

PROJECT MANUAL

PROJECT:

SOUTHWESTERN JUNIOR HIGH SCHOOL
DEMOLITION
390 South Washington Avenue
Battle Creek, Michigan

OWNER:

BATTLE CREEK PUBLIC SCHOOLS
3 West Van Buren Street
Battle Creek Michigan 49017

TMP PROJECT NO.: 25040

DATE: January 12, 2026
ISSUED FOR CONSTRUCTION DOCUMENTS

ARCHITECT

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CONSTRUCTION MANAGER

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SECTION 00 0115 - LIST OF DRAWINGS

LIST OF DRAWINGS

1.01 GENERAL

- A. Drawings: Drawings consist of the Contract Drawings including drawings listed on the TITLE SHEET page of the separately bound drawing set titled Battle Creek Public Schools - Demolition of Southwestern Junior High School, dated 01-12-2026 and any subsequent Addenda and Contract modifications which may occur.

END OF SECTION 00 0115

SECTION 00 8200.01 - TMP ELECTRONIC FILE RELEASE FORM

RE: AUTHORIZATION FORM FOR CAD FILE TRANSFERS

PROJECT NAME: _____

TMP PROJECT NO. : _____ **BID PACK NO.** _____

DEAR SIR/MADAM:

- A. Per your request, TMP Architecture, Inc. will electronically transmit requested CAD files upon receipt of an original signed copy of this form which states the conditions of agreement and the receipt of the required compensation fee.
- B. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
- C. It is further understood and agreed that the undersigned will hold TMP Architecture, Inc. and its Consultants harmless and indemnify TMP Architecture, Inc. and its Consultants from all claims, liabilities, losses, and so forth, including attorney's fees arising out of the use or misuse of the transferred files.
- D. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are [AutoCAD version 2018 dwg files].
- E. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
- F. As a record of information to be transmitted, TMP Architecture, Inc. will prepare a duplicate electronic back-up for its record.
- G. Compensation for providing this material will be as follows:
 - 1. Base Fee of [\$250] for 1 to 3 Drawings.
 - 2. Base Fee of [\$500] for 4 to 10 Drawings.
- H. For each additional Drawing after 10 the fee is [\$40] per Drawing.
- I. Example: [11 drawings = \$540].
- J. Payment must be provided along with a signed copy of this form before files will be released. Please remit to [Construction Manager] to be forwarded to the Project Manager at TMP Architecture, Inc. and allow five working days for processing.

FEE: \$ _____

REQUESTED DRAWINGS: _____

FIRM REQUESTING FILES:

Company: _____

Address: _____

Signed: _____ Date: _____

Printed Name / Title: _____

Email: _____

TO BE COMPLETED BY TMP ARCHITECTURE, INC.

Released(signed by): _____ TMP Architecture, Inc.

Printed Name/Title: _____ Date: _____
END OF SECTION 00 8200.01

SECTION 00 8200 - AVAILABILITY OF ELECTRONIC FILES**AVAILABILITY OF ELECTRONIC FILES****1.01 POLICY**

- A. As a service to Contractor, subcontractors, vendors, material suppliers and others needing electronic copies of Drawings, the Architect will provide CAD files electronically in accordance with the following policy:
1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
 2. It is further understood and agreed that the undersigned will hold TMP Architecture, Inc. and its Consultants harmless and indemnify TMP Architecture, Inc. and its Consultants from all claims, liabilities, losses, and so forth, including attorney's fees arising out of the use or misuse of the transferred files.
 3. It is understood and agreed that the files transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD version 2018 dwg files.
 4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
 5. As a record of information to be transmitted, TMP Architecture, Inc. will prepare a duplicate electronic back-up for its record.
 6. Compensation Fee for providing this material will be as follows:
 - a. Base Fee of \$250 for 1 to 3 Drawings.
 - b. Base Fee of \$500 for 4 to 10 Drawings.
 - c. For each additional Drawing after 10, the fee is \$40 per Drawing.
 - 1) Example: 11 Drawings = \$540.
 7. A signed copy of the Release Form and Fee must be provided before files will be released.

1.02 REQUEST PROCEDURE

- A. To receive Drawing CAD files the Release Form must be completed in full and submitted to the Construction Manager to be forwarded to the Project Manager at TMP Architecture, Inc.
1. A signed copy of the Release Form must be submitted.
 - a. Faxed or emailed copies will be accepted.
 2. Upon remittance of the signed Release Form and Fee, allow five working days for processing.
 3. Transmission of Drawings will be provided electronically after the receipt of Fee.

1.03 RELEASE FORM

- A. Release Form is located immediately after this Section. Refer to Section 00 8200.01 Electronic Files Release Form.

END OF SECTION 00 8200

SECTION 01 2500.01 - TMP SUBSTITUTION REQUEST FORM

SUBSTITUTION REQUEST NUMBER: _____ DATE SUBMITTED: _____

TMP PROJECT NUMBER _____ PROJECT NAME: _____

SPECIFIED ITEM

SPECIFICATION TITLE: _____

SPECIFICATION SECTION _____ SPECIFICATION ARTICLE/PARAGRAPH: _____

SPECIFIED PRODUCT / DESCRIPTION: _____

SPECIFIED MANUFACTURER: _____

SPECIFIED PRODUCT / MODEL: _____

REASON SPECIFIED ITEM CANNOT BE PROVIDED: _____

PROPOSED SUBSTITUTION

DESCRIPTION OF PROPOSED SUBSTITUTION: _____

PROPOSED MANUFACTURER: _____

ADDRESS: _____

WEBSITE: _____

PRODUCT / MODEL: _____

YEARS PRODUCT/MODEL HAS BEEN MANUFACTURED: _____

DIFFERENCES BETWEEN PROPOSED SUBSTITUTION AND SPECIFIED ITEM: _____

WILL PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK? NO YES

IF YES, EXPLAIN HOW: _____

HOW WILL SUBSTITUTION BENEFIT THE OWNER: COST SAVINGS TIME SAVINGS OTHER

PROVIDE SPECIFIC DETAILS: _____

THE FOLLOWING INFORMATION IS REQUIRED; CHECK TO INDICATE INFORMATION IS ATTACHED. (REQUEST WILL BE REJECTED WITHOUT REQUIRED DATA)

32.01

- A. List of references where proposed product has been installed; include address, owner, architect, and date installed.
- B. Product data sheets.
- C. Applicable certificates and test reports.

- D. Comparative Data: Provide point-by-point, side-by-side comparison of specified product and proposed substitution addressing essential attributes specified.

INDICATE WHICH OF THE FOLLOWING VOLUNTARY INFORMATION IS ATTACHED, IF ANY:

- DRAWINGS.**
- SAMPLES.**
- OTHER ITEMS:** _____

SIGNATURE

THE UNDERSIGNED CERTIFIES:

The proposed substitution meets or exceeds the quality level of the specified product, equipment, assembly, or system.

To provide the same warranty for the substitution as for the specified product.

Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.

Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.

The proposed substitution will have no adverse effects on other work.

The proposed substitution will not affect project schedule.

Waives claims for additional costs or time extension that may subsequently become apparent.

CONTRACTOR / COMPANY: _____

SIGNED BY: _____ **PRINTED NAME:** _____

TITLE: _____

ADDRESS: _____

EMAIL: _____ **PHONE:** _____

ARCHITECT'S RESPONSE

- A. During bidding, Architect will approve substitution requests by issuing an Addendum. Substitutions not approved by addendum are rejected.
- B. During construction, Architect will notify Contractor in writing (see below) of decision to accept or reject request, and incorporate the substitution into the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments as provided for in the Conditions of the Contract.

SUBSTITUTION APPROVED - PROVIDE SUBMITTALS PER SECTION 01 3000 AND RESPECTIVE SECTION FOR WHICH SUBSTITUTION WAS MADE.

SUBSTITUTION REJECTED - PROVIDE SPECIFIED MATERIALS.

SIGNED BY: _____ **PRINTED NAME:** _____

ARCHITECT'S COMMENTS: _____

END OF SECTION 01 2500.01

SECTION 01 2500 - SUBSTITUTION PROCEDURES**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Procedural requirements for proposed substitutions.

1.02 RELATED REQUIREMENTS

- A. Section 01 2500.01 - TMP Substitution Request Form.

1.03 DEFINITIONS

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, and equipment.
 - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
 - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.
- B. Substitutions: Any proposed substitution to be evaluated by the Architect and accepted as stipulated below.

PART 2 PRODUCTS - NOT USED**PART 3 EXECUTION****3.01 GENERAL REQUIREMENTS**

- A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
 - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
 - 5. Waives claims for additional costs or time extension that may subsequently become apparent.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
 - 1. Note explicitly any non-compliant characteristics.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
 - 1. Forms included in the Project Manual are adequate for this purpose, and must be used.
- D. Limit each request to a single proposed substitution item.
 - 1. Submit an electronic document, combining the request form with supporting data into single document.

3.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT

- A. Submittal Time Restrictions:
- B. Substitution Request Form: TMP Substitution Request Form must be completed and provided at the beginning of each substitution request.
 - 1. Refer to Section 01 2500.01 - TMP Substitution Request Form.
 - 2. Submittals without a completed TMP Substitution Request Form will not be acknowledged, reviewed, or returned. Use only this form; other forms of submission are unacceptable.
- C. Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period.

3.03 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Substitution Request Form: TMP Substitution Request Form must be completed and provided at the beginning of each substitution request.
 - 1. Refer to Section 01 2500.01 - TMP Substitution Request Form.
 - 2. Submittals without a completed TMP Substitution Request Form will not be acknowledged, reviewed, or returned. Use only this form; other forms of submission are unacceptable.
- B. Submit request for Substitution for Cause immediately upon discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
- C. Submit request for Substitution for Convenience within 14 days of discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
 - 1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Owner through cost savings, time savings, greater energy conservation, or in other specific ways.
 - 2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
 - 3. Bear the costs engendered by proposed substitution of:
 - a. Owner's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
 - b. Other unanticipated project considerations.
- D. Substitutions will not be considered under one or more of the following circumstances:
 - 1. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
 - 2. Without a separate written request.

3.04 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.
 - 1. During construction, Architect's decision following review of proposed substitution will be noted on the submitted form.
 - 2. During bidding, Architect will approve substitution requests by issuing an Addendum. Substitutions not approved by addendum are rejected.

3.05 ACCEPTANCE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

3.06 CLOSEOUT ACTIVITIES

- A. See Section 01 7800 - Closeout Submittals, for closeout submittals.

END OF SECTION 01 2500



SUBMITTAL AND SAMPLE TRANSMITTAL FORM

01 1300.02

| CONST. MANAGER / CONTRACTOR | | PROJECT | TMP PROJECT NO. | DATE SUBMITTED | SUBMITTAL NO. | | |
|--|------------------------------|--------------------|-----------------------|--|--------------------|--------------------------|---------------|
| Name and Address: | | Title: | | | | | |
| | | | * ACTION CODES | | Initial Submittal | <input type="checkbox"/> | |
| | | | R | Reviewed – No Exceptions Taken | Resubmittal | <input type="checkbox"/> | |
| | | | RN | Reviewed with Corrections Noted | | | |
| Email: | | Location: | RR | Revise and Resubmit | REVIEWED BY | | |
| | | | X | Not Approved – Resubmit | TMP | <input type="checkbox"/> | |
| Phone: | | | NA | No Action Taken – Not Reviewed | Consultant | <input type="checkbox"/> | |
| | | | | | | Reviewer: | |
| SPECIFICATION SECTION NO. | SUBCONTRACTOR / MANUFACTURER | ITEM DESCRIPTION | NO. OF SAMPLES | NO. OF SAMPLES RETURNED | ACTION CODE * | DATE REVIEWED | DATE RETURNED |
| | | | | | | | |
| Transmittal shall be for one specification section only; do not submit items from multiple sections under the same transmittal. Multi-section submittals will be returned; stamped "X - Not Approved - Resubmit" | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| Submittal Stamps may be placed on subsequent blank page. | | | | | | | |
| CONTRACTOR COMMENTS | | ARCHITECT COMMENTS | | The undersigned certifies that the above submitted items have been reviewed in detail and are correct and in strict conformance with the Contract Documents except as otherwise noted. NOTE: Approval of items submitted does not relieve Contractor from complying with all requirements of the Contract Documents. | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | CONTRACTOR NAME | | | |
| | | | | SIGNATURE | | | |
| | | | | | | | |

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SECTION 01 3000 - ADMINISTRATIVE REQUIREMENTS**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Submittals for review, information, and project closeout.
- B. Number of copies of submittals.
- C. Requests for Interpretation (RFI) procedures.
- D. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 3000.01 - TMP Submittal and Sample Transmittal Form.

1.03 REFERENCE STANDARDS

- A. AIA G716 - Request for Information; 2004.
- B. CSI/CSC Form 13.2A - Request for Information; Current Edition.

PART 2 PRODUCTS - NOT USED**PART 3 EXECUTION****3.01 REQUESTS FOR INTERPRETATION (RFI)**

- A. Definition: A request seeking one of the following:
 - 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 - 2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
 - 2. Prepare in a format and with content acceptable to Architect. Use one of the following:
 - a. Use AIA G716 - Request for Information .
 - b. Use CSI/CSC Form 13.2A - Request for Interpretation.
 - c. Other format acceptable to Architect.
 - 3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
 - 4. Submit RFIs through Procure, email, or other approved method agreed to by the Architect and Owner.
 - a. RFIs submitted via an internet-based submittal service are to send electronic documents to the Architect via email with a downloadable link.
- C. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
 - 1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
 - 2. Improper RFIs: Requests not prepared in conformance to requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response and may include an explanatory notation.
 - 3. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, the Contract Documents, with no additional input required to clarify the question. They will be returned without a response and may include an explanatory notation.

- a. The Owner reserves the right to assess the Contractor for the costs (on time-and-materials basis) incurred by the Architect, and any of its consultants, due to processing of such RFIs.
- D. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
 1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Discrete and consecutive RFI number, and descriptive subject/title.
 3. Issue date, and requested reply date.
 4. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 5. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 6. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- E. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- F. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
 1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 2. Note dates of when each request is made, and when a response is received.
 3. Identify and include improper or frivolous RFIs.
- G. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 3:00 PM will be considered as having been received on the following regular working day.
 1. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.02 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 1. Submit at the same time as the preliminary schedule.
 2. Coordinate with Contractor's construction schedule and schedule of values.
 3. Format schedule to allow tracking of status of submittals throughout duration of construction.

4. Arrange information to include scheduled date for initial submittal, specification number and title, description of item of work covered, and role and name of subcontractor.
5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.
 - a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.03 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 1. Product data.
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.04 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 1. Design data.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.05 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.06 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy.
- B. Samples: Submit the number specified in individual specification sections, but not less than 3; one (minimum) of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.07 SUBMITTAL PROCEDURES

- A. Transmittal Form: TMP Submittal and Sample Transmittal Form must be completed and provided at the beginning of each submittal.
 1. Refer to Section 01 3000.01 - TMP Submittal and Sample Transmittal Form.

2. Submittals without a completed TMP Submittal and Sample Transmittal Form will not be acknowledged, reviewed, or returned.
- B. Submittals shall be submitted in electronic form.
 1. Exceptions: Physical samples.
 - a. Physical Samples must be accompanied by an electronic copy and a hard/physical copy of the completed TMP Submittal and Sample Transmittal Form.
- C. Electronic Submittals: Comply with the following:
 1. Submittal process shall be through Procure, email, or other approved method agreed to by the Architect and Owner.
 - a. Submittals via an internet-based submittal service are to send electronic documents to the Architect via email with a downloadable link.
 2. File Format: Portable Document Format (PDF).
 3. File Naming: File naming shall be in the following format:
 - a. Specification section number, followed by a hyphen, and a consecutive number indicating sequential submittals for that section; followed by a general description of the submittal contents.
 - 1) Examples:
 - (a) Section 07 9200; first submittal:
 - (1) 07 9200-01 Joint Sealants
 - (b) Section 07 9200; second submittal:
 - (1) 07 9200-02 Joint Sealant Color
 - b. Resubmittals. For revised resubmittals use original number and a sequential combination numerical and alphabetical suffix; hyphen followed by "R" and a two-digit consecutive number indicating sequential resubmittals for that particular submittal.
 - 1) Examples:
 - (a) Section 07 9200; resubmittal of first submittal of section:
 - (1) 07 9200-01-R01 Joint Sealants.
 - (b) Section 07 9200; second resubmittal of first submittal of section:
 - (1) 07 9200-01-R02 Joint Sealants
 - (c) Section 07 9200; first resubmittal of second submittal of section:
 - (1) 07 9200-02-R01 Joint Sealant Color
 4. Each Submittal shall be one file, complete with all attachments.
 - a. Multi-file submittal will not be acknowledged, reviewed, or returned.
 - D. General Requirements:
 1. Use a single transmittal for related items.
 - a. Each transmittal shall be for one specification section only; do not submit items for multiple sections under the same transmittal.
 - 1) Multi-section submittals will be acknowledged and returned; stamped "X - Not Approved - Resubmit".
 2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 3. 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 accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 4. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 5. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 14 calendar days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 calendardays.

6. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
 7. When revised for resubmission, identify all changes made since previous submission.
 8. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
 9. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
 10. Submittals not requested will be recognized and returned; stamped "NA - No Action Taken - Not Reviewed"
- E. Product Data Procedures:
1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Submit concurrently with related shop drawing submittal.
 4. Do not submit (Material) Safety Data Sheets for materials or products unless specifically called for in individual sections.
- F. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Do not reproduce Contract Documents to create shop drawings.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
 4. Non-complying submittals will be acknowledged and returned; stamped "X - Not Approved - Resubmit".
- G. Samples Procedures:
1. Transmit related items together as single package.
 2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
 3. Submit actual physical samples.
 4. Electronic submittals will not be accepted unless prior approval is received from the Architect. Electronic samples without prior approval will be acknowledged and returned; stamped "X - Not Approved - Resubmit."

3.08 SUBMITTAL REVIEW

- A. General: Submittals that do not conform to the requirements of this section will not be acknowledged, reviewed, or returned.
- B. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- C. Submittals for Information: Architect will acknowledge and may review. See below for actions to be taken.
- D. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
1. Where more than one action has been indicated, each shall apply to that portion of the submittal for which the action is indicated.
- E. Architect's review shall not indicate approval of dimensions, quantities or fabrication processes unless specific notations are made by the Architect regarding same.
- F. Architect's and consultants' actions on items submitted for review:
1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Reviewed - No Exceptions Taken", "Approved", or language with same legal meaning.
 - b. "Reviewed with Corrections Noted", "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.

2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit", "Not Approved - Resubmit", or language with the same legal meaning.
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
3. Not Authorizing manufacturer:
 - a. Rejected - Resubmit, or language with the same legal meaning.
- G. Architect's and consultants' actions on items submitted for information:
 1. Items for which no action was taken:
 - a. "No Action Taken - Not Reviewed" or "Received" - to notify the Contractor that the submittal has been received for record only.

END OF SECTION 01 3000

SECTION 01 4000 - QUALITY REQUIREMENTS**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Submittals.
- B. Quality assurance.
- C. References and standards.
- D. Testing and inspection agencies and services.
- E. Contractor's design-related professional design services.
- F. Control of installation.
- G. Mock-ups.
- H. Tolerances.
- I. Manufacturers' field services.
- J. Defect Assessment.

1.02 REFERENCE STANDARDS

- A. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection; 2025a.
- B. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing; 2021.
- C. ASTM E699 - Standard Specification for Agencies Involved in Testing, Quality Assurance, and Evaluating of Manufactured Building Components; 2016.

1.03 DEFINITIONS

- A. Contractor's Professional Design Services: Design of some aspect or portion of the project by party other than the design professional of record. Provide these services as part of the Contract for Construction.
 - 1. Design Services Types Required:
 - a. Design-Related: Design services explicitly required to be performed by another design professional due to highly-technical and/or specialized nature of a portion of the project. Services primarily involve engineering analysis, calculations, and design, and are not intended to alter the aesthetic aspects of the design.
- B. Design Data: Design-related, signed and sealed drawings, calculations, specifications, certifications, shop drawings and other submittals provided by Contractor, and prepared directly by, or under direct supervision of, appropriately licensed design professional.

1.04 CONTRACTOR'S DESIGN-RELATED PROFESSIONAL DESIGN SERVICES

- A. Coordination: Contractor's professional design services are subject to requirements of project's Conditions for Construction Contract.
- B. Base design on performance and/or design criteria indicated in individual specification sections.

1.05 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
 - 1. Include a statement or certification attesting that design data complies with criteria indicated, such as building codes, loads, functional, and similar engineering requirements.
 - 2. Include signature and seal of design professional responsible for allocated design services on calculations and drawings.
- C. Test Reports: After each test/inspection, promptly submit 1 copies of report to Architect and to Contractor.
 - 1. Include:

- a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.
 - h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Compliance with Contract Documents.
 - k. When requested by Architect, provide interpretation of results.
2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Owner's information.
- D. 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.
1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- E. 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.
- F. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
1. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.

1.06 QUALITY ASSURANCE

- A. Testing Agency Qualifications:
1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time specialist and responsible officer.
- B. Designer Qualifications: Where professional engineering design services and design data submittals are specifically required of Contractor by Contract Documents, provide services of a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

1.07 REFERENCES AND STANDARDS

- A. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- B. Obtain copies of standards where required by product specification sections.
- C. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.

1.08 TESTING AND INSPECTION AGENCIES AND SERVICES

- A. As indicated in individual specification sections, Owner or Contractor shall employ and pay for services of an independent testing agency to perform other specified testing.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Contractor Employed Agency:

1. Testing agency: Comply with requirements of ASTM E329, ASTM E543, and ASTM E699.
2. Inspection agency: Comply with requirements of ASTM E329.
3. Laboratory Staff: Maintain a full time specialist on staff to review services.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. 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.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 MOCK-UPS

- A. Before installing portions of the Work where mock-ups are required, construct mock-ups in location and size indicated for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work. The purpose of mock-up is to demonstrate the proposed range of aesthetic effects and workmanship.
- B. Accepted mock-ups establish the standard of quality the Architect will use to judge the Work.
- C. Integrated Exterior Mock-ups: Construct integrated exterior mock-up as indicated on drawings. Coordinate installation of exterior envelope materials and products as required in individual Specification Sections. Provide adequate supporting structure for mock-up materials as necessary.
- D. Notify Architect 5 working days in advance of dates and times when mock-ups will be constructed.
- E. Provide supervisory personnel who will oversee mock-up construction. Provide workers that will be employed during the construction at Project.
- F. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
- G. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- H. Obtain Architect's approval of mock-ups before starting work, fabrication, or construction.
 1. Make corrections as necessary until Architect's approval is issued.
- I. Architect will use accepted mock-ups as a comparison standard for the remaining Work.
- J. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

3.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.

- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION

- A. See individual specification sections for testing and inspection required.
- B. Testing Agency Duties:
 - 1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 2. Perform specified sampling and testing of products in accordance with specified standards.
 - 3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 4. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
 - 5. Perform additional tests and inspections required by Architect.
 - 6. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
 - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 - 2. Cooperate with laboratory personnel, and provide access to the Work.
 - 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 - 4. Notify Architect and laboratory 48 hours prior to expected time for operations requiring testing/inspection services.
 - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 - 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust, and balance equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.06 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.

- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.

END OF SECTION 01 4000

SECTION 01 4100 - REGULATORY REQUIREMENTS**PART 1 GENERAL****1.01 SUMMARY OF REFERENCE STANDARDS**

- A. Regulatory requirements applicable to this project are the following:
1. ASHRAE Std 90.1 I-P-2019 - Energy Standard for Buildings Except Low-Rise Residential Buildings; 2019, with Errata and Addenda (2021).
 2. Barrier Free Code: Comply with the following:
 - a. Michigan Building Code; 2021.
 - b. ICC A117.1 - Accessible and Usable Buildings and Facilities; 2017.
 3. School Fire Safety Rules: Michigan School Fire Safety Rules; 2016.
 - a. Includes NFPA 101-2012 - Life Safety Code; 2012, plus amendments.
 4. Building Code: Michigan Building Code; 2021.
 5. Plumbing Code: Michigan Plumbing Code; 2021.
 6. Mechanical Code: Michigan Mechanical Code; 2021.
 7. Electrical Code: NFPA 70 - National Electric Code; 2023.
 - a. Includes 2023 Michigan Construction Code - Part 8 Electrical Code Rules.
 8. Elevator Code: Comply with the following:
 - a. ASME A17.1 - Safety Code for Elevators and Escalators; 2016.
 - b. ASME A18.1- Safety Standard for Platform Lifts and Stairway Chairlifts; 2017.
 - c. 2023 Michigan Elevator Safety Board General Rules.
 9. Boiler Code: Michigan Boiler Code.
 - a. Includes the following:
 - 1) ASME Boiler and Pressure Vessel Codes; 2019.
 - 2) National Board Inspection Code; 2019.
 - 3) PA 407 Skilled Trades Regulation Act; 2016.
 10. Energy Code: Michigan Commercial Energy Code; 2021.
 - a. Includes ASHRAE Std 90.1 I-P-2019 - Energy Standard for Buildings Except Low-Rise Residential Buildings; 2019.
 11. Existing Building Code: Michigan Rehabilitation Code; 2021.
- B. Where specification sections reference more current standards or codes, comply with the more restrictive requirements unless notified in writing by Architect.

PART 2 PRODUCTS - NOT USED**PART 3 EXECUTION - NOT USED****END OF SECTION 01 4100**

SECTION 01 4216 - DEFINITIONS

PART 1 GENERAL

1.01 SUMMARY

- A. This section supplements the definitions contained in the General Conditions.
- B. Other definitions are included in individual specification sections.

1.02 DEFINITIONS

- A. Furnish: To supply, deliver, unload, and inspect for damage.
- B. Install: To unpack, assemble, erect, apply, place, finish, cure, protect, clean, start up, and make ready for use.
- C. Product: Material, machinery, components, equipment, fixtures, and systems forming the work result. Not materials or equipment used for preparation, fabrication, conveying, or erection and not incorporated into the work result. Products may be new, never before used, or re-used materials or equipment.
- D. Project Manual: The book-sized volume that includes the procurement requirements (if any), the contracting requirements, and the specifications.
- E. Provide: To furnish and install.
- F. Supply: Same as Furnish.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION 01 4216

SECTION 01 4219 - REFERENCE STANDARDS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Requirements relating to referenced standards.

1.02 QUALITY ASSURANCE

- A. For products or 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.
- B. Comply with the reference standard of date of issue , except where a specific date is established by applicable code.
- C. Should specified reference standards conflict with Contract Documents, request clarification from the Architect before proceeding.
- D. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Architect shall be altered by Contract Documents by mention or inference otherwise in any reference document.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION -- NOT USED

END OF SECTION 01 4219

SECTION 01 4533 - CODE-REQUIRED SPECIAL INSPECTIONS AND PROCEDURES**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Code-required special inspections.
- B. Submittals.

1.02 ABBREVIATIONS AND ACRONYMS

- A. AHJ: Authority having jurisdiction.
- B. NIST: National Institute of Standards and Technology.

1.03 DEFINITIONS

- A. Code or Building Code: Michigan Building Code; 2015, specifically Chapter 17 - Special Inspections and Tests.
- B. Authority Having Jurisdiction (AHJ): Agency or individual officially empowered to enforce the building, fire and life safety code requirements of the permitting jurisdiction in which the Project is located.
- C. Special Inspection:
 - 1. Special inspections are inspections and testing of materials, installation, fabrication, erection or placement of components and connections mandated by the AHJ that also require special expertise to ensure compliance with the approved Contract Documents and the referenced standards.
 - 2. Special inspections are separate from and independent of tests and inspections conducted by Owner or Contractor for the purposes of quality assurance and contract administration.

1.04 REFERENCE STANDARDS

- A. ASTM E329 - Standard Specification for Agencies Engaged in Construction Inspection, Testing, or Special Inspection; 2025a.

1.05 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Special Inspection Agency Qualifications: Prior to the start of work, the Special Inspection Agency is required to:
 - 1. Submit agency name, address, and telephone number, names of full time specialist and responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
 - 3. Submit certification that Special Inspection Agency is acceptable to AHJ.
- C. Special Inspection Reports: After each special inspection, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one to the AHJ.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of Special Inspector.
 - d. Date and time of special inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of special inspection.
 - h. Date of special inspection.
 - i. Results of special inspection.
 - j. Compliance with Contract Documents.

2. Final Special Inspection Report: Document special inspections and correction of discrepancies prior to the start of the work.
- D. Fabricator Special Inspection Reports: After each special inspection of fabricated items at the Fabricator's facility, Special Inspector is required to promptly submit at least two copies of report; one to Architect and one to AHJ.
 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of Special Inspector.
 - d. Date and time of special inspection.
 - e. Identification of fabricated item and specification section.
 - f. Location in the Project.
 - g. Results of special inspection.
 - h. Verification of fabrication and quality control procedures.
 - i. Compliance with Contract Documents.
 - j. Compliance with referenced standard(s).
- E. Test Reports: After each test or inspection, promptly submit at least two copies of report; one to Architect and one to AHJ.
 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test or inspection.
 - h. Date of test or inspection.
 - i. Results of test or inspection.
 - j. Compliance with Contract Documents.

1.06 SPECIAL INSPECTION AGENCY

- A. Owner will employ services of a Special Inspection Agency to perform inspections and associated testing and sampling in accordance with ASTM E329 and required by the building code.
- B. Employment of agency in no way relieves Contractor of obligation to perform work in accordance with requirements of Contract Documents.

1.07 QUALITY ASSURANCE

- A. Special Inspection Agency Qualifications:
 1. Independent firm specializing in performing testing and inspections of the type specified in this section.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 SCHEDULE OF SPECIAL INSPECTIONS, GENERAL

- A. Frequency of Special Inspections: Special Inspections are indicated as continuous or periodic.
 1. Continuous Special Inspection: Special Inspection Agency is required to be present in the area where the work is being performed and observe the work at all times the work is in progress.
 2. Periodic Special Inspection: Special Inspection Agency is required to be present in the area where work is being performed and observe the work part-time or intermittently and at the completion of the work.

3.02 SPECIAL INSPECTIONS

- A. Special inspections and testing shall be for materials, installation, fabrication, erection or placement of components and connections as indicated on Drawings, but not less than that required by the building code.

END OF SECTION 01 4533

SECTION 01 6000 - PRODUCT REQUIREMENTS**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Re-use of existing products.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

PART 2 PRODUCTS**2.01 EXISTING PRODUCTS**

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.
- C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- D. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is required.
 - 1. Refer to Drawings and Section 02 4100 - Demolition.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
- D. Available Products: Products specified by naming one or more Manufacturers as an Available Product indicates that these Manufacturers' products may be provided but other comparable products and Manufacturers not named may also be provided without submitting a request for substitution.

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver and place in location as directed; obtain receipt prior to final payment.

PART 3 EXECUTION**3.01 SUBSTITUTION LIMITATIONS**

- A. See Section 01 2500 - Substitution Procedures.

3.02 OWNER-SUPPLIED PRODUCTS

- A. Owner's Responsibilities:
 - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturers' warranties, inspections, and service.
- B. Contractor's Responsibilities:
 - 1. Review Owner reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
 - 3. Handle, store, install and finish products.
 - 4. Repair or replace items damaged after receipt.

3.03 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- F. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- G. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.04 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide off-site storage and protection when site does not permit on-site storage or protection.
- G. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- H. Comply with manufacturer's warranty conditions, if any.

- I. Do not store products directly on the ground.
- J. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- K. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- L. Prevent contact with material that may cause corrosion, discoloration, or staining.
- M. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- N. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION 01 6000

SECTION 01 7000 - EXECUTION AND CLOSEOUT REQUIREMENTS**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Pre-installation meetings.
- D. Cutting and patching.
- E. Surveying for laying out the work.
- F. Cleaning and protection.
- G. Starting of systems and equipment.
- H. Demonstration and instruction of Owner personnel.
- I. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- J. General requirements for maintenance service.

1.02 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2022, with Errata (2021).

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.
 - 6. Include in request:
 - a. Identification of Project.
 - b. Location and description of affected work.
 - c. Necessity for cutting or alteration.
 - d. Description of proposed work and products to be used.
 - e. Effect on work of Owner or separate Contractor.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities.
- D. Warranties: For each affected material under warranty, submit written verification, signed by manufacturer of existing materials, stating that the Owner's full warranty will remain in effect after cutting and patching operations have been completed

1.04 QUALIFICATIONS

- A. For surveying work, employ a land surveyor registered in the State in which the Project is located and acceptable to Architect. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,

1.05 PROJECT CONDITIONS

- A. Use of explosives is not permitted.
- B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- C. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- D. Perform dewatering activities, as required, for the duration of the project.

- E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- F. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
 - 2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
- G. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 - 1. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
- H. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
 - 2. Indoors: Limit conduct of especially noisy interior work to the hours of 6 pm to 7 am.
- I. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- J. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.06 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.07 WARRANTIES

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect 5 calendar days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with 1 copies to Architect, Owner, participants, and those affected by decisions made.

3.04 LAYING OUT THE WORK

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Contractor shall locate and protect survey control and reference points.
- D. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- E. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- F. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- G. Utilize recognized engineering survey practices.
- H. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:

1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 2. Grid or axis for structures.
 3. Building foundation, column locations, ground floor elevations.
 4. Controlling lines and levels required for mechanical and electrical trades.
- I. Periodically verify layouts by same means.
 - J. Maintain a complete and accurate log of control and survey work as it progresses.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- F. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
 1. Verify that construction and utility arrangements are as indicated.
 2. Report discrepancies to Architect before disturbing existing installation.
 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
 1. Provide, erect, and maintain temporary dustproof partitions.
- C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
 1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
 2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
- D. Remove existing work as indicated and as required to accomplish new work.
 1. Remove items indicated on drawings.
 2. Relocate items indicated on drawings.
 3. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.

- a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
- b. Provide temporary connections as required to maintain existing systems in service.
4. Verify that abandoned services serve only abandoned facilities.
5. Remove abandoned pipe, ducts, conduits, and equipment , including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- F. Protect existing work to remain.
 1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- G. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
 1. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- H. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- I. Refinish existing surfaces as indicated:
 1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
- J. Clean existing systems and equipment.
- K. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- L. Do not begin new construction in alterations areas before demolition is complete.
- M. Comply with all other applicable requirements of this section.

3.07 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.
- J. Patching:
 - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 - a. This includes painted surfaces.
 - b. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
 - 2. Match color, texture, and appearance.
 - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.08 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.09 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.10 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and Owner 7 calendar days prior to start-up of each item.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.

- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.11 DEMONSTRATION AND INSTRUCTION

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed time, at equipment location.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.
- E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

3.12 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.13 FINAL CLEANING

- A. Use cleaning materials that are nonhazardous.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- E. Clean filters of operating equipment.
- F. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- G. Clean site; sweep paved areas, rake clean landscaped surfaces.
- H. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.14 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Contractor on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.

- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

3.15 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION 01 7000

SECTION 01 7800 - CLOSEOUT SUBMITTALS**PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties and bonds.

1.02 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED**PART 3 EXECUTION****3.01 PROJECT RECORD DOCUMENTS**

- A. General:
 - 1. Project Record Documents include:
 - a. Complete set of Record Drawings.
 - b. Complete set of Record Submittals.
 - c. Complete set of Specifications.
 - 2. Project Record Documents shall be submitted in electronic form.
 - a. File Format: Portable Document Format (PDF).
 - b. Files shall be named and organized in a searchable, easy to understand, system.
 - 3. Ensure entries are complete and accurate, enabling future reference by Owner.
 - 4. Record information concurrent with construction progress.
- B. Record Drawings: Record Drawings shall include the following:
 - 1. Complete set of Drawings.
 - a. Indicate and record actual construction including, but not limited to, the following:
 - 1) Show all systems and assemblies as they exist at completion of the Work.
 - 2) Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3) Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 4) Field changes of dimension and detail.
 - 5) Details not on original Contract drawings.
 - 2. Addenda.
 - 3. Change Orders and other modifications to the Contract.

- C. Record Submittals: Record Submittals shall include the following:
 - 1. Complete set of Submittals, including resubmittals.
 - 2. Shop Drawings shall indicate all field changes and other variations from the Submittal as originally reviewed by Architect.
- D. Specifications: Specifications shall include the following:
 - 1. Complete Project Manual including all specifications, front end material, reports, and information available to bidders, as originally bid.
 - 2. Addenda.
 - 3. Change Orders and other modifications to the Contract.

3.02 OPERATION AND MAINTENANCE DATA

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Additional information as specified in individual product specification sections.
- D. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:
 - 1. Description of unit or system, and component parts.
 - 2. Identify function, normal operating characteristics, and limiting conditions.
 - 3. Include performance curves, with engineering data and tests.
 - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- G. Provide servicing and lubrication schedule, and list of lubricants required.
- H. Include manufacturer's printed operation and maintenance instructions.

- I. Include sequence of operation by controls manufacturer.
- J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- K. Provide control diagrams by controls manufacturer as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Include test and balancing reports.
- N. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. General:
 - 1. Operational and Maintenance Manuals include:
 - a. Operational and maintenance data.
 - b. Operational and maintenance data for materials and finishes.
 - c. Operational and maintenance data for equipment and systems.
 - 2. Operational and Maintenance Manuals shall be submitted both in electronic form and as hard copy/durable manuals.
 - a. Subject to Owner approval, hard copy/durable manuals may be omitted.
 - b. Electronic File Format: Portable Document Format (PDF).
 - 1) Files shall be named and organized in a searchable, easy to understand, system similar to the descriptions for the hard copy/durable manuals
- B. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- C. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- D. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 3 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- E. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- F. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- G. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- H. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- I. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- J. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- K. Arrangement of Contents: Organize each volume in parts as follows:
 - 1. Project Directory.
 - 2. Table of Contents, of all volumes, and of this volume.
 - 3. Operation and Maintenance Data: Arranged by system, then by product category.
 - a. Source data.
 - b. Operation and maintenance data.
 - c. Field quality control data.
 - d. Photocopies of warranties and bonds.

3.06 WARRANTIES AND BONDS

- A. 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 Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Manual: Bind in commercial quality 8-1/2 by 11 inch three D side ring binders with durable plastic covers.
- F. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.
- G. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
- H. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.

END OF SECTION 01 7800

SECTION 02 4116 - STRUCTURE DEMOLITION**PART 1 GENERAL****1.01 RELATED DOCUMENTS**

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

1.02 SUMMARY

- A. Section Includes:
 1. Demolition and removal of buildings and site improvements.
 2. Removing below-grade construction.
 3. Disconnecting, capping or sealing, and removing site utilities.

1.03 DEFINITIONS

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged.

1.04 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.

1.05 PREINSTALLATION MEETINGS

- A. Pre-demolition Conference: Conduct conference at Project site.
 1. Inspect and discuss condition of construction to be demolished.
 2. Review structural load limitations of existing structures.
 3. Review and finalize building demolition schedule and verify availability of demolition personnel, equipment, and facilities needed to make progress and avoid delays.
 4. Review and finalize protection requirements.
 5. Review procedures for noise control and dust control.
 6. Review procedures for protection of adjacent buildings.

1.06 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For refrigerant recovery technician.
- B. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.
 1. Adjacent Buildings: Detail special measures proposed to protect adjacent buildings to remain including means of egress from those buildings.
- C. Schedule of Building Demolition Activities: Indicate the following:
 1. Detailed sequence of demolition work, with starting and ending dates for each activity.
 2. Temporary interruption of utility services.
 3. Shutoff and capping of utility services.
- D. Pre-demolition Photographs or Video: Show existing conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by demolition operations.
- E. Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that all refrigerant that was present was recovered and that recovery was performed according to EPA regulations. Include name and address of technician and date refrigerant was recovered.

1.07 QUALITY ASSURANCE

- A. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.

1.08 FIELD CONDITIONS

- A. Buildings to be demolished will be vacated and their use discontinued before start of the Work.
- B. Buildings immediately adjacent to demolition area will be occupied. Conduct building demolition so operations of occupied buildings will not be disrupted.

1. Provide not less than 72 hours' notice of activities that will affect operations of adjacent occupied buildings.
2. Maintain access to existing walkways, exits, and other facilities used by occupants of adjacent buildings.
 - a. Do not close or obstruct walkways, exits, or other facilities used by occupants of adjacent buildings without written permission from authorities having jurisdiction.
- C. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
 1. Hazardous materials will be removed by Owner before start of the Work.
 2. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.
- E. On-site storage or sale of removed items or materials is not permitted.

1.09 COORDINATION

- A. Arrange demolition schedule so as not to interfere with Owner's on-site operations or operations of adjacent occupied buildings.

PART 2 PRODUCTS

2.01 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ASSE A10.6 and NFPA 241.

2.02 SOIL MATERIALS

- A. Satisfactory Soils: Comply with requirements in Section "Earth Moving."

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting demolition operations.
- B. Review Project Record Documents of existing construction or other existing condition and hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
- C. Perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during building demolition operations.
- D. Steel Tendons: Locate tensioned steel tendons and include recommendations for de-tensioning.
- E. Verify that hazardous materials have been remediated before proceeding with building demolition operations.
- F. Inventory and record the condition of items to be removed and salvaged. Provide photographs or video of conditions that might be misconstrued as damage caused by salvage operations.

3.02 PREPARATION

- A. Refrigerant: Before starting demolition, remove refrigerant from mechanical equipment according to 40 CFR 82 and regulations of authorities having jurisdiction.

3.03 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Utilities to be Disconnected: Locate, identify, disconnect, and seal or cap off utilities serving buildings and structures to be demolished.
 1. Owner will arrange to shut off utilities when requested by Contractor.
 2. Arrange to shut off utilities with utility companies.

3. If removal, relocation, or abandonment of utility services will affect adjacent occupied buildings, then provide temporary utilities that bypass buildings and structures to be demolished and that maintain continuity of service to other buildings and structures.
4. Cut off pipe or conduit a minimum of 24 inches (610 mm) below grade. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing according to requirements of authorities having jurisdiction.
5. Do not start demolition work until utility disconnecting and sealing have been completed and verified in writing.

3.04 PROTECTION

- A. Existing Facilities: Protect adjacent walkways, building entries, and other building facilities during demolition operations. Maintain exits from existing buildings.
- B. Temporary Shoring: Provide and maintain interior and exterior shoring, bracing, or structural support to preserve stability and prevent unexpected movement or collapse of construction being demolished.
 1. Strengthen or add new supports when required during progress of demolition.
- C. Temporary Protection: Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction and as indicated.
 1. Protect adjacent buildings and facilities from damage due to demolition activities.
 2. Protect existing site improvements, appurtenances, and landscaping to remain.
 3. Erect a plainly visible fence around drip line of individual trees or around perimeter drip line of groups of trees to remain.
 4. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
 5. Provide protection to ensure safe passage of people around building demolition area and to and from occupied portions of adjacent buildings and structures.
- D. Remove temporary barriers and protections where hazards no longer exist. Where open excavations or other hazardous conditions remain, leave temporary barriers and protections in place.

3.05 SALVAGE

- A. Salvage and turn over to Owner the following:
 1. Electrical Generator, and related Transfer Switch.
 2. Cornerstone and contents

3.06 DEMOLITION, GENERAL

- A. General: Demolish indicated buildings and site improvements completely. Use methods required to complete the Work within limitations of governing regulations and as follows:
 1. Do not use cutting torches until work area is cleared of flammable materials. Maintain portable fire-suppression devices during flame-cutting operations.
 2. Maintain adequate ventilation when using cutting torches.
 3. Locate building demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
- B. Site Access and Temporary Controls: Conduct building demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
 1. Do not close or obstruct streets, walks, walkways, or other adjacent occupied or used facilities without permission from Owner and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by authorities having jurisdiction.
 2. Use water mist and other suitable methods to limit spread of dust and dirt. Comply with governing environmental-protection regulations. Do not use water when it may damage adjacent construction or create hazardous or objectionable conditions, such as ice, flooding, and pollution.

- C. Explosives: Use of explosives is not permitted.

3.07 DEMOLITION BY MECHANICAL MEANS

- A. Proceed with demolition of structural framing members systematically, from higher to lower level. Complete building demolition operations above each floor or tier before disturbing supporting members on the next lower level.
- B. Remove debris from elevated portions of the building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
 - 1. Remove structural framing members and lower to ground by method suitable to minimize ground impact and dust generation.
- C. Below-Grade Construction: Demolish foundation walls and other below-grade construction.
 - 1. Remove below-grade construction, including basements, foundation walls, and footings, completely.
- D. Existing Utilities: Demolish and remove existing utilities and below-grade utility structures.
- E. Hydraulic Elevator Systems: Demolish and remove elevator system, including cylinder, plunger, well assembly, steel well casing and liner, oil supply lines, and tanks.

3.08 SITE RESTORATION

- A. Below-Grade Areas: Completely fill below-grade areas and voids resulting from building demolition operations with satisfactory soil materials according to backfill requirements in Section "Earth Moving."
- B. Site Grading: Uniformly rough grade area of demolished construction to a smooth surface, free from irregular surface changes. Provide a smooth transition between adjacent existing grades and new grades.

3.09 REPAIRS

- A. Promptly repair damage to adjacent buildings caused by demolition operations.

3.10 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
 - 1. Do not allow demolished materials to accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Do not burn demolished materials.

3.11 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by building demolition operations. Return adjacent areas to condition existing before building demolition operations began.
 - 1. Clean roadways of debris caused by debris transport.

END OF SECTION 02 4116

SECTION 311000 - SITE CLEARING

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Traffic: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied or used facilities during site operations.
- B. Salvageable Improvements: Carefully remove items indicated to be salvaged and store on Owner's premises where indicated.
- C. Utility Locator Service: Notify Miss Dig for area where Project is located before site clearing.
- D. Do not commence demolition operations until temporary erosion- and sedimentation-control and plant-protection measures are in place.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PREPARATION

- A. Protect and maintain benchmarks and survey control points from disturbance.
- B. Locate and clearly flag trees and vegetation to remain or to be relocated.
- C. Protect remaining trees and shrubs from damage and maintain vegetation. Employ a licensed arborist to repair tree and shrub damage. Restore damaged vegetation. Replace damaged trees that cannot be restored to full growth, as determined by arborist.
- D. Do not store materials or equipment or permit excavation within drip line of remaining trees.
- E. Protect site improvements to remain from damage. Restore damaged improvements to condition existing before start of site demolition.
- F. Provide temporary erosion- and sedimentation-control measures to prevent soil erosion and discharge of soil-bearing water runoff or airborne dust to adjacent properties / areas and walkways, according to the sediment and erosion control plan.
- G. Locate, identify, disconnect, and seal or cap off utilities indicated to be removed.
 - 1. Arrange with utility companies to shut off indicated utilities.

3.2 SITE CLEARING

- A. Remove existing above - and below- grade improvements as indicated and as necessary to facilitate new construction.
- B. Remove slabs, paving, curbs, gutters, and aggregate base as indicated.
 - 1. Neatly saw-cut length of existing pavement to remain before removing existing pavement.
- C. Dispose of waste materials, including trash, debris, and excess topsoil, off Owner's property. Burning waste materials on-site is not permitted.
 - 1. Separate recyclable materials produced during site demolition from other nonrecyclable materials. Store or stockpile without intermixing with other materials and transport them to recycling facilities.

END OF SECTION 311000

SECTION 312000 - EARTH MOVING

PART 1 – GENERAL

1.1 DESCRIPTION OF WORK

- A. This section specifies the requirements for furnishing all equipment, materials, labor, tools, and techniques for earthwork including, but not limited to, the following:
1. Site preparation.
 2. Excavation.
 3. Filling and backfilling.
 4. Grading.
 5. Soil Disposal.
 6. Clean Up.

1.2 DEFINITIONS

- A. Unsuitable Materials:
1. Fills: Topsoil; frozen materials; construction materials and materials subject to decomposition; clods of clay and stones larger than 75 mm (3 inches); organic material, including silts, which are unstable; and inorganic materials, including silts, too wet to be stable and any material with a liquid limit and plasticity index exceeding 40 and 15 respectively. Unsatisfactory soils also include satisfactory soils not maintained within 2 percent of optimum moisture content at time of compaction, as defined by ASTM D 698.
 2. Existing Subgrade (Except Footing Subgrade): Same materials as 1.2.A.1, that are not capable of direct support of slabs, pavement, and similar items with possible exception of improvement by compaction, proofrolling, or similar methods.
 3. Existing Subgrade (Footings Only): Same as paragraph 1, but no fill or backfill. If materials differ from reference borings and design requirements, excavate to acceptable strata subject to Engineer of Record's approval.
 - a) Building Earthwork: Earthwork operations required in area enclosed by a line located 1500 mm (5 feet) outside of principal building perimeter. It also includes earthwork required for auxiliary structures and buildings.
 - b) Trench Earthwork: Trenchwork required for utility lines.
 - c) Site Earthwork: Earthwork operations required in area outside of a line located 1500 mm (5 feet) outside of principal building perimeter and within new construction area with exceptions noted above.
 - d) Degree of compaction: Degree of compaction is expressed as a percentage of maximum density obtained by laboratory test procedure. This percentage of maximum density is obtained through use of data provided from results of field test procedures presented in ASTM D1556, ASTM D2167, and ASTM D2922.

- e) Fill: Satisfactory soil materials used to raise existing grades. In the Construction Documents, the term “fill” means fill or backfill as appropriate.
- f) Backfill: Soil materials or controlled low strength material used to fill an excavation.
- g) Unauthorized excavation: Removal of materials beyond indicated sub-grade elevations or indicated lines and dimensions without written authorization by the Engineer of Record. No payment will be made for unauthorized excavation or remedial work required to correct unauthorized excavation.
- h) Authorized additional excavation: Removal of additional material authorized by the Engineer of Record based on the determination by the Owner’s soils testing agency that unsuitable bearing materials are encountered at required sub-grade elevations. Removal of unsuitable material and its replacement as directed will be paid on basis of Conditions of the Contract relative to changes in work.
- i) Subgrade: The undisturbed earth or the compacted soil layer immediately below granular sub-base, drainage fill, or topsoil materials.
- j) Structure: Buildings, foundations, slabs, tanks, curbs, mechanical and electrical appurtenances, or other man-made stationary features constructed above or below the ground surface.
- k) Borrow: Satisfactory soil imported from off-site for use as fill or backfill.
- l) Drainage course: Layer supporting slab-on-grade used to minimize capillary flow of pore water.
- m) Bedding course: Layer placed over the excavated sub-grade in a trench before laying pipe. Bedding course shall extend up to the springline of the pipe.
- n) Sub-base Course: Layer placed between the sub-grade and base course for asphalt paving or layer placed between the sub-grade and a concrete pavement or walk.
- o) Utilities include on-site underground pipes, conduits, ducts, and cables as well as underground services within buildings.
- p) Debris: Debris includes all materials located within the designated work area not covered in the other definitions and shall include but not be limited to items like vehicles, equipment, appliances, building materials or remains thereof, tires, any solid or liquid chemicals or products stored or found in containers or spilled on the ground.
- q) Contaminated soils: Soil that contains contaminants as defined and determined by the Engineer of Record or the Owner’s testing agency.

1.3 RELATED WORK

- A. Site preparation: Section 312319, DEWATERING.
- B. Paving sub-grade requirements: Section 321216, ASPHALT PAVING.

1.4 CLASSIFICATION OF EXCAVATION

- A. Unclassified Excavation: Removal and disposal of pavements and other man-made obstructions visible on surface; utilities, and other items including underground structures indicated to be demolished and removed; together with any type of materials regardless of character of material and obstructions encountered.
- B. Rock Excavation:
 - 1. Trenches and Pits: Removal and disposal of solid, homogenous, interlocking crystalline material with firmly cemented, laminated, or foliated masses or conglomerate deposits that cannot be excavated with a late-model, track-mounted hydraulic excavator; equipped with a 1050 mm (42 inch) wide, short-tip-radius rock bucket; rated at not less than 103 kW (138 hp) flywheel power with bucket-curling force of not less than 125 kN (28,090 lbf) and stick-crowd force of not less than 84.5 kN (19,000 lbf); measured according to SAE J-1179. Trenches in excess of 3000 mm (10 feet) wide and pits in excess of 9000 mm (30 feet) in either length or width are classified as open excavation.
 - 2. Open Excavation: Removal and disposal of solid, homogenous, interlocking crystalline material firmly cemented, laminated, or foliated masses or conglomerate deposits that cannot be dislodged and excavated with a late-model, track-mounted loader; rated at not less than 157 kW (210 hp) flywheel power and developing a minimum of 216 kN (48,510 lbf) breakout force; measured according to SAE J-732.
 - 3. Other types of materials classified as rock are unstratified masses, conglomerated deposits and boulders of rock material exceeding 0.76 m³ (1 cubic yard) for open excavation, or 0.57 m³ (3/4 cubic yard) for footing and trench excavation that cannot be removed by rock excavating equipment equivalent to the above in size and performance ratings, without systematic drilling, ram hammering, ripping, or blasting, when permitted.
 - 4. Blasting: Removal and disposal of solid, homogenous, interlocking crystalline material firmly cemented, laminated, or foliated masses or conglomerate deposits that cannot be removed with conventional methods may not be performed by blasting.
 - 5. Definitions of rock and guidelines for equipment are presented for general information purposes only. The Contractor is expected to evaluate the site and extent and competency of the rock and to determine both quantity estimations and removal equipment and efforts.

1.5 SUBMITTALS

- A. Submit in accordance with Section 013000, ADMINISTRATIVE REQUIREMENTS.
- B. Furnish to Engineer of Record:
 - 1. Soil samples.
 - a. Classification in accordance with ASTM D2487 for each on-site or borrow soil material proposed for fill, backfill, engineered fill, or structural fill.

- b. Laboratory compaction curve in accordance with ASTM D 698 for each on site or borrow soil material proposed for fill, backfill, engineered fill, or structural fill.
- c. Test reports for compliance with ASTM D 2940 requirements for subbase material.
- d. Pre-excavation photographs and videotape in the vicinity of the existing structures to document existing site features, including surfaces finishes, cracks, or other structural blemishes that might be misconstrued as damage caused by earthwork operations.
- e. The Contractor shall submit a scale plan daily that defines the location, limits, and depths of the area excavated.

1.6 APPLICABLE PUBLICATIONS

A. Publications listed below form a part of this specification to extent referenced. Publications are referenced in text by basic designation only.

B. American Society for Testing and Materials (ASTM):

D448-03a Standard Classification for Sizes of Aggregate for Road and Bridge Construction

D698-00ae1 Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort (12,400 ft. lbf/ft³ (600 kN m/m³))

D1556-00 Standard Test Method for Density and Unit Weight of Soil in Place by the Sand-Cone Method

D1557-02e1 Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft³ (2700 kN m/m³))

D2167-94 (2001) Standard Test Method for Density and Unit Weight of Soil in Place by the Rubber Balloon Method

D2487-06 Standard Classification of Soil for Engineering Purposes (Unified Soil Classification System)

D2922-05 Standard Test Methods for Density of Soil and Soil-Aggregate in Place by Nuclear Methods (Shallow Depth)

D2940-03 Standard Specifications for Graded Aggregate Material for Bases or Subbases for Highways or Airports

C. Society of Automotive Engineers (SAE)

J732-92 Specification Definitions - Loaders

J1179-02 Hydraulic Excavator and Backhoe Digging Forces

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Provide borrow soil material when sufficient satisfactory soil materials are not available from excavations.
- B. Fills: Material in compliance with ASTM D2487 Soil Classification Groups GW, GP, GM, SW, SP, SM, SC, and ML, or any combination of these groups; free of rock or gravel larger than 75 mm (3 inches) in any dimension, debris, waste, frozen materials, vegetation, and other deleterious matter. Material approved from on site or off site sources having a minimum dry density of 1760 kg/m³ (110 pcf), a maximum Plasticity Index of 15, and a maximum Liquid Limit of 40.
- C. Engineered Fill: Naturally or artificially graded mixture of compliance with ASTM D2487 Soil Classification Groups GW, GP, GM, SW, SP, SM, SC, and ML, or any combination of these groups, or as approved by the Engineer or material with at least 90 percent passing a 37.5-mm (1 1/2-inch) sieve and not more than 12 percent passing a 75- μ m (No. 200) sieve, per ASTM D2940;.
- D. Bedding: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand; ASTM D2940; except with 100 percent passing a 25 mm (1 inch) sieve and not more than 8 percent passing a 75- μ m (No. 200) sieve.
- E. Drainage Fill: Washed, narrowly graded mixture of crushed stone, or crushed or uncrushed gravel; ASTM D448; coarse-aggregate grading Size 57; with 100 percent passing a 37.5 mm (1 1/2-inch) sieve and 0 to 5 percent passing a 2.36 mm (No. 8) sieve.
- F. Granular Fill:
 - 1. Under concrete slab, crushed stone or gravel graded from 25 mm (1 inch) to 4.75 mm (No. 4), per ASTM D 2940.
 - 2. Bedding for sanitary and storm sewer pipe, crushed stone or gravel graded from 13 mm (1/2 inch) to 4.75 mm (No 4), per ASTM D 2940.

PART 3 - EXECUTION

3.1 SITE PREPARATION

- A. Clearing: Clear within limits of earthwork operations as shown. Work includes removal of trees, shrubs, fences, foundations, incidental structures, paving, debris, trash, and other obstructions. Remove materials from the Property.

- B. Grubbing: Remove stumps and roots 75 mm (3 inch) and larger diameter. Undisturbed sound stumps, roots up to 75 mm (3 inch) diameter, and nonperishable solid objects a minimum of 900 mm (3 feet) below subgrade or finished embankment may be left.
- C. Trees and Shrubs: Trees and shrubs, not shown for removal, may be removed from areas within 4500 mm (15 feet) of new construction and 2250 mm (7.5 feet) of utility lines when removal is approved in advance by Engineer of Record. Remove materials from the Property. Trees and shrubs, shown to be transplanted, shall be dug with a ball of earth and burlapped in accordance with latest issue of, "American Standard for Nursery Stock" of the American Association of Nurserymen, Inc. Transplant trees and shrubs to a permanent or temporary position within two hours after digging. Maintain trees and shrubs held in temporary locations by watering as necessary and feeding semiannually with liquid fertilizer with a minimum analysis of 5 percent nitrogen, 10 percent phosphorus, and 5 percent potash. Maintain plants moved to permanent positions as specified for plants in temporary locations until conclusion of contract. Box, and otherwise protect from damage, existing trees and shrubs which are not shown to be removed in construction area. Immediately repair damage to existing trees and shrubs by trimming, cleaning and painting damaged areas, including roots, in accordance with standard industry horticultural practice for the geographic area and plant species. Do not store building materials closer to trees and shrubs, that are to remain, than farthest extension of their limbs.
- D. Stripping Topsoil: Strip topsoil from within limits of earthwork operations as specified. Topsoil shall be a fertile, friable, natural topsoil of loamy character and characteristic of locality. Topsoil shall be capable of growing healthy horticultural crops of grasses. Stockpile topsoil and protect as directed by Engineer of Record. Eliminate foreign materials, such as weeds, roots, stones, subsoil, frozen clods, and similar foreign materials larger than 0.014 m³ (1/2 cubic foot) in volume, from soil as it is stockpiled. Retain topsoil on station. Remove foreign materials larger than 50 mm (2 inches) in any dimension from topsoil used in final grading. Topsoil work, such as stripping, stockpiling, and similar topsoil work shall not, under any circumstances, be carried out when soil is wet so that the composition of the soil will be destroyed.
- E. Concrete Slabs and Paving: Score deeply or saw cut to insure a neat, straight cut, sections of existing concrete slabs and paving to be removed where excavation or trenching occurs. Extend pavement section to be removed a minimum of 300 mm (12 inches) on each side of widest part of trench excavation and insure final score lines are approximately parallel unless otherwise indicated. Remove material from the Property.
- F. Lines and Grades: Registered Professional Land Surveyor or Registered Civil Engineer, specified in Section 01 00 00, GENERAL REQUIREMENTS, shall establish lines and grades.
 - 1. Grades shall conform to elevations indicated on plans within the tolerances herein specified. Generally grades shall be established to provide a smooth surface, free from irregular surface changes. Grading shall comply with compaction requirements and grade cross sections, lines, and elevations indicated. Where spot grades are indicated the grade shall be established based on interpolation of the elevations

- between the spot grades while maintaining appropriate transition at structures and paving and uninterrupted drainage flow into inlets.
2. Locations of existing and proposed elevations indicated on plans, except spot elevations, are from a site survey that measured spot elevations and subsequently generated existing contours and spot elevations. Proposed spot elevations and contour lines have been developed utilizing the existing conditions survey and developed contour lines and may be approximate. Contractor is responsible to notify Engineer of Record of any differences between existing elevations shown on plans and those encountered on site by Surveyor/Engineer described above. Notify Engineer of Record of any differences between existing or constructed grades, as compared to those shown on the plans.
 3. Subsequent to establishment of lines and grades, Contractor will be responsible for any additional cut and/or fill required to ensure that site is graded to conform to elevations indicated on plans.
 4. Finish grading is specified in Section 321216 – ASPHALT PAVING.
- G. Disposal: All materials removed from the property shall be disposed of at a legally approved site, for the specific materials, and all removals shall be in accordance with all applicable Federal, State and local regulations. No burning of materials is permitted onsite.

3.2 EXCAVATION

- A. Shoring, Sheet piling and Bracing: Shore, brace, or slope, its angle of repose or to an angle considered acceptable by the Engineer of Record, banks of excavations to protect workmen, banks, adjacent paving, structures, and utilities.
1. Design of the temporary support of excavation system is the responsibility of the Contractor.
 2. Construction of the support of excavation system shall not interfere with the permanent structure and may begin only after a review by the Engineer of Record.
 3. Extend shoring and bracing to a minimum of 1500 mm (5 feet) below the bottom of excavation. Shore excavations that are carried below elevations of adjacent existing foundations.
 4. If bearing material of any foundation is disturbed by excavating, improper shoring or removal of existing or temporary shoring, placing of backfill, and similar operations, the Contractor shall underpin the existing foundation, as directed by Engineer of Record, at no additional cost to the Owner. Do not remove shoring until permanent work in excavation has been inspected and approved by Engineer of Record.
- B. Subgrade Protection: Protect subgrades from softening, undermining, washout, or damage by rain or water accumulation. Reroute surface water runoff from excavated areas and not allow water to accumulate in excavations. Do not use excavated trenches as temporary drainage ditches. When subgrade for foundations has been disturbed by water, remove disturbed material to firm undisturbed material after water is brought under control. Replace disturbed subgrade in trenches with concrete or material approved by the Engineer of Record.

C. Proofrolling:

1. After rough grade has been established in cut areas and prior to placement of fill in fill areas under building and pavements, proofroll exposed subgrade with a fully loaded dump truck to check for pockets of soft material.
2. Proofrolling shall consist of at least two complete passes with one pass being in a direction perpendicular to preceding one. Remove any areas that deflect, rut, or pump excessively during proofrolling, or that fail to consolidate after successive passes to suitable soils and replaced with compacted fill. Maintain subgrade until succeeding operation has been accomplished.

D. Building Earthwork:

1. Excavation shall be accomplished as required by drawings and specifications.
2. Excavate foundation excavations to solid undisturbed subgrade.
3. Remove loose or soft materials to a solid bottom.
4. Fill excess cut under footings or foundations with 25 MPa (3000 psi) concrete poured separately from the footings.
5. Do not tamp earth for backfilling in footing bottoms, except as specified.
6. Slope grades to direct water away from excavations and to prevent ponding.

E. Trench Earthwork:

1. Utility trenches (except sanitary and storm sewer):

- a. Excavate to a width as necessary for sheeting and bracing and proper performance of the work.
- b. Grade bottom of trenches with bell holes scooped out to provide a uniform bearing.
- c. Support piping on undisturbed earth unless a mechanical support is shown.
- d. Length of open trench in advance of piping laying shall not be greater than is authorized by Engineer of Record.

2. Sanitary and storm sewer trenches:

- a. Trench width below a point 150 mm (6 inches) above top of pipe shall be 600 mm (24 inches) maximum for pipe up to and including 300 mm (12 inches) diameter, and four-thirds diameter of pipe plus 200 mm (8 inches) for pipe larger than 300 mm (12 inches). Width of trench above that level shall be as necessary for sheeting and bracing and proper performance of the work.
- b. Bed bottom quadrant of pipe on undisturbed soil or granular fill.
 - 1) Undisturbed: Bell holes shall be no larger than necessary for jointing. Backfill up to a point 300 mm (12 inches) above top of pipe shall be clean earth placed and tamped by hand.
 - 2) Granular Fill: Depth of fill shall be a minimum of 75 mm (3 inches) plus one sixth of pipe diameter below pipe to 300 mm (12 inches) above top of pipe. Place and tamp fill material by hand.

- c. Place and compact as specified remainder of backfill using acceptable excavated materials. Do not use unsuitable materials.
 - d. Use granular fill for bedding where rock or rocky materials are excavated.
- F. Site Earthwork: Earth excavation includes excavating pavements and obstructions visible on surface; underground structures, utilities, and other items indicated to be removed; together with soil, boulders, and other materials not classified as rock or unauthorized excavation. Excavation shall be accomplished as required by drawings and specifications. Excavate to indicated elevations and dimensions within a tolerance of plus or minus 25 mm (1 inch). Extend excavations a sufficient distance from structures for placing and removing concrete formwork, for installing services and other construction, complying with OSHA requirements, and for inspections. Remove subgrade materials that are determined by Engineer of Record as unsuitable, and replace with acceptable material. If there is a question as to whether material is unsuitable or not, the contractor shall obtain samples of the material, under the direction of the Engineer of Record, and the materials shall be examined by an independent testing laboratory for soil classification to determine whether it is unsuitable or not. Testing of the soil shall be performed by a certified Testing Laboratory. When unsuitable material is encountered and removed, contract price and time will be adjusted in accordance with Articles, DIFFERING SITE CONDITIONS, CHANGES and CHANGES-SUPPLEMENT of the GENERAL CONDITIONS as applicable. Adjustments to be based on volume in cut section only.

1. Site Grading:

- a. Provide a smooth transition between adjacent existing grades and new grades.
- b. Cut out soft spots, fill low spots, and trim high spots to comply with required surface tolerances.
- c. Slope grades to direct water away from buildings and to prevent ponds from forming where not designed. Finish subgrades to required elevations within the following tolerances:
 - 1) Lawn or Unpaved Areas: Plus or minus 25 mm (1 inch).
 - 2) Walks: Plus or minus 13 mm (1/2 inch).
 - 3) Pavements: Plus or minus 13 mm (1/2 inch).
- d. Grading Inside Building Lines: Finish subgrade to a tolerance of 13 mm (1/2 inch) when tested with a 3000 mm (10 foot) straightedge.

3.3 FILLING AND BACKFILLING

- A. General: Do not fill or backfill until all debris, water, unsatisfactory soil materials, obstructions, and deleterious materials have been removed from excavation. For fill and backfill, use excavated materials and borrow meeting the criteria specified herein, as applicable. Borrow will be supplied at no additional cost to the Owner. Do not use unsuitable excavated materials. Do not backfill until foundation walls have been completed above grade and adequately braced, waterproofing or dampproofing applied, foundation drainage, and pipes coming in contact with backfill have been installed and work inspected and approved by Engineer of Record.

- B. **Placing:** Place materials in horizontal layers not exceeding 300 mm (12 inches) in loose depth for material compacted by heavy compaction equipment, and not more than 150 mm (6 inches) in loose depth for material compacted by hand-operated tampers and then compacted. Place backfill and fill materials evenly on all sides of structures to required elevations, and uniformly along the full length of each structure. Place no material on surfaces that are muddy, frozen, or contain frost.
- C. **Compaction:** Compact with approved tamping rollers, sheepfoot rollers, pneumatic tired rollers, steel wheeled rollers, vibrator compactors, or other approved equipment (hand or mechanized) well suited to soil being compacted. Do not operate mechanized vibratory compaction equipment within 3000 mm (10 feet) of new or existing building walls without prior approval of Engineer of Record. Moisten or aerate material as necessary to provide moisture content that will readily facilitate obtaining specified compaction with equipment used. Compact soil to not less than the following percentages of maximum dry density, according to ASTM D698 or ASTM D1557 as specified below:
1. **Fills, Embankments, and Backfill**
 - a. Under proposed structures, building slabs, steps, and paved areas, scarify and recompact top 300 mm (12 inches) of existing subgrade and each layer of backfill or fill material in accordance with D698 and 95 percent.
 - b. Curbs, curbs and gutters, ASTM D698 and 95 percent.
 - c. Under Sidewalks, scarify and recompact top 150 mm (6 inches) below subgrade and compact each layer of backfill or fill material in accordance with ASTM D698 and 95 percent.
 - d. Landscaped areas, top 400 mm (16 inches), ASTM D698 and 85 percent.
 - e. Landscaped areas, below 400 mm (16 inches) of finished grade, ASTM D698 and 90 percent.
 2. **Natural Ground (Cut or Existing)**
 - a. Under building slabs, steps and paved areas, top 150 mm (6 inches), ASTM D698 and 95 percent.
 - b. Curbs, curbs and gutters, top 150 mm (6 inches), ASTM D698 and 95 percent.
 - c. Under sidewalks, top 150 mm (6 inches), ASTM D698 and 95 percent.

3.5 GRADING

- A. **General:** Uniformly grade the areas within the limits of this section, including adjacent transition areas. Smooth the finished surface within specified tolerance. Provide uniform levels or slopes between points where elevations are indicated, or between such points and existing finished grades. Provide a smooth transition between abrupt changes in slope.
- B. Cut rough or sloping rock to level beds for foundations. In pipe spaces or other unfinished areas, fill low spots and level off with coarse sand or fine gravel.
- C. Slope backfill outside building away from building walls for a minimum distance of 1800 mm (6 feet).

- D. Finish grade earth floors in pipe basements as shown to a level, uniform slope and leave clean.
- E. Finished grade shall be at least 150 mm (6 inches) below bottom line of window or other building wall openings unless greater depth is shown.
- F. Place crushed stone or gravel fill under concrete slabs on grade, tamped, and leveled. Thickness of fill shall be 150 mm (6 inches) unless otherwise shown.
- G. Finish subgrade in a condition acceptable to Engineer of Record at least one day in advance of paving operations. Maintain finished subgrade in a smooth and compacted condition until succeeding operation has been accomplished. Scarify, compact, and grade subgrade prior to further construction when approved compacted subgrade is disturbed by Contractor's subsequent operations or adverse weather.
- H. Grading for Paved Areas: Provide final grades for both subgrade and base course to +/- 6 mm (0.25 inches) of indicated grades.

3.6 DISPOSAL OF UNSUITABLE AND EXCESS EXCAVATED MATERIAL

- A. Disposal: Remove surplus satisfactory soil and waste material, including unsatisfactory soil, trash, and debris, and legally dispose of it off the property.
- B. Place excess excavated materials suitable for fill and/or backfill on site where directed.
- C. Remove from site and dispose of any excess excavated materials after all fill and backfill operations have been completed.
- D. Segregate all excavated contaminated soil designated by the Engineer of Record from all other excavated soils, and stockpile on site on two 0.15 mm (6 mil) polyethylene sheets with a polyethylene cover. A designated area shall be selected for this purpose. Dispose of excavated contaminated material in accordance with State and Local requirements.

3.7 CLEAN UP

- A. Upon completion of earthwork operations, clean areas within contract limits, remove tools, and equipment. Provide site clear, clean, free of debris, and suitable for subsequent construction operations. Remove all debris, rubbish, and excess material from the Property.

END OF SECTION 312000

SECTION 312319 – DEWATERING

PART 1 – GENERAL

1.1 DESCRIPTION

- A. This section specifies performance of dewatering required to lower and control ground water table levels and hydrostatic pressures to permit excavation, backfill, and construction to be performed in the dry. Control of surface water shall be considered as part of the work under this specification.

1.2 SUMMARY

- A. The work to be completed by the Contractor includes, but is not necessarily limited to the following:
 - 1. Implementation of the Erosion and Sedimentation Control Plan.
 - 2. Dewater excavations, including seepage and precipitation.
- B. The Contractor shall be responsible for providing all materials, equipment, labor, and services necessary for care of water and erosion control. Excavation work shall not begin before the Erosion and Sedimentation Control Plan is in place.

1.3 REQUIREMENT

- A. Dewatering system shall be of sufficient size and capacity necessary to lower and maintain ground water table to an elevation at least 300 mm (1 foot) below lowest foundation subgrade or bottom of pipe trench and to allow material to be excavated in a reasonably dry condition. Materials to be removed shall be sufficiently dry to permit excavation to grades shown and to stabilize excavation slopes where sheeting is not required. Operate dewatering system continuously until backfill work has been completed.
- B. Reduce hydrostatic head below any excavation to the extent that water level in the construction area is a minimum of 300 mm (1 foot) below prevailing excavation surface.
- C. Prevent loss of fines, seepage, boils, quick conditions or softening of foundation strata.
- D. Maintain stability of sides and bottom of excavation.
- E. Construction operations are performed in the dry.
- F. Control of surface and subsurface water is part of dewatering requirements. Maintain adequate control so that:

1. The stability of excavated and constructed slopes are not adversely affected by saturated soil, including water entering prepared subbase and subgrades where underlying materials are not free draining or are subject to swelling or freeze-thaw action.
 2. Erosion is controlled.
 3. Flooding of excavations or damage to structures does not occur.
 4. Surface water drains away from excavations.
 5. Excavations are protected from becoming wet from surface water, or insure excavations are dry before additional work is undertaken.
- G. Permitting Requirements: The contractor shall comply with and obtain the required State, City, and/or County permits where the work is performed.

1.4 RELATED WORK

- A. Excavation, backfilling, site grade and utilities: Section 312000, EARTH MOVING.

1.5 SUBMITTALS

- A. Submit in accordance with Section 013000, ADMINISTRATIVE REQUIREMENTS.
- B. Drawings and Design Data:
1. Submit drawings and data showing the method to be employed in dewatering excavated areas 30 days before commencement of excavation.
 2. Material shall include: location, depth and size of wellpoints, headers, sumps, ditches, size and location of discharge lines, capacities of pumps and standby units, and detailed description of dewatering methods to be employed to convey the water from site to adequate disposal.
 3. Include a written report outlining control procedures to be adopted if dewatering problem arises.
 4. Materials submitted shall be in a format acceptable for inclusion in required permit applications to any and all regulatory agencies for which permits for discharge water from the dewatering system are required due to the discharge reaching regulated bodies of water.
- C. Inspection Reports.
- D. All required permits.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install a dewatering system to lower and control ground surface water in order to permit excavation, construction of structure, and placement of backfill materials to be performed under dry conditions. Make the dewatering system adequate to pre-drain the water-bearing strata above and below the bottom of structure foundations, utilities and other excavations.
- B. In addition, reduce hydrostatic pressure head in water-bearing strata below structure foundations, utility lines, and other excavations, to extent that water levels in construction area are a minimum of 300 mm (1 foot) below prevailing excavation surface at all times.

3.2 OPERATION

- A. Prior to any excavation below the ground water table, place system into operation to lower water table as required and operate it continuously 24 hours a day, 7 days a week until utilities and structures have been satisfactorily constructed, which includes the placement of backfill materials and dewatering is no longer required.
- B. Place an adequate weight of backfill material to prevent buoyancy prior to discontinuing operation of the system.

3.3 WATER DISPOSAL

- A. Dispose of water removed from the excavations in such a manner as:
 - 1. Will not endanger portions of work under construction or completed.
 - 2. Will cause no inconvenience to the Owner or to others working near site.
 - 3. Will comply with the stipulations of required permits for disposal of water.
 - 4. Will Control Runoff: The Contractor shall be responsible for control of runoff in all work areas including but not limited to: excavations, access roads, parking areas, laydown, and staging areas. The Contractor shall provide, operate, and maintain all ditches, basins, sumps, culverts, site grading, and pumping facilities to divert, collect, and remove all water from the work areas. All water shall be removed from the immediate work areas and shall be disposed of in accordance with applicable permits.
- B. Excavation Dewatering:
 - 1. The Contractor shall be responsible for providing all facilities required to divert, collect, control, and remove water from all construction work areas and excavations.
 - 2. Drainage features shall have sufficient capacity to avoid flooding of work areas.

3. Drainage features shall be so arranged and altered as required to avoid degradation of the final excavated surface(s).
 4. The Contractor shall utilize all necessary erosion and sediment control measures as described herein to avoid construction related degradation of the natural water quality.
- C. Dewatering equipment shall be provided to remove and dispose of all surface and ground water entering excavations, trenches, or other parts of the work during construction. Each excavation shall be kept dry during subgrade preparation and continually thereafter until the structure to be built, or the pipe to be installed therein, is completed to the extent that no damage from hydrostatic pressure, flotation, or other cause will result.

3.4 STANDBY EQUIPMENT

- A. Provide complete standby equipment, installed and available for immediate operation, as may be required to adequately maintain de-watering on a continuous basis and in the event that all or any part of the system may become inadequate or fail.

3.5 CORRECTIVE ACTION

- A. If dewatering requirements are not satisfied due to inadequacy or failure of the dewatering system (loosening of the foundation strata, or instability of slopes, or damage to foundations or structures), perform work necessary for reinstatement of foundation soil and damaged structure resulting from such inadequacy or failure by Contractor, at no additional cost to the Owner.

3.6 DAMAGES

- A. Immediately repair damages to adjacent facilities caused by dewatering operations.

3.7 REMOVAL

- A. Ensure compliance with all conditions of regulating permits and provide such information to the Engineer of Record. Obtain written approval from Engineer of Record before discontinuing operation of dewatering system.

END OF SECTION 312319

SECTION 329200 – TURF AND GRASSES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Seeding.
 - 2. Lawn renovation.
- B. Related Sections:
 - 1. Division 31 Section "Site Clearing" for topsoil stripping and stockpiling.
 - 2. Division 31 Section "Earth Moving" for excavation, filling and backfilling, and rough grading.

1.3 DEFINITIONS

- A. Finish Grade: Elevation of finished surface of planting soil.
- B. Manufactured Soil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.
- C. Planting Soil: Native or imported topsoil, manufactured topsoil, or surface soil modified to become topsoil; mixed with soil amendments.
- D. Subgrade: Surface or elevation of subsoil remaining after completing excavation, or top surface of a fill or backfill immediately beneath planting soil.
- E. Subsoil: All soil beneath the topsoil layer of the soil profile, and typified by the lack of organic matter and soil organisms.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Certification of Grass Seed: From seed vendor for each grass-seed monostand or mixture stating the botanical and common name and percentage by weight of each

species and variety, and percentage of purity, germination, and weed seed. Include the year of production and date of packaging.

- C. Material Test Reports: For existing surface soil and imported topsoil.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified landscape installer whose work has resulted in successful lawn and meadow establishment.
 - 1. Installer's Field Supervision: Require Installer to maintain an experienced full-time supervisor on Project site when planting is in progress.
- B. Soil-Testing Laboratory Qualifications: An independent laboratory, recognized by the State Department of Agriculture, with the experience and capability to conduct the testing indicated and that specializes in types of tests to be performed.
- C. Topsoil Analysis: Furnish soil analysis by a qualified soil-testing laboratory stating percentages of organic matter; gradation of sand, silt, and clay content; cation exchange capacity; sodium absorption ratio; deleterious material; pH; and mineral and plant-nutrient content of topsoil.
 - 1. Report suitability of topsoil for lawn growth. State-recommended quantities of nitrogen, phosphorus, and potash nutrients and soil amendments to be added to produce satisfactory topsoil.
- D. Preinstallation Conference: Conduct conference at Project site.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Seed: Deliver seed in original sealed, labeled, and undamaged containers.

1.7 PROJECT CONDITIONS

- A. Planting Restrictions: Plant during one of the following periods. Coordinate planting periods with initial maintenance periods to provide required maintenance from date of Substantial Completion.
 - 1. Spring Planting: May 15th to June 30th
 - 2. Fall Planting: September 1st to October 31st
 - 3. Meadow: April 15th - June 15th
- B. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit.

1.8 MAINTENANCE SERVICE

- A. Initial Lawn Maintenance Service: Provide full maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after each area is planted and continue until acceptable lawn is established, but for not less than the following periods:
 - 1. Seeded Lawns: 60 days from date of Substantial Completion.
 - a. When initial maintenance period has not elapsed before end of planting season, or if lawn is not fully established, continue maintenance during next planting season.
- B. Maintain and establish lawn by watering, fertilizing, weeding, mowing, trimming, replanting, and other operations. Roll, regrade, and replant bare or eroded areas and remulch to produce a uniformly smooth lawn.
 - 1. In areas where mulch has been disturbed by wind or maintenance operations, add new mulch. Anchor as required to prevent displacement.
- C. Watering: Provide and maintain temporary piping, hoses, and lawn-watering equipment to convey water from sources and to keep lawn uniformly moist to a depth of 4 inches (100 mm).
 - 1. Schedule watering to prevent wilting, puddling, erosion, and displacement of seed or mulch. Lay out temporary watering system to avoid walking over muddy or newly planted areas.
 - 2. Water lawn at a minimum rate of 1 inch (25 mm) per week.
- D. Mow lawn as soon as top growth is tall enough to cut. Repeat mowing to maintain specified height without cutting more than 40 percent of grass height. Remove no more than 40 percent of grass-leaf growth in initial or subsequent mowings. Do not delay mowing until grass blades bend over and become matted. Do not mow when grass is wet. Schedule initial and subsequent mowings to maintain the following grass height:
 - 1. Mow grass 1-1/2 to 2 inches (38 to 50 mm) high.
- E. Lawn Postfertilization: Apply fertilizer after initial mowing and when grass is dry.
 - 1. Use fertilizer that will provide actual nitrogen of at least 1 lb/1000 sq. ft. (0.45 kg/92.9 sq. m) to lawn area.

PART 2 - PRODUCTS

2.1 SEED

- A. Grass Seed: Fresh, clean, dry, new-crop seed complying with AOSA's "Journal of Seed Technology; Rules for Testing Seeds" for purity and germination tolerances.

- B. Seed Species: State-certified seed of grass species, as indicated in Seed Mixture Schedule at the end of this section.

2.2 TOPSOIL

- A. Topsoil: ASTM D 5268, pH range of 5.5 to 7, a minimum of 4 percent organic material content; free of stones 1 inch (25 mm) or larger in any dimension and other extraneous materials harmful to plant growth.
 - 1. Topsoil Source: Reuse surface soil stockpiled on-site. Verify suitability of stockpiled surface soil to produce topsoil. Clean surface soil of roots, plants, sod, stones, clay lumps, and other extraneous materials harmful to plant growth.
 - a. Supplement with imported or manufactured topsoil from off-site sources when quantities are insufficient. Obtain topsoil displaced from naturally well-drained construction or mining sites where topsoil occurs at least 4 inches (100 mm) deep; do not obtain from agricultural land, bogs or marshes.

2.3 PLANTING ACCESSORIES

- A. Selective Herbicides: EPA registered and approved, of type recommended by manufacturer for application.

2.4 FERTILIZER

- A. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
 - 1. Composition: 1 lb/1000 sq. ft. (0.45 kg/92.9 sq. m) of actual nitrogen, 4 percent phosphorous, and 2 percent potassium, by weight.

2.5 MULCHES

- A. Straw Mulch: Provide air-dry, clean, mildew- and seed-free, salt hay or threshed straw of wheat, rye, oats, or barley.
- B. Fiber Mulch: Biodegradable, dyed-wood, cellulose-fiber mulch; nontoxic; free of plant-growth or germination inhibitors; with a maximum moisture content of 15 percent and a pH range of 4.5 to 6.5.
- C. Nonasphaltic Tackifier: Colloidal tackifier recommended by fiber-mulch manufacturer for slurry application; nontoxic and free of plant-growth or germination inhibitors.

2.6 EROSION-CONTROL MATERIALS

- A. Erosion-Control Blankets: Biodegradable wood excelsior, straw, or coconut-fiber mat enclosed in a photodegradable plastic mesh. Include manufacturer's recommended steel wire staples, 6 inches (150 mm) long.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas to receive lawns and grass for compliance with requirements and other conditions affecting performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Protect structures, utilities, sidewalks, pavements, and other facilities, trees, shrubs, and plantings from damage caused by planting operations.
 - 1. Protect adjacent and adjoining areas from hydroseeding overspray.
- B. Provide erosion-control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.

3.3 LAWN PREPARATION

- A. Limit lawn subgrade preparation to areas to be planted.
- B. Newly Graded Subgrades: Loosen subgrade to a minimum depth of 6 inches (150 mm). Remove stones larger than 1 inch (25 mm) in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
 - 1. Spread planting soil mix to a depth of 6 inches (150 mm) but not less than required to meet finish grades after light rolling and natural settlement. Do not spread if planting soil or subgrade is frozen, muddy, or excessively wet.
- C. Finish Grading: Grade planting areas to a smooth, uniform surface plane with loose, uniformly fine texture. Grade to within plus or minus 1/2 inch (13 mm) of finish elevation. Roll and rake, remove ridges, and fill depressions to meet finish grades. Limit finish grading to areas that can be planted in the immediate future.
- D. Moisten prepared lawn areas before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.
- E. Before planting, restore areas if eroded or otherwise disturbed after finish grading.

3.4 DRILL SEEDING/ HYDROMULCHING LAWNS

- A. Lawn and meadow seed mixes shall be mechanically seeded with a “Brillion” or equivalent seeding machine. Do not broadcast or drop seed. Evenly distribute seed by sowing equal quantities in two directions at right angles to each other.
 - 1. Do not use wet seed or seed that is moldy or otherwise damaged.
 - 2. Sow seed at the rate of 8 lb per 1000 sq. ft. (3.8 kg per 100 sq. m).
- B. Hydromulch within 24 hours after completing seeding operations.
- C. Mix specified fertilizer and fiber mulch in water, using equipment specifically designed for hydroseed application. Continue mixing until uniformly blended into homogeneous slurry suitable for hydraulic application.
- D. Apply slurry uniformly to all seeded areas in a one-step process. Apply mulch at a minimum rate of 1500-lb/acre (15.3-kg/92.9 sq. m) dry weight.

3.5 PREPARATION FOR EROSION-CONTROL MATERIALS

- A. Prepare area as specified in "Lawn Preparation" Article.
- B. For erosion-control blanket, install from top of slope, working downward, and as recommended by material manufacturer for site conditions. Fasten as recommended by material manufacturer.
- C. Moisten prepared area before planting if surface is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.

3.6 LAWN RENOVATION

- A. Renovate existing lawn damaged by Contractor's operations, such as storage of materials or equipment and movement of vehicles.
 - 1. Reestablish lawn where settlement or washouts occur or where minor regrading is required.
- B. Remove sod and vegetation from diseased or unsatisfactory lawn areas; do not bury in soil.
- C. Remove topsoil containing foreign materials resulting from Contractor's operations, including oil drippings, fuel spills, stone, gravel, and other construction materials, and replace with new topsoil.
- D. Mow, dethatch, core aerate, and rake existing lawn.
- E. Remove weeds before seeding. Where weeds are extensive, apply selective herbicides as required. Do not use pre-emergence herbicides.

- F. Remove waste and foreign materials, including weeds, soil cores, grass, vegetation, and turf, and legally dispose of them off Owner's property.
- G. Till stripped, bare, and compacted areas thoroughly to a soil depth of 6 inches (150 mm).
- H. Apply seed and hydromulch as required for new lawns.
- I. Water newly planted areas and keep moist until new lawn is established.

3.7 SATISFACTORY LAWNS

- A. Lawn installations shall meet the following criteria as determined by Architect:
 - 1. Satisfactory Seeded Lawn: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. (0.92 sq. m) and bare spots not exceeding 5 by 5 inches (125 by 125 mm).
- B. Use specified materials to reestablish lawns that do not comply with requirements and continue maintenance until lawns are satisfactory.

3.8 CLEANUP AND PROTECTION

- A. Promptly remove soil and debris, created by lawn work, from paved areas. Clean wheels of vehicles before leaving site to avoid tracking soil onto roads, walks, or other paved areas.
- B. Erect temporary fencing or barricades and warning signs as required to protect newly planted areas from traffic. Maintain fencing and barricades throughout initial maintenance period and remove after lawn is established.
- C. Remove nondegradable erosion-control measures after grass establishment period.

3.9 SEED MIXTURE SCHEDULE

A. GENERAL SEED MIX

| <u>Species</u> | <u>Mix</u> | <u>Purity</u> | <u>Germination</u> |
|---------------------|------------|---------------|--------------------|
| Annual Rye | 10% | 98% | 95% |
| *Perennial Rye | 30% | 98% | 95% |
| Creeping Red Fescue | 20% | 98% | 95% |
| **Turf Type Fescue | 40% | 98% | 95% |

*Note: Provide a minimum of two varieties of Perennial Rye from the following list. Affinity, APM, Buccaneer, Nighthawk, Partner, Saturn, Seville.

**Note: Provide a minimum of two varieties of Turf Type Tall Fescue from the following list: Jubilee, Veranda, Morgan, Stagecoach.

END OF SECTION 329200