SPECIFICATIONS:

DIVISION 01 – GENERAL

SECTION 011100 – SUMMARY OF WORK

1.00 GENERAL
This Section 01010 – Summary of Work and all other Sections of Division 1 applies to each Section of the Specifications as if written in full therein.

1.01 PROJECT WORK
A. The project work consists of the construction of the dining facility as defined, coordination of all construction activities, and coordination of Owner furnished and Owner provided equipment.
B. Work shall include all work as defined by the contract documents.

1.02 OFF SITE WORK
A. Offsite Work may include, but not be limited to, the following items of Work:
1. Driveway removal and repair
2. Installation of new driveways
3. Utility Taps
4. Sidewalks

1.03 WORK BY OTHERS (SEE CONTRACT WITH OWNER)
A. Certain items of equipment, fixtures, etc. and other elements of the construction are excluded from the Contract, and are indicated on the Drawings. Installation thereof shall be performed while the contractor's Work progresses. The Contractor shall cooperate with the Owner and his Contractors to facilitate the expeditious installation of such items, including but not limited to, the following:
1. Schedule the installation of all Work under separate contracts
2. Coordinate the installation
3. Collect and compile all Warranties and Manuals for Project closeout requirements
B. Work under separate contract with the Owner may include, but may not be limited to following:
1. All Refrigeration Work, including required construction permits, as indicated on the kitchen drawings except for Work provided by the General Contractor.
2. All Walk-in Cooler Work, including required construction permits, as indicated, except for Work provided by the General Contractor.
3. All Kitchen Equipment and Furnishings Work, including required construction permits, as indicated & scheduled on the "FD-1" & "FD-2" Series of drawings.
4. All Signage Work, (pole, monument, exterior building, site directional, and neon) including required construction permits. All other signs shall be provided by the General Contractor. Electrical power to all signs to be provided by General Contractor.

1.04 OWNER FURNISHED, CONTRACTOR INSTALLED ITEMS (SEE CONTRACT WITH OWNER)
A. Certain items of equipment, fixtures, are indicated on the Drawings to be furnished by the Owner, or his supplier, for assembly and installation by the Contractor. The Owner will be responsible for delivery thereof to the construction site.
B. The Contractor shall assume responsibility for acceptance of the new facility.
C. Assembly and installation shall include unloading, uncrating, setting in place, leveling, rough-in, backing, access panels, protection, connection to utilities, the furnishing of required operating oils, and fluids, and such other procedures as may be required to render the equipment and fixtures serviceable and operative.
D. Assembly and installation shall be performed in accordance with shop and manufacturer's assembly and installation drawings and the instructions of the Owner's representative.
E. The Contractor shall give the Owner's Project Manager written notice stating dates when the furnished items must be received at the Job Site to insure Project completion in accordance with established schedules.
F. The Owner furnished items shall be received and stored at the construction site or an approved offsite location. On some projects the Owner provides off-site warehouse facilities. Three deliveries from the warehouse will be paid by the Owner, additional deliveries shall be paid for by the General Contractor.
G. Owner furnished items for contractor installation shall include, but not be limited to, the following:
1. Equipment, artwork, and plants listed on the Equipment Schedule.
2. Interior non illuminated signs.
3. Decorative lights indicated on the "E" drawings, except all lamps shall be provided by the General Contractor.
4. In addition, the General Contractor shall provide to the Owner, a qualified carpenter for (8) hours for the installation of miscellaneous items.

1.05 OWNER PROVIDED AND INSTALLED ITEMS (SEE CONTRACT WITH OWNER)
A. The items, as indicated on the Equipment Schedule drawing EQ-1 will be furnished and installed by the Owner with his own forces.
B. Installation thereof shall be performed while the Contractor's Work progresses. The Contractor shall cooperate with the Owner and his agents to facilitate the expeditious installation of such items, including but not limited to, the following items:
1. Music, telephone, and paging systems, except that the Contractor shall provide and install rough-in as shown on "E2" and/or "E" drawings.
2. Cash register systems, except that the Contractor shall provide and install rough-in and P.O.S. cable as shown on "E2" and/or "E" drawings.
3. Equipment items listed on the Equipment Schedule, drawing EQ-1.

1.06 INSTALLATION BY GENERAL CONTRACTOR
A. All other material and labor shown or called for in the Documents shall be by the contractor (General), including rough-in and hook-up, decking, access panels, protection, and general coordination of items III, IV, and V.

1.07 CONTRACTOR USE OF PREMISES
A. Confine operations at Project Site to areas permitted by:
Law/Ordinances — Landlord
Permits — Contract Documents.
B. Do not unreasonably encumber Project Site with materials or equipment.
C. Do not load structure with weights that will endanger structure.
D. Assume full responsibility for protection & safekeeping of products stored on premises.
E. Move any stored products which interfere with operations of Owner or other contractor.

1.08 ABBREVIATIONS IN SPECIFICATIONS

accord	accordance	lbs.	pounds
Co.	Company	Mfg.	Manufacturing
Corp.	Corporation	No.	number
cu.cubic	o.c. on centers		
Div.	Division	o.d.	outside diameter
dia.	diameter psi	pounds per square inch	
ft.	foot (feet)	psf	pounds per square foot
gal.	gallon (gallons)	sq.	square
hr. hour	T & G	tongue and groove	
in. inch (inches)	U.S.	United States	
Inc.	Incorporated	yd.	yard (yards)

1.09 SYMBOLS IN SPECIFICATIONS
" "shall be" or "shall" – where used within sentences or phrases.
number
lb pound
& and
% percent
C Centigrade
F Fahrenheit
° degree
/ per, except where used to combine words; example: power/fuel.
" inch (inches)
' foot (feet)
@ at

1.10 REFERENCE STANDARDS AND SPECIFICATIONS
A. Comply with the applicable portions of standards and specifications published by the technical societies, institutions, associations and governmental agencies referred to in Specifications.
B. Comply with referenced standards and specifications; latest revision in effect at the time the Contract is executed, unless otherwise identified by date.
1. Exception: Comply with issues in effect as listed in governing legal requirements.
C. Listed hereinafter are the various organizations or references which may appear in the Specifications, along with their respective acronyms:

AA	Aluminum Association
AABC	Associated Air Balance Council
AAMA	Architectural Aluminum Manufacturers Association
AASHTO	American Association of State Highway and Transportation Officials
ABMA	American Boiler Manufacturers Association
ABPA	American Board Products Association
ACI	American Concrete Institute
ADA	Americans with Disabilities Act
AGA	American Gas Association
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
AMCA	Air Moving and Conditioning Association, Inc.
ANSI	American National Standards Institute
APA	American Plywood Association
AR	Air Conditioning and Refrigeration Institute
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
AWI	Architectural Woodwork Institute
AWPA	American Wood Preservers Association
AWPB	American Wood Preservers Bureau
AWS	American Welding Society
AWWA	American Water Works Association
CISPI	Cast Iron Soil Pipe Institute
CLMFI	Chain Link Manufacturers Institute
CRA	California Redwood Association
CRSI	Concrete Reinforcing Steel Institute
CS	Commercial Standards, U.S. Department of Commerce
CTI	Ceramic Tile Institute
DHI	Door and Hardware Institute
FGMA	Flat Glass Marketing Association
FM	Factory Mutual
FS	Federal Specifications
GA	Gypsum Association
GSM	Galvanized sheet metal (Sheet Steel)
IACS	International Annealed Copper Standards
ICEA	Insulated Cable Engineers Association
IEEE	Institute of Electrical and Electronic Engineers, Inc.
IES	Illuminating Engineering Society
MIA	Masonry Institute of America
MIA	Marble Institute of America
MLSFA	Metal Lath/Steel Framing Association
MS	Military Specifications
MSS	Manufacturers Standardization Society of the Valve & Fitting Industry
NAAMM	National Association of Architectural Manufacturers
NBS	National Bureau of Standards
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NSF	National Sanitation Foundation
NWMDA	National Wood Window and Door Association
PCA	Portland Cement Association
PCI	Pre-stressed Concrete Institute
PDI	Plumbing and Drainage Institute
PS	Product Standard, U.S. Department of Commerce
RIS	Redwood Inspection Service
SIGMA	Sheet Metal and Air Conditioning Manufacturers Association
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council
TCA	Tile Council of America
UL	Underwriters' Laboratories, Inc.
WCLIB	West Coast Lumber Inspection Bureau
WHI	Warnock Hersey International
WWPA	Western Wood Products Association

1.11 PRODUCT HANDLING AND PROTECTION
A. Transport, deliver, handle, & store materials & equipment at the Project Site in such a manner as to prevent the intrusions of foreign matter or moisture & to prevent damage.
B. Packaging: Provide packaged material in manufacturer's original containers with seals unbroken and labels intact until incorporated into the Work.
C. Remove damaged or otherwise unsuitable material and equipment promptly from the Project Site.
D. Protection: Protect all finished surfaces.

1.12 DEFINITION
A. Specified requirements apply to all work of the same type and class even though the word "all" may not appear.
B. The words, "perform", "furnish", "provide", "install", "test", "repair", "replace", and "remove" refer to actions which shall be performed by the Contractor.
C. The words "as shown", "as indicated" mean as drawn, detailed, scheduled, noted, or reasonably required by reference to the Contract Drawings.
D. Words "approved", "directed", "proper", "suitable", "acceptable", "satisfactory", "equal", "equivalent" and other words of similar meaning, exercise of judgment, refer to interpretation by the Architect/Owner's Representative, which shall be obtained in writing, prior to incorporating applicable product in the Work.
E. Terms "selected", "as selected", or other terms of similar meaning, shall mean selected by the Architect/Owner's Representative from referenced manufacturer and quality within price range established in Contract Documents.
F. "Project Site" or "Job Site" means "site of work under this Contract".
G. "Provide" means "furnish and install".
H. "Necessary" means "essential to completion of the Work and make it usable for the purpose intended".
I. "Required" means "as required by the Contract Documents and legal requirements".
J. "shall" means "mandatory".

END OF SECTION

SECTION 012200 – UNIT PRICES/CHANGE ORDERS

PART 1 – GENERAL

1.01 SUMMARY:
A. To enable the Owner to compare total costs where alternative materials and methods of construction might be used, Alternatives have been established as described on the Drawings and/or in this Section of the Project Manual.
B. Related Work:
1. Documents affecting work of this Section include, but are not necessarily limited to: General Conditions, Supplementary Conditions and Sections in Division 1 of the Project Manual.
2. Quotations for the Unit Price costs are shown on the Bid Form.

1.02 CHANGES TO THE WORK:
A. During the course of construction, the Owner may make changes to the Drawings and/or Specifications that may require additional work. The costs associated with those changes shall be determined as follows:
1. By the use of Unit Prices either submitted with the Contractor's bid or subsequently mutually agreed to. The Unit Prices shall include any and all overhead and profit.
2. By a Lump Sum price for each change supported by a detailed breakdown with the following limitations on mark-up by the Contractor:
a. Subcontractor Mark-up on own work: Ten percent 10%
b. General Contractor Mark-up on Subcontractor work: Five percent 5%
c. General Contractor Mark-up on own work: Five percent 5%
d. For material changes only, 10% for combined overhead and profit.
e. All mark-ups cannot exceed mark-up specified in Owner's Standard General Conditions of the Contract for Construction included in the above percentages are: Insurance, field and office supervision and assistance, use of small tools, incidental job burdens, general office expenses, and other normal overhead expenses.
B. Additional work resulting from changes shall be done on regular time unless authorized by the Owner.

END OF SECTION

SECTION 012205 – CONTRACT CONSIDERATIONS

1.00 GENERAL

1.01 SECTION INCLUDES
A. Application for Payment.
B. Change procedures.
C. Alternates.

1.02 APPLICATIONS FOR PAYMENT
A. See Article V of the construction contract, AIA A101.

1.03 CHANGE PROCEDURES
A. The Owner will advise the Contractor of minor changes in the work, not involving an adjustment to Contract Sum/Price or Contract Time, in writing (i.e., RFI or Work Request).
B. The Owner may issue a Proposal/Request which includes a detailed description of a proposed change with supplementary or revised drawings & specifications. Contractor will prepare and submit a response, including estimate of costs and any change in Contract time, within 5 days.
C. The Contractor may propose changes by submitting a request for change or a Request for Information to the Owner, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change, and the effect on the contract sum/price and contract time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions.
D. Stipulated Sum/Price Change Order: Based on Proposal/Request and Contractor's fixed price quotation or Contractor's request for a Change Order as approved by Owner.
E. Construction Change Authorization: Owner may issue a Work Request instructing the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order. Document will describe changes in the Work, & describe method of determining any change in Contract Sum/Price or Contract Time. Promptly execute the change. The cost & time impacts will be presented to the Owner within 5 days.
F. Time and Material Change Order: Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract. Owner will determine the change allowable in Contact Sum/Price and Contract Time as provided in the Contract Documents.

1.04 ALTERNATES
A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at the Owner's option. Accepted Alternates will be identified in Owner–Contractor Agreement.
B. Coordinate related work and modify surrounding work as required.
C. Schedule of Alternates: Refer to Bidding requirements.

END OF SECTION

SECTION 012300 – ALTERNATIVES

PART 1 – GENERAL

1.01 SUMMARY:
A. To enable the Owner to compare total costs where alternative materials and methods of construction might be used, Alternatives have been established as described on the Drawings and/or in this Section of the Project Manual.
B. Related Work:
1. Documents affecting work of this Section include, but are not necessarily limited to: General Conditions Supplementary Conditions and Sections in Division 01.
2. Materials and methods to be used in the Base Bid and in the Alternatives also may be described on the Drawings and/or in pertinent other Sections of the specifications.
3. Method of quotation of the cost of each Alternate, and the basis of the Owner's acceptance of Alternates: Bidding Documents.
4. Incorporation of Alternates into the work: Owner–Contractor Agreement.

1.02 SUBMITTALS:
A. All Alternatives described in this Section are required to be reflected on the Bid Form as submitted by the bidder.
B. Do not submit Alternatives other than as described in this Section, except as provided for "Substitutions" under Division 01.

1.03 ALTERNATIVES:
A. If the Owner elects to proceed on the basis of one or more of the described Alternatives, make modifications to the Work required in providing the selected Alternative or Alternatives to the approval of the Owner's Construction Representative and at no additional cost to the Owner except as proposed on the Bid Form.

1.04 ADVANCE COORDINATION:
A. Immediately after award of the Contract, or as soon thereafter as the Owner has made a decision on which, if any of the Alternatives will be selected, thoroughly and clearly advise necessary personnel and suppliers as to the nature of Alternatives selected by the Owner.

END OF SECTION

SECTION 012500 – PRODUCTS AND SUBSTITUTIONS

1.00 GENERAL

1.01 SECTION INCLUDES
A. Provide all Products as indicated & specified for use in this Project & product Substitutions.
B. The term "product" includes materials, systems, and equipment.

1.02 DESCRIPTION OF REQUIREMENTS
A. These specifications are based on the "prior approval" method of allowing material substitutions. The Owner shall be the sole judge of products and equipment recommended by the contractor for use.
B. All requests for "substitutions" shall be made in accordance with this Section, prior to award of contract. Requests for substitutions after award of contract may be considered by the Owner, if due to delay of schedule.
1. The Contractor's requests for changes in the products, materials, equipment & methods of construction required by the Contract Documents and not indicated on the submittals.
C. Where a proposed substitution involves the work of more than one trade, each subcontractor involved shall cooperate and coordinate the work with each other's prime contractor involved, so as to provide uniformity and consistency and to assure the compatibility of products.

1.03 SUBMITTALS
A. Requests for "substitutions" shall be accompanied with product samples, technical data, and reason for the request. Reason for substitution shall be described in a cover letter from the contractor making the request. The Owner's Project Manager will review submitted information and based on such, will allow or deny the request.

1.04 INTERFERENCES
A. Substitutions of materials shall not be offered unless a thorough check is made of all related items and interferences, revised arrangements and other changes that may result.

1.05 RESPONSIBILITY
A. Contractor offering a substitution shall accept responsibility for its effect on the Work of all adjacent trades, including possible delays in completion of the Work. All costs of changes in the Work of other trades and Drawings, etc., affected by inclusion of Contractor requested substitutions shall be paid by the contractor requesting such substitution.
1. Award of the Contract in accordance with Contract Documents requires that the specified materials shall be furnished and installed.
2. Substitutions will only be allowed by the Owner's Project Manager, upon proof by the Contractor that the substitution is beneficial to the Owner, is of equal or better value, and will expedite the Project.
3. All materials proposed for use and all materials incorporated into the work shall be of first quality with no manufactured 'Seconds'. Manufacturer's standard 'deviation' for quality standards shall be submitted to the Owner's Project Manager for review.

1.06 SUBSTITUTION REQUEST SUBMITTAL
A. Requests for Substitutions: Submit two (2) copies of each request for substitution, no request submitted identify the product or fabrication or installation method to be replaced by the substitution; include related specification section and drawing numbers, and complete documentation showing compliance with the requirements for substitutions.
B. Provide to the Owner detailed information and reason for requested substitution.

1.07 OWNER'S REPRESENTATIVE ACTION
A. The Owner's Project Manager will notify the Contractor of either the acceptance or rejection of the proposed substitution.

END OF SECTION

2.00 PRODUCTS

2.01 GENERAL PRODUCT COMPLIANCE
A. Compliance with codes, compliance with graphic details, allowances, and similar provisions of the contract documents also have a bearing on the selection process.
B. Compliance with Standards, Codes and Regulations: Where the specifications require only compliance with an imposed standard, code or regulation, the Contractor has the option of selecting a product that complies with specification provisions including the standards, codes and regulations.
C. Visual Matching: Where matching an established sample is required, the final judgment of whether a product proposed by the Contractor matches the sample satisfactorily will be determined by the Owner's Project Manager.

3.00 EXECUTION

3.01 INSTALLATION OF PRODUCTS
A. General: Except as otherwise indicated in individual sections of these specifications, comply with the manufacturer's instructions & recommendations for installation of the products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other work. Clean exposed surfaces and protect surfaces and necessary to ensure freedom from damage and deterioration at time of acceptance.

END OF SECTION

SECTION 013216 – PROGRESS SCHEDULES

PART 1 – GENERAL

1.01 SUMMARY:
A. To assure adequate planning and execution of the Work so that the Work is completed within the number of calendar days allowed in the Contract, and to assist the Owner's Representative in appraising the reasonableness of the proposed schedule and in evaluating progress of the Work, prepare and maintain the schedules and reports described in this Section.

1.02 SUBMITTALS:
A. Comply with pertinent provisions of Section 013300.
B. Preliminary Analysis: Submit preliminary outline Schedules within 20 days after date of Owner–Contractor Agreement for coordination with Owner's requirements for work of separate contracts.
C. Construction Schedule: After Owner's Representative review, submit detailed Schedules within 15 days, modified to accommodate revisions requested by Construction Manager.
D. Periodic Reports: Along with each formal Submittal of Request for Payment, Contractor shall submit to the Owner's Representative a revised Construction Schedule updated as described in Part 3 of this Section.
E. Number of Copies: Submit the number of reproductions which Contractor requires, plus two copies which will be retained by Owner's Representative.

1.03 QUALITY ASSURANCE:
A. The construction schedule as approved by the Owner's Representative will be an integral part of the Contract and will establish interim completion dates for the various activities under the Contract.
B. Should any activity not be completed within 15 days after the stated scheduled date, the Owner shall have the right to require the Contractor to expedite completion of the activity by whatever means the Owner deems appropriate and necessary, without additional compensation to the Contractor.
C. Should any activity be 30 days or more behind schedule, the Owner shall have the right to perform the activity or have the activity performed by whatever method the Owner deems appropriate.
D. Costs incurred by the Owner and by the Owner's Representative in connection with expediting construction activity in this Article shall be reimbursed by the Contractor.
E. It is expressly understood and agreed that failure by the Owner to exercise the option either to perform the activity or to expedite the activity, or to expedite the activity by other means, shall not be considered to set a precedent for any other activities.

PART 2 – PRODUCTS

2.01 CONSTRUCTION SCHEDULE FORMAT:
A. Prepare network analysis system using the critical path method, as outlined in the Associated General Contractors of America (AGC) publication, "The Use of CPM in Construction – A Manual for General Contractors".
B. Sequence of Listings: The chronological order of the start of each item of Work.
C. Scale and Spacing: To provide space for notations and revisions.

2.02 CONTENT:
A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
B. Provide sub-schedules to define critical portions of entire Schedule.
C. Provide separate schedule of submittal dates for shop drawings, product data, and samples, including Owner furnished products and dates reviewed submittals will be required from Owner's Representative/Engineer. Show decision dates for selection of finishes.
D. Show delivery dates required for Owner furnished products.

PART 3 – EXECUTION

3.01 CONSTRUCTION SCHEDULE:
A. Within the limits of Paragraph 1.02–B above, complete the construction analysis in preliminary form, meet with the Owner's Representative, review contents of the proposed construction schedule, and make all revisions agreed upon.
B. Submit completed Construction Schedule in accordance with Paragraph 1.02–C above.

3.02 PERIODIC REPORTS:
A. As required under Paragraph 1.02–D above, update the approved. Construction Schedule as required.
1. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
2. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
3. Provide a written narrative report to define problem areas, anticipated delays, and impact on Schedule. Report corrective action taken, or proposed, and its effect, including the effect of changes on schedules of separate contractors.

3.03 REVISIONS:
A. Make only those revisions to the approved Construction Schedule as are approved in advance by the Owner's Representative.

3.04 DISTRIBUTION:
A. Distribute copies of reviewed Schedules to job site file, subcontractors, suppliers, and other concerned entities.
B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in Schedules.

END OF SECTION

SECTION 013300 – SUBMITTALS

1.00 GENERAL

1.01 SECTION INCLUDES
A. All labor, material, equipment, and service necessary to provide required SUBMITTALS in accordance with the General Conditions and requirements indicated and specified.
B. Contractors are intended for use as quality control guidelines only by the Owner's Project Manager, not as supplements to Construction Drawings. The Contractor shall make submittals to the Owner's Project Manager for the purpose of clarification of Construction Drawings as directed. However, review of submittals will not relieve the Contractor of his responsibility for compliance with Construction Documents.

1.02 DESCRIPTION OF REQUIREMENTS
A. These specifications procedural requirements for submittals including shop drawings, product data, samples and other miscellaneous required submittals required to amplify, expand and coordinate the information contained in the Contract Documents.
B. Submittal review by the Owner shall not relieve the Contractor of responsibility for accuracy of such submittals, nor proper fitting, construction of Work, furnishing of materials, or Work required by Contract Documents and not indicated on the submittals.
1. Submittal review shall not be construed as approving departures from Contract Requirements. Departures from construction drawings shall be so noted on submittals and reviewed.
2. Departures without the Owner's review and acceptance will not be allowed.
3. Owner has the right to reject any or all submittals.

2.00 PRODUCTS

2.01 GENERAL
A. Submittals are not generally required if the specifications do not require them. Substitutions are "submittals". The following list of submittals shall be provided to the Owner's Project Manager as specified herein. Only these required submittals shall be provided.
1. Quantities for Owner furnished carpets, Division 09, (2) each
2. Quantities for Owner furnished wall coverings, Division 09, (2) each.
3. Soil compaction reports, Section 023000, (2) each.
4. Land Surveyor certifying location and elevation of improvements, (2) each.
5. Shop Drawings and structural calculations for prefabricated, wood roof system, Division 06, (2) each.
6. Concrete Mix Design, Division 04, (2) each.
7. Concrete Test Reports, Division 04, (2) each.
8. Brick samples, Division 04, (2) each.
B. Correspondence with the Owner's Project Manager relating to delivery dates and schedules shall not be considered as a submittal and shall be processed as required by job conditions.
C. Refer to Section 012500, Products and Substitutions, for requirements relating to Contractor requested alternates and substitutions requiring submittals.
D. Refer to Section 017700, Project Closeout, for requirements relating to correspondence and submittals required to completing the Project.
E. The Contractor shall coordinate and provide to his subcontractors, additional copies of submittals as required for construction.

3.00 EXECUTION

3.01 CONTRACTOR'S ACTION
A. Before transmitting submittal for review, the Contractor shall check submittal of Subcontractors for accuracy, ascertain that all Work contiguous with and having bearing on other Work shown is accurate and that Work shown is in conformity with Contract requirements.
B. All submittals when submitted, shall bear the stamp of approval of the Contractor, as evidence that such submittals have been checked by him.

END OF SECTION

SECTION 013323 – SHOP DRAWINGS, PRODUCT DATA and SAMPLES

PART 1 – GENERAL

1.01 SUMMARY:
A. Make submittals required by the Contract Documents, and review and resubmit as necessary to establish compliance with the specified requirements, all as described in this Section.
B. Related Work:
1. Documents affecting work of this Section include, but are not necessarily limited to: General Conditions, Supplementary Conditions, and Sections in Division 01 of these specifications.
2. Individual requirements for submittals also may be described in pertinent Sections of these Specifications.
3. The process for securing approval of proposed substitutions is described in Section 012500, "Products and Substitutions".

C. Work not included:
1. Unrequired submittals will not be reviewed by the Owner's Representative.
2. The Contractor may require his subcontractors to provide setting drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Owner's Representative unless specifically called for within the Contract Documents.

1.02 SUBMITTALS:
A. Make submittals of Shop Drawings, Samples, substitution requests, and other items in accordance with the provisions of this Section.

1.03 QUALITY ASSURANCE:
A. Coordination of Submittals:
1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
2. Verify that each item and the submittal for it conform in all respects with the specified requirements.
3. By affixing the Contractor's signature to each submittal, he certifies that this coordination has been performed.

PART 2 – PRODUCTS

2.01 SHOP DRAWINGS:
A. Present in a clear and thorough manner. Title each drawing with Project name and number; identify each element of drawings by reference to sheet number and detail, schedule, or room number of Contract Documents.
B. Identify field dimensions; show relation to adjacent or critical features of Work or other products.
C. Submit the number of reproductions of shop drawings which are required to be returned to the Contractor, plus three copies which will be retained by the Owner's Representative.

2.02 MANUFACTURERS' LITERATURE:
A. Where contents of submitted literature from manufacturers includes data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
B. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the Work. Delete information not applicable.
C. Provide manufacturer's preparation, assembly, and installation instructions.
D. Submit the number of copies which are required to be returned to the Contractor, plus three copies which will be retained by the Owner's Representative.

2.03 SAMPLES:
A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of Submittals" below.
B. Number of Samples Required:
1. Unless otherwise specified, submit Samples in the quantity which are required to be returned to the Contractor, plus three copies which will be retained by the Owner's Representative.
2. By prearrangement in specific cases, a single Sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Owner's Representative.

2.04 COLORS AND PATTERNS:
A. Unless the precise color and pattern is specifically called out in the Contract Documents, make selection of color or pattern is available in the specified products, submit accurate color and pattern charts to the Owner's Representative for selection.

PART 3 – EXECUTION:

3.01 IDENTIFICATION OF SUBMITTALS:
A. Consecutively number all submittals.
1. When material is resubmitted for any reason, transmit under a new letter of transmittal and with a new submittal number.
2. On resubmittals, cite the original submittal number for reference.
B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
D. Submittal Log:
1. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times.
2. Make the submittal log available for the Owner's Representative's review upon request.

3.02 GROUPING OF SUBMITTALS:
A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
1. Partial submittals may be rejected as not complying with the provisions of the Contract.
2. The Contractor may be held liable for delays so occasioned.

3.03 TIMING OF SUBMITTALS:
A. Make submittals far enough in advance of scheduled dates for installation to provide time required for reviews, for securing necessary approvals, for possible revisions and resubmittals, and for placing orders and securing delivery.
B. In scheduling, allow at least 15 days for review by the Owner's Representative following the Owner's Representative's receipt of the submittal.

3.04 DISTRIBUTION:
A. Distribute reproductions of shop drawings, copies of product data, and samples, which bear the Owner's Representatives stamp of review to job site file, Record Documents file, subcontractors, suppliers, and other entities requiring information.

END OF SECTION

SECTION 014500 – QUALITY CONTROL SERVICES

1.00 GENERAL

1.01 SECTION INCLUDES
A. Provide Quality Controls Services, including laboratory services and inspections, required during the course of construction of this Project.
B. This Section is complementary to the General Conditions and Supplementary General Conditions and nothing herein shall be considered to waive requirements of the General Conditions and Supplementary General Conditions.

1.02 DESCRIPTION OF REQUIREMENTS
A. General: Required inspection and testing services are intended to assist in the determination of probable compliance of the work w/requirements specified or indicated. These required services do not relieve the Contractor of responsibility for compliance with these requirements or for compliance with requirements of the Contract Documents.
B. Specific quality control requirements for individual units of work are specified within the technical sections of these specifications. These requirements, including inspections and tests, covering production of standard products, fabrication of customized work, and installation procedures.

1.03 RESPONSIBILITIES
A. Inspections, tests and similar quality control services are the Contractor's responsibility; these services also include those specified to be performed by an independent agency and not directly by the Contractor. Costs for these services shall be included in the Lump Sum Contract Amount.
B. Retest Responsibility: Where results of required inspections, tests and similar services prove unsatisfactory and do not comply with the requirements of the contract documents, then retests are the responsibility of the Contractor. Where required tests are performed on original work, retesting of work revised or corrected by the Contractor is the Contractor's responsibility.

1.04 QUALITY ASSURANCE
A. Qualification for Service Agencies: Except as otherwise indicated, engage inspection and test service agencies, including independent testing laboratories, which are pre-qualified as complying with "Recommended Requirements for Independent Laboratory Qualification" by the American Council of Independent Laboratories, and which are recognized in the industry as specialized in the types of inspections and tests to be performed.

1.05 SUBMITTALS
A. Report Data: Written reports of each inspection, test and similar service shall be provided as follows:
1. Owner's Project Manager – 2 copies
2. Contractor – As Required

2.00 PRODUCTS – Not Applicable

3.00 EXECUTION

3.01 REPAIR AND PROTECTION
A. General: Upon completion of inspection, testing, sample-taking and similar services performed on the work, repair damaged work and restore substrates and finishes to eliminate deficiencies, including deficiencies in the visual qualities of exposed finishes.
B. Protect work exposed by or for quality control service activities, and protect repaired work. Repair and protection shall be the Contractor's responsibility.

END OF SECTION

SECTION 015000 – TEMPORARY FACILITIES

1.00 GENERAL

1.01 SECTION INCLUDES
A. Provide Temporary Facilities required to facilitate construction of this Project.

1.02 DESCRIPTION OF REQUIREMENTS
A. This section specifies administrative and procedural requirements for temporary services and facilities, including such items as temporary utility services, temporary construction and support facilities, and project security and protection.
B. Use Charges: No cost or usage charges for temporary services or facilities are chargeable to the Owner or the Project Manager on new construction. For conversions, established utilities will be considered permanent and not a part of this section. Cost and use charges for temporary services and facilities will not be accepted as a basis of claims for a change-order extra.

2.00 PRODUCTS

2.01 MATERIALS AND EQUIPMENT
A. General: Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards.

2.02 ELECTRICAL SERVICE
A. Comply with all applicable standards and governing regulations for materials and layout of temporary electric service, including those requirements included in Division 26 sections.
B. Electrical Power Source: Use only grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Use single lengths or use waterproof connectors to connect separate lengths of electric cords, if single lengths will not reach areas of work.
C. Lamps and Lighting: Provide general service incandescent lamps of wattage required for adequate illumination. Protect lamps with guard cages or tempered glass enclosures, where fixtures are exposed to breakage by construction operations. Provide exterior fixtures where fixtures are exposed to the weather or moisture.

2.03 TEMPORARY OFFICES
A. Construction for temporary offices, fabrication shops, storage sheds and similar construction shall be either standard prefabricated or mobile units or the equivalent job-built construction. Provide insulated, weatherproof, lockable and air-conditioned, lockable entrances, operable windows, roofing, foundations adequate for anchorage and bracing, including wind loads, electrical, mechanical and electrical equipment necessary to achieve ambient conditions.

2.04 FIRE EXTINGUISHERS
A. Provide type "A" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical or grease-oil-flammable liquid fires. In other locations provide type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case.
B. Comply with the applicable recommendations of NFPA Standard 10 "Standard for Portable Fire Extinguishers". Locate fire extinguishers where they are most convenient and effective for their intended purpose, but provide not less than one extinguisher on each floor at or near each usable stairwell. Store combustible materials in containers in recognized fire safe locations.

3.00 EXECUTION

3.01 INSTALLATION, GENERAL
A. General: Use qualified tradesmen for installation of temporary services and facilities. Locate temporary services and facilities where they will serve the entire project adequately and result in minimum interference with performance of the Work.
B. Relocate, modify and extend services and facilities as required during the course of work so as to accommodate the entire work of the project.

3.02 TEMPORARY UTILITY INSTALLATION
A. General: Engage the local utility company to install temporary service to the project, or to make connections to existing service. Arrange with the companies and existing users for an acceptable time when service can be interrupted, where necessary, to make connections for temporary services.
B. Water Service shall be furnished, installed, with distribution piping of sizes and pressures adequate for construction purposes during the construction period and until permanent service is in use.
C. Temporary Electric Power Service shall be provided with weatherproof, grounded temporary electric power service and distribution system of sufficient size, capacity, and power characteristics to accommodate performance of work during the construction period.
1. Install service and grounding in compliance with the National Electric Code (NFPA 70). Include necessary meters, transformers, overload protected disconnect and main distribution switch gear.
2. Connect temporary service to the local electric power company main in the manner directed by company officials. Pay use charges, whether metered or otherwise, for electricity used by all entities authorized to be at or to perform the work at the project site. Exercise control over power usage in an effort to conserve energy.
3. Provide temporary service with an automatic ground–fault interrupter feature, activated from the circuits of the system.
D. Temporary Lighting shall be provided.
1. Provide not less than one 200 watt incandescent lamp per 1000 square feet of floor area, uniformly distributed, for general construction lighting, or equivalent illumination of a similar nature.
2. In corridors and similar traffic areas provide one 100 watt incandescent lamp every 50 feet.
3. Install and operate temporary lighting that will fulfill security and protection requirements, without the necessity of operating the regular lighting system.
4. Provide adequate lighting for the installation of ceramic tile as specified under Section 093013. Lighting level shall be equal to the permanent lighting level design for the area receiving the tile work.
E. Arrange for the local telephone company to install temporary service to the project. Minimum service to be one line with call waiting and one separate line primarily dedicated for fax use. One telephone is to be available for use by the Owner's Project Manager at no cost.

3.03 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION
A. General: Provide a reasonably neat and uniform appearance in temporary construction and support facilities acceptable to the Owner's Project Manager.
1. Locate field offices, storage and fabrication sheds and other support facilities for easy access to the Work. Position offices so that windows give the best possible view of construction activities.
2. Except as otherwise indicated, make the changeover from use of temporary services and facilities to use of permanent services and facilities at the earliest feasible date at each portion of the building, to minimize hazards and interferences with performance of the Work.
3. Maintain field offices, storage and fabrication sheds, temporary sanitary facilities, waste collection and disposal systems, and project identification and temporary signs until near substantial completion. Immediately prior to substantial completion remove these facilities. Personnel remaining at the site beyond substantial completion will be permitted to use certain permanent facilities, under restricted use conditions acceptable to the Owner.
4. Six weeks prior to Substantial Completion, a separate temporary office is to be provided for use by INOP Operations.
B. Sanitary Facilities shall be provided including temporary toilets, wash facilities and drinking water fixtures. Comply with governing regulations including safety and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install in locations that will best serve the project's needs.
1. Toilets: Install self–contained toilet units or water and sewer connected temporary toilet facilities, to the extent permitted by governing regulations. Use of pit–type privies will not be permitted.
2. Drinking Water shall be provided; drinking water fountains where and when