. Gray Iron: ASTM A48/A48M, Class 30.
 - 2. Malleable Iron: ASTM A47/A47M.

2.8 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
 - 1. For aluminum, provide type and alloy as recommended by producer of metal to be welded and as required for strength and compatibility in fabricated items.
- B. Concrete: Normal-weight, air-entrained, ready-mix concrete complying with requirements in Section 03 30 00 "Cast-in-Place Concrete" with a minimum 28-day compressive strength of 3000 psi (20 MPa), 3-inch (75-mm) slump, and 1-inch (25-mm) maximum aggregate size.
- C. Nonshrink Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C1107/C1107M and specifically recommended by manufacturer for exterior applications.

2.9 GROUNDING MATERIALS

- A. Comply with requirements of Section 26 05 26 "Grounding and Bonding for Electrical Systems."
- B. Grounding Conductors: Size as indicated on Drawings. Bare, solid wire for No. 6 AWG and smaller; stranded wire for No. 4 AWG and larger.
 - 1. Material above Finished Grade: Aluminum.
 - 2. Material on or below Finished Grade: Copper.
 - 3. Bonding Jumpers: Braided copper tape, 1-5/8 inch (41 mm) wide and 1/16 inch (1.6 mm) thick, woven of No. 30 AWG bare copper wire, terminated with copper ferrules.

C. Grounding Connectors and Grounding Rods: Comply with UL 467.

1. Connectors for Below-Grade Use: Exothermic-welded type.
2. Grounding Rods: Copper-clad steel.
 - a. Size: 5/8 by 96 inches (16 by 2440 mm).

2.10 ALUMINUM FINISHES

- A. Baked-Enamel or Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 2 mils (0.05 mm). Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.

2.11 METALLIC-COATED-STEEL FINISHES

- A. Galvanized Finish: Clean welds, mechanical connections, and abraded areas and repair galvanizing to comply with ASTM A780/A780M.
- B. Surface Preparation: Clean surfaces of oil and other contaminants. Use cleaning methods that do not leave residue. After cleaning, apply a conversion coating compatible with the organic coating to be applied over it. Clean welds, mechanical connections, and abraded areas and apply galvanizing repair paint, complying with SSPC-Paint 20, to comply with ASTM A780/A780M.
- C. Powder Coating: Immediately after cleaning and pretreating, apply manufacturer's standard TGIC polyester powder-coat finish to a minimum dry film thickness of 2 mils (0.05 mm).

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for site clearing, earthwork, pavement work, construction layout, and other conditions affecting performance of the Work.
- B. Do not begin installation before final grading is completed unless otherwise permitted by Architect.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Stake locations of fence lines, gates, and terminal posts. Do not exceed intervals of 500 feet (152.5 m) or line of sight between stakes. Indicate locations of utilities, lawn sprinkler system, underground structures, benchmarks, and property monuments.

1. Construction layout and field engineering are specified in Section 01 73 00 "Execution."

3.3 DECORATIVE FENCE INSTALLATION

- A. Install fences according to manufacturer's written instructions.
- B. Install fences by setting posts as indicated and fastening infill panels to posts. Peen threads of bolts after assembly to prevent removal.
- C. Post Excavation: Drill or hand-excavate holes for posts in firm, undisturbed soil. Excavate holes to a diameter of not less than 4 times post size and a depth of not less than 24 inches (600 mm) plus 3 inches (75 mm) for each foot (300 mm) or fraction of a foot (300 mm) that fence height exceeds 4 feet (1.2 m).
- D. Post Setting: Set posts in concrete at indicated spacing into firm, undisturbed soil.
 1. Verify that posts are set plumb, aligned, and at correct height and spacing, and hold in position during setting with concrete or mechanical devices.
 2. Concrete Fill: Place concrete around posts and vibrate or tamp for consolidation. Protect aboveground portion of posts from concrete splatter.
 - a. Exposed Concrete: Extend 2 inches (51 mm) above grade. Finish and slope top surface to drain water away from post.
 3. Posts Set in Concrete: Extend post to within 6 inches (150 mm) of specified excavation depth, but not closer than 3 inches (75 mm) to bottom of concrete.
 4. Posts Set into Concrete in Sleeves: Use galvanized-steel pipe sleeves with inside diameter at least 3/4 inch (20 mm) larger than outside diagonal dimension of post, preset and anchored into concrete for installing posts.
 - a. Extend posts at least 5 inches (125 mm) into sleeve.
 - b. After posts have been inserted in sleeves, fill annular space between post and sleeve with nonshrink grout, mixed and placed to comply with grout manufacturer's written instructions; shape and smooth to shed water. Finish and slope top surface of grout to drain water away from post.

3.4 GATE INSTALLATION

- A. Install gates according to manufacturer's written instructions, level, plumb, and secure for full opening without interference. Attach hardware using tamper-resistant or concealed means. Install ground-set items in concrete for anchorage. Adjust hardware for smooth operation and lubricate where necessary.

3.5 GATE OPERATOR INSTALLATION

- A. General: Install gate operators according to manufacturer's written instructions, aligned and true to fence line and grade.

- B. Excavation for Concrete Bases: Hand-excavate holes for bases in firm, undisturbed soil to dimensions and depths and at locations as required by gate operator component manufacturer's written instructions and as indicated.
- C. Concrete Bases: Cast-in-place or precast concrete, depth not less than 12 inches (300 mm), dimensioned and reinforced according to gate operator component manufacturer's written instructions and as indicated on Drawings.
- D. Vehicle Loop Detector System: Cut grooves in pavement and bury and seal wire loop according to manufacturer's written instructions. Connect to equipment operated by detector.
- E. Comply with NFPA 70 and manufacturer's written instructions for grounding of electric-powered motors, controls, and other devices.

3.6 GROUNDING AND BONDING

- A. Comply with Section 26 05 26 "Grounding and Bonding for Electrical Systems."
- B. Fence Grounding: Install at maximum intervals of 1500 feet (450 m) except as follows:
 - 1. Fences within 100 Feet (30 m) of Buildings, Structures, Walkways, and Roadways: Ground at maximum intervals of 750 feet (225 m).
 - a. Gates and Other Fence Openings: Ground fence on each side of opening.
 - 1) Bond metal gates to gate posts.
 - 2) Bond across openings, with and without gates, except at openings indicated as intentional fence discontinuities. Use No. 2 AWG wire and bury it at least 18 inches (460 mm) below finished grade.
- C. Protection at Crossings of Overhead Electrical Power Lines: Ground fence at location of crossing and at a maximum distance of 150 feet (45 m) on each side of crossing.
- D. Fences Enclosing Electrical Power Distribution Equipment: Ground as required by IEEE C2 unless otherwise indicated.
- E. Grounding Method: At each grounding location, drive a grounding rod vertically until the top is 6 inches (150 mm) below finished grade. Connect rod to fence with No. 6 AWG conductor. Connect conductor to each fence component at grounding location.
- F. Bonding Method for Gates: Connect bonding jumper between gate post and gate frame.
- G. Connections: Make connections so possibility of galvanic action or electrolysis is minimized. Select connectors, connection hardware, conductors, and connection methods so metals in direct contact are galvanically compatible.
 - 1. Use electroplated or hot-tin-coated materials to ensure high conductivity and to make contact points closer in order of galvanic series.

2. Make connections with clean, bare metal at points of contact.
 3. Make aluminum-to-steel connections with stainless-steel separators and mechanical clamps.
 4. Make aluminum-to-galvanized-steel connections with tin-plated copper jumpers and mechanical clamps.
 5. Coat and seal connections having dissimilar metals with inert material to prevent future penetration of moisture to contact surfaces.
- H. Bonding to Lightning-Protection System: If fence terminates at lightning-protected building or structure, ground the fence and bond the fence grounding conductor to lightning-protection down conductor or lightning-protection grounding conductor, complying with NFPA 780.

3.7 ADJUSTING

- A. Gates: Adjust gates to operate smoothly, easily, and quietly, free of binding, warp, excessive deflection, distortion, nonalignment, misplacement, disruption, or malfunction, throughout entire operational range. Confirm that latches and locks engage accurately and securely without forcing or binding.
- B. Automatic Gate Operators: Energize circuits to electrical equipment and devices. Adjust operators, controls, safety devices, and limit switches.
1. Hydraulic Operators: Purge operating system, adjust pressure and fluid levels, and check for leaks.
 2. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
 3. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- C. Lubricate hardware, gate operators, and other moving parts.

3.8 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's personnel to adjust, operate, and maintain gates.

END OF SECTION 32 31 19