

TABLE OF CONTENTS – STRICKLAND BROTHERS

DIVISION 0 –CONTRACT AND BID INFORMATION

Section 00 0101 – Definitions  
Section 00 0102 – Project Information  
Section 00 7200 – General Conditions

DIVISION 1 – GENERAL REQUIREMENTS

Sections 01 1000 – Summary  
Section 01 2300 – Alternates  
Section 01 3000 – Administrative Requirements  
Section 01 3216 – Construction Progress Schedules  
Section 01 4000 – Quality Requirements  
Section 01 5000 – Temporary Facilities and Controls  
Section 01 5100 – Temporary Utilities  
Section 01 6000 – Product Requirements  
Section 01 7000 – Execution and Closeout Requirements  
Section 01 7100 – Cleaning  
Section 01 7200 – Project Record Documents

DIVISION 2 – SITEMWORK

Section 02 4100 – Demolition

DIVISION 3 – CONCRETE

Section 03 3000 – Cast in Place Concrete  
Section 03 3500 – Concrete Finishing

DIVISION 4 – MASONRY

Section 04 2000 – Unit Masonry

DIVISION 5 – METALS

Section 05 5000 – Metal Fabrications  
Section 05 5100 – Metal Stairs

DIVISION 6 – WOOD AND PLASTICS

Section 06 1000 – Rough Carpentry  
Section 06 4100 – Architectural Wood Casework

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

Section 07 1300 – Sheet/Fluid Applied Waterproofing  
Section 07 2100 – Thermal Insulation  
Section 07 2400 – Efts – Drainage Type  
Section 07 2500 – Weather Barriers  
Section 07 6200 – Sheet Metal Flashing and Trim  
Section 07 9005 – Joint Sealers

DIVISION 8 – DOORS AND WINDOWS

Section 08 1113 – Hollow Metal Doors and Frames  
Section 08 3600 – Sectional Doors  
Section 08 4313 – Aluminum Framed Storefronts  
Section 08 7100 – Door Hardware  
Section 08 8000 – Glazing

DIVISION 9 – FINISHES

Section 09 2116 – Gypsum Board Assemblies  
Section 09 5100 – Acoustical Ceilings  
Section 09 9000 – Painting and coating

SECTION 00 0101 – DEFINITIONS

SPECIFICATIONS

The definitions, instructions, descriptions, directions, provisions, and requirements contained herein and all written supplements thereof made or to be made, pertaining to the contract and the materials and workmanship to be furnished under the contract are listed at the beginning of the specifications and in the contract between owner and contractor. All specifications are per owner and shall not be deviated from or substituted for without written authorization from owner. Any and all substitutions must be submitted to owner in writing with specifications and samples (if required). With original bid and on date that bid is due. Without written approval from owner any bid that is late, incomplete or does not include required samples will be disqualified.

CONTRACT

All things that contained in and or referred to in the specifications, drawings, proposals, designated exhibits, and bond (if required), and also any and all supplemental agreements which could reasonably be required to complete the construction contemplated shall be considered integral parts of the contract for construction.

PERIOD OF CONSTRUCTION

The time up to the time the contractor can turn over the building to the owner for operation and the use it is intended for, from the time the work has started or contract was signed, whichever is agreed to by owner and owner's contractor.

CONSTRUCTION DOCUMENTS / CONTRACT DOCUMENTS

All items mentioned under "contract" definition above, but not limited to specifications, construction drawings, any / or addenda, supplements, bulletin drawings, and other documents as issued by the owner for the complete performance of the work.

SECTION 00 0102 – PROJECT INFORMATION

- This project consists of the following:
  - The demolition of selective existing site and building elements, components, systems, and finishes.
    - 1.1.1. Bidding general contractors must review existing site conditions prior to submission of final bids.
  - The construction of new building elements and site improvements.
- Work includes demolition, providing site preparation, earthwork, and attendant site improvements.
  - Plumbing, heating, ventilating, and air conditioning, and electrical services, systems and equipment will be provided in accordance with the facilities requirements and applicable engineering construction documents.
- Work by owner:
  - Refer to owners provided "Brand Standards Manual" for all applicable owner provided/installed items.
  - Refer to owners provided "FF&E Manual" for all applicable owner provided / installed items.
- Materials supplied by owner / tenant to be installed by contractor:
- Refer to the owner's provided "FF&E Manual" for all applicable owner provided/contractor installed items, including but not limited to the following:
  - Exterior and interior building mounted signage
  - Suspended banners
  - Frame for menu board
  - Vehicle service podiums
  - Rolling waste oil drain pans
  - Magnetic ceiling mounted socket technician tool board
  - Vehicle lifts
  - Tire rotation tool board
  - Miscellaneous supply hoses and drainage piping
  - Waste oil supply tanks
  - Stackable oil supply tanks
  - Miscellaneous site and lobby furnishings (bench, coffee bar, chairs, etc.)
  - Interior powered "open" signage
  - Lobby flat screen tv monitor
- Other items as indicated in contract drawing

5.1.16. Other items as indicated in contract drawings

SECTION 00 7200 – GENERAL CONDITIONS

NOTE: In the event of conflicting information, requirements in this section shall be superseded by the owner / contractor agreement. Information enumerated below shall be considered supplementary requirements to the general conditions of the contract for construction.

1. SUMMARY

- The contractor shall limit his use to the premises within contract limits for work and for storage. All construction traffic, parking, and storage shall be restricted to locations approved by the owner.
- The general contractor shall assume full responsibility for the protection and safekeeping of products under this contract stored on the site. The owner will not provide security during the construction period of the project.
- The general contractor shall move any stored products under his control which interfere with operations of the owner or any separate contractor.
- The contractor and / or subcontractor shall furnish all labor, materials, supplies, tools, machinery, transportation, and equipment necessary to construct complete, in the manner hereinafter specified, the complete work as shown by the drawings and as specified and as required by local governing codes not necessarily shown on drawings or in specifications.
- All the work shall be accomplished and furnished in accordance and in conformity with the contract documents. The contractor shall complete the entire work to the satisfaction of the owner at the sum agreed to in the contract for construction.
- The contractor and / or subcontractor is required to examine carefully the proposal, drawings specifications and contract forms, as well as the site of the proposed project. It will be assumed that the contractor has specified; and as to the character, quality and quantities of the work to be performed and materials to be furnished, including increases and decreases; and as required in the specifications. It is mutually agreed that the contractor has made such necessary, and that he is satisfied as to all of the conditions and contingencies that may arise in the performance of the work.
- In any discrepancy between scale and full-size drawings and figured dimensions, the latter in each case shall be followed. Work shown on the drawings and not mentioned in the specifications or in the specifications and not shown on the drawings shall be done as if included in both. Should any actual or apparent inconsistencies or errors be found the contractor shall notify the architect as soon as they are discovered and not proceed with any work pertaining to the inconsistencies or error while such uncertainties exist. The intent of the contract documents is to provide detailed instructions for the construction of the herein described work, which shall be necessary for such construction, and for a complete project as approved by the owner.
- Any error, omission, discrepancy or inconsistency in the contract documents must be called to the attention of the architect prior to commencing work on any item not completely clear. Failure of the contractor to understand intent or the contract documents shall be no excuse for failure to perform the work as approved by the owner / architect. The architect shall be solely responsible for interpretation of all contract documents.

2. COORDINATION

- The contractor shall coordinate the work and scheduling of applicable:
  - Subcontractors. The contractor shall cooperate, and schedule all work as not to conflict or delay the project. The contractor shall as per contract documents and his contract coordinate the project as specified below. Provide a full-time job superintendent.
  - Coordinate and prepare the overall project schedule.
  - Schedule administer all project meetings throughout the progress of the work.
  - Verify with all other contractors that all chases, ducts, openings, lines, fixtures, and equipment has been delay the project.
  - Advise the other contractors of work schedules for all sub-contractors to avoid conflict which might delay the project.
  - Coordinate any required change of temporary facilities, utilities and controls. The scope of the work and schedule of permanent facilities, utilities, and controls will determine if and when this change over is required.
- Each sub-contractor shall fully cooperate with each other and the general contractor during all phases of construction. Each sub-contractor shall be responsible for:
  - Field dimensions existing as well as verification of new dimensions.
  - Field verification of dimensions that require shop drawings.
- Furnish other contractors with one copy of all shop drawings and other required submittals:
  - Coordinate the layout of his work with other contractors.
  - Monitor the progress and sequencing of his work with that of the other contractors.

SECTION 01 1000 – SUMMARY

PART 1 GENERAL

1. PROJECT

- Project name: Strickland Brothers Oil
- Owner's name: H3 Real Estate
- Architect's name: John Franz
- The project consists of the construction of a new single-story building of approximately 1,725 square feet in between the owner and contractor.

2. CONTRACT DESCRIPTION

- Contract type: A single prime contract based on a stipulated price as described in the contract agreement between the owner and contractor.

3. DESCRIPTION OF WORK

- Scope of construction work is shown on drawings.
  - Plumbing: add new construction.
  - HVAC: add new construction.
  - Electrical power and lighting: add new construction.
  - Fire alarm: not required.
  - Fire protection: sprinkler system is not required.
- WORK BY OWNER
  - Owner will award a contract for supply and installation of telecom, data, and A/V systems.
  - Items noted N/C (NOT IN CONTRACT) will be supplied and installed by owner before substantial completion. Some items include:
    - Movable cabinets
- Furnishings
  - Small equipment
  - Rugs
  - Artwork

5. OWNER OCCUPANCY

- Owner intends to occupy the project upon substantial completion.
- Cooperate with owner to minimize conflict and to facilitate owner's operations.
- Schedule the work to accommodate owner occupancy.
- CONTRACTOR USE OF SITE AND PREMISES
  - Construction Operations: Limited to areas noted on drawings.
  - Arrange use of site and premises to allow:
    - Work by owner
      - Work by others
    - Provide access to and from site as required by law and by owner:
      - Do not obstruct roadways, sidewalks, or other public ways without permit.
  - Utility outages and shutdown:
    - Prevent accidental disruption of utility services to other adjacent facilities.
- WORK SEQUENCE
  - Coordinate construction schedule and operations with owner

SECTION 01 2300 – ALTERNATES

PART 1 GENERAL

1. Section includes

- Description of alternates
- Acceptance of alternates
  - Alternates quoted on bid forms will be reviewed and accepted or rejected at owner's option. Accepted alternates will be identified in the owner – contractor agreement.
- Coordinate related work and modify surrounding work to integrate the work of each alternate.
- Schedule of alternates
  - Alternate NO.1 – odd / provide smooth surface FRP paneling continuous at interior perimeter of service bays to 8'-0" A.F.F.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

SECTION 01 3000 – ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

1. Submittals for review

- Submit to architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.

- Samples will be reviewed only for aesthetic, color, or finish selection and general compliance with the contract document intent.
- After review, provide copies and distribute in accordance with submittal procedures article below and for record documents purposes described in SECTION 01 7800 – CLOSEOUT PROCEDURES.
  - Submittals for information
    - Submit for architect's knowledge as contract administrator or for owner. No action will be taken.
  - Submittals for project closeout
    - Submit for owners benefit during and after project completion.
  - Number of copies of submittals
    - Documents for review (ELECTRONIC FILES): Submit one electronic copy in PDF format; an electronically marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
    - Documents for review (HARD COPY FILES):
      - Small size sheets, not larger than 8-1/2 x 11 inches (215 x 280 MM); Submit the number of copies that contractor requires, plus two copies that will be retained by architect.
      - Retained samples will not be returned to contractor unless specifically so stated.
  - SUBMITTAL PROCEDURES
    - Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
    - Identify project, contractor, subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
    - Apply contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in the work. Prepare schedules in the form of a horizontal bar chart. Show complete sequence of construction by activity.
    - Provide space for contractor and architect review stamps.
    - When revised for resubmission, identify all changes made since previous submission.
    - Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
    - Submittals will not be reviewed by architect until reviewed and stamped by the general contractor.

SECTION 01 3216 – CONSTRUCTION PROGRESS SCHEDULES

- The contractor shall maintain and update the project schedule on a bi-weekly basis throughout the construction period.
- Construction schedule review shall be a designated meeting agenda item at each Owner / Architect / Contractor meeting.
- The general contractor shall prepare and submit estimated construction schedules for the work. Prepare schedules in the form of a horizontal bar chart. Show complete sequence of construction by activity:
  - Site preparation
  - Site utilities
  - Demolition
  - Foundation work
  - Structural framing
  - Subcontractor work
  - Equipment installations
  - Finishing
  - Other critical path and miscellaneous scope as required

SECTION 01 4000 – QUALITY REQUIREMENTS

PART 1 GENERAL

1. SUBMITTALS

- Design data: Submit for architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for owner's information.
- Test reports: After each test/inspection, promptly submit two copies of reports to architect and to contractor.
  - Test report submittals are for architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for owner's information.
- Certificates: When specified in individual specification sections, submit certification by the manufacturer and contractor or installation/application subcontractor to architect, in quantities specified for product data.
  - Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
  - Manufacturer's instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
  - Manufacturer's field reports: Submit reports for architect's benefit as contract administrator or for owner.
    - Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- REFERENCES AND STANDARDS
  - For products and workmanship specified by reference to a document or documents not included in the project manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
  - Conform to reference standard of date of issue current on date of contract documents, except where a specific date is established by applicable code.
  - Should specified reference standards conflict with contract documents, request clarification from architect before proceeding.
  - Neither the contractual relationships, duties, or responsibilities of the parties in contract nor those of architect shall be altered from the contract documents by mention or inference otherwise in any reference document.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

- CONTROL OF INSTALLATION
  - Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
  - Comply with manufacturers' instructions conflict with contract documents, request clarification from architect before proceeding.
  - Should manufacturers' instructions conflict with contract documents, request clarification from architect before proceeding.
  - Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
  - Have work performed by persons qualified to produce required and specified quality.
  - Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
  - Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
- DEFECT ASSESSMENT
  - Replace work or portions of the work not conforming to specified requirements.
  - If, in the opinion of architect, it is not practical to remove and replace the work, architect will direct on appropriate remedy or adjust payment.

SECTION 01 5000 – TEMPORARY FACILITIES AND CONTROLS

- The general contractor shall provide and install all temporary facilities, utilities, and controls as required by the project conditions, including but not limited to:
  - Layout of the work
  - Utilities
  - Protection and barriers
  - Construction aids
  - Field offices and sheds
  - Cleaning
- STORAGE FACILITIES
  - Each contractor shall provide suitable weathertight storage sheds or trailers as required by project conditions. Outdoor storage of materials shall be permitted when such storage is approved by the material manufacturer and will not affect the performance and / or appearance of the material. Refer to SECTION 01 6000 for additional requirements.
  - Storage within weathertight and conditioned portions of the completed building is permitted, and shall comply with all OSHA, fire safety, and emergency egress requirements. The weight of stored materials shall not exceed the designed load capacity of the floor systems.
  - The general contractor shall coordinate all storage activities and shall direct the relocation of all materials that interfere with the progress of the work, create a hazard, or interfere with the owner's use of the site.
    - Each contractor shall coordinate delivery and installation of materials to minimize storage areas and storage period at the site.
  - LAYOUT OF WORK
    - The general contractor shall employ a registered surveyor to lay out the building on the site and to locate and fix all site items such as grades, site improvements, and utilities, and shall furnish a certified plan of the work.
    - The General Contractor shall:
      - Contact all pertinent utility companies and arrange for all existing utilities to be located and identified. The depth of all underground services shall be determined and recorded. No demolition, grading, excavation, or new utility installation shall start until all existing utilities are properly identified and located.
      - Be responsible for accuracy of all lines, elevations, and measurements of the building and grading work.
      - Take necessary action to prevent destruction of reference points, pins, and stakes. Relocate disturbed reference points at contractor's expense.

- Exercise proper precaution to verify dimensions and elevations shown on drawings before layout of work.
- As work progresses, lay out benchmarks and establish exact position of the work as a guide for all trades. Make field measurements to insure that work fits into the work of other trades.

SECTION 01 5100 – TEMPORARY UTILITIES

1. UTILITIES

- The general contractor shall be responsible for coordinating the installation and maintenance of all temporary utilities. All applications, permits, and inspections shall be obtained and paid for prior to installation. Utilities shall be installed and maintained in safe and proper operating condition and shall comply with the local building codes, OSHA, and applicable local utility code requirements. Distribution of utilities shall provide proper working conditions for execution of all portions of the work. The cost of all utilities, fuels, materials, and the cost of all utility installations and maintenance shall be paid for by the general contractor.
- HEATING AND VENTILATING
  - When project conditions require it, the general contractor shall provide thermostatically controlled temporary heating and ventilation prior to permanent enclosure of the structure and use of permanent systems.
- Provide temporary heating and ventilating as follows:
  - During normal working hours, maintain 50 degrees F.
  - During placing, setting, and curing of concrete, minimum 50 degrees F.
  - For ten days prior to placing interior finish material and throughout interior finishing and painting, and until final acceptance of work and occupancy by owner, minimum 70 degrees F.
- The temporary units shall be arranged to bring in sufficient outdoor air and to ventilate the structure and to prevent building up of harmful dusts and fumes and to remove excess moisture. During warm weather, provide an adequate supply of fresh air, when necessary, to properly ventilate moisture, dust, fumes from paint, cements, or adhesives in tightly enclosed areas where natural ventilation will not be sufficient.
- When permanent systems are used for temporary construction use, the mechanical contractor shall assume full responsibility for maintain such equipment, during and after use. Included in maintenance are the following items among others as required:
  - Proper operation and maintenance of the mechanical equipment until acceptance of the project tenant / owner.
  - Maintenance of temporary filters in all equipment to prevent accumulation of dust and dirt in coils, housing, and ductwork.
  - Prior to final inspection: Replacement of temporary filters, thorough cleaning of coils and other equipment, and all materials and equipment not functioning correctly.
  - Use of permanent heating or cooling and ventilating equipment for temporary construction use shall not affect warranty. Warranty shall take effect at the time of project acceptance by tenant / owner.

3. LIGHTING AND POWER

- The electrical contractor shall provide necessary temporary electrical service and temporary wiring and outlets, as required to meet project needs for temporary lighting and power at the start of the project, as work progresses, and until acceptance by tenant.
- Extend temporary service from existing public utility service. Provide meter and extend service with disconnect to central location on site. System shall consist of minimum 200 AMP and 110/220 volt single phase service.
- Remove temporary service, light, and power system when permanent service and systems are available for use. No temporary system shall form a part of the permanent system.

4. CONSTRUCTION AIDS

- Scaffolds and Hoists – Each contractor shall provide, erect, and maintain construction scaffolding and hoisting facilities as required for their work. Remove these items when the work is completed.
- Shoring and Bracing – The general contractor shall provide and install shoring and bracing at new and existing locations as required for public and project safety and proper execution of the work. Remove these items when the work is completed. Coordinate specific project requirements with structural engineering drawings.
  - Cutting and Patching – Each contractor shall provide all chases and opening required to complete installation of their work.
  - Cutting, when necessary, shall be done with such tools and methods to prevent unnecessary damage to surrounding areas or equipment. No cutting shall be done which will, in any way, reduce the strength or engineer. Do not proceed with such operation unless written approval is provided.
  - Removal of new or existing concrete or masonry shall be done by saw-cutting to straight lines and break out area, within cut lines, using a method acceptable to owner / architect.

SECTION 01 6000 – PRODUCT REQUIREMENTS

PART 1 GENERAL – NOT USED

PART 2 PRODUCTS

1. NEW PRODUCTS

- Provide new products unless specifically required or permitted by the contract documents.
- PRODUCT OPTIONS
  - Products specified by reference standards or by description only: Use any product meeting those standards or description.
  - Products specified by naming one or more manufacturers: Use a product of one of the manufacturers named and meeting specifications, substitutions will be considered. Allow for a minimum two-week review period for all substitution requests.
  - Products specified by naming one or more manufacturers with a provision for substitutions: Submit a request for substitution for any manufacturer not named for architect/owner approval.

PART 3 EXECUTION

- ARRANGE DELIVERIES OF PRODUCTS IN ACCORDANCE WITH CONSTRUCTION SCHEDULE, COORDINATE TO AVOID CONFLICT WITH WORK AND CONDITIONS AT THE SITE.
  - Deliver products in undamaged condition, in manufacturer's original containers or packaging, identifying labels intact and legible.
  - Immediately on delivery, inspect shipments to assure compliance with requirements of contract documents and approved submittals, and that products are properly protected and undamaged.
  - Provide equipment and personnel to handle products by methods to prevent soiling or damage to products or packaging.
- STORE PRODUCTS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS WITH SEALS AND LABELS INTACT AND LEGIBLE.
  - Store products subject to damage by the elements in weathertight enclosures.
  - Maintain temperature and humidity within the ranges required by manufacturer's instructions.
- INTERIOR STORAGE:
  - Do not store items directly on new concrete slabs. All items stored within the building envelope shall be stored above the slab, on blocking or skids to prevent soiling or staining or damage to the products from standing water or other construction debris.
- EXTERIOR STORAGE:
  - Store fabricated products above the ground, on blocking or skids, to prevent soiling or staining. Cover products which are subject to deterioration with impervious sheet coverings, provide adequate ventilation to avoid condensation.
  - Store loose granular material in a well-drained area on solid surfaces to prevent mixing with foreign matter.

- HANDLE, INSTALL, CONNECT, CLEAN, CONDITION, AND ADJUST PRODUCTS IN STRICT ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
  - Should job conditions or specified requirements conflict with manufacturer's instruction, consult with architect for further instructions.
  - Do not proceed with work without clear instructions.

6. WHEN CONTRACT DOCUMENTS REQUIRED THAT INSTALLATION OF WORK COMPLY WITH MANUFACTURER'S PRINTED INSTRUCTIONS, OBTAIN AND MAINTAIN ONE SET OF INSTRUCTIONS AT THE JOB SITE.

- Provide substantial coverings as necessary to protect installed products from damage, traffic, and subsequent construction operations. Remove when no longer needed.

SECTION 01 7000 – EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

- WHEN THE CONTRACTOR CONSIDERS THE WORK IS SUBSTANTIALLY COMPLETED, HE SHALL SUBMIT TO OWNER / ARCHITECT:
  - A written notice that work or designated portion thereof, is substantially complete.
  - A list of items to be completed or corrected.
- OWNER / ARCHITECT WILL MAKE AN INSPECTION TO VERIFY STATUS OF COMPLETION WITH REASONABLE PROMPTNESS AFTER RECEIPT OF SUCH CERTIFICATION. WHEN OWNER / ARCHITECT FINDS THAT THE WORK IS ACCEPTABLE UNDER THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL MAKE THE CLOSE-OUT SUBMITTAL.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION

- OPERATION AND MAINTENANCE MANUALS
  - Prepare instructions and data by personnel experienced in maintenance and operation of described products.
  - Prepare data in the form of an electronic instructional manual. Submit electronic copies and any printed copies requested by the owner. The printed copies shall comply with the following requirements:
    - Binders: Commercial quality, 8-1/2 by 11 inch (216 by 280 mm) three D side ring binders with durable plastic covers; 2 inch (50 mm) maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- WARRANTIES AND BONDS
  - Obtain warranties and bonds, executed in duplicate by responsible subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with owner's permission, leave date of beginning of time of warranty until the date of substantial completion is determined.
- CLOSE-OUT SUBMITTALS
  - Evidence of compliance with requirements of governing authorities

- Certificate of occupancy
  - Certificates of inspection (mechanical / electrical)
  - Evidence of payment and release of liens, to requirements of contract documents.
  - Certificates of insurance for products and completed operations.
4. FINAL STATEMENT OF ACCOUNTING
- Statement shall reflect all adjustments to the contract sum. statement shall show at a minimum the follow:
    - The original contract sum
    - Additions and deductions resulting from
    - Previous change orders
    - Allowances
    - Unit Prices
    - Deductions for uncorrected work
    - Other adjustments
    - Total contract sum, as adjusted
    - Previous payments
    - Sum remaining due
  - If required, the contractor will prepare a final change order for approval by the owner/architect, reflecting approved adjustments to the contract sum which were not previously made change orders.
  - Submit the final application for payment that reflects the final statement of accounting and / or the final change order adjustments.

SECTION 01 7100 – CLEANING

- Execute site and building cleaning, during progress of the work, and at completion of the work as required by the contract documents. Cleaning activities are restricted to areas disturbed or soiled as a result of construction activities.
- Maintain premises free from accumulations of waste, debris, and rubbish caused by work operations.
  - At completion of work, remove waste materials, rubbish, tools, equipment, machinery, and surplus materials, and clean all sight-exposed surfaces. Leave project clean and ready for occupancy.
- HAZARDS CONTROL
  - Store volatile wastes in covered metal containers and remove from premises daily.
  - Prevent accumulation of wastes which create hazardous conditions.
  - Provide adequate ventilation during use of volatile or noxious substances.
  - Conduct cleaning and disposal operations to comply with state and / or local ordinances and anti-pollution laws.
  - Do not burn or bury any rubbish and waste materials on project site.
  - Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary sewers.
  - Do not dispose of wastes into streams or waterways.
- MATERIALS
  - Use only cleaning methods and materials recommended by manufacturer of surface to be cleaned.

6. CLEANING DURING CONSTRUCTION

- Provide on-site containers for the collection of waste materials, debris, and rubbish.
  - Execute cleaning to insure that building and grounds are maintained free
  - From accumulations of waste materials and rubbish on a daily basis.
  - Wet down dry materials and rubbish to lay dust and prevent blowing dust. At periodic intervals, clean site and legally dispose of waste materials, debris, and rubbish off the site.
  - Schedule cleaning operations so that dust and other contaminants resulting from cleaning process will not fall on wet, newly pointed or finished surfaces.
  - Repair, patch, and touch up marred surfaces to specified finish, to match adjacent surfaces.
7. FINAL CLEANING
- Employ skilled workmen for final cleaning
  - Remove grease, majestic, adhesives, dust, dirt, stains, fingermarks, labels, and other foreign materials from sight-exposed interior and exterior surfaces.
  - Wash and shine interior and exterior glazing and mirrors.
  - Polish glossy surfaces to a clear shine.
  - Mop and polish resilient flooring. Vacuum carpeted areas.
  - Broom clean exterior paved surfaces. Rake clean other surfaces of the ground.
  - Prior to final completion or occupancy by owner, conduct an inspection of sight-exposed interior and exterior surfaces, and all work areas, to verify that the entire work area is clean.

SECTION 01 7200 – PROJECT RECORD DOCUMENTS

1. MAINTAIN AT JOB SITE, ONE COPY OF:

- Contract drawings
  - Specifications
  - Addenda
  - Reviewed shop drawings
  - Change orders
  - Other modifications to the contract or contract documents
  - Field test reports
  - Request for information and associated responses
  - Provide information on a continuing basis to maintain record documents current.
  - Do not permanently conceal any work until required information has been recorded.
- CONTRACT DRAWINGS
- Provide information to record actual construction.
    - Depths of various elements of foundations in relation to first floor level
    - Horizontal and vertical location of underground utilities and appurtenances referenced to permanent surface improvements.
    - Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of the structure.
    - Field changes of dimensions and details
    - Details not on original contract drawings.
5. SPECIFICATIONS
- Provide information to record:
    - Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
    - Change made by change order or field order
  - Other materials not originally specified.
6. SHOP DRAWINGS
- Maintain as record documents; legibly mark drawings to record changes made after review.

