BID OF_____

2016

PROPOSAL, CONTRACT, BOND AND SPECIFICATIONS

FOR

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

PROJECT NO. ---

MUNIS NO. 12095-86-140

IN

MADISON, DANE COUNTY, WISCONSIN

AWARDED BY THE COMMON COUNCIL
MADISON, WISCONSIN ON_____

CITY ENGINEERING DIVISION
1600 EMIL STREET
MADISON, WISCONSIN 53713

https://bidexpress.com/login

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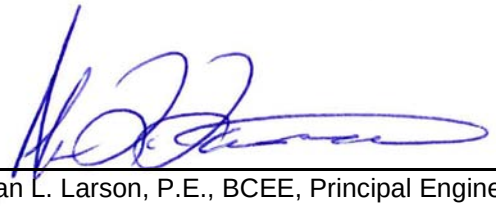
MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVENUE

CONTRACT NUMBER 7735

INDEX

This Proposal and Agreement have
been prepared by:

MADISON WATER UTILITY
CITY OF MADISON
MADISON, DANE COUNTY, WISCONSIN



Alan L. Larson, P.E., BCEE, Principal Engineer

RFP:

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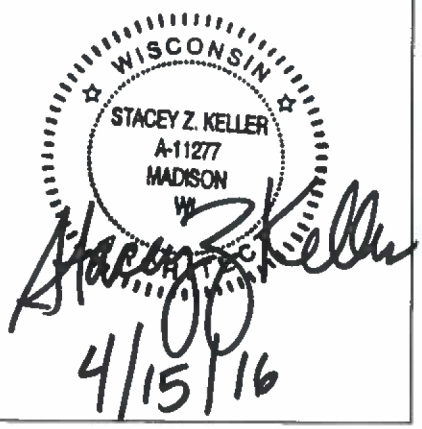
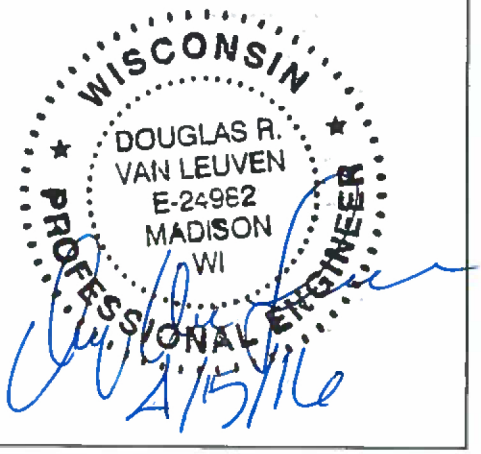
ARCHITECT Mead & Hunt, Inc. 2440 Deming Way Middleton, WI 53562 Tel: 608.273.6390 Fax: 608.273.6391	
MECHANICAL ENGINEER Mead & Hunt, Inc. 2440 Deming Way Middleton, WI 53562 Tel: 608.273.6390 Fax: 608.273.6391	
ELECTRICAL ENGINEER Mead & Hunt, Inc. 2440 Deming Way Middleton, WI 53562 Tel: 608.273.6390 Fax: 608.273.6391	

END OF SECTION 000107

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SECTION A: ADVERTISEMENT FOR BIDS AND INSTRUCTIONS TO BIDDERS

REQUEST FOR BID FOR PUBLIC WORKS CONSTRUCTION
CITY OF MADISON, WISCONSIN

A BEST VALUE CONTRACTING MUNICIPALITY

PROJECT NAME:	MADISON WATER UTILITY - SCADA ROOM RENOVATION **119 E. OLIN AVE.**
CONTRACT NO.:	7735
BID BOND	5%
PREQUALIFICATION APPLICATION DUE (1:00 P.M)	April 29, 2016
BID SUBMISSION (1:00 P.M.)	May 6, 2016
BID OPEN (1:30 P.M.)	May 6, 2016
PUBLISHED IN WSJ	4/15, 4/22 & 4/29

PREQUALIFICATION APPLICATION: Forms are available at the same location or on our website, www.cityofmadison.com/business/pw/forms.cfm. If not currently prequalified in the categories listed in Section A, an amendment to your Prequalification will need to be submitted prior to the same due date. Postmark is not applicable.

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS: The Bidder shall review the Bidding Documents and shall report to the Architect errors, inconsistencies or ambiguities discovered. Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the architect at least seven days prior to the date for receipt of Bids. Interpretations, corrections and changes of the Bidding Documents will be made by Addendum; any other manner will not be binding. Architect: Mead & Hunt, Stacey Z. Keller, AIA, 2440 Deming Way, Middleton, WI 53562, stacey.keller@meadhunt.com.

BIDS TO BE SUBMITTED by hand to 1600 EMIL ST., MADISON, WI 53713 or online at www.bidexpress.com.

THE BID OPENING is at 1600 EMIL ST., MADISON, WI 53713.

STANDARD SPECIFICATIONS

The City of Madison's Standard Specifications for Public Works Construction - 2016 Edition, as supplemented and amended from time to time, forms a part of these contract documents as if attached hereto.

These standard specifications are available on the City of Madison Public Works website, www.cityofmadison.com/Business/PW/specs.cfm.

The Contractor shall review these Specifications prior to preparation of proposals for the work to be done under this contract, with specific attention to Article 102, "BIDDING REQUIREMENTS AND CONDITIONS" and Article 103, "AWARD AND EXECUTION OF THE CONTRACT." For the convenience of the bidder, below are highlights of three subsections of the specifications.

SECTION 102.1: PRE-QUALIFICATION OF BIDDERS

In accordance with Wisconsin State Statutes 66.0901 (2) and (3), all bidders must submit to the Board of Public Works proof of responsibility on forms furnished by the City. The City requires that all bidders be qualified on a biennial basis.

Bidders must present satisfactory evidence that they have been regularly engaged in the type of work specified herein and they are fully prepared with necessary capital, materials, machinery and supervisory personnel to conduct the work to be contracted for to the satisfaction of the City. All bidders must be pre-qualified by the Board of Public Works for the type of construction on which they are bidding prior to the opening of the bid.

In accordance with Section 39.02(9)(a)l. of the General Ordinances, all bidders shall submit in writing to the Affirmative Action Division Manager of the City of Madison, a Certificate of Compliance or an Affirmative Action Plan at the same time or prior to the submission of the proof of responsibility forms.

The bidder shall be disqualified if the bidder fails to or refuses to, prior to opening of the bid, submit a Certificate of compliance, Affirmative Action Plan or Affirmative Action Data Update, as applicable, as defined by Section 39.02 of the General Ordinances (entitled Affirmative Action) and as required by Section 102.11 of the Standard Specifications.

SECTION 102.4 PROPOSAL

No bid will be accepted that does not contain an adequate or reasonable price for each and every item named in the Schedule of Unit Prices.

A lump sum bid for the work in accordance with the plans and specifications is required. The lump sum bid must be the same as the total amounts bid for the various items and it shall be inserted in the space provided.

All papers bound with or attached to the proposal form are considered a part thereof and must not be detached or altered when the proposal is submitted. The plans, specifications and other documents designated in the proposal form will be considered a part of the proposal whether attached or not.

A proposal submitted by an individual shall be signed by the bidder or by a duly authorized agent. A proposal submitted by a partnership shall be signed by a member/partner or by a duly authorized agent thereof. A proposal submitted by a corporation shall be signed by an authorized officer or duly authorized registered agent of such corporation, and the proposal shall show the name of the State under the laws of which such corporation was chartered. The required signatures shall in all cases appear in the space provided thereof on the proposal.

Each proposal shall be placed, together with the proposal guaranty, in a sealed envelope, so marked as to indicate name of project, the contract number or option to which it applies, and the name and address of the Contractor or submitted electronically through Bid Express (www.bidexpress.com). Proposals will be accepted at the location, the time and the date designated in the advertisement. Proposals received after the time and date designated will be returned to the bidder unopened.

The Bidder shall execute the Disclosure of Ownership form. REFER TO SECTION F.

SECTION 102.5: BID DEPOSIT (PROPOSAL GUARANTY)

All bids, sealed or electronic, must be accompanied with a Bid Bond equal to at least 5% of the bid or a Certificate of Annual/Biennial Bid Bond or certified check, payable to the City Treasurer. Bid deposit of the successful bidders shall be returned within forty-eight (48) hours following execution of the contract and bond as required.

PREVAILING WAGE RATES

Prevailing Wage Rates may be required and are attached in Section J of the contract. See Special Provisions to determine applicability.

Bidders for this Contract(s) must be Pre-Qualified for at least one of the following type(s) of construction denoted by an ☒

Building Demolition

101 ☐ Asbestos Removal
120 ☐ House Mover
110 ☐ Building Demolition

Street, Utility and Site Construction

201 ☐ Asphalt Paving
205 ☐ Blasting
210 ☐ Boring/Pipe Jacking
215 ☐ Concrete Paving
220 ☐ Con. Sidewalk/Curb & Gutter/Misc. Flat Work
221 ☐ Concrete Bases and Other Concrete Work
222 ☐ Concrete Removal
225 ☐ Dredging
230 ☐ Fencing
235 ☐ Fiber Optic Cable/Conduit Installation
240 ☐ Grading and Earthwork
241 ☐ Horizontal Saw Cutting of Sidewalk
242 ☐ Infrared Seamless Patching
245 ☐ Landscaping, Maintenance
250 ☐ Landscaping, Site and Street
251 ☐ Parking Ramp Maintenance
252 ☐ Pavement Marking
255 ☐ Pavement Sealcoating and Crack Sealing
260 ☐ Petroleum Above/Below Ground Storage Tank Removal/Installation
262 ☐ Playground Installer
265 ☐ Retaining Walls, Precast Modular Units
270 ☐ Retaining Walls, Reinforced Concrete
275 ☐ Sanitary, Storm Sewer and Water Main Construction
276 ☐ Sawcutting
280 ☐ Sewer Lateral Drain Cleaning/Internal TV Insp.
285 ☐ Sewer Lining
290 ☐ Sewer Pipe Bursting
295 ☐ Soil Borings
300 ☐ Soil Nailing
305 ☐ Storm & Sanitary Sewer Laterals & Water Svc.
310 ☐ Street Construction
315 ☐ Street Lighting
318 ☐ Tennis Court Resurfacing
320 ☐ Traffic Signals
325 ☐ Traffic Signing & Marking
332 ☐ Tree pruning/removal
333 ☐ Tree, pesticide treatment of
335 ☐ Trucking
340 ☐ Utility Transmission Lines including Natural Gas, Electrical & Communications
399 ☐ Other_____

Bridge Construction

501 ☐ Bridge Construction and/or Repair

Building Construction

401 ☐ Floor Covering (including carpet, ceramic tile installation, rubber, VCT
402 ☐ Building Automation Systems
403 ☐ Concrete
404 ☐ Doors and Windows
405 ☐ Electrical - Power, Lighting & Communications
410 ☐ Elevator - Lifts
412 ☐ Fire Suppression
413 ☐ Furnishings - Furniture and Window Treatments
415 ☒ General Building Construction, Equal or Less than $250,000
420 ☐ General Building Construction, $250,000 to $1,500,000
425 ☐ General Building Construction, Over $1,500,000
428 ☐ Glass and/or Glazing
429 ☐ Hazardous Material Removal
430 ☐ Heating, Ventilating and Air Conditioning (HVAC)
433 ☐ Insulation - Thermal
435 ☐ Masonry/Tuck pointing
437 ☐ Metals
440 ☐ Painting and Wallcovering
445 ☐ Plumbing
450 ☐ Pump Repair
455 ☐ Pump Systems
460 ☐ Roofing and Moisture Protection
464 ☐ Tower Crane Operator
461 ☐ Solar Photovoltaic/Hot Water Systems
465 ☐ Soil/Groundwater Remediation
466 ☐ Warning Sirens
470 ☐ Water Supply Elevated Tanks
475 ☐ Water Supply Wells
480 ☐ Wood, Plastics & Composites - Structural & Architectural
499 ☐ Other_____
_____
_____

State of Wisconsin Certifications

1 ☐ Class 5 Blaster - Blasting Operations and Activities 2500 feet and closer to inhabited buildings for quarries, open pits and road cuts.
2 ☐ Class 6 Blaster - Blasting Operations and Activities 2500 feet and closer to inhabited buildings for trenches, site excavations, basements, underwater demolition, underground excavations, or structures 15 feet or less in height.
3 ☐ Class 7 Blaster - Blasting Operations and Activities for structures greater than 15 ' in height, bridges, towers, and any of the objects or purposes listed as “Class 5 Blaster or Class 6 Blaster”.
4 ☐ Petroleum Above/Below Ground Storage Tank Removal and Installation (Attach copies of State Certifications.)
5 ☐ Hazardous Material Removal (Contractor to be certified for asbestos and lead abatement per the Wisconsin Department of Health Services, Asbestos and Lead Section (A&LS).) See the following link for application: www.dhs.wisconsin.gov/Asbestos/Cert. State of Wisconsin Performance of Asbestos Abatement Certificate must be attached.
6 ☐ Certification number as a Certified Arborist or Certified Tree Worker as administered by the International Society of Arboriculture
7 ☐ Pesticide application (Certification for Commercial Applicator For Hire with the certification in the category of turf and landscape (3.0) and possess a current license issued by the DATCP)
8 ☐ State of Wisconsin Master Plumbers License.

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SECTION B: PROPOSAL

Please refer to the Bid Express Website at https://bidexpress.com look up contract number and go to Section B: Proposal Page

You can access all City of Madison bid solicitations for FREE at www.bidexpress.com

Click on the "Register for Free" button and follow the instructions to register your company and yourself. You will be asked for a payment subscription preference, since you may wish to bid online someday. Simply choose the method to pay on a 'per bid' basis. This requires no payment until / unless you actually bid online. You can also choose the monthly subscription plan at this time. You will, however, be asked to provide payment information. Remember, you can change your preference at anytime. You will then be able to complete your free registration and have full access to the site. Your free access does not require completion of the 'Digital ID' process, so you will have instant access for viewing and downloading. To be prepared in case you ever do wish to bid online, you may wish to establish your digital ID also, since you cannot bid without a Digital ID.

If you have any problems with the free registration process, you can call the bidexpress help team, toll free at 1-888-352-2439 (option 1, option1).

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SECTION C: SMALL BUSINESS ENTERPRISE

Instructions to Bidders
City of Madison
SBE Program Information

SBE NOT APPLICABLE

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SECTION D: SPECIAL PROVISIONS

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

It is the intent of these Special Provisions to set forth the final contractual intent as to the matter involved and shall prevail over the Standard Specifications and plans whenever in conflict therewith. In order that comparisons between the Special Provisions can be readily made, the numbering system for the Special Provisions is equivalent to that of the Specifications.

Whenever in these Specifications the term "Standard Specifications" appears, it shall be taken to refer to the City of Madison Standard Specifications for Public Works Construction and Supplements thereto.

SECTION 102.9: BIDDER'S UNDERSTANDING

Tax Exempt Status: Effective with all contracts executed after January 1, 2016, the sales price from the sale, storage, use or other consumption of tangible personal property that is used in conjunction with a public works improvement for a tax exempt entity (including the City of Madison), is exempt from State sales tax. Said property must become a component of the project owned by the tax exempt entity and includes: any building; shelter; parking lot; parking garage; athletic field; storm sewer; water supply system; or sewerage and waste water treatment facility, but does not include a highway, street or road.

The contractor shall ensure that the exemption for sales and use tax available under Wis. Stat. Sec. 77.54(9m) applies where available. The contractor shall provide all necessary documentation as required by the State of Wisconsin and the City of Madison to comply with this exemption.

SECTION 102.10: PREVAILING WAGE

For this project, payment of prevailing wages (white sheet) shall be required unless the box indicating prevailing wages are not required is checked below.

☒ Prevailing wages shall not be required when this box is checked.

If prevailing wages (white sheets) are required, the wages and benefits paid on the contract shall not be less than those specified in the Prevailing Wage Determination included with these contract documents for the following types of work:

☐ Building or Heavy Construction
☐ Sewer, Water, or Tunnel Construction
☐ Local Street or Miscellaneous Paving Construction
☐ Residential or Agricultural Construction

When multiple boxes are checked, worker's wages may vary according to the type and area of work performed. It is the responsibility of the Contractor to determine and apply the appropriate wage rate for the specific work assigned.

SECTION 102.12: BEST VALUE CONTRACTING

This Contract shall be considered a Best Value Contract if the Contractor's bid is equal to or greater than $56,500 for a single trade contract; or equal to or greater than $277,000 for a multi-trade contract pursuant to MGO 33.07(7).

SECTION 102.14 BAN THE BOX – ARREST AND CRIMINAL BACKGROUND CHECKS (SEC. 39.08, MGO)

This provision applies to all prime contractors on contracts entered into on or after January 1, 2016, and all subcontractors who are required to meet prequalification requirements under MGO 33.07(7)(I), MGO as of the first time they seek or renew pre-qualification status on or after January 1, 2016. The City will monitor compliance of subcontractors through the pre-qualification process.

A. Definitions. For purposes of this section, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

B. Requirements. For the duration of this Contract, the Contractor shall:

1. Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.
2. Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.
3. Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.
4. Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.
5. Comply with all other provisions of Sec. 39.08, MGO.

C. Exemptions: This section shall not apply when:

1. Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or
2. Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt, Contractor has the burden of demonstrating that there is an applicable law or regulation that requires the hiring practice in question, if so, the contractor is exempt from all of the requirements of this ordinance for the position(s) in question.

Engineering Special Provisions

Madison Water Utility
SCADA Room Renovation

119 E. Olin Ave.

Mead & Hunt, Inc.
3235300-131021.04

Contract No. 7735

Prepared for:

Madison Water Utility
Madison, Wisconsin

Prepared by:

April 15, 2016

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SECTION 000110 - TABLE OF CONTENTS

END OF SECTION 000110

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DOCUMENT 000115 - LIST OF DRAWING SHEETS

PART 1 - GENERAL

1.1 LIST OF DRAWINGS

A. Drawings: Drawings consist of the Contract Drawings and other drawings listed on the Table of Contents page of the separately bound drawing set titled Paterson Street Operations Center, dated March 18, 2016 as modified by subsequent Addenda and Contract modifications.

B. List of Drawings: Drawings consist of the following Contract Drawings and other drawings of type indicated:

1. G-001 COVER SHEET
2. A-101 SECOND FLOOR PLAN
3. MP101 MECHANICAL SECOND FLOOR PLANS
4. E-001 SYMBOLS, ABBREVIATIONS, NOTES, & SPECIFICATIONS
5. E-101 POWER & SYSTEMS SECOND FLOOR PLANS

END OF DOCUMENT 000115

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SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

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

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Madison Water Utility SCADA Room Renovaton, 119 E. Olin Ave., Contract No. 7715.

1. Project Location: 119 E. Olin Ave., Madison, WI

B. Owner: Madison Water Utility, City of Madison, 119 E. Olin Ave., Madison, WI 53713

1. Owner's Representative: Al Larson.

C. Architect: Mead & Hunt, Inc.

D. Plumbing, Mechanical, Electrical, and Technology: Mead & Hunt, Inc.

E. Project Web Site: A project Web site administered by Contractor will be used for purposes of managing communication and documents during the construction stage.

1. See Section 013100 "Project Management and Coordination." for requirements for establishing administering and using the Project Web site.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

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

1. Renovation (approx. 650 sf) of an existing office suite. Work includes installation of a new suite entry comprised of a HM frame, wood door, and sidelite/transom unit, apply sun control window film to select windows, the installation of a new Computer Room AC Unit and Air Cooled Condensing Unit, and all associated mechanical, electrical, plumbing, and technology systems to support these changes.

B. Type of Contract:

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

C. Construction Duration: Demolition and new construction work shall commence within 7 days after Notice to Proceed (assumed to be August 1st, 2016) and be substantially complete and ready for occupancy by December 1st, 2016.

1.5 ACCESS TO SITE

A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Limits: Confine construction operations to area identified on drawings.
2. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

a. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.6 COORDINATION WITH OCCUPANTS

A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or

used facilities without written permission from Owner and authorities having jurisdiction.

2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.

1.7 WORK RESTRICTIONS

A. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7 a.m. to 7 p.m., Monday through Friday, unless otherwise indicated.

1. Evening and Weekend Hours: Obtain Owner's written permission for evening or weekend hour work.
2. Early Morning Hours: Comply with City of Madison requirements on noise.
3. Hours for Utility Shutdowns: Obtain Owner's written consent for all utility shutdowns.
4. Work is not permitted on City of Madison Holidays: New Year's Day, Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify Owner not less than two days in advance of proposed utility interruptions.
2. Obtain Owner's written permission before proceeding with utility interruptions.

C. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

1. Notify Owner not less than two days in advance of proposed disruptive operations.
2. Obtain Owner's written permission before proceeding with disruptive operations.

D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.

E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.8 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for substitutions.

1.3 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Substitution Request Form: Use CSI Form 13.1A.
2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:

    a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
    b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
    c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
    d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
    e. Samples, where applicable or requested.

f. Certificates and qualification data, where applicable or requested.
g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
k. Cost information, including a proposal of change, if any, in the Contract Sum.
l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.

    a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.

1.5 QUALITY ASSURANCE

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

1.6 PROCEDURES

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

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

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

B. Substitutions for Convenience: Not allowed unless otherwise indicated.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

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SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General coordination procedures.
2. Coordination drawings.
3. Requests for Information (RFIs).
4. Project Web site.
5. Project meetings.

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

C. Related Requirements:

1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.

B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in

attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's construction schedule.
2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

C. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

1.6 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

    a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
    b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
    c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
    d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
    e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
    f. Indicate required installation sequences.
    g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. Mechanical and Plumbing Work: Show the following:

    a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
    b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
    c. Fire-rated enclosures around ductwork.

7. Electrical Work: Show the following:

    a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
    b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
    c. Panel board, switch board, switchgear, transformer, busway, generator, and motor control center locations.
    d. Location of pull boxes and junction boxes, dimensioned from column center lines.

8. Fire-Protection System: Show the following:

    a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.

9. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.
10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."

1.7 REQUESTS FOR INFORMATION (RFIs)

A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

1. Project name.
2. Project number.
3. Date.
4. Name of Contractor.
5. Name of Architect.
6. RFI number, numbered sequentially.
7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.

12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.

    a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

C. RFI Forms: AIA Document G716 or equal.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.

1. The following Contractor-generated RFIs will be returned without action:

    a. Requests for approval of submittals.
    b. Requests for approval of substitutions.
    c. Requests for approval of Contractor's means and methods.
    d. Requests for coordination information already indicated in the Contract Documents.
    e. Requests for adjustments in the Contract Time or the Contract Sum.
    f. Requests for interpretation of Architect's actions on submittals.
    g. Incomplete RFIs or inaccurately prepared RFIs.

2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."

    a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.

E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log monthly. Use CSI Log Form 13.2B or equal.

F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.

1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

1.8 PROJECT WEB SITE

A. Provide, administer, and use Project Web site for purposes of hosting and managing project communication and documentation until Final Completion. Project Web site shall include the following functions:

1. Project directory.
2. Project correspondence.
3. Meeting minutes.
4. Contract modifications forms and logs.
5. RFI forms and logs.
6. Task and issue management.
7. Photo documentation.
8. Schedule and calendar management.
9. Submittals forms and logs.
10. Payment application forms.
11. Drawing and specification document hosting, viewing, and updating.
12. Online document collaboration.
13. Reminder and tracking functions.
14. Archiving functions.

B. Provide up to seven Project Web site user licenses for use of the Owner, Architect, and Architect's consultants. Provide eight hours of software training at Architect's office for Project Web site users.

C. On completion of Project, provide one complete archive copy(ies) of Project Web site files to Owner and to Architect in a digital storage format acceptable to Architect.

D. Contractor, subcontractors, and other parties granted access by Contractor to Project Web site shall execute a data licensing agreement in the form of AIA Document C106 or similar Agreement acceptable to Owner and Architect.

1.9 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.

1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
3. Minutes: Contractor is responsible for conducting meeting and will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.

B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.

1. Conduct the conference to review responsibilities and personnel assignments.

2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect progress, including the following:

    a. Tentative construction schedule.
    b. Phasing.
    c. Critical work sequencing and long-lead items.
    d. Designation of key personnel and their duties.
    e. Lines of communications.
    f. Procedures for processing field decisions and Change Orders.
    g. Procedures for RFIs.
    h. Procedures for testing and inspecting.
    i. Procedures for processing Applications for Payment.
    j. Distribution of the Contract Documents.
    k. Submittal procedures.
    l. Preparation of record documents.
    m. Use of the premises and existing building.
    n. Work restrictions.
    o. Working hours.
    p. Owner's occupancy requirements.
    q. Responsibility for temporary facilities and controls.
    r. Procedures for moisture and mold control.
    s. Procedures for disruptions and shutdowns.
    t. Construction waste management and recycling.
    u. Parking availability.
    v. Office, work, and storage areas.
    w. Equipment deliveries and priorities.
    x. First aid.
    y. Security.
    z. Progress cleaning.

4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:

    a. Contract Documents.
    b. Options.
    c. Related RFIs.

d. Related Change Orders.
e. Purchases.
f. Deliveries.
g. Submittals.
h. Review of mockups.
i. Possible conflicts.
j. Compatibility requirements.
k. Time schedules.
l. Weather limitations.
m. Manufacturer's written instructions.
n. Warranty requirements.
o. Compatibility of materials.
p. Acceptability of substrates.
q. Temporary facilities and controls.
r. Space and access limitations.
s. Regulations of authorities having jurisdiction.
t. Testing and inspecting requirements.
u. Installation procedures.
v. Coordination with other work.
w. Required performance results.
x. Protection of adjacent work.
y. Protection of construction and personnel.

3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Project Closeout Conference: Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.

1. Conduct the conference to review requirements and responsibilities related to Project closeout.
2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:

a. Preparation of record documents.
b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
c. Submittal of written warranties.
d. Requirements for preparing operations and maintenance data.
e. Requirements for delivery of material samples, attic stock, and spare parts.

f. Requirements for demonstration and training.
g. Preparation of Contractor's punch list.
h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
i. Submittal procedures.
j. Owner's partial occupancy requirements.
k. Installation of Owner's furniture, fixtures, and equipment.
l. Responsibility for removing temporary facilities and controls.

4. Minutes: Entity conducting meeting will record and distribute meeting minutes.

E. Progress Meetings: Conduct progress meetings at monthly intervals or more frequently if requested by Owner.

1. Coordinate dates of meetings with preparation of payment requests.
2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

1) Review schedule for next period.

b. Review present and future needs of each entity present, including the following:

1) Interface requirements.
2) Sequence of operations.
3) Resolution of BIM component conflicts.
4) Status of submittals.
5) Status of sustainable design documentation.
6) Deliveries.
7) Off-site fabrication.
8) Access.
9) Site utilization.
10) Temporary facilities and controls.
11) Progress cleaning.
12) Quality and work standards.
13) Status of correction of deficient items.
14) Field observations.

15) Status of RFIs.
16) Status of proposal requests.
17) Pending changes.
18) Status of Change Orders.
19) Pending claims and disputes.
20) Documentation of information for payment requests.

4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.

   a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Contractor's construction schedule.
2. Construction schedule updating reports.
3. Daily construction reports.
4. Material location reports.
5. Site condition reports.
6. Special reports.

B. Related Requirements:

1. Section 013300 "Submittal Procedures" for submitting schedules and reports.
2. Section 014000 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum unless otherwise approved by Architect.

C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.

D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

E. Event: The starting or ending point of an activity.

F. Float: The measure of leeway in starting and completing an activity.

1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

G. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

A. Format for Submittals: Submit required submittals in the following format:

1. Working electronic copy of schedule file, where indicated.
2. PDF electronic file.

B. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.

C. Construction Schedule Updating Reports: Submit with Applications for Payment.

1.5 QUALITY ASSURANCE

A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request.

1.6 COORDINATION

A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.

1. Secure time commitments for performing critical elements of the Work from entities involved.
2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.

1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.

B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Comply with the following:

1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.

3. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion.

C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.

1. Phasing: Arrange list of activities on schedule by phase.
2. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
3. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
4. Work Restrictions: Show the effect of the following items on the schedule:

    a. Coordination with existing construction.
    b. Limitations of continued occupancies.
    c. Uninterruptible services.
    d. Partial occupancy before Substantial Completion.
    e. Use of premises restrictions.
    f. Provisions for future construction.
    g. Seasonal variations.
    h. Environmental control.

5. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:

    a. Structural completion.
    b. Temporary enclosure and space conditioning.
    c. Permanent space enclosure.
    d. Completion of mechanical installation.
    e. Completion of electrical installation.

f. Substantial Completion.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion.

E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:

1. Unresolved issues.
2. Unanswered Requests for Information.
3. Rejected or unreturned submittals.
4. Notations on returned submittals.
5. Pending modifications affecting the Work and Contract Time.

F. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.

G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

A. General: Prepare network diagrams using AON (activity-on-node) format.

B. CPM Schedule: Prepare Contractor's construction schedule using a time-scaled CPM network analysis diagram for the Work.

1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 5 days after date established for the Notice to Proceed.

    a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates, regardless of Architect's approval of the schedule.

2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.

C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.

1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:

    a. Preparation and processing of submittals.
    b. Mobilization and demobilization.
    c. Purchase of materials.
    d. Delivery.
    e. Fabrication.
    f. Utility interruptions.
    g. Installation.
    h. Work by Owner that may affect or be affected by Contractor's activities.
    i. Testing.
    j. Punch list and final completion.
    k. Activities occurring following final completion.

2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.

    a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

D. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.

E. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:

1. Contractor or subcontractor and the Work or activity.
2. Description of activity.
3. Main events of activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in workdays.
8. Total float or slack time.
9. Average size of workforce.
10. Dollar value of activity (coordinated with the schedule of values).

F. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:

1. Identification of activities that have changed.
2. Changes in early and late start dates.
3. Changes in early and late finish dates.
4. Changes in activity durations in workdays.
5. Changes in the critical path.
6. Changes in total float or slack time.
7. Changes in the Contract Time.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.

1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
3. As the Work progresses, indicate final completion percentage for each activity.

B. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.

1. Post copies in Project meeting rooms and temporary field offices.
2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 013200

SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1. Preconstruction photographs.
2. Periodic construction photographs.
3. Final completion construction photographs.

B. Related Requirements:

1. Section 013300 "Submittal Procedures" for submitting photographic documentation.
2. Section 017700 "Closeout Procedures" for submitting photographic documentation as project record documents at Project closeout.
3. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 INFORMATIONAL SUBMITTALS

A. Digital Photographs: Submit image files within three days of taking photographs.

1. Digital Camera: Minimum sensor resolution of 8 megapixels.
2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
3. Identification: Provide the following information with each image description in file metadata tag:

    a. Name of Project.
    b. Date photograph was taken.
    c. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.

1.4 USAGE RIGHTS

A. Obtain and transfer copyright usage rights from photographer to Owner for unlimited reproduction of photographic documentation.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 8 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.

1. Maintain key plan with each set of construction photographs that identifies each photographic location.

B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.

1. Date and Time: Include date and time in file name for each image.

C. Preconstruction Photographs: Before commencement of excavation, commencement of demolition, starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect.

1. Take 20 photographs to show existing conditions adjacent to property before starting the Work.

D. Periodic Construction Photographs: Take 20 photographs weekly, with timing to coincide with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken. Include photographs of entire site from east, west, north, and south vantage points. Provide at least 1 photo of each wall and ceiling condition prior to concealment documenting systems to be concealed by other finishes.

END OF SECTION 013233

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:

1. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
2. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
3. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
4. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."

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

C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.

D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering,

manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
2. Submit concurrently with the first complete submittal of Contractor's construction schedule.

    a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.

3. Format: Arrange the following information in a tabular format:

    a. Scheduled date for first submittal.
    b. Specification Section number and title.
    c. Submittal category: Action; informational.
    d. Name of subcontractor.
    e. Description of the Work covered.
    f. Scheduled date for Architect's final release or approval.
    g. Scheduled date of fabrication.
    h. Scheduled dates for purchasing.
    i. Scheduled dates for installation.
    j. Activity or event number.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect for Contractor's use in preparing submittals.

1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings.

    a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
    b. Digital Drawing Software Program: The Contract Drawings are available in AutoCad.
    c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
    d. The following digital data files will by furnished for each appropriate discipline:

        1) Floor plans.
        2) Other drawings as requested by Contractor and agreed upon by Architect.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

    a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow 15 days for review of each resubmittal.
4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.

    a. All Specification Sections are subject to sequential Owner review.

5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.

    a. All Division 03 Sections.
    b. All Division 04 Sections.
    c. All Division 05 Sections.
    d. All Division 32 Sections.

D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
2. Name file with submittal number or other unique identifier, including revision identifier.

    a. File name shall use the Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01).

Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).

3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
4. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software or electronic form acceptable to Owner**,** containing the following information:

    a. Project name.
    b. Date.
    c. Name and address of Architect.
    d. Name of Contractor.
    e. Name of firm or entity that prepared submittal.
    f. Names of subcontractor, manufacturer, and supplier.
    g. Category and type of submittal.
    h. Submittal purpose and description.
    i. Specification Section number and title.
    j. Specification paragraph number or drawing designation and generic name for each of multiple items.
    k. Drawing number and detail references, as appropriate.
    l. Location(s) where product is to be installed, as appropriate.
    m. Related physical samples submitted directly.
    n. Indication of full or partial submittal.
    o. Transmittal number, numbered consecutively.
    p. Submittal and transmittal distribution record.
    q. Other necessary identification.
    r. Remarks.

E. Options: Identify options requiring selection by Architect.

F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.

G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

1. Note date and content of previous submittal.
2. Note date and content of revision in label or title block and clearly indicate extent of revision.
3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.

H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

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

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

1. Post electronic submittals as PDF electronic files directly to Project Web site specifically established for Project.

    a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

2. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

    a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include the following information, as applicable:

    a. Manufacturer's catalog cuts.
    b. Manufacturer's product specifications.
    c. Standard color charts.
    d. Statement of compliance with specified referenced standards.
    e. Testing by recognized testing agency.
    f. Application of testing agency labels and seals.
    g. Notation of coordination requirements.
    h. Availability and delivery time information.

4. For equipment, include the following in addition to the above, as applicable:

    a. Wiring diagrams showing factory-installed wiring.
    b. Printed performance curves.
    c. Operational range diagrams.
    d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.

5. Submit Product Data before or concurrent with Samples.
6. Submit Product Data in the following format:

a. PDF electronic file.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:

   a. Identification of products.
   b. Schedules.
   c. Compliance with specified standards.
   d. Notation of coordination requirements.
   e. Notation of dimensions established by field measurement.
   f. Relationship and attachment to adjoining construction clearly indicated.
   g. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
3. Submit Shop Drawings in the following format:

   a. PDF electronic file.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:

   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of applicable Specification Section.
   e. Specification paragraph number and generic name of each item.

3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.

   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.

b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.

   a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

   a. Number of Samples: Submit 2 set of Samples. Architect will retain 1 Sample sets; remainder will be returned.

      1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
2. Manufacturer and product name, and model number if applicable.
3. Number and name of room or space.
4. Location within room or space.
5. Submit product schedule in the following format:

   a. PDF electronic file.

F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."

G. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."

H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."

I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."

J. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."

K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

Q. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

R. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

1. Name of evaluation organization.
2. Date of evaluation.
3. Time period when report is in effect.
4. Product and manufacturers' names.
5. Description of product.
6. Test procedures and results.

7. Limitations of use.

T. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

U. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

V. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

W. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."

C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

A. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will mark transmittal form for each submittal with an action.

B. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.

D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

E. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION 013300

SECTION 014200 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.

C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

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

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. AABC - Associated Air Balance Council; www.aabc.comwww.aabc.com.
2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
7. ABMA - American Boiler Manufacturers Association; www.abma.com.
8. ACI - American Concrete Institute; (Formerly: ACI International); www.abma.com.
9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
11. AF&PA - American Forest & Paper Association; www.afandpa.org.
12. AGA - American Gas Association; www.aga.org.
13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
15. AI - Asphalt Institute; www.asphaltinstitute.org.
16. AIA - American Institute of Architects (The); www.aia.org.
17. AISC - American Institute of Steel Construction; www.aisc.org.
18. AISI - American Iron and Steel Institute; www.steel.org.
19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.

30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Safety Engineers (The); www.asse.org.
34. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AWEA - American Wind Energy Association; www.awea.org.
38. AWI - Architectural Woodwork Institute; www.awinet.org.
39. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
40. AWPA - American Wood Protection Association; www.awpa.com.
41. AWS - American Welding Society; www.aws.org.
42. AWWA - American Water Works Association; www.awwa.org.
43. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
44. BIA - Brick Industry Association (The); www.gobrick.com.
45. BICSI - BICSI, Inc.; www.bicsi.org.
46. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
47. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
48. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
49. CDA - Copper Development Association; www.copper.org.
50. CEA - Canadian Electricity Association; www.electricity.ca.
51. CEA - Consumer Electronics Association; www.ce.org.
52. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
53. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
54. CGA - Compressed Gas Association; www.cganet.com.
55. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
56. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
57. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
58. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
59. CPA - Composite Panel Association; www.pbmdf.com.
60. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
61. CRRC - Cool Roof Rating Council; www.coolroofs.org.
62. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
63. CSA - Canadian Standards Association; www.csa.ca.
64. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csa-international.org.
65. CSI - Construction Specifications Institute (The); www.csinet.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.cti.org.
68. CWC - Composite Wood Council; (See CPA).
69. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.

70. DHI - Door and Hardware Institute; www.dhi.org.
71. ECA - Electronic Components Association; (See ECIA).
72. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
73. ECIA - Electronic Components Industry Association; www.eciaonline.org.
74. EIA - Electronic Industries Alliance; (See TIA).
75. EIMA - EIFS Industry Members Association; www.eima.com.
76. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
77. ESD - ESD Association; (Electrostatic Discharge Association); www.esda.org.
78. ESTA - Entertainment Services and Technology Association; (See PLASA).
79. EVO - Efficiency Valuation Organization; www.evo-world.org.
80. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.
81. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
82. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
83. FM Approvals - FM Approvals LLC; www.fmglobal.com.
84. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
85. FRSA - Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc.; www.floridaroof.com.
86. FSA - Fluid Sealing Association; www.fluidsealing.com.
87. FSC - Forest Stewardship Council U.S.; www.fscus.org.
88. GA - Gypsum Association; www.gypsum.org.
89. GANA - Glass Association of North America; www.glasswebsite.com.
90. GS - Green Seal; www.greenseal.org.
91. HI - Hydraulic Institute; www.pumps.org.
92. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
93. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
94. HPVA - Hardwood Plywood & Veneer Association; www.hpva.org.
95. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
96. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
97. IAS - International Accreditation Service; www.iasonline.org.
98. IAS - International Approval Services; (See CSA).
99. ICBO - International Conference of Building Officials; (See ICC).
100. ICC - International Code Council; www.iccsafe.org.
101. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
102. ICPA - International Cast Polymer Alliance; www.icpa-hq.org.
103. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
104. IEC - International Electrotechnical Commission; www.iec.ch.
105. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
106. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
107. IESNA - Illuminating Engineering Society of North America; (See IES).
108. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
109. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
110. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.okstate.edu.
111. ILI - Indiana Limestone Institute of America, Inc.; www.iliai.com.

112. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
113. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
114. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
115. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
116. ISO - International Organization for Standardization; www.iso.org.
117. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
118. ITU - International Telecommunication Union; www.itu.int/home.
119. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
120. LMA - Laminating Materials Association; (See CPA).
121. LPI - Lightning Protection Institute; www.lightning.org.
122. MBMA - Metal Building Manufacturers Association; www.mbma.com.
123. MCA - Metal Construction Association; www.metalconstruction.org.
124. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
125. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
126. MHIA - Material Handling Industry of America; www.mhia.org.
127. MIA - Marble Institute of America; www.marble-institute.com.
128. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
129. MPI - Master Painters Institute; www.paintinfo.com.
130. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
131. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
132. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
133. NADCA - National Air Duct Cleaners Association; www.nadca.com.
134. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
135. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
136. NBI - New Buildings Institute; www.newbuildings.org.
137. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
138. NCMA - National Concrete Masonry Association; www.ncma.org.
139. NEBB - National Environmental Balancing Bureau; www.nebb.org.
140. NECA - National Electrical Contractors Association; www.necanet.org.
141. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
142. NEMA - National Electrical Manufacturers Association; www.nema.org.
143. NETA - InterNational Electrical Testing Association; www.netaworld.org.
144. NFHS - National Federation of State High School Associations; www.nfhs.org.
145. NFPA - National Fire Protection Association; www.nfpa.org.
146. NFPA - NFPA International; (See NFPA).
147. NFRC - National Fenestration Rating Council; www.nfrc.org.
148. NHLA - National Hardwood Lumber Association; .www.nhla.com.
149. NLGA - National Lumber Grades Authority; www.nlga.org.
150. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
151. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
152. NRCA - National Roofing Contractors Association; www.nrca.net.
153. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
154. NSF - NSF International; www.nsf.org.

155. NSPE - National Society of Professional Engineers; www.nspe.org.
156. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
157. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
158. NWFA - National Wood Flooring Association; www.nwfa.org.
159. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
160. PDI - Plumbing & Drainage Institute; www.pdionline.org.
161. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
162. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
163. RFCI - Resilient Floor Covering Institute; www.rfci.com.
164. RIS - Redwood Inspection Service; www.redwoodinspection.com.
165. SAE - SAE International; www.sae.org.
166. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
167. SDI - Steel Deck Institute; www.sdi.org.
168. SDI - Steel Door Institute; www.steeldoor.org.
169. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
170. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
171. SIA - Security Industry Association; www.siaonline.org.
172. SJI - Steel Joist Institute; www.steeljoist.org.
173. SMA - Screen Manufacturers Association; www.smainfo.org.
174. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
175. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
176. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
177. SPIB - Southern Pine Inspection Bureau; www.spib.org.
178. SPRI - Single Ply Roofing Industry; www.spri.org.
179. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
180. SSINA - Specialty Steel Industry of North America; www.ssina.com.
181. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
182. STI - Steel Tank Institute; www.steeltank.com.
183. SWI - Steel Window Institute; www.steelwindows.com.
184. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
185. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
186. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
187. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
188. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
189. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
190. TMS - The Masonry Society; www.masonrysociety.org.
191. TPI - Truss Plate Institute; www.tpinst.org.
192. TPI - Turfgrass Producers International; www.turfgrasssod.org.
193. TRI - Tile Roofing Institute; www.tileroofing.org.
194. UL - Underwriters Laboratories Inc.; www.ul.com.
195. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
196. USAV - USA Volleyball; www.usavolleyball.org.
197. USGBC - U.S. Green Building Council; www.usgbc.org.
198. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.

199. WASTEC - Waste Equipment Technology Association; www.wastec.org.
200. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
201. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
202. WDMA - Window & Door Manufacturers Association; www.wdma.com.
203. WI - Woodwork Institute; www.wicnet.org.
204. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
205. WWPA - Western Wood Products Association; www.wwpa.org.

B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200

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SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

1. Construction layout.
2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Coordination of Owner-installed products.
6. Progress cleaning.
7. Starting and adjusting.
8. Protection of installed construction.

B. Related Requirements:

1. Section 011000 "Summary" for limits on use of Project site.
2. Section 013300 "Submittal Procedures" for submitting surveys.
3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.
4. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.
5. Section 07846 "Fire-Resistive Joint Systems" for patching penetrations in fire-rated construction.

1.3 DEFINITIONS

A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.

B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For land surveyor.

B. Certificates: Submit certificate signed by land surveyor certifying that location and elevation of improvements comply with requirements.

C. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:

1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
3. Products: List products to be used for patching and firms or entities that will perform patching work.
4. Dates: Indicate when cutting and patching will be performed.
5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.

    a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.

D. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.5 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection

    a. Masonry walls.
    b. Beams.
    c. Joists.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.

3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.

4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:

1. Description of the Work.
2. List of detrimental conditions, including substrates.
3. List of unacceptable installation tolerances.
4. Recommended corrections.

D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
2. Allow for building movement, including thermal expansion and contraction.
3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

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

J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

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

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."

F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.

2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.

    a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    b. Restore damaged pipe covering to its original condition.

3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

    a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 OWNER-INSTALLED PRODUCTS

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

B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.

1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

    a. Use containers intended for holding waste materials of type to be stored.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.
2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls" And Section 017419 "Construction Waste Management and Disposal."

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 STARTING AND ADJUSTING

A. Coordinate startup and adjusting of equipment and operating components with requirements in Section 019113 "General Commissioning Requirements."

B. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

C. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

D. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

E. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.9 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

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

END OF SECTION 017300

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SECTION 017419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

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

B. Related Requirements:

1. Section 024119 "Selective Demolition" for disposition of waste resulting from partial demolition of buildings, structures, and site improvements.
2. Section 042000 "Unit Masonry" for disposal requirements for masonry waste.
3. Section 311000 "Site Clearing" for disposition of waste resulting from site clearing and removal of above- and below-grade improvements.

1.3 DEFINITIONS

A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.

B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.

C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.

F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

1.4 PERFORMANCE REQUIREMENTS

A. General: Achieve end-of-Project rates for salvage/recycling of 75 percent by weight of total non-hazardous solid waste generated by the Work. Practice efficient waste

management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials.

1.5 ACTION SUBMITTALS

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

1.6 INFORMATIONAL SUBMITTALS

A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit report. Use Form CWM-7 for construction waste and Form CWM-8 for demolition waste or similar. Include the following information:

1. Material category.
2. Generation point of waste.
3. Total quantity of waste in tons.
4. Quantity of waste salvaged, both estimated and actual in tons.
5. Quantity of waste recycled, both estimated and actual in tons.
6. Total quantity of waste recovered (salvaged plus recycled) in tons.
7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.

B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.

C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.

D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.

E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

G. 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.

1.7 QUALITY ASSURANCE

A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of projects with similar requirements.

B. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

C. Waste Management Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to waste management including, but not limited to, the following:

1. Review and discuss waste management plan including responsibilities of waste management coordinator.
2. Review requirements for documenting quantities of each type of waste and its disposition.
3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
5. Review waste management requirements for each trade.

1.8 WASTE MANAGEMENT PLAN

A. General: Develop a waste management plan according to ASTM E 1609 and requirements in this Section. Plan shall consist of waste identification, waste reduction work plan, and cost/revenue analysis. Distinguish between demolition and construction waste. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.

B. Waste Identification: Indicate anticipated types and quantities of demolition site-clearing and construction waste generated by the Work. Use Form CWM-1 for construction waste and Form CWM-2 for demolition waste or similar. Include estimated quantities and assumptions for estimates.

C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Use Form CWM-3 for construction waste and Form CWM-4 for demolition waste or similar. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.

1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
3. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
4. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
5. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location where materials separation will be performed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.

3.2 SALVAGING DEMOLITION WASTE

A. Salvaged Items for Reuse in the Work: Salvage items for reuse and handle as follows:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers with label indicating elements, date of removal, quantity, and location where removed.
3. Store items in a secure area until installation.
4. Protect items from damage during transport and storage.
5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.

B. Salvaged Items for Sale and Donation: Not permitted on Project site.

3.3 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper and beverage containers used by on-site workers.

B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.

C. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.

D. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.

1. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.

    a. Inspect containers and bins for contamination and remove contaminated materials if found.

2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.

3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
4. Store components off the ground and protect from the weather.
5. Remove recyclable waste from Owner's property and transport to recycling receiver or processor.

3.4 RECYCLING DEMOLITION WASTE

A. Concrete: Remove reinforcement and other metals from concrete and sort with other metals.

B. Crush concrete to maximum 1-1/2-inch size. Crushed concrete may be used as satisfactory soil for fill or subbase.

C. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.

D. Acoustical Ceiling Panels and Tile: Stack large clean pieces on wood pallets and store in a dry location.

E. Metal Suspension System: Separate metal members including trim, and other metals from acoustical panels and tile and sort with other metals.

F. Carpet: Roll large pieces tightly after removing debris, trash, adhesive, and tack strips.

1. Store clean, dry carpet in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.

G. Carpet Tile: Remove debris, trash, and adhesive.

1. Stack tile on pallet and store clean, dry carpet in a closed container or trailer provided by Carpet Reclamation Agency or carpet recycler.

H. Piping: Reduce piping to straight lengths and store by type and size. Separate supports, hangers, valves, sprinklers, and other components by type and size.

I. Conduit: Reduce conduit to straight lengths and store by type and size.

3.5 RECYCLING CONSTRUCTION WASTE

A. Packaging:

1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
2. Polystyrene Packaging: Separate and bag materials.
3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

B. Wood Materials:

1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.

C. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.

3.6 DISPOSAL OF WASTE

A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

B. Burning: Do not burn waste materials.

C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION 017419

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties.
4. Final cleaning.
5. Repair of the Work.

B. Related Requirements:

1. Section 013233 "Photographic Documentation" for submitting final completion construction photographic documentation.
2. Section 017300 "Execution" for progress cleaning of Project site.
3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
4. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
5. Section 017900 "Demonstration and Training" for requirements for instructing Owner's personnel.

1.3 ACTION SUBMITTALS

A. Product Data: For cleaning agents.

B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.

C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Field Report: For pest control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
5. Submit test/adjust/balance records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
6. Advise Owner of changeover in heat and other utilities.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

3. Include the following information at the top of each page:

    a. Project name.
    b. Date.
    c. Name of Architect.
    d. Name of Contractor.
    e. Page number.

4. Submit list of incomplete items in the following format:

    a. MS Excel electronic file. Architect will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.

B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

1. Bind 2 copies of warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:

   a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
   b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
   c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
   d. Remove tools, construction equipment, machinery, and surplus material from Project site.
   e. Remove snow and ice to provide safe access to building.
   f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
   g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
   h. Sweep concrete floors broom clean in unoccupied spaces.
   i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
   j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
   k. Remove labels that are not permanent.
   l. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
   m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
   n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.

p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

q. Leave Project clean and ready for occupancy.

C. Construction Waste Disposal: Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls" And Section 017419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.

    a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Product maintenance manuals.
5. Systems and equipment maintenance manuals.

B. Related Requirements:

1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
2. Section 019113 "General Commissioning Requirements" for verification and compilation of data into operation and maintenance manuals.

1.3 DEFINITIONS

A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.

1. Architect will comment on whether content of operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

B. Format: Submit operations and maintenance manuals in the following format:

1. PDF electronic file. Assemble one manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.

a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
b. Enable inserted reviewer comments on draft submittals.

2. 2 paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect will return two copies.

C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.

D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.

1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:

1. List of documents.
2. List of systems.
3. List of equipment.
4. Table of contents.

B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.

C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.

D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.

E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

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

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

B. Title Page: Include the following information:

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

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

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

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

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

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

1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.

    a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
    b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, subject matter of contents. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.

    a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
    b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 EMERGENCY MANUALS

A. Content: Organize manual into a separate section for each of the following:

1. Type of emergency.
2. Emergency instructions.
3. Emergency procedures.

B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:

1. Fire.
2. Flood.
3. Gas leak.
4. Water leak.
5. Power failure.
6. Water outage.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.

C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.

D. Emergency Procedures: Include the following, as applicable:

1. Instructions on stopping.
2. Shutdown instructions for each type of emergency.
3. Operating instructions for conditions outside normal operating limits.
4. Required sequences for electric or electronic systems.
5. Special operating instructions and procedures.

2.4 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:

1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
2. Performance and design criteria if Contractor has delegated design responsibility.
3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:

1. Product name and model number. Use designations for products indicated on Contract Documents.
2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
6. Normal shutdown instructions.

7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.5 PRODUCT MAINTENANCE MANUALS

A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

C. Product Information: Include the following, as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.
4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance

procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent.

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:

1. Standard maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:

1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
5. Aligning, adjusting, and checking instructions.
6. Demonstration and training video recording, if available.

E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.

G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.

B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.

C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.

D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.

E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1. Do not use original project record documents as part of operation and maintenance manuals.

F. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.
4. Miscellaneous record submittals.

B. Related Requirements:

1. Section 017300 "Execution" for final property survey.
2. Section 017700 "Closeout Procedures" for general closeout procedures.
3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit one set(s) of marked-up record prints.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

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

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.

a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
b. Accurately record information in an acceptable drawing technique.
c. Record data as soon as possible after obtaining it.
d. Record and check the markup before enclosing concealed installations.

e. Cross-reference record prints to corresponding archive photographic documentation.

2. Content: Types of items requiring marking include, but are not limited to, the following:

a. Dimensional changes to Drawings.
b. Revisions to details shown on Drawings.
c. Depths of foundations below first floor.
d. Locations and depths of underground utilities.
e. Revisions to routing of piping and conduits.
f. Revisions to electrical circuitry.
g. Actual equipment locations.
h. Duct size and routing.
i. Locations of concealed internal utilities.
j. Changes made by Change Order or Construction Change Directive.
k. Changes made following Architect's written orders.
l. Details not on the original Contract Drawings.
m. Field records for variable and concealed conditions.
n. Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark important additional information that was either shown schematically or omitted from original Drawings.
6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Note related Change Orders, record Product Data, and record Drawings where applicable.

B. Format: Submit record Specifications as paper copy.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
3. Note related Change Orders, record Specifications, and record Drawings where applicable.

B. Format: Submit record Product Data as annotated PDF electronic file.

1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

B. Format: Submit miscellaneous record submittals as PDF electronic file or paper copy.

1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.

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

END OF SECTION 017839

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SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training video recordings.

1.3 INFORMATIONAL SUBMITTALS

A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.

1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

B. Qualification Data: For instructor.

C. Attendance Record: For each training module, submit list of participants and length of instruction time.

D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.4 CLOSEOUT SUBMITTALS

A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.

1. Identification: On each copy, provide an applied label with the following information:

a. Name of Project.
b. Name and address of videographer.
c. Name of Architect.
d. Name of Construction Manager.
e. Name of Contractor.
f. Date of video recording.

2. At completion of training, submit complete training manual(s) for Owner's use prepared and bound in format matching operation and maintenance manuals and in PDF electronic file format on compact disc.

1.5 QUALITY ASSURANCE

A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.

B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.

C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.

D. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:

1. Inspect and discuss locations and other facilities required for instruction.
2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
3. Review required content of instruction.
4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.6 COORDINATION

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

B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.

C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.

B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:

    a. System, subsystem, and equipment descriptions.
    b. Performance and design criteria if Contractor is delegated design responsibility.
    c. Operating standards.
    d. Regulatory requirements.
    e. Equipment function.
    f. Operating characteristics.
    g. Limiting conditions.
    h. Performance curves.

2. Documentation: Review the following items in detail:

    a. Emergency manuals.
    b. Operations manuals.
    c. Maintenance manuals.
    d. Project record documents.
    e. Identification systems.
    f. Warranties and bonds.
    g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Include the following, as applicable:

    a. Instructions on meaning of warnings, trouble indications, and error messages.
    b. Instructions on stopping.
    c. Shutdown instructions for each type of emergency.
    d. Operating instructions for conditions outside of normal operating limits.
    e. Sequences for electric or electronic systems.
    f. Special operating instructions and procedures.

4. Operations: Include the following, as applicable:

    a. Startup procedures.
    b. Equipment or system break-in procedures.
    c. Routine and normal operating instructions.
    d. Regulation and control procedures.
    e. Control sequences.
    f. Safety procedures.
    g. Instructions on stopping.
    h. Normal shutdown instructions.
    i. Operating procedures for emergencies.
    j. Operating procedures for system, subsystem, or equipment failure.
    k. Seasonal and weekend operating instructions.

l. Required sequences for electric or electronic systems.
m. Special operating instructions and procedures.

5. Adjustments: Include the following:

a. Alignments.
b. Checking adjustments.
c. Noise and vibration adjustments.
d. Economy and efficiency adjustments.

6. Troubleshooting: Include the following:

a. Diagnostic instructions.
b. Test and inspection procedures.

7. Maintenance: Include the following:

a. Inspection procedures.
b. Types of cleaning agents to be used and methods of cleaning.
c. List of cleaning agents and methods of cleaning detrimental to product.
d. Procedures for routine cleaning
e. Procedures for preventive maintenance.
f. Procedures for routine maintenance.
g. Instruction on use of special tools.

8. Repairs: Include the following:

a. Diagnosis instructions.
b. Repair instructions.
c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
d. Instructions for identifying parts and components.
e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."

B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.

B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.

1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
2. Owner will furnish an instructor to describe Owner's operational philosophy.
3. Owner will furnish Contractor with names and positions of participants.

C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.

1. Schedule training with Owner with at least seven days' advance notice.

D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

E. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

1. At beginning of each training module, record each chart containing learning objective and lesson outline.

B. Video: Provide minimum 640 x 480 video resolution converted to format file type acceptable to Owner, on electronic media.

1. Electronic Media: Read-only format compact disc acceptable to Owner, with commercial-grade graphic label.
2. File Hierarchy: Organize folder structure and file locations according to project manual table of contents. Provide complete screen-based menu.
3. File Names: Utilize file names based upon name of equipment generally described in video segment, as identified in Project specifications.
4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved on the Project, arranged according to Project table of contents:

    a. Name of Contractor/Installer.
    b. Business address.
    c. Business phone number.
    d. Point of contact.
    e. E-mail address.

C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.

1. Film training session(s) in segments not to exceed 15 minutes.

a. Produce segments to present a single significant piece of equipment per segment.
b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.

D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.

1. Furnish additional portable lighting as required.

END OF SECTION 017900

SECTION 019113 - GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. General requirements for coordinating and scheduling commissioning.
2. Commissioning meetings.
3. Commissioning reports.
4. Use of test equipment, instrumentation, and tools for commissioning.
5. Construction checklists, including, but not limited to, installation checks, startup, performance tests, and performance test demonstration.
6. Commissioning tests and commissioning test demonstration.
7. Adjusting, verifying, and documenting identified systems and assemblies.

B. Related Requirements:

1. Section 013300 "Submittal Procedures" for submittal procedures requirements for commissioning.
2. Section 017700 "Closeout Procedures" for certificate of Construction Phase Commissioning Completion submittal requirements.
3. Section 017823 "Operation and Maintenance Data" for preliminary operation and maintenance data submittal.

1.3 DEFINITIONS

A. Acceptance Criteria: Threshold of acceptable work quality or performance specified for a commissioning activity, including, but not limited to, construction checklists, performance tests, performance test demonstrations, commissioning tests and commissioning test demonstrations.

B. Commissioning Plan: A document, prepared by Commissioning Authority, that outlines the organization, schedule, allocation of resources, and documentation requirements of commissioning.

C. Commissioning: A quality-focused process for verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, and tested to comply with Owner's Project Requirements. The requirements specified here are limited to the construction phase commissioning activities.

D. Construction Phase Commissioning Completion: The stage of completion and acceptance of commissioning when resolution of deficient conditions and issues discovered during commissioning and retesting until acceptable results are obtained has

been accomplished. Owner will establish in writing the date Construction Phase Commissioning Completion is achieved.

1. Commissioning is complete when the work specified in this Section and related Sections has been completed and accepted, including, but not limited to, the following:

    a. Completion of tests and acceptance of test results.
    b. Resolution of issues, as verified by retests performed and documented with acceptance of retest results.
    c. Comply with requirements in Section 017900 "Demonstration and Training."
    d. Completion and acceptance of submittals and reports.

E. Owner's Witness: Commissioning Authority, Owner's Project Manager, or Architect-designated witness authorized to authenticate test demonstration data and to sign completed test data forms.

F. "Systems," "Assemblies," "Subsystems," "Equipment," and "Components": Where these terms are used together or separately, they shall mean "as-built" systems, assemblies, subsystems, equipment, and components.

G. Test: Performance tests, performance test demonstrations, commissioning tests, and commissioning test demonstrations.

H. Sampling Procedures and Tables for Inspection by Attributes: As defined in ASQ Z1.4.

1.4 COMMISSIONING TEAM

A. Members Appointed by Contractor(s):

1. Commissioning Coordinator: A person or entity employed by Contractor to manage, schedule, and coordinate commissioning.
2. Project superintendent and other employees that Contractor may deem appropriate for a particular portion of the commissioning.
3. Subcontractors, installers, suppliers, and specialists that Contractor may deem appropriate for a particular portion of the commissioning.
4. Appointed team members shall have the authority to act on behalf of the entity they represent.

B. Members Appointed by Owner:

1. Commissioning authority, plus consultants that Commissioning Authority may deem appropriate for a particular portion of the commissioning.
2. Owner representative(s), facility operations and maintenance personnel, plus other employees, separate contractors, and consultants that Owner may deem appropriate for a particular portion of the commissioning.
3. Architect, plus employees and consultants that Architect may deem appropriate for a particular portion of the commissioning.

1.5 INFORMATIONAL SUBMITTALS

A. Comply with requirements in Section 013300 "Submittal Procedures" for submittal procedures general requirements for commissioning.

B. Commissioning Plan Information:

1. List of Contractor-appointed commissioning team members to include specific personnel and subcontractors to the performance of the various commissioning requirements.
2. Schedule of commissioning activities, integrated with the construction schedule. Comply with requirements in Section 013200 "Construction Progress Documentation" for construction schedule general requirements for commissioning.
3. Contractor personnel and subcontractors to participate in each test.
4. List of instrumentation required for each test to include identification of parties that will provide instrumentation for each test.

C. Commissioning schedule.

D. Two-week look-ahead schedules.

E. Commissioning Coordinator Letter of Authority:

1. Within 10 days after approval of Commissioning Coordinator qualifications, submit a letter of authority for Commissioning Coordinator, signed by a principal of Contractor's firm. Letter shall authorize Commissioning Coordinator to do the following:

    a. Make inspections required for commissioning.
    b. Coordinate, schedule, and manage commissioning of Contractor, subcontractors, and suppliers.
    c. Obtain documentation required for commissioning from Contractor, subcontractors, and suppliers.
    d. Report issues, delayed resolution of issues, schedule conflicts, and lack of cooperation or expertise on the part of members of the commissioning team.

F. Commissioning Coordinator Qualification Data: For entity coordinating Contractor's commissioning activities to demonstrate their capabilities and experience.

1. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

G. List test instrumentation, equipment, and monitoring devices. Include the following information:

1. Make, model, serial number, and application for each instrument, equipment, and monitoring device.
2. Brief description of intended use.

3. Calibration record showing the following:

    a. Calibration agency, including name and contact information.
    b. Last date of calibration.
    c. Range of values for which calibration is valid.
    d. Certification of accuracy.
    e. N.I.S.T. traceability certification for calibration equipment.
    f. Due date of the next calibration.

H. Test Reports:

1. Pre-Startup Report: Prior to start up of equipment or a system, submit signed, completed construction checklists.
2. Test Data Reports: At the end of each day in which tests are conducted, submit test data for tests performed.
3. Commissioning Issues Reports: Daily, at the end of each day in which tests are conducted, submit commissioning issue reports for tests for which acceptable results were not achieved.
4. Weekly Progress Report: Weekly, at the end of each week in which tests are conducted, submit a progress report.
5. Data Trend Logs: Submit data trend logs at the end of the trend log period.
6. System Alarm Logs: Daily, at the start of days following a day in which tests were performed, submit print-out of log of alarms that occurred since the last log was printed.

I. Construction Checklists:

1. Material checks.
2. Installation checks.
3. Startup procedures, where required.

1.6 CLOSEOUT SUBMITTALS

A. Commissioning Report:

1. At Construction Phase Commissioning Completion, include the following:

    a. Pre-startup reports.
    b. Approved test procedures.
    c. Test data forms, completed and signed.
    d. Progress reports.
    e. Commissioning issues report log.
    f. Commissioning issues reports showing resolution of issues.
    g. Correspondence or other documents related to resolution of issues.
    h. Other reports required by commissioning.
    i. List unresolved issues and reasons they remain unresolved and should be exempted from the requirements for Construction Phase Commissioning Completion.
    j. Report shall include commissioning work of Contractor.

B. Request for Certificate of Construction Phase Commissioning Completion.

C. Operation and Maintenance Data: For proprietary test equipment, instrumentation, and tools to include in operation and maintenance manuals.

1.7 QUALITY ASSURANCE

A. Commissioning Coordinator Qualifications:

1. Documented experience commissioning systems of similar complexity to those contained in these documents on at least three projects of similar scope and complexity.

B. Calibration Agency Qualifications: Certified by The American Association of Laboratory Accreditation that the calibration agency complies with minimum requirements of ISO/IEC 17025.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT, INSTRUMENTATION, AND TOOLS

A. Test equipment and instrumentation required to perform the commissioning shall remain the property of Contractor unless otherwise indicated.

B. Test equipment and instrumentation required to perform commissioning shall comply with the following criteria:

1. Be manufactured for the purpose of testing and measuring tests for which they are being used and have an accuracy to test and measure system performance within the tolerances required to determine acceptable performance.
2. Calibrated and certified.

    a. Calibration performed and documented by a qualified calibration agency according to national standards applicable to the tools and instrumentation being calibrated. Calibration shall be current according to national standards or within test equipment and instrumentation manufacturer's recommended intervals, whichever is more frequent, but not less than within six months of initial use on Project. Calibration tags permanently affixed.
    b. Repair and recalibrate test equipment and instrumentation if dismantled, dropped, or damaged since last calibrated.

3. Maintain test equipment and instrumentation.
4. Use test equipment and instrumentation only for testing or monitoring Work for which they are designed.

2.2 PROPRIETARY TEST EQUIPMENT, INSTRUMENTATION, AND TOOLS

A. Proprietary test equipment, instrumentation, and tools are those manufactured or prescribed by tested equipment manufacturer and required for work on its equipment as a condition of equipment warranty, or as otherwise required to service, repair, adjust, calibrate, or perform work on its equipment.

1. Identify proprietary test equipment, instrumentation, and tools required in the test equipment identification list submittal.
2. Proprietary test equipment, instrumentation, and tools shall become the property of Owner at Substantial Completion.

2.3 REPORT FORMAT AND ORGANIZATION

A. General Format and Organization:

1. Bind report in three-ring binders (2).
2. Label the front cover and spine of each binder with the report title, volume number, project name, Contractor's name, and date of report.
3. Record report on compact disk (1).
4. Electronic Data: Portable document format (PDF); a single file with outline-organized bookmarks for major and minor tabs and tab contents itemized for specific reports.

B. Commissioning Report:

1. Include a table of contents and an index to each test.
2. Include major tabs for each Specification Section.
3. Include minor tabs for each test.
4. Within each minor tab, include the following:

    a. Test specification.
    b. Pre-startup reports.
    c. Approved test procedures.
    d. Test data forms, completed and signed.
    e. Commissioning issue reports, showing resolution of issues, and documentation related to resolution of issues pertaining to a single test. Group data forms, commissioning issue reports showing resolution of issues, and documentation related to resolution of issues for each test repetition together within the minor tab, in reverse chronological order (most recent on top).

PART 3 - EXECUTION

3.1 PREPARATION

A. Review preliminary construction checklists and preliminary test procedures and data forms.

3.2 CONSTRUCTION CHECKLISTS

A. Construction checklists cannot modify or conflict with the Contract Documents.

B. Create construction checklists based on actual systems and equipment to be included in Project.

C. Material Checks: Compare specified characteristics and approved submittals with materials as received. Include factory tests and other evaluations, adjustments, and tests performed prior to shipment, if applicable.

1. Services connection requirements, including configuration, size, location, and other pertinent characteristics.
2. Included optional features.
3. Delivery Receipt Check: Inspect and record physical condition of materials and equipment on delivery to Project site, including agreement with approved submittals, cleanliness and lack of damage.
4. Installation Checks:

    a. Location according to Drawings and approved Shop Drawings.
    b. Configuration.
    c. Compliance with manufacturers' written installation instructions.
    d. Attachment to structure.
    e. Access clearance to allow for maintenance, service, repair, removal, and replacement without the need to disassemble or remove other equipment or building elements. Access coordinated with other building elements and equipment, including, but not limited to, ceiling and wall access panels, in a manner consistent with OSHA fall-protection regulations and safe work practices.
    f. Utility connections are of the correct characteristics, as applicable.
    g. Correct labeling and identification.
    h. Startup Checks: Verify readiness of equipment to be energized. Include manufacturer's standard startup procedures and forms.

D. Startup: Perform and document initial operation of equipment to prove that it is installed properly and operates as intended according to manufacturer's standard startup procedures, minimum. Include manufacturer’s representative at startup of all equipment and documentation of manufacturer’s acceptance of installation.

E. Performance Tests:

1. Static Tests: As specified elsewhere, including, but not limited to, duct and pipe leakage tests, insulation-resistance tests, and water-penetration tests.
2. Component Performance Tests: Tests evaluate the performance of an input or output of components under a full range of operating conditions.
3. Equipment and Assembly Performance Tests: Test and evaluate performance of equipment and assemblies under a full range of operating conditions and loads.
4. System Performance Tests: Test and evaluate performance of systems under a full range of operating conditions and loads.
5. Intersystem Performance Tests: Test and evaluate the interface of different systems under a full range of operating conditions and loads.

3.3 GENERAL EXECUTION REQUIREMENTS

A. Schedule and coordinate commissioning with the construction schedule.

B. Perform activities identified in construction checklists, including tests, and document results of actions as construction proceeds.

C. Perform test demonstrations for Owner's witness. Unless otherwise indicated, demonstrate tests for 100 percent of work to which the test applies. In some instances, demonstration of a random sample of other than 100 percent of the results of a test is specified.

D. Report test data and commissioning issue resolutions.

E. Schedule personnel to participate in and perform Commissioning-Process Work.

F. Installing contractors' commissioning responsibilities include, but are not limited to, the following:

1. Operating the equipment and systems they install during tests.
2. In addition, installing contractors may be required to assist in tests of equipment and systems with which their work interfaces.

3.4 COMMISSIONING COORDINATOR RESPONSIBILITIES

A. Management and Coordination: Manage, schedule, and coordinate commissioning, including, but not limited to, the following:

1. Coordinate with subcontractors on their commissioning responsibilities and activities.
2. Obtain, assemble, and submit commissioning documentation.
3. Conduct periodic on-site commissioning meetings. Comply with requirements in Section 013100 "Project Management and Coordination."
4. Develop and maintain the commissioning schedule. Integrate commissioning schedule into the construction schedule. Update schedule at specified intervals.
5. Review and comment on preliminary test procedures and data forms.
6. Report inconsistencies and issues in system operations.
7. Verify that tests have been completed and results comply with acceptance criteria, and that equipment and systems are ready before scheduling test demonstrations.
8. Direct and coordinate test demonstrations.
9. Coordinate witnessing of test demonstrations by Owner's witness.
10. Coordinate and manage training. Be present during training sessions to direct video recording, present training and direct the training presentations of others. Comply with requirements in Section 017900 "Demonstration and Training."
11. Prepare and submit specified commissioning reports.
12. Track commissioning issues until resolution and retesting is successfully completed.
13. Retain original records of Commissioning-Process Work, organized as required for the commissioning report. Provide Owner's representative access to these records on request.
14. Assemble and submit commissioning report.

3.5 COMMISSIONING TESTING

A. Quality Control: Construction checklists, including tests, are quality-control tools designed to improve the functional quality of Project. Test demonstrations evaluate the effectiveness of Contractor's quality-control process.

B. Owner's witness and manufacturer’s representative will be present to witness commissioning work requiring the signature of an owner's witness, including, but not limited to, test demonstrations. Owner's project manager will coordinate attendance by Owner's witness with Contractor's published commissioning schedule. Owner's witness will provide no labor or materials in the commissioning work. The only function of Owner's witness will be to observe and comment on the progress and results of commissioning.

C. Installation Compliance Issues: Record as an installation compliance issue Work found to be incomplete, inaccessible, at variance with the Contract Documents, nonfunctional, or that does not comply with construction checklists. Record installation compliance issues on the construction checklist at the time they are identified. Record corrective action and how future Work should be modified before signing off the construction checklist.

D. Pre-Startup Audit: Prior to executing startup procedures, review completed installation checks to determine readiness for startup and operation. Report conditions, which, if left uncorrected, adversely impact the ability of systems or equipment to operate satisfactorily or to comply with acceptance criteria. Prepare pre-startup report for each system.

E. Test Procedures and Test Data Forms:

1. Test procedures shall define the step-by-step procedures to be used to execute tests and test demonstrations.
2. Test procedures shall be specific to the make, model, and application of the equipment and systems being tested.
3. Completed test data forms are the official records of the results of tests.
4. Commissioning Authority will provide to Contractor preliminary test procedures and test data forms for performance tests and commissioning tests after approval of Product Data, Shop Drawings, and preliminary operation and maintenance manual.
5. Review preliminary test procedures and test data forms and provide comments within 14 days of receipt from Commissioning Authority. Review shall address the following:

    a. Equipment protection and warranty issues, including, but not limited to, manufacturers' installation and startup recommendations, and operation and maintenance instructions.
    b. Applicability of the procedure to the specific software, equipment, and systems approved for installation.

6. After Contractor has reviewed and commented on the preliminary test procedures and test data forms, Commissioning Authority will revise and reissue the approved revised test procedures and test data forms marked "Approved for Testing."
7. Use only approved test procedures and test data forms marked "Approved for Testing" to perform and document tests and test demonstrations.

F. Performance of Tests:

1. The sampling rate for tests is 100 percent. The sampling rate for test demonstrations is 100 percent unless otherwise indicated.
2. Perform and complete each step of the approved test procedures in the order listed.
3. Record data observed during performance of tests on approved data forms at the time of test performance and when the results are observed.
4. Record test results that are not within the range of acceptable results on commissioning issue report forms in addition to recording the results on approved test procedures and data forms according to the "Commissioning Compliance Issues" Paragraph in this Article.
5. On completion of a test, sign the completed test procedure and data form. Tests for which test procedures and data forms are incomplete, not signed, or which indicate performance that does not comply with acceptance criteria will be rejected. Tests for which test procedures and data forms are rejected shall be repeated and results resubmitted.

G. Performance of Test Demonstration:

1. Perform test demonstrations on a sample of tests after test data submittals are approved. The sampling rate for test demonstrations shall be 100 percent unless otherwise indicated in the individual test specification.
2. Notify Owner's witness at least three days in advance of each test demonstration.
3. Perform and complete each step of the approved test procedures in the order listed.
4. Record data observed during performance of test demonstrations on approved data forms at the time of demonstration and when the results are observed.
5. Provide full access to Owner's witness to directly observe the performance of all aspects of system response during the test demonstration. On completion of a test demonstration, sign the completed data form and obtain signature of Owner's witness at the time of the test to authenticate the reported results.
6. Test demonstration data forms not signed by Contractor and Owner's witness at the time of the completion of the procedure will be rejected. Test demonstrations for which data forms are rejected shall be repeated and results shall be resubmitted.

    a. Exception for Failure of Owner's Witness to Attend: Failure of Owner's witness to be present for agreed-on schedule of test demonstration shall not delay Contractor. If Owner's witness fails to attend a scheduled test, Contractor shall proceed with the scheduled test. On completion, Contractor shall sign the data form for Contractor and for Owner's witness, and shall note the absence of Owner's witness at the scheduled time and place.

7. False load test requirements are specified in related sections.

    a. Where false load testing is specified, provide temporary equipment, power, controls, wiring, piping, valves, and other necessary equipment and connections required to apply the specified load to the system. False load system shall be capable of steady-state operation and modulation at the level of load specified. Equipment and systems permanently installed

in this work shall not be used to create the false load without Architect's written approval.

H. Deferred Tests:

1. Deferred Tests List: Identify, in the request for Certificate of Construction Phase Commissioning Completion, proposed deferred tests or other tests approved for deferral until specified seasonal or other conditions are available. When approved, deferred tests may be completed after the date of Construction Phase Commissioning Completion. Identify proposed deferred tests in the request for Certificate of Construction Phase Commissioning Completion as follows:

    a. Identify deferred tests by number and title.
    b. Provide a target schedule for completion of deferred tests.

2. Schedule and coordinate deferred tests. Schedule deferred tests when specified conditions are available. Notify Architect and Commissioning Authority at least three working days (minimum) in advance of tests.
3. Where deferred tests are specified, coordinate participation of necessary personnel and of Architect, Commissioning Authority, and Owner's witness. Schedule deferred tests to minimize occupant and facility impact. Obtain Architect's approval of the proposed schedule.

I. Delayed Tests:

1. Delayed Tests List: Identify, in the request for Certificate of Construction Phase Commissioning Completion, proposed delayed tests. Obtain Owner approval of proposed delayed tests, including proposed schedule of completion of each delayed test, before submitting request for Certificate of Construction Phase Commissioning Completion. Include the following in the request for Certificate of Construction Phase Commissioning Completion:

    a. Identify delayed tests by test number and title.
    b. Written approval of proposed delayed tests, including approved schedule of completion of delayed tests.

2. Schedule and coordinate delayed tests. Schedule delayed tests when conditions that caused the delay have been rectified. Notify Architect and Commissioning Authority at least three working days (minimum) in advance of tests.
3. Where delayed tests are approved, coordinate participation of necessary personnel and of Architect, Commissioning Authority, and Owner's witness. Schedule delayed tests to minimize occupant and facility impact. Obtain Architect's approval of the proposed schedule.

J. Commissioning Compliance Issues:

1. Test results that are not within the range of acceptable results are commissioning compliance issues.
2. Track and report commissioning compliance issues until resolution and retesting are successfully completed.

3. If a test demonstration fails, determine the cause of failure. Direct timely resolution of issue and then repeat the demonstration. If a test demonstration must be repeated due to failure caused by Contractor work or materials, reimburse Owner for billed costs for the participation in the repeated demonstration.
4. Test Results: If a test demonstration fails to meet the acceptance criteria, perform the following:

    a. Complete a commissioning compliance issue report form promptly on discovery of test results that do not comply with acceptance criteria.
    b. Submit commissioning compliance issue report form within 24 hours of the test.
    c. Determine the cause of the failure.
    d. Establish responsibility for corrective action if the failure is due to conditions found to be Contractor's responsibility.

5. Commissioning Compliance Issue Report: Provide a commissioning compliance issue report for each issue. Do not report multiple issues on the same commissioning compliance issue report.

    a. Exception: If an entire class of devices is determined to exhibit the identical issue, they may be reported on a single commissioning compliance issue report. (For example, if all return-air damper actuators that are specified to fail to the open position are found to fail to the closed position, they may be reported on a single commissioning issue report. If a single commissioning issue report is used for multiple commissioning compliance issues, each device shall be identified in the report, and the total number of devices at issue shall be identified.
    b. Complete and submit Part 1 of the commissioning compliance issue report immediately when the condition is observed.
    c. Record the commissioning compliance issue report number and describe the deficient condition on the data form.
    d. Resolve commissioning compliance issues promptly. Complete and submit Part 2 of the commissioning compliance issue report when issues are resolved.

6. Diagnose and correct failed test demonstrations as follows:

    a. Perform diagnostic tests and activities required to determine the fundamental cause of issues observed.
    b. Record each step of the diagnostic procedure prior to performing the procedure. Update written procedure as changes become necessary.
    c. Record the results of each step of the diagnostic procedure.
    d. Record the conclusion of the diagnostic procedure on the fundamental cause of the issue.
    e. Determine and record corrective measures.
    f. Include diagnosis of fundamental cause of issues in commissioning compliance issue report.

7. Retest:

a. Schedule and repeat the complete test procedure for each test demonstration for which acceptable results are not achieved. Obtain signature of Owner's witness on retest data forms. Repeat test demonstration until acceptable results are achieved. Except for issues that are determined to result from design errors or omissions, or other conditions beyond Contractor's responsibility, compensate Owner for direct costs incurred as the result of repeated test demonstrations to achieve acceptable results.
b. For each repeated test demonstration, submit a new test data form, marked "Retest."

8. Do not correct commissioning compliance issues during test demonstrations.

a. Exceptions will be allowed if the cause of the issue is obvious and resolution can be completed in less than five minutes. If corrections are made under this exception, note the deficient conditions on the test data form and issue a commissioning compliance issue report. A new test data form, marked "Retest," shall be initiated after the resolution has been completed.

3.6 COMMISSIONING MEETINGS

A. Schedule and conduct commissioning meetings. Comply with requirements in Section 013100 "Project Management and Coordination."

3.7 SEQUENCING

A. Sequencing of Commissioning Verification Activities: For a particular material, item of equipment, assembly, or system, perform the following in the order listed unless otherwise indicated:

1. Construction Checklists:

a. Material checks.
b. Installation checks.
c. Start up, as appropriate. Some startup may depend on component performance. Such startup may follow component performance tests on which the startup depends.
d. Performance Tests:

1) Static tests, as appropriate.
2) Component performance tests. Some component performance tests may depend on completion of startup. Such component performance tests may follow startup.
3) Equipment and assembly performance tests.
4) System performance tests.
5) Intersystem performance tests.

2. Commissioning tests.

B. Before performing commissioning tests, verify that materials, equipment, assemblies, and systems are delivered, installed, started, and adjusted to perform according to construction checklists.

C. Verify readiness of materials, equipment, assemblies, and systems by performing tests prior to performing test demonstrations. Notify Architect if acceptable results cannot be achieved due to conditions beyond Contractor's control or responsibility.

D. Commence tests as soon as installation checks for materials, equipment, assemblies, or systems are satisfactorily completed. Tests of a particular system may proceed prior to completion of other systems, provided the incomplete work does not interfere with successful execution of test.

3.8 SCHEDULING

A. Commence commissioning as early in the construction period as possible.

B. Commissioning Schedule: Integrate commissioning into Contractor's construction schedule. See Section 013200 "Construction Progress Documentation."

1. Include detailed commissioning activities in monthly updated Contractor's construction schedule and short interval schedule submittals.
2. Schedule the start date and duration for the following commissioning activities:

    a. Submittals.
    b. Preliminary operation and maintenance manual submittals.
    c. Installation checks.
    d. Startup, where required.
    e. Performance tests.
    f. Performance test demonstrations.
    g. Commissioning tests.
    h. Commissioning test demonstrations.

3. Schedule shall include a line item for each installation check, startup, and test activity specific to the equipment or systems involved.
4. Determine milestones and prerequisites for commissioning. Show commissioning milestones, prerequisites, and dependencies in monthly updated critical-path-method construction schedule and short interval schedule submittals.

C. Two-Week Look-Ahead Commissioning Schedule:

1. Two weeks prior to the beginning of tests, submit a detailed two-week look-ahead schedule. Thereafter, submit updated two-week look-ahead schedules weekly for the duration of commissioning.
2. Two-week look-ahead schedules shall identify the date, time, beginning location, Contractor personnel required, and anticipated duration for each startup or test activity.
3. Use two-week look-ahead schedules to notify and coordinate participation of Owner's witnesses.

D. Owner's Witness Coordination:

1. Coordinate Owner's witness participation via Architect.
2. Notify Architect of commissioning schedule changes at least two work days in advance for activities requiring the participation of Owner's witness.

3.9 COMMISSIONING REPORTS

A. Test Reports:

1. Pre-startup reports include observations of the conditions of installation, organized into the following sections:

    a. Equipment Model Verification: Compare contract requirements, approved submittals, and provided equipment. Note inconsistencies.
    b. Preinstallation Physical Condition Checks: Observe physical condition of equipment prior to installation. Note conditions including, but not limited to, physical damage, corrosion, water damage, or other contamination or dirt.
    c. Preinstallation Component Verification Checks: Verify components supplied with the equipment, preinstalled or field installed, are correctly installed and functional. Verify external components required for proper operation of equipment correctly installed and functional. Note missing, improperly configured, improperly installed, or nonfunctional components.
    d. Summary of Installation Compliance Issues and Corrective Actions: Identify installation compliance issues and the corrective actions for each. Verify that issues noted have been corrected.
    e. Evaluation of System Readiness for Startup: For each item of equipment for each system for which startup is anticipated, document in summary form acceptable to Owner completion of equipment model verification, preinstallation physical condition checks, preinstallation component verification checks, and completion of corrective actions for installation compliance issues.

2. Test data reports include the following:

    a. "As-tested" system configuration. Complete record of conditions under which the test was performed, including, but not limited to, the status of equipment, systems, and assemblies; temporary adjustments and settings; and ambient conditions.
    b. Data and observations, including, but not limited to, data trend logs, recorded during the tests.
    c. Signatures of individuals performing and witnessing tests.
    d. Data trend logs accumulated overnight from the previous day of testing.

3. Commissioning Compliance Issues Reports: Report as commissioning compliance issues results of tests and test demonstrations that do not comply with acceptance criteria. Report only one issue per commissioning compliance issue report. Use sequentially numbered facsimiles of commissioning compliance issue report form included in this Section, or other form approved by Owner. Distribute commissioning compliance issue reports to parties responsible for taking corrective action. Identify the following:

a. Commissioning compliance issue report number. Assign unique, sequential numbers to individual commissioning compliance issue reports when they are created, to be used for tracking.
b. Action distribution list.
c. Report date.
d. Test number and description.
e. Equipment identification and location.
f. Briefly describe observations about the performance associated with failure to achieve acceptable results. Identify the cause of failure if apparent.
g. Diagnostic procedure or plan to determine the cause (include in initial submittal).
h. Diagnosis of fundamental cause of issues as specified below (include in resubmittal).
i. Fundamental cause of unacceptable performance as determined by diagnostic tests and activities.
j. When issues have been resolved, update and resubmit the commissioning issue report forms by completing Part 2. Identify resolution taken and the dates and initials of the persons making the entries.
k. Schedule for retesting.

4. Weekly progress reports include information for tests conducted since the preceding report and the following:

a. Completed data forms.
b. Equipment or system tested, including test number, system or equipment tag number and location, and notation about the apparent acceptability of results.
c. Activities scheduled but not conducted per schedule.
d. Commissioning compliance issue report log.
e. Schedule changes for remaining Commissioning-Process Work, if any.

5. Data trend logs shall be initiated and running prior to the time scheduled for the test demonstration.

a. Trend log data format shall be multiple data series graphs. Where multiple data series are trend logged concurrently, present the data on a common horizontal time axis. Individual data series may be presented on a segmented vertical axis to avoid interference of one data series with another, and to accommodate different axis scale values. Graphs shall be sufficiently clear to interpret data within the accuracy required by the acceptance criteria.
b. Attach to the data form printed trend log data collected during the test or test demonstration.
c. Record, print out, and attach to the data form operator activity during the time the trend log is running. During the time the trend log is running, operator intervention not directed by the test procedure invalidates the test results.

6. System Alarm Logs: Record and print out a log of alarms that occurred since the last log was printed. Evaluate alarms to determine if the previous day's work resulted in any conditions that are not considered "normal operation."

    a. Conditions that are not considered "normal operation" shall be reported on a commissioning issue report attached to the alarm log. Resolve as necessary. The intent of this requirement is to discover control system points or sequences left in manual or disabled conditions, equipment left disconnected, set points left with abnormal values, or similar conditions that may have resulted from failure to fully restore systems to normal, automatic control after test completion.

3.10 CERTIFICATE OF CONSTRUCTION PHASE COMMISSIONING COMPLETION

A. When Contractor considers that construction phase commissioning, or a portion thereof which Owner agrees to accept separately, is complete, Contractor shall prepare and submit to Owner and Commissioning Authority through Architect a comprehensive list of items to be completed or corrected. Failure to include an item on such list does not alter Contractor's responsibility to compete commissioning.

B. On receipt of Contractor's list, Commissioning Authority will make an inspection to determine whether the construction phase commissioning or designated portion thereof is complete. If Commissioning Authority's inspection discloses items, whether included on Contractor's list, which is not sufficiently complete as defined in "Construction Phase Commissioning Completion" Paragraph in the "Definitions" Article, Contractor shall, before issuance of the Certificate of Construction Phase Completion, complete or correct such items on notification by Commissioning Authority. In such case, Contractor shall then submit a request for another inspection by Commissioning Authority to determine construction phase commissioning completion.

C. Contractor shall promptly correct deficient conditions and issues discovered during commissioning. Costs of correcting such deficient conditions and issues, including additional testing and inspections, the cost of uncovering and replacement, and compensation for Architect's and Commissioning Authority's services and expenses made necessary thereby, shall be at Contractor's expense.

D. When construction phase commissioning or designated portion is complete, Commissioning Authority will prepare a Certificate of Construction Phase Commissioning that shall establish the date of completion of construction phase commissioning. Certificate of Construction Phase Commissioning Completion shall be submitted prior to requesting inspection for determining date of Substantial Completion.

END OF SECTION 019113

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SECTION 230500 - COMMON WORK RESULTS FOR HVAC

PART 1 - GENERAL

1.1 SCOPE

A. This section includes information common to two or more technical specification sections or items that are of a general nature, not conveniently fitting into other technical sections.

B. All Division 23 work as specified herein shall be provided by the HVAC Contractor unless otherwise specified on the Bid Form.

1.2 RELATED WORK

A. Section 230513 – Common Motor Requirements for HVAC Equipment

B. Section 230593 – Testing, Adjusting and Balancing for HVAC

C. Section 233300 – Air Duct Accessories

1.3 REFERENCE

A. Provisions of Division 01 govern work under this Section.

B. This Section of Work applies to all work specified under Division 23.

1.4 REFERENCE STANDARDS

A. Abbreviations of standards organizations referenced in other sections are as follows:

1. AABC Associated Air Balance Council
2. ADC Air Diffusion Council
3. AGA American Gas Association
4. AMCA Air Movement and Control Association
5. ANSI American National Standards Institute
6. ARI Air-Conditioning and Refrigeration Institute
7. ASHRAE American Society of Heating, Refrigerating and Air Conditioning Engineers
8. ASME American Society of Mechanical Engineers
9. ASTM American Society for Testing and Materials
10. AWS American Welding Society
11. EPA Environmental Protection Agency
12. IEEE Institute of Electrical and Electronics Engineers
13. ISA Instrument Society of America
14. MCA Mechanical Contractors Association
15. MICA Midwest Insulation Contractors Association
16. MSS Manufacturer's Standardization Society of the Valve & Fitting Industry, Inc.
17. NBS National Bureau of Standards
18. NEBB National Environmental Balancing Bureau

19. NEC National Electric Code
20. NEMA National Electrical Manufacturers Association
21. NFPA National Fire Protection Association
22. SMACNA Sheet Metal and Air Conditioning Contractors' National Association. Inc.
23. UL Underwriters' Laboratories Inc.

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

B. The Contractor shall review his own work for compliance with the construction documents. Prior to punch list activity by A/E, the contractor shall provide documentation to the A/E that a review has taken place and shall issue a letter indicating that the work has been performed in compliance with the construction documents. In the event that the contractor does not satisfactorily review his own work and results in additional site visits by the A/E, the contractor shall reimburse the A/E for the additional time required to close out the project.

1.6 ABBREVIATIONS

A. A/E Architect/Engineer

B. GC General Contractor

C. FPC Fire Protection Contractor

D. PC Plumbing Contractor

E. HC Heating Contractor

F. EC Electrical Contractor

G. TCC Temperature Contractor

H. DDC Direct Digital Controls

I. BAS Building Automation System

J. TCS Temperature Control System

1.7 DEFINITIONS

A. Furnish

1. Supply and deliver to the project site ready for unpacking, assembly and installation

B. Install

1. Operations at the site including unpacking, assembling, erecting, placing, anchoring, applying, finishing, cleaning, and connecting all related devices required for a product that is fully functional for its intended use after its installation.

C. Provide

1. Furnish and install product as required to be fully functional for its intended use.

1.8 DRAWINGS

A. The drawings show the general arrangement of piping, equipment and appurtenances and shall be followed as closely as actual building construction and work of other trades permits. Work shall conform to requirements shown on the drawings. Architectural and structural drawings shall take precedence. Because of the scale of the drawings, it is not possible to indicate all offsets, fittings and accessories that may be required. Investigate structural and finish conditions affecting work and arrange work accordingly, providing offsets, fittings and accessories as may be required to meet as constructed conditions.

B. HVAC equipment and systems, including piping and ductwork shall be installed as high as possible unless otherwise noted on drawings. Equipment and systems shall also be installed to maintain required operation and maintenance clearances.

1.9 CAD DRAWINGS

A. Drawings in an electronic format can be made available to the successful HVAC contractor at a non-refundable cost as specified under Division 01 of the specifications. If no cost is specified in Division 01, the default cost shall be $75 per drawing. The drawings provided may or may not be updated to reflect all addenda items. The use of the drawings is limited to this project and may not be forwarded to any other party, or used for any other purpose. Use of the files will be at the contractor's sole risk and without liability or legal exposure to Arnold & O'Sheridan, Inc or its employees. Architectural drawings or any other drawings not produced by Arnold & O'Sheridan will not be provided.

1.10 CODES AND STANDARDS

A. All materials and workmanship shall comply with applicable codes, specifications, local ordinances, industry standards and utility company regulations. In case of differences between building codes, specifications, state laws, local ordinances, industry standards and utility company regulations and contract documents, the most stringent shall govern. Promptly notify A/E in writing of differences.

B. Non-compliance

1. If the Contractor installs materials or performs any work that does not comply with above requirements, he shall correct the work and shall bear all costs arising from correcting deficiencies.

1.11 CONTINUITY OF EXISTING SERVICES

A. Refer to Division 01 of the Project Manual.

B. Do not interrupt or change existing services without prior approval from the Owner, Architect, Engineer or Construction Manager. When interruption is required, coordinate the down-time with the Owner to reduce disruption to his activities. The scope of this work is indicated on the Contract Documents or described herein. Unless specifically stated, work involved in interrupting or changing existing services is to be done during off hours.

1.12 PROTECTION OF FINISHED SURFACES

A. Refer to Division 01 of the Project Manual.

B. Furnish one can of touch-up paint for each different color factory finish which is to be the finished surface of the product. Deliver touch-up paint with other "loose and detachable parts" as covered in the General Requirements.

1.13 SUBMITTALS

A. Refer to Division 01 and the General Conditions of the Contract.

B. Shop drawings are to be reviewed by the lead contractor and the HVAC contractor before submission to the A/E. Submittals shall be stamped by the contractor and clearly indicate all corrections made by the contractor during their review process. Submittals not reviewed and stamped by the contractor will be automatically rejected.

C. Submit for equipment and systems as specified in the respective specification sections, marking each submittal with that specification section number. Mark general catalog sheets and drawings to indicate specific items being submitted and proper identification of equipment by name and number, as identified in the contract documents. Include the plan designation mark (i.e. "AHU-1") on the submittals. Include dimensions, capacities, ratings, and installation instructions.

D. Before submitting electrically powered equipment, verify that the electrical power and control requirements for the equipment are in agreement with the motor schedule on the HVAC and electrical drawings. Include a statement on the shop drawing transmittal to the Architect/Engineer if the equipment submitted and the motor schedules are not in agreement, indicating any discrepancies. See related comments in Section 23 05 13, Part 1 under Electrical Coordination.

E. Include wiring diagrams of electrically powered equipment.

F. Submit the quantity of shop drawings as specified under the Division 01 Specification Section titled “Submittals.”

G. Submittals shall be legible, clear and complete. Shop drawings submitted that are incomplete, illegible or are not specific to the project will be returned as “not reviewed”. In addition, equipment installed without having approved shop drawings will be considered defective and shall be removed and replaced with approved equipment at no expense to the project.

1.14 SPECIFIED MATERIALS AND EQUIPMENT

A. The design is based on the equipment specified by the manufacturer and model number as specified on the plan schedules. Where certain items are specified by manufacturer or trade name, Contractor's bid shall be based on use of the named item. Where one make is described and other makes are listed, comparable models of other named equipment may also be used, provided that they meet all requirements of the specifications.

B. When equipment or accessories are used which differ in arrangement, configuration, dimensions, ratings, or engineering parameters from those on the plan schedules, the Contractor shall be responsible for costs involved in integrating the equipment or accessories into the system. The Contractor shall also be responsible for obtaining the original design performance from the system into which these items are placed, regardless of whether the manufacturer/model is a specified equivalent or a substitute. This may include changes found necessary during the testing, adjusting, and balancing phase of the project.

C. If the Contractor wishes to use items other than those named in specifications in his base bid, request for approval of substitution must be made in writing to A/E at least 14 days prior to opening of bids. Including complete technical and descriptive data with the request. If approved, an addendum will be issued notifying all planholders of the approval.

1.15 EQUIPMENT INSTALLATION

A. The drawings show the general arrangement and location of equipment and appurtenances. It is the Contractor’s responsibility to install equipment in a location and manner that allows for proper service and maintenance access to equipment. Work shall generally conform to requirements shown on the drawings. However, the location of equipment may require field adjustments to obtain the required service space. DO NOT SCALE OFF PLANS to determine proper location of equipment. Also, because of the scale of the drawings, it is not possible to indicate the exact routing of ductwork and piping, and offsets, fittings and accessories that may be required to provide proper service access to equipment. The Contractor shall route and install ductwork and piping to provide required service access to equipment.

B. If during the construction phase of the project the contractor feels that inadequate space exists, or that equipment locations must be substantially modified to provide the proper service and maintenance access, prior to installing the equipment the contractor shall notify the engineer in writing, outlining the general concerns and the proposed modifications. Equipment installed without providing the manufacturer’s required maintenance and service clearance shall be considered defective. The Contractor shall remove and relocate piping, ductwork and equipment, to provide the required service clearances at the Contractor’s expense.

1.16 OFF SITE STORAGE

A. Refer to Division 01 of the Project Manual.

1.17 CERTIFICATES AND INSPECTIONS

A. Refer to the General Conditions of the Contract, Article 13.

B. Obtain and pay for required Federal, State and local installation inspections, certificates and permits required, except those provided by the Architect/Engineer in accordance with State and local Codes. Deliver originals of these certificates to the Architect or Construction Manager.

1.18 OPERATING AND MAINTENANCE INSTRUCTIONS

A. Refer to Division 01 of the Project Manual.

B. Provide HVAC systems and equipment operation and maintenance manuals in accordance with the requirements of the project specification.

C. Assemble material in three-ring or post binders, using an index at the front of each volume and tabs for each system or type of equipment. In addition to the data indicated in the General Requirements, include the following information:

1. Copies of all approved shop drawings.
2. Manufacturer's instructions for installation, operation, and maintenance.
3. Manufacturer's wiring diagrams for electrically powered equipment.
4. Records of tests performed to indicate compliance with system requirements (system start-up reports).
5. Temperature control record drawings and control sequences.
6. Parts lists for manufactured equipment.
7. Valve schedules.
8. Lubrication instructions, including list/frequency of lubrication done during construction.
9. Warranties.
10. Testing, adjusting and balancing data.

1.19 TRAINING OF OWNER PERSONNEL

A. Instruct Owner personnel in the proper operation and maintenance of systems and equipment provided as part of this project, using the Operating and Maintenance manuals during this instruction. Demonstrate startup and shutdown procedures for equipment. Training shall be during normal working hours.

1.20 RECORD DRAWINGS

A. Refer to Division 01 of the Project Manual.

B. Maintain record drawings on a daily basis to be turned over at the completion of the project.

C. Maintain temperature control record drawings on originals prepared by the installing contractor/subcontractor. Include copies of these record drawings with the Operating and Maintenance manuals.

1.21 PROJECT CLOSEOUT

A. Refer to Division 01 of the Project Manual.

B. The Contractor shall complete and provide items and materials, training and start-up associated with project closeout as specified under Division 1 of the Project Manual. In addition to these items, the Contractor shall provide the following items prior to acceptance of the installation.

1. Final air and water system balancing, completed in accordance with the requirements of Section 23 05 93 and code, including the submission of testing, adjusting and balancing reports. Reports shall indicate the amount of total supply air, return air and outside ventilation air being provided to the spaces and to the air handling system(s).
2. Submission of Operating and Maintenance instructions in accordance with the requirements of Division 01, of this Section and code. Operation and maintenance manuals shall include a copy of the completed testing, adjusting and balancing report for the Owner's records.
3. Submission of start-up report for the temperature control system, signed by the technician in responsible charge of the control system, indicating that the system has been adjusted, calibrated and put into operation in accordance with the requirements of the specification and code.

PART 2 - PRODUCTS

2.1 PIPE PENETRATIONS

A. FIRE, SMOKE AND FIRE/SMOKE RATED SURFACES

1. 3M CP 25N/S or CP 25S/L caulk, 3M FS 195 wrap/strip with restricting collar, 3M CS 195 composite sheet, Pipe Shields Inc. Series F fire barrier kits, Proset Systems fire rated floor and wall penetrations, Insta-Foam Products Insta-Fire Seal Firestop Foam or Dow Corning Fire Stop System.
2. UL listed or tested by an independent testing laboratory, approved by the State and Local Code jurisdictions. Use a product that has a rating not less than the rating of the wall or floor being penetrated. Sleeves in concrete to be schedule 40 steel pipe with integral water stop unless the fire stop material used includes a sleeve that is an integral part of the rated assembly.

B. NON-RATED SURFACES

1. Stamped steel, chrome plated, hinged, split ring escutcheons or floor/ceiling plates for covering openings in occupied spaces.
2. In exterior wall openings below grade, use a modular mechanical type seal consisting of interlocking synthetic rubber links shaped to continuously fill the annular space between the un-insulated pipe and the cored opening or a water-stop type wall sleeve.
3. At interior partitions where pipe penetrations are sealed, use Tremco Dymonic, Sika Corp. Sikaflex 1a, Sonneborn Sonolastic NPI, or Mameco Vulken 116 urethane caulk to effect the seal. Use galvanized sheet metal sleeves in hollow wall penetrations.

2.2 IDENTIFICATION

A. STENCILS

1. Not less than 1 inch high letters/numbers for marking pipe and equipment.

B. ENGRAVED NAME PLATES

1. White letters on a black background, 1/16 inch thick plastic laminate, beveled edges, screw mounting, Setonply ® Style 2060 by Seton Name Plate Company, Emedolite Style EIP by EMED Co., or equal by W. H. Brady.

C. VALVE TAGS

1. Round brass tags with ½ inch numbers, ¼ inch system identification abbreviation, 1¼ inch minimum diameter, with brass jack chains or brass "S" hooks around the valve stem, available from EMED Co., Seton Name Plate Company, or W. H. Brady.

D. PIPE MARKERS

1. At least ¾" high legend for piping under 3" diameter and at least 2" high legend for piping 3" diameter and larger. Include flow arrows. Manufacturers: W.H. Brady Co., EMED Co. or Seton Name Plate Company.

PART 3 - EXECUTION

3.1 DEMOLITION

A. Perform demolition as specified on the drawings or otherwise to accomplish new work.

B. Carefully examine the present building and site, together with the drawings and specifications. Within areas involving remodeling, each contractor shall be responsible for removal of, relocation of, or revisions to existing equipment, wiring, piping fixtures and other existing facilities which is necessary to accomplish the arrangement indicated on plans. To assist the contractor in meeting the above requirement, drawings note certain items, but absence of notes shall not limit responsibility of each Contractor to perform the work as described in this paragraph.

C. Where demolition work is to be performed adjacent to existing work that remains in an occupied area, provide measures to limit the amount of contamination of the occupied spaces. Where piping or ductwork is removed and not reconnected, cap ends of existing services as if they were new work. Coordinate work to avoid disruption to the existing building occupants.

D. All pipe, wiring and associated conduit, insulation, ductwork, and similar items demolished, abandoned, or deactivated are to be removed from the site by the Contractor. Piping and ductwork specialties are to be removed from the site by the Contractor unless they are dismantled and removed or stored by the Owner. Designated equipment is to be turned over to the Owner for his use at a place and time he so

designates. Maintain the condition of material and equipment that is indicated to be reused.

3.2 CUTTING AND PATCHING

A. Refer to Division 01 requirements.

B. This Contractor shall be responsible for cutting and patching of the existing general construction to accommodate installation of the new HVAC system(s) unless otherwise noted.

C. Patching includes repairing the openings remaining from the removal or relocation of existing system components and painting the surface to match existing. Painting means covering the entire wall where patching is to be done unless indicated to be done by other trades.

D. Required cutting and patching shall be performed by personnel skilled in cutting and patching work.

E. Do not pierce, modify or affect beams or columns without permission of the Architect/Engineer. If piping is required to pass through walls or floors where no sleeve has been provided, use a core drill to avoid unnecessary damage and structural weakening.

3.3 PAINTING

A. Refer to Division 9 requirements.

B. Exposed steel support structures (metal surfaces located both inside and outside the building) shall be painted after installation with one coat of a compatible metal primer coat and two coats of a finish coat of paint for the application. Color shall be gray unless otherwise specified.

C. Piping systems shall be clearly identified after painting with pipe markings as specified under the paragraph titled identification under this section.

3.4 BUILDING ACCESS

A. Arrange for the necessary openings in the building to allow for admittance or removal of equipment and materials. When building access was not previously arranged and must be provided by this contractor, restore opening to its original condition after the apparatus has been brought into the building. Coordinate with the Architect/Engineer.

3.5 EQUIPMENT ACCESS

A. Install piping, conduit, ductwork, and accessories to permit access to equipment for maintenance. Coordinate the exact location of wall and ceiling access panels and doors with the General Contractor, making sure that access is available for equipment and specialties. Where access is required in plaster walls or ceilings, furnish and install access doors required. Coordinate for installation of access doors utilizing the General Contractor and other appropriate on-site Subcontractor for access door installation.

B. Accessible ceilings, (i.e. lay-in ceilings) do not require access panels. Provide color coded thumb tacks or screws, depending on the surface, for use in accessible ceilings.

3.6 COORDINATION OF WORK

A. Verify that devices are compatible for the surfaces on which they are used. This includes, but is not limited to, diffusers, registers, grilles, and recessed or semi-recessed heating and cooling terminal units installed in/on architectural surfaces.

B. Coordinate work with other contractors prior to installation. Installed work that is not coordinated and that interferes with other contractor's work shall be removed or relocated at the installing contractor's expense.

C. Verify system completion prior to start of the testing and balancing. Work to be completed prior to testing and balancing shall include, but not be limited to the following: flushing, pressure testing, chemical treatment, filling of hydronic systems, proper pressurization and air venting of hydronic systems, cleaning and replacement of filters, cleaning of strainers, duct and pipe system cleaning, adjusting and calibration of controls, controls cycled through their sequences. Install dampers, shutoff and balancing valves, flow measuring devices, gauges, temperature controls for fully functional and balanced systems. Demonstrate the starting, interlocking and control features of each system so the test and balance agency can perform its work. Provide the appropriate sections of work with required wall, roof and floor opening locations and dimensions. If this Contractor neglects to coordinate this information, openings shall then be the responsibility of this Contractor.

3.7 PIPE PENETRATIONS

A. GENERAL

1. Coordinate the location of building surface penetrations with the appropriate contractors. Furnish sleeves, inserts, and other devices that are to be built into the structure to the contractor performing that work. Prepare shop drawings for approval for penetrations of structural elements, including floor slabs, shear walls, and bearing walls. Do not allow penetrations to be made until shop drawings are approved.

B. FIRE RATED SURFACES

1. Install products in accordance with the manufacturer's instructions where a pipe penetrates a fire rated surface. When pipe is insulated, use a product which maintains the integrity of the insulation and vapor barrier. Where a sleeve must be installed in an existing floor, grout area around sleeve to restore the floor integrity.

C. NON-RATED SURFACES

1. Install escutcheons or floor/ceiling plates where pipe penetrates non-fire rated surfaces in occupied spaces. Size units to accommodate insulation, where applicable. Escutcheons are not required when the insulation completely covers the wall opening and the insulation end is trimmed in a neat manner. Occupied

spaces for this paragraph include only those rooms with finished ceilings and the penetration occurs below the ceiling.

2. In exterior wall openings below grade, place water-stop type wall sleeve before concrete pour or core drill opening after the pour. Assemble rubber links to the proper size for the pipe and tighten in place, in accordance with manufacturer's instructions.
3. Install the galvanized sheet metal sleeve in hollow wall penetrations to provide a backing for the sealant. Apply sealant to both sides of the penetration in a manner that the annular space between the pipe sleeve and pipe or insulation is completely blocked.
4. Completely seal pipe penetrations, as specified below, for walls of the following rooms below:

3.8 CLEANING

A. Contractor shall at all times keep premises free of waste or surplus materials, rubbish and debris which is caused by his employees or resulting from his work.

B. After equipment and fixtures have been installed, Contractor shall remove all stickers, stains, labels and temporary covers.

C. All foreign matter shall be removed from pipes, tanks, pumps, fans, motors, devices, switches, fixtures, panels and ductwork before acceptance of systems.

D. Contractor shall leave his portion of the work in a safe and clean condition ready for operation.

E. In case of dispute, Owner may remove rubbish, excess materials or do cleaning, and charge the cost to Contractor.

3.9 IDENTIFICATION

A. Identify equipment in mechanical equipment rooms and above ceilings, including terminal heating devices by stenciling equipment number and service with one coat of black enamel against a light background or white enamel against a dark background. Use a primer where necessary for proper paint adhesion. Do not label equipment in occupied spaces (for example cabinet heaters and ceiling fans).

B. Identification plates on equipment shall be free of excess paint and shall be legible.

C. Where stenciling is not appropriate for equipment identification, engraved nameplates shall be used.

D. Identify piping not less than once every 30 feet, not less than once in each room, adjacent to each access door or panel, and on both side of the partition where exposed piping passes through walls, floors or roofs. Place flow directional arrows at each pipe identification location. Use one coat of black enamel against a light background or white enamel against a dark background.

E. Identify valves with brass tags bearing system identification and a valve sequence number. Valve tags are not required at a terminal device unless the valves are greater

than ten feet from the device or located in another room not visible from the terminal unit. Provide a typewritten valve schedule indicating the valve number and the equipment or areas supplied by each valve; locate schedules in each mechanical room and in each Operating and Maintenance manual. Schedules in mechanical rooms shall be framed under clear plastic.

F. Use engraved nameplates to identify control equipment and motor starters. Motor starters shall be provided with an engraved nameplate identifying the piece of equipment it serves by plan identification (i.e. "AHU-1").

G. Identify all fire and smoke dampers. Dampers shall be permanently identified on the exterior of the duct with a label (or painted) having a minimum letter height of 1". Identification shall read either "FIRE DAMPER", "SMOKE DAMPER" or "FIRE/SMOKE DAMPER".

3.10 LUBRICATION

A. Lubricate bearings with lubricant as recommended by the manufacturer before the equipment is operated for any reason. Once the equipment has been run, maintain lubrication in accordance with the manufacturer's instructions until the Owner accepts the work. Maintain a log of all lubricants used and frequency of lubrication. Include this information in the Operating and Maintenance Manuals at the completion of the project.

3.11 PROJECT CLOSEOUT

A. Contractor shall provide the following submittal data prior to final site walk-through review (found on next page). If this closeout work is not completed or is inaccurately completed, the Contractor shall be responsible for the expense of additional site reviews made by A/E.

END OF SECTION 230500

CLOSEOUT DATA SUBMITTALS
Record drawing submission
Air and water balance test reports
Operating and maintenance manuals
Instructional walk-through and training
Piping and valve identification charts
Inspectors test reports - HVAC inspector
Pipe pressure test report - - Refrigerant leak test
System startup reports - Cooling equipment - Temperature control equipment
Closeout statements - Work completion - Warranty statements - Punch list completion

SECTION 230513 - COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT

PART 1 - GENERAL

1.1 SCOPE

A. This section includes requirements for single and three phase motors that are used with equipment specified in other sections. Also included are general requirements for electrical wiring and electrical connections. Included are the following requirements:

1.2 RELATED WORK

A. Section 230500 – Common Work Results for HVAC

B. Section 230923 – Direct Digital Control Systems for HVAC

C. Division 26 – Electrical

D. All electrical and temperature control wiring installation shall conform to the requirements of the applicable electrical sections of these specifications.

1.3 REFERENCE

A. Provisions of Division 01 govern work under this section.

1.4 REFERENCE STANDARDS

A. ANSI/NFPA 70 National Electrical Code

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.6 SUBMITTALS

A. Submit shop drawings for motors and motor starters.

B. Submit wiring diagrams for motors and HVAC equipment requiring wiring by the Electrical Contractor for this project. Wiring diagrams shall be prepared by the Contractor specifically for this work.

1.7 OPERATING AND MAINTENANCE INSTRUCTIONS

A. Include manufacturer's instructions in the manuals with the specific equipment to which they apply. Also include the following information if not previously documented on shop drawings: full load power factor, service factor, NEMA design designation, insulation class, and frame type.

1.8 ELECTRICAL COORDINATION AND GENERAL REQUIREMENTS

A. All starters, overload relay heater coils, disconnect switches and fuses, relays, wire, conduit, push-buttons, pilot lights, and other devices required for the control of motors or electrical equipment will be furnished and installed by the Electrical Contractor, except as specifically noted elsewhere in this division of specifications.

B. The drawings and specifications show number and horsepower rating of motors furnished by this Contractor, together with their actuating devices if these devices are furnished by the HVAC Contractor. Any discrepancy in size, horsepower rating, electrical characteristics, or means of control for motors or other electrical equipment after contracts are awarded, and shall be addressed with the A/E.

C. Costs involved in changes required due to equipment substitutions initiated by this contractor will be the responsibility of the contractor. See related comments in Section 23 05 00, Basic HVAC Requirements, under Submittals.

D. The Contractor shall be responsible for providing control wiring (line and low voltage) for the project unless noted otherwise, including but not exclusive of the following:

1. Interlock wiring of line and low voltage motorized automatic dampers associated with fans.
2. Fire/Smoke and smoke damper actuators

E. Furnish project specific wiring diagrams to Electrical Contractor for equipment, starters and devices furnished by this Contractor and indicated to be wired by the Electrical Contractor.

F. Provide on the front enclosure face of starting equipment, selector switches and push-buttons stations, a securely mounted, laminated plastic engraved name plate which shall identify the motorized equipment served by the respective starter. The name tags shall be constructed of black and white plastic (black face and white lettering) with ¼" high lettering. The lettering shall identify the unit served by the plan identification mark (example: "Exhaust Fan EF-1").

1.9 PRODUCT CRITERIA

A. Motors to conform to applicable requirements of NEMA, IEEE, ANSI, and NEC standards and shall be listed by UL for the service specified.

B. Select motors for conditions in which they will be required to perform; i.e., general purpose, splash-proof, explosion proof, standard duty, high torque or other special type by the equipment or motor manufacturer's recommendations and as specified on the drawings and as specified herein.

C. Furnish motors for starting in accordance with utility requirements and with compatible starters as specified.

PART 2 - PRODUCTS

2.1 MOTORS

A. SINGLE PHASE, SINGLE SPEED MOTORS

1. Use NEMA rated 120 volt, single phase, 60 hertz motors for motors 1/3 HP and smaller.
2. Use permanent split capacitor or capacitor start, induction run motors equipped with permanently lubricated and sealed ball or sleeve bearings and Class B insulation. Service factor to be not less than 1.35. Motors are to be provided with internal overload protection.

PART 3 - EXECUTION

3.1 MOTOR INSTALLATION

A. Lubricate motors requiring lubrication. Record lubrication material used and the frequency of use. Include this information in the maintenance manuals.

END OF SECTION 230513

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SECTION 230529 - HANGERS AND SUPPORTS FOR HVAC SYSTEMS

PART 1 - GENERAL

1.1 SCOPE

A. This section includes specifications for supports of HVAC equipment and materials as well as piping system hangers and anchors.

1.2 RELATED WORK

A. Section 230700 – HVAC Insulation

1.3 REFERENCE

A. Provisions of Division 01 shall govern work under this section.

1.4 REFERENCE STANDARDS

A. U.L. Underwriters Laboratory

B. MSS SP-58 Pipe Hangers and Supports - Materials, Design and Manufacture

C. MSS SP-69 Pipe Hangers and Supports - Selection and Application

D. MSS SP-89 Pipe Hangers and Supports – Fabrication & Installation Practices

E. MSS SP-90 Guidelines on Terminology for Pipe Hangers and Supports

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.6 DESCRIPTION

A. Provide supporting devices for the installation of mechanical equipment and materials. Supports and installation procedures are to conform to the latest requirements of the ANSI/ASME Code for pressure piping.

B. Do not hang mechanical items directly from a metal deck or run piping so it rests on the bottom chord of trusses or joists.

C. Support apparatus and material under all conditions of operation, variations in installed and operating weight of equipment and piping, to prevent excess stress, and allow for proper expansion and contraction.

D. Protect insulation at hanger points; see Related Work above.

1.7 DESIGN CRITERIA

A. Materials and application of pipe hangers and supports shall be in accordance with MSS Standard Practice SP-58 and SP-69 unless noted otherwise.

B. Piping supported by laying on the bottom chord of joists or trusses is not acceptable.

PART 2 - PRODUCTS

2.1 STRUCTURAL SUPPORTS

A. Provide supporting steel for the installation of mechanical equipment and materials, whether or not it is specifically indicated or sized, including angles, channels and beams to suspend or floor support tanks, piping, and other HVAC equipment.

2.2 PIPE HANGER AND SUPPORT MANUFACTURERS

A. Grinnell figure numbers are listed below. Equivalent products by B-Line, Fee and Mason, Kindorf, Michigan Hanger or Unistrut are acceptable.

2.3 PIPE HANGERS AND SUPPORTS

A. Black hangers are specified below. Substitute equivalent galvanized hangers for use in wet areas or areas that are frequently washed down.

B. STEEL PIPING SYSTEMS OPERATING AT 250° F OR LESS

1. Hangers for Pipe sizes ½" through 2½": Carbon steel, adjustable clevis, black finish.

    a. Grinnell Figure 65 or 260
    b. Provide Grinnell Figure 167 insulation protection shield for each hanger on insulated piping systems.

2. Hangers for Pipe sizes 3" and over: Carbon steel, adjustable clevis, black finish.

    a. Grinnell Figure 260
    b. Provide Grinnell Figure 167 insulation protection shield for each hanger on insulated piping systems.

3. Multiple or Trapeze Hangers: Steel channels with welded spacers, or unistrut with hanger rods.

    a. Grinnell Figure 46.
    b. Provide Grinnell Figure 167 insulation protection shield for each hanger on insulated piping systems.

C. INSULATED COPPER PIPE SUPPORT

1. Hangers for Pipe sizes 4" and less: Carbon steel, adjustable clevis, black finish.

    a. Grinnell Figure 65 with Grinnell Figure 167 insulation protection shield for each hanger.

D. Multiple or Trapeze Hangers: Steel channels with welded spacers, or unistrut with hanger rods.

1. Grinnell Figure 46 with Figure 167 insulation protection shield at each hanger location.

E. UN-INSULATED COPPER PIPE SUPPORT

1. Hangers for Pipe sizes 4" and less: Carbon steel with copper finish and adjustable clevis.

a. Grinnell Figure CT-65

2. Vertical Riser Support: Carbon steel riser clamp with copper finish.

a. Grinnell Figure CT-121

2.4 BEAM CLAMPS

A. MSS SP-69 Type 23 malleable black iron clamp for attachment to beam flange to 0.62 inches thick for single threaded rods of *3/8*, ½, and *5/8* inch diameter, for use with pipe sizes 4 inch and less. Furnish with a hardened steel cup point set screw. Grinnell Figure 86.

B. MSS SP-69 Type 28 or Type 29 forged steel jaw type clamp with a tie rod to lock clamp in place for rod sizes to 1½ inch diameter but limited in application to pipe sizes 8 inch and less without prior approval. Grinnell Figure 228.

2.5 PIPE HANGER RODS

A. Steel Hanger Rods

1. Threaded both ends, threaded one end, or continuous threaded, black finish.
2. Size rods for individual hangers and trapeze support according to the following schedule.
3. Total weight of equipment, including valves, fittings, pipe, pipe content, and insulation, are not to exceed the limits indicated.

Maximum Load (Lbs.)	Rod Diameter (Inches)
610	3/8
1130	1/2

4. Provide rods with adjusting and lock nuts.
5. Maximum temperature shall not exceed 650° F.

2.6 ANCHORS

A. Use welding steel shapes, plates, and bars to secure piping to the structure.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install supports to provide for free expansion of the piping and duct system. Support piping from the structure using concrete inserts, beam clamps, ceiling plates, wall brackets, or floor stands. Fasten ceiling plates and wall brackets securely to the structure and test to demonstrate the adequacy of the fastening.

B. Coordinate hanger and support installation to properly group piping of other trades.

C. Where piping can be conveniently grouped to allow the use of trapeze type supports, use standard structural shapes or continuous insert channels for the supporting steel. Where continuous insert channels are used, pipe supporting devices made specifically for use with the channels may be substituted for the specified supporting devices provided that similar types are used and data is submitted for prior approval.

D. Piping over 1 ¼" shall be attached so that weight is carried on the top chord of steel bar joists or purlins.

3.2 HANGER AND SUPPORT SPACING

A. Place a hanger within 12 inches of each horizontal elbow, valve, strainer, or similar piping specialty item.

B. Where several pipes can be installed in parallel and at the same elevation, provide multiple or trapeze hangers.

C. Support riser piping independently of connected horizontal piping.

D. Adjust hangers to obtain the slope specified in the piping section of this specification.

E. SPACE HANGERS FOR PIPE AS FOLLOWS

Pipe Material	Pipe Size	Max. Horizontal Spacing	Max Vertical Spacing
Steel	½" through 1¼"	6' - 0"	15‘ – 0”
Steel	1½"	8' - 0"	15’ – 0”
Steel	2" through 4"	10' - 0"	15’ – 0”
PVC	All sizes	4' - 0"	10’ – 0”
Copper	½" through 1"	6' - 0"	10’ – 0”
Copper	1¼" and larger	10' - 0"	10’ - 0”

END OF SECTION 230529

SECTION 230593 - TESTING, ADJUSTING AND BALANCING

PART 1 - GENERAL

1.1 SCOPE

A. This section includes specifications for air testing, adjusting, and balancing (TAB) specifications for the entire project. Included are the following requirements:

1.2 RELATED WORK

A. Section 230500 – Common Work Results for HVAC submittals to be furnished for use by the testing and balancing agency for coordination of work.

B. Project drawings and specifications which define the scope of the systems to be balanced.

1.3 REFERENCE

A. Provisions of Division 1 govern work under this section.

1.4 REFERENCE STANDARDS

A. AABC National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems, Fifth Edition, 1989.

B. ASHRAE: ASHRAE Handbook, 1987 HVAC Systems and Applications, Chapter 57, Testing Adjusting and Balancing.

C. NEBB Procedural Standards for Testing Adjusting Balancing of Environmental Systems, Latest Edition.

1.5 QUALITY ASSURANCE

A. Testing, adjusting and balancing of new and existing air and water systems, including electrical measurement and verification of performance of equipment shall be completed in accordance with standards published by AABC or NEBB.

B. Air balancing work shall be completed by an AABC or NEBB certified air balance contractor. Certification number and seal of registration shall be included with each balancing report.

1.6 DESCRIPTION

A. Provide mechanical systems testing, adjusting and balancing. Requirements include the balancing of air systems, including adjustment of new and existing systems to provide design quantities as specified on the drawings, electrical measurement and verification of performance of equipment.

B. Test, adjust and balance air and hydronic systems so that each room, piece of equipment or terminal device is using the quantities indicated on the drawings and in the specifications.

C. Accomplish testing, adjusting and balancing work in a timely manner that allows partial occupancy of major buildings, occupancy of one building when the project involves many buildings, and completion of the entire project in the time stated in the Instruction to Bidders and in accordance with the completion schedule established for this project. Coordinate with other sections of work as specified to provide timely and accurate completion of the TAB work.

D. The test and balance agency is encouraged to make periodic site visits to make sure that provisions are being made to accomplish the specified testing, adjusting and balancing work. If problems are found, handle as specified in Part 3 under Deficiencies.

1.7 COORDINATION

A. The testing, adjusting and balancing Contractor shall coordinate his work with the mechanical system and temperature control system installing Contractors to accomplish coordination and verification of system operation and readiness for testing, adjusting and balancing.

1.8 SUBMITTALS

A. Submit testing, adjusting and balancing reports bearing the seal and signature of the NEBB or AABC Certified Test and Balance Supervisor. The reports to be certified prove that the systems have been tested, adjusted and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed and are operating; and are an accurate record of all final quantities measured to establish normal operating values of the systems.

B. Submission

1. Submit 5 sets of reports for distribution. Final distribution of submittals shall be as follows:

   a. Owner - 3 copies for record purposes after approval (to be included in the operation and maintenance manuals).
   b. Project Architect 1 copy for record purposes after approval.
   c. Project Engineer 1 copy for record purposes after approval.
   d. Contractor 1 copy for record purposes after approval.

2. Include a copy of the approved final balancing report for this project.

C. Format

1. Bind report forms in three-ring binders or portfolio binders. Label edge or front with label identifying project name, project number and descriptive title of contents. Divide the contents of the report into the below listed divisions, separated by divider tabs:

a. General Information
b. Summary
c. Air Systems
d. Special Systems

D. Contents

1. Provide the following minimum information, forms and data:

a. General Information: Inside cover sheet identifying Test and Balance Agency, Contractor, Architect, Engineer, Project Name and Project Number. Include addresses, contact names and telephone numbers. Also include a certification sheet containing the seal and signature of the Test and Balance Supervisor.
b. Summary: Provide summary sheet describing mechanical system deficiencies. Describe objectionable noise or drafts found during testing, adjusting and balancing. Provide recommendations for correcting unsatisfactory performances and indicate whether modifications required are within the scope of the contract, are design related or installation related. List instrumentation used during testing, adjusting and balancing procedures.
c. The remainder of the report to contain the appropriate standard NEBB or AABC forms for each respective item and system. Fill out forms completely including the percent deviation from design values. Where information cannot be obtained or is not applicable indicate same.

PART 2 - PRODUCTS

2.1 INSTRUMENTATION

A. Provide required instrumentation to obtain proper measurements. Application of instruments and accuracy of instruments and measurements are to be in accordance with the requirements of NEBB or AABC Standards and instrument manufacturer's specifications.

B. All instruments used for measurements shall be accurate, and calibration histories for each instrument shall be available for examination upon request. Calibration and maintenance of instruments shall be in accordance with the requirements of NEBB or AABC Standards

PART 3 - EXECUTION

3.1 PRELIMINARY PROCEDURES

A. Check filters for cleanliness, dampers and valves for correct positioning, equipment for proper rotation and belt tension, temperature controls for completion of installation.

B. Do not proceed until systems are fully operational with components necessary for complete testing, adjusting and balancing. Installing Contractors are required to provide

personnel to check and verify system completion, readiness for balancing and assist Balancing Agency in providing specified system performance.

3.2 PERFORMING TESTING, ADJUSTING AND BALANCING

A. Perform testing, adjusting and balancing procedures on each system identified, in accordance with the detailed procedures outlined in the referenced standards except as may be modified below.

B. Unless specifically instructed in writing, work specified in this section is to be performed during the normal workday.

C. In areas containing ceilings, remove ceiling tile to accomplish balancing work; replace tile when work is complete and provide new tiles for tiles that are damaged by this procedure. If the ceiling construction requires the installation of access panels for completion of work under this section, provide panels for access as necessary.

D. Cut insulation, ductwork and piping for installation of test probes to the minimum extent necessary for adequate performance of procedures. Patch using materials identical to those removed, maintaining vapor barrier integrity and pressure rating of systems.

E. In air systems employing filters, blank off filter area to simulate a pressure drop that is midway between that of a clean filter and that of a dirty filter.

F. Adjust equipment to yield specified total flow at terminals. Proceed taking measurements in mains and branches for final terminal balancing. Perform terminal balancing to specified flows balancing branch dampers, deflectors, extractors and valves prior to adjustment of terminals.

G. Determine air handling system total supply and return airflow and return and exhaust fan total airflow at each piece of equipment utilizing a pitot tube duct traverse. Summation of air terminal inlet/outlet CFM's is not acceptable, unless a pitot tube traverse is impractical. If summation of the air inlets/outlets is used in lieu of the traverse method, a valid explanation shall be submitted along with the balancing reports. Insufficient back-up information to support use of the summation method is cause for rejection of the balancing reports without review.

H. Measure and record airflow and static air pressure conditions across fans, coils and filters. Indicate in report if cooling coil measurements were made on a wet or dry coil and if filter measurements were made on a clean or dirty filter. Spot check static air pressure conditions directly ahead of terminal units. Submit a static pressure profile for each air handling unit system. Unit static pressure profile shall be done at both minimum outside air CFM and at maximum outside air CFM (full economizer cycle) and also with the face and bypass dampers (when provided on air handling systems) in full bypass position as well as full face position. Reports submitted without air handling system static pressure profiles is cause for rejection of the balancing reports without review.

I. Final air system measurements to be within the following range of specified CFM:

1. Fans -5% to +10%

J. Cycle controls and verify proper operation and setpoints. Include in report description of temperature control operation and any deficiencies found.

K. Permanently mark equipment settings, including damper and valve positions, control settings, and similar devices allowing settings to be restored. Set and lock memory stops.

L. Leave systems in proper working order, replacing belt guards, closing access doors and electrical boxes, and restoring temperature controls to normal operating settings.

3.3 DEFICIENCIES

A. Contractor shall correct installation deficiencies found during the test and balance stage. Test and balance agency shall notify the Construction Representative of these items.

END OF SECTION 230593

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SECTION 230700 - HVAC INSULATION

PART 1 - GENERAL

1.1 SCOPE

A. This section includes insulation specifications for heating, ventilating, and air conditioning piping, ductwork, and equipment.

1.2 RELATED WORK

A. Section 23 05 29 – Hangers and Supports for HVAC Piping and Equipment

B. Section 23 31 00 – HVAC Ducts and Casings

1.3 REFERENCE

A. Provisions of Division 01 govern work under this section.

1.4 REFERENCE STANDARDS

A. ASTM/ANSI C195 Mineral Fiber Thermal Insulation Cement

B. ASTM/ANSI C518 Standard Test Method for Steady-State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus

C. ASTM/ANSI C547 Mineral Fiber Preformed Pipe Insulation

D. ASTM/ANSI C553 Mineral Fiber Blanket and Felt Insulation

E. ASTM/ANSI C612 Mineral Fiber Block and Board Thermal Insulation

F. ASTM B209

G. ASTM E84 Surface Burning Characteristics of Building Materials

H. NFPA 225 Surface Burning Characteristics of Building Materials

I. MICA Manual National Commercial & Industrial Insulation Standards, 1988, Third Edition, published by the Midwest Insulation Contractors Association

J. UL 723Surface Burning Characteristics of Building Materials

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

B. Label insulating products delivered to the construction site with the manufacturer's name and description of materials.

1.6 DESCRIPTION

A. Furnish and install insulating materials and accessories as specified. The following types of insulation are specified in this section:

1. Pipe insulation
2. Duct Insulation

B. Install insulation materials in accordance with the latest edition of MICA (Midwest Insulation Contractors Association) Standard and manufacturer's installation instructions. Exceptions to these standards will only be accepted where specifically modified in these specifications, or where prior written approval has been obtained from the Engineer.

1.7 DEFINITIONS

A. “Concealed”

1. Shafts, furred spaces, space above finished ceilings, utility tunnels and crawl spaces. All other areas, including walk-through tunnels, shall be considered as exposed.

B. “Unconditioned spaces”

1. Unheated or non-cooled attics, utility tunnels and crawl spaces were ambient temperatures may rise above 90°F, or drop below 50°. Ducts in these instances are considered to be located outside of the building thermal envelope.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Materials or accessories containing asbestos will not be accepted.

B. Use composite insulation systems (insulation, jackets, sealants, mastics, and adhesives) that have a flame spread rating of 25 or less and smoke developed rating of 50 or less except that outdoor mechanical insulation may have a flame spread rating of 75 and a smoke developed rating of 150.

2.2 INSULATION AND JACKETS

A. MANUFACTURERS:

1. Armstrong, Halstead, Owens-Corning, Johns-Manville, Knauf, Certainteed or equivalent to types as specified herein.
2. Insulating materials shall be fire retardant, moisture and mildew resistant, and vermin proof. Insulation shall be capable of receiving jackets, adhesives and coatings for the required application.

3. Jackets shall have puncture resistance based on ASTM D-781 test methods. Vapor barriers, where required, shall have perm ratings based on ASTM E-96 procedure A.

B. FLEXIBLE FIBERGLASS INSULATION

1. Owens-Corning "All-Service Duct Wrap" or Johns-Manville "R" Series Microlite with a minimum density of 0.75 lb. per cu. ft., thermal conductivity of not more than 0.35 at 75°F mean temperature, and be suitable for an operating temperature up to 250°F. Vapor retarder facing shall be a foil-scrim-kraft laminate jacket, factory applied to the insulation. Permeance shall not exceed 0.02 perms when tested in accordance with ASTM E 96. Beach puncture resistance shall be 50 units minimum.

C. RIGID FIBERGLASS INSULATION - DUCTWORK

1. Owens-Corning 700 Series, having a thermal conductivity of not more than 0.23 at 75°F mean temperature and a maximum operating temperature of 450° F.
2. Inside applications: Minimum nominal density of 3 lbs. per cu. ft.,
3. Exterior applications: 6 lbs. per cu. ft. nominal density.
4. Jacket: FRK foil reinforced vapor barrier jacket, factory applied to insulation, maximum permeance of 0.02 perms (aged) and minimum beach puncture resistance of 25 units.

D. RIGID FIBERGLASS INSULATION - PIPING

1. Owens-Corning SSL-II having a thermal conductivity of not more than 0.23 at 75°F mean temperature and a maximum operating temperatures of 450° F.
2. Jacket: White kraft reinforced vapor barrier all service jacket, factory applied to insulation with a self-sealing pressure sensitive adhesive lap, maximum permeance of 0.02 perms (aged) and minimum beach puncture resistance of 50 units.

2.3 ACCESSORIES

A. Products shall be compatible with surfaces and materials on which they are applied, and be compatible for use at operating temperatures of the systems to which they are applied.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Do not insulate systems or equipment that is specified to be pressure tested or inspected, until testing and inspection have been successfully completed.

B. Piping, ductwork, and equipment shall be installed with clearances from walls, piping, ductwork, equipment and other obstacles to permit the application of the full thickness of insulation as specified.

C. Insulation, jackets, or accessories shall only be installed under ambient temperatures or conditions recommended by the manufacturer of the material.

D. Insulation and jackets shall be provided as specified in the listings contained within this specification section, or as otherwise noted on the plans. Requirements apply to both exposed and concealed applications unless noted otherwise.

E. Install insulation with smooth and even surfaces, and on clean and dry surfaces. Poorly fitted joints or use of filler in voids will not be accepted. Provide neatly beveled terminations at nameplates, uninsulated fittings, and at other locations where insulation terminates.

F. Use full length material (as delivered from manufacturer) wherever possible. Scrap piecing of insulation will not be accepted.

G. Provide removable insulation sections to permit easy access where inspection, service, or repair is required.

H. Install jackets with longitudinal joints facing wall or ceiling.

I. Insulation shall be continuous through sleeves and openings except where partitions or assemblies are fire rated. Penetrations through rated assemblies shall be sealed with fireproofing insulation.

J. Provide a continuous vapor barrier for insulation on the following systems:

1. Domestic cold water
2. Refrigerant
3. Insulated duct
4. Equipment with a surface temperature below 65° F.

3.2 PIPING, VALVE AND FITTING INSULATION

A. Fittings and valves may be insulated with factory molded "Zeston" type covers, or built up insulation. Built up insulation must have the same thickness as adjoining insulation.

B. One piece, insulated PVC covers may be used for fittings and valves if insulation thickness and thermal performance is the same as adjoining insulation. Seams, joints between PVC cover and adjoining pipe insulation, and any staples or tacks used to secure seams in PVC covers, must be covered with 2 inch wide, 10 mil PVC tape and one coat of vapor barrier mastic.

C. Provide inserts of high density block insulation at hanger or support locations. Block insulation to be preformed for the pipe size and cover the bottom 180 degrees of the pipe. Insert must be installed under the finish jacket on piping 2 inches and larger to prevent insulation from sagging or compressing at support points. Inserts shall be heavy density insulating material acceptable for the operating temperature range of the system being insulated. Wood blocks and block insulation cut into strips will not be accepted. Insulation inserts shall not be less than the following lengths:

Pipe Size	Length
Through 2½"	10"
3" to 6"	12"

D. Insulation shall be applied to piping with butt joints and longitudinal seams closed tightly.

E. Minimum acceptable lap on factory applied jackets shall be 2 inches, firmly cemented with lap adhesive.

F. Joints shall be covered with factory furnished tape (2" minimum width) to match the jacket, firmly cemented with lap adhesive.

G. Insulation, except that with vinyl jackets, shall be additionally secured to piping with the use of staples. Where staples are used on systems that require a vapor barrier, the lap and staples must be covered with a finish coat of vapor barrier mastic.

H. Install insulation with smooth and even surfaces, and on clean and dry surfaces. Provide neatly beveled terminations. Poorly fitted terminations or use of filler in voids will not be accepted.

I. Where anchors or supports are secured directly to the pipe, extend insulation up the anchor or support for a distance of 4 times the insulation thickness. Maintain vapor barrier where insulation is terminated.

J. Couplings for mechanical grooved pipe must be insulated in the same manner as the adjoining pipe.

K. On insulated piping with vapor barrier, insulate fittings, valves, unions, flanges, strainers, flexible connections, and expansion joints. Insulation for valves, unions, strainers, flexible connections and expansion joints shall be removable for inspection and repair.

L. Provide insulation as specified in the following schedule for all [new] [new and existing] piping:

Service	Insulation	Insulation Thickness by Pipe Size				
		Type1" and smallerto 2"	1¼" to 4"	2½" to 6"	5" larger	8" and
Hot Water Piping	rigid fiberglass	1½"1½"	2"	2"	2"	
Domestic Cold Water Piping	rigid fiberglass	1" 1"	1"	1½"	1½"	
Refrigerant Suction	rigid fiberglass	1"1½"	1½"	1½"	1½"	
Cooling Coil Condensate	rigid fiberglass	1" 1"	1"	1"	1"	

M. The following piping and fittings are not to be insulated:

1. Hot water piping inside radiation, convector, or cabinet heater enclosures
2. Piping unions for systems not requiring a vapor barrier

3.3 DUCT INSULATION

A. Where ductwork is specified to be pressure tested, do not insulate duct until pressure test has been successfully completed.

B. Duct insulation shall be applied evenly over the duct surface, secured with bonding adhesive in accordance with manufacturer's recommendations.

C. Rigid and flexible insulation on sides and bottom of ductwork over 24" wide shall also be secured with stick clip or weld pin fasteners spaced 18" on center. Where weld pin fasteners are used, they shall be installed without damage to the interior galvanized surface of the duct. Pins to be neatly clipped back to each fastener.

D. Where vapor barrier jackets are specified, pins shall be covered with jacket material matching that of the duct insulation, sealed vapor tight, and covered with vapor barrier mastic.

E. Insulation without factory jacket shall be cut and mitered to suit the surface on which it is being applied. Voids, seams, and joints shall be built up with insulating cement, finished to a smooth surface, and covered with glass fabric.

F. For ductwork surfaces insulated with rigid ductboard insulation, apply 2 coats of vapor barrier mastic after application of the insulating cement. Vapor barrier and weatherproof mastics to be applied with glass fiber reinforcing fabric.

G. Surface of duct must be cleaned before application of adhesives.

H. Stop and point insulation around access doors and damper operators to allow operation without disturbing insulation or jacket material.

I. Joints and seams of jackets for rigid fiberglass insulation shall be firmly butted together and covered with 6" wide glass cloth set in mastic. After first coat of mastic is dry, apply a second coat.

J. Where reinforced kraft jackets are used, joints and seams shall be firmly butted together and covered with 3" wide tape furnished by jacket manufacturer, and specifically recommended for the type of jacket being used.

K. For water coils in air systems, maintain the continuity of duct insulation over and around coils. This includes coils attached to VAV terminal units as well as duct mounted coils. Vapor barriers on cold coils shall be maintained continuous.

L. Provide duct insulation as specified in the following table:

Service		
Concealed supply ducts	Flexible fiberglass	1½"
Exposed supply ducts in equipment rooms and other non-finished areas	Rigid fiberglass	1½"
Exposed supply ducts in Finished/occupied areas	Rigid fiberglass	1½"

END OF SECTION 230700

SECTION 230923 - DIRECT DIGITAL CONTROL SYSTEM FOR HVAC

PART 1 - GENERAL

1.1 SCOPE

A. Work in this section includes Direct Digital Control (DDC) panels, field equipment panels, main communication trunk, software programming, and other equipment and accessories necessary to constitute a complete, fully functional Direct Digital Control (DDC) building automation system, utilizing Direct Digital Control signals to meet, in every respect, all operational and quality standards specified herein.

1.2 POINT CHARTS

A. Following this section.

1.3 REFERENCE

A. Applicable provisions of Division 01 shall govern work under this section.

1.4 RELATED WORK

A. Section 23 05 00 – Common Work Results for HVAC

B. Section 23 09 93 – Sequence of Operation for HVAC Controls

C. Division 26 – Electrical

1.5 WORK OF OTHER SECTIONS

A. Power wiring for starters.

B. Furnishing of disconnect switches required by Code at motor locations.

C. Installing and wiring motor starters.

1.6 DEFINITIONS

A. The following definitions are applicable to work of this section:

1.	DDC	Direct Digital Control
2.	BAS	Building Automation System
3.	TCS	Temperature Control System
4.	TCC	Temperature Control Contractor
5.	I/O	Input/output Device
6.	FMS	Facility Management System
7.	LAN	Local Area Network
8.	DCU	Distributed Control Units
9.	ASC	Application Specific Controller

1.7 DESCRIPTION OF WORK

A. The extent of the work shall be as shown on the drawings, as shown in schedules and as detailed by the performance requirements specified hereinafter.

B. All necessary software, hardware, firmware, operating equipment, devices and system components required for the system shall be provided by the Subcontractor whether or not specifically itemized, in order to provide a complete system within the intent of this specification.

C. All system point types shall be universal I/O. All hardware inputs shall be digital inputs or analog inputs (field selectable). All hardware outputs shall be digital outputs or analog outputs (field selectable). Float control will not be allowed unless true analog feedback is used on a per point basis.

D. It is the intent of this specification to describe a system utilizing the latest technology with an emphasis towards “connectivity”. The BAS system shall in no way hinder the ability of the Owner to purchase mechanical equipment of multiple equipment manufacturers at this time or in the future.

E. ALL exceptions to bid specifications shall be clearly listed with the BAS bid for Owner/Engineer review. ANY exceptions not listed shall bind the contractor to the full extent of the specifications. All questions and comments shall be directed in writing to the engineer.

1.8 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

B. MANUFACTURER

1. Provide principal direct digital temperature control equipment and materials as manufactured by a single manufacturer

C. INSTALLER

1. All work shall be installed by mechanics and technicians directly employed by the automatic control system manufacturer who shall be responsible for the proper installation and operation of the automatic control system.
2. The Automatic Temperature Control Subcontractor shall maintain a local service office within a 75-mile radius of the job site, staffed with factory-trained engineers fully capable of providing instruction, routine maintenance, and emergency maintenance service on all system components.
3. The Subcontractor shall have a five-year experience record in the design and installation of systems of similar design, manufacture and performance to the automatic temperature control systems specified herein.

D. ELECTRICAL STANDARDS

1. Provide electrical products which have been tested, listed and labeled by Underwriters' Laboratories (UL) and comply with NEMA standards.

E. DDC Standards

1. DDC manufacturer shall provide written proof with shop drawings that the equipment being provided is in compliance with F.C.C. rules governing the control of interference caused by Digital Electronic Equipment to Radio Communications (1979 Amendment to Part 15, Subpart J).

1.9 SUBMITTALS

A. Submittals shall be required in two phases.

B. First phase (approval) submittals

1. First phase (approval) submittals, to be done on AutoCAD, shall include job-tailored shop drawings as detailed herein, individual catalog cut sheets detailing manufacturer's data for each major control system component listed under Section 4, "Materials and Equipment", general catalog for all other minor control components and descriptive sequences detailing all automatic control system work. Generalized, standard catalog shop drawings shall not be used for first phase (approval) submittals. This Subcontractor shall develop a complete set of new shop drawings showing the entire automatic control system including the new digital automatic control system and the FMS system interface.
2. Each shop drawing shall be provided with a title block identifying the name of the project, the address of the project, the address of the Subcontractor, the shop drawing sheet number, the Subcontractor's in-house project identification number and the mechanical system reproof the latest revision made to the individual shop drawing.
3. Each mechanical system shall be represented by a line diagram showing each mechanical component (supply fans, heating coils, cooling coils, etc.) as well as any other mechanical system components present but not necessarily affected by the automatic control system (filters, etc.).
4. A line diagram representation of the respective mechanical system shall show all dampers in their relative locations (outside air ductwork, return air ductwork, etc.) and shall show all valves as they are intended to be connected to their respective mechanical component for proper operation.
5. A line diagram representation of the respective mechanical system shall also show all field-mounted automatic control system sensing and control components (sensors, transmitters, receiver-controllers, etc.) and all controlled devices (pressure-electric switches, electric-pressure solenoids, damper actuators, valve actuators, etc.).
6. All panel-mounted control components shall be shown within a separate section of the shop drawing designated for representation of the individual control panel and its face layout. Interconnecting pneumatic piping between panel-mounted components shall be shown. Interconnecting electrical wiring shall not be shown within the designated panel section of the shop drawing but shall be detailed in a one-line diagram (complete with terminal designations) on the same drawing.
7. All electrical wiring for starters of mechanical system components affected by the automatic control system (supply fans, exhaust fans, pumps, etc.) shall be represented as one-line diagrams showing all interlocks between the automatic control system, the respective starter and any other interlocks not necessarily provided as part of the automatic control system (fire alarm, smoke alarm, etc.).

8. Each shop drawing shall be accompanied by a typewritten listing identifying each control system component shown on that drawing. Each component shall be identified by the name used to designate the component on the shop drawings, the component's actual catalog description and designation (to be used when purchasing repair parts), the component's operating range, the component's fail-safe position, the component's setpoint (where applicable) and any other pertinent information.
9. Each shop drawing shall be accompanied by a typewritten sequence of operation identifying the designated function of each control component shown on that drawing. Each control component shall be identified in the sequence of operation by the name used to designate the component on the shop drawings.
10. Each sequence of operation detailing a control sequence involving more than one controlled device (damper operator, valve operator, etc.) shall be accompanied by a sequence graph identifying the relative position of the respective controlled device in the overall sequence (above and below the setpoint of the control loop controlling the respective device.)
11. First phase (approval) submittals shall be provided to and approved by the Owner's authorized representative before any job site installation work is performed.

C. Second phase (operation and maintenance) submittals

1. Second phase (operation and maintenance) submittals shall be provided after all installation, calibration and start-up work has been completed and shall include the first phase submittal shop drawings of the automatic control system, revised to reflect the system in its as-built condition, along with all information previously included in the first phase submittals.
2. Each second phase (operation and maintenance) submittal shall include a typewritten set of operating instructions identifying the procedures to be employed to perform such automatic control system operations as overriding the system, entering new setpoints, displaying current values of system parameters, displaying trend logs, etc.
3. Second phase (operation and maintenance) submittals shall also include information detailing preventive maintenance to be performed by the Owner on a regular basis and the Subcontractor's system guarantee and system component warranties.
4. All as-builts shall be on AutoCAD and both a hard copy and 3.5" disk shall be included with O&M manuals.

1.10 OPERATOR INSTRUCTION

A. During the commissioning phase of the BAS/TCS installation and at such time as acceptable performance of the overall system's hardware and software has been established, the BAS/TCS Subcontractor shall provide on-site operator instruction to the Owner's operating personnel.

B. On-site operator instruction shall be provided during normal working hours and shall be performed by competent representatives of the BAS/TCS Subcontractor familiar with the overall BAS/TCS software, hardware and accessories.

C. Provide at the time of instruction, three copies of the Owner's operation and maintenance manual, custom-prepared for this project by the BAS/TCS Subcontractor, which shall be used in conjunction with the instruction. Each copy of the Owner's manual shall be bound in a three-ring binder, labeled with the name and address of the project.

1.11 MATERIAL DELIVERY AND STORAGE

A. Provide factory-shipping cartons for each piece of equipment and control device. This contractor is responsible for storage of equipment and materials inside and protected from the weather.

PART 2 - PRODUCTS

2.1 APPROVED MANUFACTURERS

A. The existing Honeywell WEBs-AX systems will be extended to serve the new work.

2.2 TEMPERATURE SENSORS

A. Provide thermistor or thin film silicon sensors for all temperature applications, except differential chilled water for BTU calculation, where precision matched Platinum RTDs shall be used. Solid-state sensors shall be linear, drift free, and require only a one-time calibration. Thermistors, or similar non-linear temperature devices shall be linearized by a look-up table in the connected controller. Resolution shall be better than 0.5 degrees F for zone or terminal equipment applications, and better than 0.2 degrees F for DDC control unit applications.

2.3 ROOM SENSORS (THERMOSTATS)

A. Room thermostats shall be active DDC type space sensors/thermostats. Each thermostat shall have user setpoint adjustment and shall also have the capability to digitally display room temperature and room temperature setpoint. The thermostat/sensor display shall present the midpoint of the heating and cooling set points for normal operation to avoid user confusion. The thermostat shall communicate with the DDC system for both room temperature and room temperature setpoint. The room temperature setpoint shall be remotely adjustable via the DDC system. User adjustment shall have the capability of being locked out if so desired via the DDC system.

B. Room sensors shall have and adjustable deadband between heating and cooling points. Deadband range shall allow the sensor to be set with up to a 5°F deadband range.

C. For special applications, provide remote mounted, or duct mounted sensors as indicated on the plans.

D. Provide insulated subbase for all thermostats/sensors installed on outside walls or walls exposed to outside air temperatures.

E. Thermistor type room thermostats are not acceptable.

2.4 MISCELLANEOUS SENSORS

A. TEMPERATURE SENSORS

1. Use nickel wire thermistor type temperature sensing elements constructed so that the accuracy and life expectancy is not affected by moisture or other conditions that exist in each application. Normal range to be 35°F to 100°F with accuracy of ± 0.5°F and a base resistance of 1000 ohms at 77°F.
2. Provide limited range or extended range sensors if required to sense the range expected for a respective point.
3. Use averaging elements on duct sensors.
4. Use elements on sensors in piping systems compatible with installation in separable wells.

B. HUMIDITY SENSORS

1. Use thin polymer film or composite organic/inorganic crystal types with a range of 0-100% RH. Accuracy to be no less than ±3% in the range of 20% RH to 80% RH with a response time of 30 seconds or less.

C. Room sensors

1. Wall mounted with adjustable 2% RH range. Provide sensors in occupied spaces with covers to match those specified for thermostats.

PART 3 - EXECUTION

3.1 DEMOLITION OF EXISTING EQUIPMENT

A. Existing equipment, wiring, tubing, panels, etc. currently in use but no longer required for the new control system shall be removed and the mounting location shall be patched to match the existing conditions. No equipment, wiring, tubing, etc. taken out of service as a result of this project shall be abandoned in place.

3.2 INSTALLATION

A. This Contractor shall provide all labor, materials, engineering, software permits, tools, check-out and certificates required to install a complete DDC automation system as herein specified. This system shall fully communicate through all I/O devices, central processing unit (CPU), and digital communication trunks. This digital communications trunk shall be true bi-directional analog and digital communications.

B. Any and all points on this project shall be grouped for display purposes into the system such that all points associated with the DDC system can appear together on the CRT display or printed log. Assignment of points to a group shall not be restricted by hardware configuration of the points of direct digital control. It shall be possible to assign a point to appear in more than one system. Each system shall be identified by an English descriptor and an alpha/numeric identifier.

C. This central campus automation system as herein specified shall be fully integrated and completely installed by this section. It shall include all required computer CPU software and hardware. Include the engineering, installation, supervision, calibration, software programming, and check-out necessary for a fully operational system.

D. All electronic work required as an integral part of the automation system work is the responsibility of this section unless specifically indicated otherwise in this section or in Division 16.

E. BAS vendor shall demonstrate the ability to upgrade 5 year of BAS hardware to operate with the latest release software revisions. This shall be done with “Firmware Chip” additions only. No integrators shall be allowed. A system expansion with lessor capabilities will not be accepted. This contractor shall provide evidence of having done five (5) similar installations and shall insure that the system installation will not alter the UL listing of the new system.

F. Install system and materials in accordance with manufacturer's instructions, rough-in drawings and details on drawings.

3.3 ELECTRICAL

A. All work and materials are to conform in every detail to the rules and requirements of the Wisconsin Electrical Code and present manufacturing standards. All material shall be UL approved.

B. This Contractor shall be responsible for all line voltage and low voltage electrical wiring incidental to the system installation.

C. All sensor and output wiring shall be shielded cable as required by the equipment manufacturer.

D. The field wiring connections of all field-mounted sensors shall be adequately protected by a junction box mounted at the point of measurement.

E. Separate conduit systems shall be provided for sensor wiring and high voltage (120 VAC) wiring.

F. All low voltage exposed wiring provided by this Contractor shall be enclosed in conduit (EMT). All line voltage provided by this Contractor shall be enclosed in conduit (EMT).

G. All conduit shall be secured at regular intervals and run parallel with the lines of the building.

H. Power to local temperature control panels shall be provided by the BAS Contractor.

I. DDC panels serving equipment fed by emergency power shall also be served by emergency power.

J. All line voltage wiring required to power the DDC Controllers shall be provided by BAS contractor.

K. BAS Identification Standards:

1. Node Identification. All nodes shall be identified by a permanent label fastened to the outside of the enclosure. Labels shall be suitable for the node location.
2. Cable shall be labeled at a minimum of every 18" with the FMS System manufacturer's name and the type of signal carried within the cable, i.e. Analog Input, Analog Output, Binary Input, Binary Output, 24 VAC.
3. Each of the cable types specified in Item A shall be of a different color coding for easy identification and troubleshooting. Recommended color coding:

a.	Analog Input Cable	Yellow
b.	Analog Output Cable	Tan
c.	Binary Input Cable	Orange
d.	Binary Output Cable	Violet
e.	24 VAC Cable	Gray
f.	General Purpose Cable	Natural
g.	Tier 1 Comm Cable	Purple
h.	Other Tier Comm Cable	Blue

L. Raceway Identification. All the covers to junction and pull boxes of the FMS raceways shall be painted with the appropriate color.

M. Wire Identification - all low and line voltage FMS wiring shall be identified by a number, as referenced to the associated shop drawing and as-built drawing, at each end of the conductor or cable. Identification number shall be permanently secured to the conductor or cable and shall be typed.

3.4 ROOM THERMOSTATS AND TEMPERATURE SENSORS

A. Check and verify location of thermostats, humidistats, and other exposed control sensors with plans and room details before installation. Locate room thermostats 48 inches above floor. Align with light switches and humidistats.

B. Any room thermostats mounted on an exterior wall shall be mounted on a thermally insulated sub-base.

3.5 GRAPHICS

A. Upgrade the existing dynamic graphic representation to include all new work.

END OF SECTION 230923

SECTION 230993 - SEQUENCE OF OPERATION FOR HVAC CONTROLS

PART 1 - GENERAL

1.1 SCOPE

A. This section includes control sequences describing the manner in which the automatic control systems shall operate. Included are the following requirements:

1.2 RELATED WORK

A. Section 230513 – Common Motor Requirements for HVAC Equipment

B. Section 230923 – Direct Digital Control System for HVAC

1.3 REFERENCE

A. Provisions of Division 01 govern work under this section.

1.4 SUBMITTALS

A. The following data/information shall be submitted for approval. This data shall be included with the balance of the Section 23 09 23 submittals:

1. Complete sequence of operation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Refer to Section 230923.

PART 3 - EXECUTION

3.1 CONTROL SEQUENCES - DESCRIPTION OF WORK

A. Control sequence is hereby defined to mean the manner in which, and methods by which, the automatic temperature control system shall function. The requirements for each type of operation are detailed in this section.

B. All necessary operating equipment, devices and system components required for the automatic temperature control system shall be provided by the Automatic Temperature Control Subcontractor whether or not specifically itemized, in order to install a complete automatic temperature control system within the intent of this specification.

C. The extent of the automatic temperature control system work shall be as shown on the drawings and by the control performance requirements as specified in this section.

D. In each equipment room, provide a minimum of 1 temperature control panel. The temperature control panel shall have a local control and interface display panel to monitor specified equipment alarms, reset values, equipment statuses and runtimes. Alarms and system points shall be capable of being viewed from this location. Points shall also be able to be controlled or alarms acknowledged from this location.

E. The Temperature Control Contractor (TCC) shall provide and field install required sensors to provide the points as specified on the points lists, as well as additional sensors and points to provide the specified sequence of operation. For equipment that has a factory supplied microprocessor controllers (including, but not limited to chillers and packaged rooftop air conditioning equipment), provide the necessary interfaces and communication wiring as well as additional field installed sensors to monitor the specified points. These sensors may be either analog or binary depending on the application.

F. EXISTING Fan Powered Variable Air Volume Box with Reheat COIL (FV 1.15)

3.2 SCADA RM. 222: VENTILATION & HEATING ONLY

A. The existing DDC room thermostat shall modulate the hot water automatic valve to maintain the heating setpoint.

B. The FPVAV fan is de-energized and the primary air damper is in its minimum position. On a decrease in space temperature, below room thermostat setpoint (2 deg F below CRAC-1 setpoint) the FPVAV fan shall become energized, the primary air damper is maintained in its minimum position, and the 2-way hot water control valve shall open fully. As the space rises above room thermostat setpoint, the 2-way hot water control valve shall close, and the FPVAV fan shall stop.

3.3 COMPUTER ROOM AIR CONDITIONING UNIT (crac-1)

3.4 SCADA RM. 222: COOLING, HUMIDIFYING, AND DEHUMIDIFYING ONLY

A. Unit temperature and humidity control shall be provided by the integral microprocessor control system furnished by the unit manufacturer. This contractor shall be responsible for installing any remote thermostats and controllers and providing complete control wiring for the unit.

B. Provide the following monitoring and control points to the Honeywell Building Automation System:

1. Unit Enable/Disable
2. Unit On/Off indication.
3. Operating Mode (cooling, heating, humidifying, dehumidifying).
4. Room temperature and humidity.
5. Unit alarms.

END OF SECTION 230993

SECTION 232113 - HYDRONIC PIPING

PART 1 - GENERAL

1.1 SCOPE

A. This section contains specifications for hydronic pipe and pipe fittings for this project.

1.2 RELATED WORK

A. Section 230500 – Common Work Results for HVAC

B. Section 230529 – Hangers and Supports for HVAC Systems

C. Section 230700 – HVAC Insulation

1.3 REFERENCE

A. Provisions of Division 01 govern work under this section.

1.4 REFERENCE STANDARDS

A. ANSI A21.10 ANSI B16.22 Wrought Copper and Wrought Copper Alloy Solder Joint Pressure Fittings

B. ANSI B16.29 Wrought Copper and Wrought Copper Alloy Solder Joint Drainage Fittings - DWV

C. ASTM A74 ASTM B75 Seamless Copper Tube

D. ASTM B88 Seamless Copper Water Tube

E. ASTM B280 Seamless Copper Tube for Air Conditioning and Refrigeration Field Service

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

B. Order copper water tube with each length marked with the name or trademark of the manufacturer and type of tube; with each shipping unit marked with the purchase order number, metal or alloy designation, temper, size, and name of supplier in accordance with ASTM B88.

C. Installed material not meeting the specification requirements must be replaced with material that meets these specifications without additional cost to the project.

D. Steel piping and fittings shall be manufactured in the United States.

1.6 DELIVERY, STORAGE AND HANDLING

A. Promptly inspect shipments to insure that the material is undamaged and complies with specifications.

B. Cover pipe to eliminate rust and corrosion while allowing ventilation to avoid condensation. Do not store materials directly on grade. Protect pipe, tube, and fitting ends so they are not damaged. Where end caps are provided or specified, take precautions so the caps remain in place. If end caps are not present on tube bearing the "ACR" designation, clean and re-cap in accordance with ASTM B280. Protect fittings, flanges, and unions by storage inside or by durable, waterproof, above ground packaging.

C. Offsite storage agreements will not relieve the contractor from using proper storage techniques.

1.7 DESIGN CRITERIA

A. Use only new material, free of defects, rust and scale, and meeting the latest revision of ASTM specifications as listed in this specification.

B. Construct piping for the highest pressures and temperatures in the respective system in accordance with ANSI B31, but not less than 125 psig and 250 degrees unless specifically indicated otherwise.

C. Where ASTM B88, type L hard temper copper tubing is specified, ASTM B88, type K hard temper copper tubing may be substituted at Contractor's option.

PART 2 - PRODUCTS

2.1 HUMIDIFIER MAKE-UP

A. Copper tube, Type L, hard temper, ASTM B88; with wrought copper fittings, ANSI B16.22. Join using lead free flux, ASTM B813, and solder, ASTM B32.

B. Shutoff Valves: Bronze, two piece full port ball valves with bronze body, solder or threaded ends, stainless steel ball, reinforced Teflon seats and seals, blowout proof stem design, rated at 600 PSI non-shock WOG, Nibco model T/S-585-70-66. Include handle extension for insulated piping, NIB-SEAL by Nibco

2.2 CONDENSATE PIPING

A. Use ASTM B88 seamless, type L, hard temper copper tube with ANSI B16.22 wrought copper solder-joint fittings.

PART 3 - EXECUTION

3.1 GENERAL

A. Remove foreign material from interior and exterior of pipe and fittings.

B. Install piping parallel to building walls and ceilings and at heights which do not obstruct any portion of a window, doorway, stairway, or passageway. Where interferences develop in the field, offset or reroute piping to clear interferences. Consult drawings for exact location of pipe spaces, ceiling heights, door and window openings, or other architectural details before installing piping.

C. Do not route piping through transformer vaults or above transformers, panelboards, or switchboards, including the required service space for this equipment, unless the piping is serving this equipment room.

D. All low points shall have a drain valve and capped hose thread outlet.

E. Main branches and runouts to terminal equipment may be made at the top, side, or bottom of the main provided that there are drain valves suitably located for complete system drainage and manual air vents are located as described above.

F. Connections at a main may be made from the bottom with a tee and a 45 degree elbow.

G. Use a minimum of three elbows in each pipe line to a piece of terminal equipment to provide flexibility for expansion and contraction of the piping systems. Offset pipe connections at equipment to allow for service or removal of the terminal device.

H. Provide connections to chilled water coils, hot water coils, and terminal heating devices as shown on the drawings for a fully functional system.

3.2 COPPER PIPE JOINTS

A. Remove slivers and burrs remaining from the cutting operation by reaming and filing both pipe surfaces. Clean fitting and tube with emery cloth or sandpaper. Remove residue from the cleaning operation, apply flux, and assemble joint. Use 95-5 solder or brazing to secure joint as specified for the specific piping service.

3.3 COOLING COIL CONDENSATE

A. Trap each cooling coil drain pan connection with a trap seal. Depth of trap seal depth shall prevent conditioned air from moving through the piping. Extend drain piping to nearest code approved drain location. Construct trap with plugged tee for cleanout purposes. Do not provide loop seals for air handling systems with internal traps.

SCHEDULE 1 - PIPING SYSTEM LEAK TESTS

A. Verify that the piping system being tested is fully connected to all components and that equipment is properly installed, wired, and ready for operation. If required for the additional pressure load under test, provide temporary restraints at expansion joints or isolate them during the test. Verify that hangers can withstand additional weight loads that may be imposed by the test.

B. Conduct pressure test with test medium water. Minimum test time is indicated in the table below; additional time may be necessary to conduct an examination for leakage. Each test must be witnessed by the Architect or Engineer. Notify the above parties 72

hours prior to pipe system testing. If leaks are found, repair the area with new materials and repeat the test; caulking is not acceptable.

C. Do not insulate pipe until it has been successfully tested.

D. Use clean water and remove air from the piping being tested by means of air vents or loosening of flanges/unions. Measure and record test pressure at the high point in the system. After testing, flush, and sterilize in accordance with the requirements of the local Health Department/Water Utility.

E. Pressure test piping systems in accordance with the following specifications:

System	Pressure	Medium	Duration
Humidifier Make-up water	150 psig	Water	8 hr

END OF SECTION 232113

SECTION 232300 - REFRIGERANT PIPING

PART 1 - GENERAL

1.1 SCOPE

A. This section contains specifications for refrigerant pipe and pipe fittings for this project.

1.2 RELATED WORK

A. Section 230500 – Common Work Results for HVAC

B. Section 230529 – Hangers and Supports for HVAC Systems

C. Section 230700 – HVAC Insulation

1.3 REFERENCE

A. Provisions of Division 01 govern work under this section.

1.4 REFERENCE STANDARDS

A. ASTM B280 Seamless Copper Tube for Air Conditioning and Refrigeration Field Service

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

B. Order copper refrigeration tube with each shipping unit marked with the purchase order number, metal or alloy designation, temper, size, and name of supplier; with soft straight lengths or coils identified with a tag indicating that the product was manufactured in accordance with ASTM B280; and with each hard temper straight length identified throughout its length by a blue colored marking not less than 3/16 inch in height and a legend at intervals of not greater than three feet that includes the designation "ACR" and pipe outside diameter.

C. Installed material not meeting the specification requirements must be replaced with material that meets these specifications without additional cost to the project.

1.6 DELIVERY, STORAGE AND HANDLING

A. Promptly inspect shipments to insure that the material is undamaged and complies with specifications.

B. Cover pipe to eliminate rust and corrosion while allowing adequate ventilation to avoid condensation. Do not store materials directly on grade. Protect pipe, tube, and fitting ends so they are not damaged. Where end caps are provided or specified, take precautions so the caps remain in place. If end caps are not present on tube bearing the "ACR" designation, clean and re-cap in accordance with ASTM B280. Protect fittings,

flanges, and unions by storage inside or by durable, waterproof, above ground packaging.

C. Offsite storage agreements does not relieve the Contractor from using proper storage techniques.

1.7 DESIGN CRITERIA

A. Use only new material, free of defects, rust and scale, and meeting the latest revision of ASTM specifications as listed in this specification.

PART 2 - PRODUCTS

2.1 REFRIGERANT PIPING

A. ASTM B88 type L hard drawn copper tube, cleaned and capped in accordance with ASTM B280, and marked "ACR", with ANSI B16.22 wrought copper or forged brass solder-type fittings.

B. Provide factory furnished refrigerant tubing sets with the air conditioning units as specified in other sections of this specification.

2.2 VENTS AND RELIEF VALVES

A. Use pipe and pipe fittings as specified for the system to which the relief valve or vent is connected.

PART 3 - EXECUTION

3.1 PREPARATION

A. Remove foreign material from interior and exterior of pipe and fittings.

3.2 ERECTION

A. Install piping parallel to building walls and ceilings and at heights which do not obstruct any portion of a window, doorway, stairway, or passageway. Where interferences develop in the field, offset or reroute piping to clear interferences. Consult the plans for the location of pipe spaces, ceiling heights, door and window openings, or other architectural details before installing piping.

B. Mitered ells and notched tees are not acceptable.

C. Do not route piping through transformer vaults or above transformers, panelboards, or switchboards, including the required service space for this equipment, unless the piping is serving this equipment.

D. Install valves and piping specialties, including items furnished by other sections of work, as specified and as detailed. Make connections to equipment installed by other sections of work where that equipment requires the piping services indicated in this section.

E. Remove slivers and burrs remaining from the cutting operation by reaming and filing both pipe surfaces. Clean fitting and tube with emery cloth or sandpaper. Remove residue from the cleaning operation and assemble joint.

F. Solder joints shall be ASTM Grade 4 or 5 and have a melting point of approximately 1250 degrees F. Solder impurities shall not exceed 0.15%. Tubing to be new and delivered to the job site with the original mill end caps in place. Clean and polish joints before soldering. Avoid prolonged heating and burning during soldering. Purge lines with nitrogen during soldering. Provide manual shut-off and check valves to permit system servicing.

G. No refrigerant is to be vented directly to the atmosphere except that which may escape through leaks in the system during leak testing. During evacuation procedures, use equipment designed to recover and allow recycling of the refrigerant.

H. Refrigeration piping to be installed by firms who are experienced in installation of refrigerant piping.

I. Refrigeration piping shall be installed in accordance with the requirements of the Wisconsin Administrative Code Section COMM 45.

3.3 VENTS AND RELIEF VALVES

A. Install vent and relief valve discharge lines as specified on the drawings, as detailed, and as specified for each specific valve or piping specialty item. In no event is a termination to occur less than six feet above a roofline.

3.4 PIPING SYSTEM LEAK TEST

A. Verify that the piping system being tested is fully connected to system components and that equipment is properly installed, wired, and ready for operation.

B. Leak test the system by charging the system to a pressure of 10 psig with an HFC refrigerant, with the compressor suction and discharge valves closed and with all other system valves open. Increase pressure to 300 PSIG with dry nitrogen. Rap joints with a mallet and check for leaks with an electric leak detector having a certified sensitivity of at least one ounce per year. Seal leaks and retest.

C. After completion of the leak test, evacuate the system with a vacuum pump to an absolute pressure not exceeding 1500 microns while the system ambient temperature is above 60°F. Break the vacuum to 2 PSIG with the refrigerant to be used in the system. Repeat the evacuation process, again breaking the vacuum with refrigerant. Install a drier of the required size in the liquid line, open the compressor suction and discharge valves, and evacuate to an absolute pressure not exceeding 500 microns. Leave the vacuum pump running for not less than two hours without interruption. Raise the system pressure to 2 PSIG with refrigerant and remove the vacuum pump.

D. Charge refrigerant directly from original containers through a combination filter-drier. Each drier may be used for a maximum of three cylinders of refrigerant and then must be replaced with a fresh drier. Charge the system by means of a charging fitting in the liquid line. Weigh the refrigerant drum before charging so that an accurate record can be kept

of the weight of refrigerant put in the system. If refrigerant is added to the system through the suction side of the compressor, charge in vapor form only.

E. Do not insulate pipe until it has been successfully tested.

END OF SECTION 232300

SECTION 233100 - HVAC DUCTS AND CASINGS

PART 1 - GENERAL

1.1 SCOPE

A. This section includes specifications for duct systems used on this project. Included are the following requirements:

1.2 RELATED WORK

A. Section 230500 – Common Work Results for HVAC

B. Section 230529 – Hangers and Supports for HVAC Systems

C. Section 233300 – Air Duct Accessories

D. Section 230593 – Sequence of Operation for HVAC Controls

1.3 REFERENCE

A. Provisions of Division 01 govern work under this Section.

1.4 REFERENCE STANDARDS

A. ASTM A90 Test Method for Weight of Coating on Zinc-Coated (Galvanized) Iron or Steel Articles

B. ASTM A653/A653M Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process

C. NFPA 90A Standard for the Installation of Air Conditioning and Ventilating Systems

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.6 DESIGN CRITERIA

A. Construct ductwork to be free from vibration, chatter, objectionable pulsations and leakage under specified operating conditions.

B. Use material, weight, thickness, gauge, construction and installation methods as outlined in the latest editions of the following SMACNA publications, unless noted otherwise:

1. HVAC Duct Construction Standards, Metal and Flexible
2. HVAC Air Duct Leakage Test Manual
3. HVAC Systems - Duct Design

C. Use products which conform to NFPA 90A, possessing a flame spread rating of not over 25 and a smoke developed rating no higher than 50.

PART 2 - PRODUCTS

2.1 GENERAL

A. Spiral round ductwork 12” diameter and less shall be 26 gauge or heavier.

B. Other sheet metal used for construction of duct shall be 24 gauge or heavier.

C. Duct sizes indicated on plans are net inside dimensions; where duct liner is specified, dimensions are net, inside of liner.

D. Duct system pressure classes shall be according to the following schedule:

Duct type/location	Pressure class	Duct Construction		Inner Wall Lining
Supply duct mains	2 inch positive	Single	None	No
Return ducts	2 inch negative	Single	None	No
Exhaust ducts	2 inch negative	Single	None	No

2.2 MATERIALS

A. GALVANIZED STEEL SHEET

1. Use ASTM A924 (Formerly ASTM A525) or ASTM A653 (Formerly ASTM A527) galvanized steel sheet of lock forming quality. Galvanized coating to be 1.25 ounces per square foot, both sides of sheet, G90 in accordance with ASTM A90.

2.3 FLEXIBLE DUCT

A. Manufacturers

1. Clevaflex, Thermaflex, Wiremold or Flexmaster.
2. Factory fabricated, UL 181 listed as a class 1 duct, and having a flame spread of 25 or less and a smoke developed rating of 50 or under in accordance with NFPA 90A.
3. Rated for pressures and temperatures involved but not less than a 180°F service temperature and ±6 inch pressure class.
4. Duct to be composed of polyester film, aluminum laminate or woven and coated fiberglass fabric bonded permanently to corrosion resistant coated steel wire helix. Two-ply, laminated, and corrugated aluminum construction may also be used.
5. Where duct is specified to be insulated, provide a minimum 1-inch fiberglass insulation blanket with maximum thermal conductance of 0.23 K (75 degrees F.) and vapor barrier jacket of polyethylene or metalized reinforced film laminate. Maximum perm rating of vapor barrier jacket to be 0.1 perm.

2.4 LOW PRESSURE DUCTWORK (Maximum 3 inch pressure class)

A. GENERAL

1. Fabricate and install ductwork in sizes indicated on the drawings and in accordance with SMACNA recommendations, except as modified below.
2. Construct so that interior surfaces are smooth. Use riveted or bolted construction when fabricating ductwork. Sheet metal screws may be used on duct hangers, transverse joints and other SMACNA approved locations if the screw does not extend more than ½ inch into the duct.
3. Use elbows and tees with a center line radius to width or diameter ratio of 1.0 wherever space permits. When a short radius (less than 1.0 ratio) elbow must be used due to limited space, install single wall sheet metal turning vanes in accordance with Section 23 33 00. Where space does not allow, and the C value of the radius elbow, as given in SMACNA publications, exceeds 0.31, use rectangular elbows with turning vanes as specified in Section 23 33 00. Square throat-radius heel elbows is not acceptable.
4. Where rectangular elbows are used, provide turning vanes in accordance with Section 23 33 00.
5. Provide expanded take-offs for branch duct connections or 45-degree entry fittings. Square edge 90-degree take-off fittings or straight taps is not acceptable.
6. Round ducts may be substituted for rectangular ducts if sized in accordance with ASHRAE table of equivalent rectangular and round ducts. No variation of duct configuration or sizes permitted except by written permission of the Architect/Engineer.
7. Increase duct sizes gradually, not exceeding 15 degrees divergence wherever possible. Divergence upstream of equipment shall not exceed 30 degrees; convergence downstream shall not exceed 45 degrees.

B. SINGLE WALL ROUND

1. Manufacturers

    a. Ajax, Semco, Lindab or United Sheet Metal.
    b. Machine formed round and flat oval spiral lock seam duct constructed of G-90 galvanized steel.
    c. Contractor fabricated spiral round ductwork meeting specified construction standards is acceptable with prior approval of Architect/Engineer. Submit construction details, a description of materials to be used, type of service, reinforcing methods, and sealing procedures.

SCHEDULE 1 - DUCT LINER

A. Manufacturer

1. CertainTeed Corporation; Insulation Group, Johns Manville, Knauf Insulation, Owens Corning.
2. Fibrous-Glass Duct Liner: ASTM C 1071, Type II, 1” thick; with an airstream surface coated with aN Antimicrobial Erosion-Resistant Coating."
3. Adhesive: ASTM C 916, Type I.
4. Mechanical Fasteners: Galvanized steel pin, length required to penetrate liner plus a maximum 1/8-inch projection into the airstream.

2.2 DUCT SEALANT

A. Manufacturer

1. 3M 800, 3M 900, H.B. Fuller/Foster, Hardcast, Lockformer cold sealant, Mon-Eco Industries, or United Sheet Metal.
2. Install sealants in strict accordance with manufacturer's recommendations, paying special attention to temperature limitations. Allow sealant to fully cure before pressure testing of ductwork, or before startup of air handling systems.

2.3 GASKETS

A. 3 INCH PRESSURE CLASS AND LOWER

1. Soft neoprene gaskets in combination with duct sealant for flanged joints.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Verify dimensions at the site, making field measurements and drawings necessary for fabrication and erection. Check plans showing work of other trades and consult with Architect in the event of any interference.

B. Make allowances for beams, pipes or other obstructions in building construction and for work of other contractors. Transform, divide or offset ducts to fit the installation, in accordance with SMACNA HVAC Duct Construction Standards, Figure 2-10, Fig. C, except do not reduce duct to less than six inches in either dimension and do not exceed an 8:1 aspect ratio. Where it is necessary to take pipes or similar obstructions through ducts, construct easement as specified in SMACNA HVAC Duct Construction Standards, Figure 2-10, Fig. E. In all cases, seal to prevent air leakage. Pipes or similar obstructions may not pass through high pressure or fume exhaust ductwork.

C. Cut or drill temporary test holes in ducts for all testing required. Cap with neoprene plugs, threaded plugs, or threaded or twist-on metal caps. Test openings for test and balance work will be provided under Section 23 05 93.

D. Provide frames constructed of angles or channels for coils, filters, dampers or other devices installed in duct systems, and make connections to equipment including equipment furnished by other sections of work. Secure frames with gaskets and screws or nut, bolts and washers.

E. Install duct to pitch toward outside air intakes to outside of building. Solder or seal seams to form watertight joints in outside air intake ducts.

F. Where two different metal ducts meet, the joint shall be installed in a manner that metal ducts do not contact each other by using proper seal or compound.

G. Install motor operated dampers and connect to, or install equipment furnished by other sections of work.

H. Do not install ductwork through dedicated electrical rooms or spaces unless the ductwork is serving this room or space.

I. Locate ducts with space around equipment to allow normal operating and maintenance activities.

J. Connect terminal units to mains with flexible duct no longer than the lessor of three duct diameters or five feet. Do not use flexible duct to change direction.

K. During construction provide temporary closures of metal or taped polyethylene on open ductwork to prevent construction dust from entering ductwork system. Protect ductwork against entry of foreign matter during construction.

L. Use double nuts and lock washers on threaded rod supports for ducts.

M. Remove dirt and foreign matter from the entire duct system and clean diffusers, registers and grilles before operating fans.

N. Provide temporary capping of ductwork to prevent entry of foreign matter during construction.

O. Ductwork located outside the building that is exposed to the weather shall have seams and joints soldered or caulked watertight. Ductwork shall be reinforced additionally by a factor of 50% beyond the reinforcing requirements as specified in the SMACNA duct construction manual. Ductwork shall be externally covered with duct insulation as specified under section 23 07 00. Exhaust ductwork need not be insulated. Under no conditions is the use of tape acceptable for sealing ducts exposed to the weather.

P. When appropriate, metallic foil backed duct tape may be used to seal duct seams and joints. Under no circumstances shall “typical” cloth duct tape be used for sealing ductwork, or for any other purpose.

Q. Install turning vanes in rectangular, mitered elbows in accordance with SMACNA standards. Follow turning vane manufacturer's recommendations for installation.

R. Support ductwork from the building construction in accordance with SMACNA standards and guidelines. Refer to Section 23 05 29 for anchors and supports required to suspend ductwork from concrete structures and steel structural members.

S. For ductwork running through joists or trusses, do not support ductwork by laying on the bottom chord. Hang ductwork from the top chord of the truss or joist.

T. Wire hangers shall only be used for rounds ducts 12 inches or less in diameter. Rectangular ducts and larger diameter round ducts shall be supported with strap hangers or steel shapes or uni-strut supports in accordance with SMACNA standards.

3.2 FLEXIBLE DUCT

A. Flexible duct may be used for final connection of air outlets, diffusers and grilles. Where flexible duct branch run-out is perpendicular to the air outlet connection, provide a sheetmetal elbow at the connection to the air outlet to facilitate connection of the flexible

duct. Where flexible duct is used, it shall be the minimum length required to make the final connections, but no greater than 5 feet in length with support spacing not exceeding every 4 feet.

B. Secure flexible ducts to the rigid branch duct with stainless steel draw bands. The use of sheetmetal screws or duct tape to attached flexible ducts to hard ducts is not acceptable.

C. Flexible duct used to compensate for misalignment of main duct or branch duct is not acceptable.

D. Flexible ductwork is not acceptable in mechanical chases or in exposed locations.

E. Individual sections of flexible ductwork shall be of one-piece construction. Splicing of short sections is not acceptable.

F. Penetration of partitions, walls, or floors with flexible duct is not acceptable.

G. The use of flexible ductwork for connecting branch ducts to exhaust and return grilles is not acceptable.

3.3 LOW PRESSURE DUCTWORK (Maximum 3 inch pressure class)

A. Seal ductwork in accordance with SMACNA seal class "B". All seams, joints, and penetrations shall be sealed.

B. Install a manual balancing damper in each branch duct and for each diffuser or grille. The use of splitter dampers, extractors, or grille face dampers is not acceptable as use as a balancing dampers.

C. Hangers must be wrapped around bottom edge of duct and securely fastened to duct with sheetmetal screws or pop rivets. Trapeze hangers may be used at Contractor's option.

END OF SECTION 233100

SECTION 233300 - AIR DUCT ACCESSORIES

PART 1 - GENERAL

1.1 SCOPE

A. This section includes accessories used in the installation of duct systems. Included are the following requirements:

1.2 RELATED WORK

A. Section 230529 – Hangers and Supports for HVAC Systems

1.3 REFERENCE

A. Provisions of Division 01 govern work under this Section.

1.4 REFERENCE STANDARDS

A. NFPA 90A Standard for Installation of Air Conditioning and Ventilating Systems

B. SMACNA HVAC Duct Construction Standards - Metal and Flexible, First Edition, 1985

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.6 SUBMITTALS

A. Submit for ductwork accessories specified under this section. Include dimensions, capacities, ratings, installation instructions, and appropriate identification.

PART 2 - PRODUCTS

2.1 MANUAL VOLUME DAMPERS

A. Manufacturers

1. Air Balance, Kees, Nailor, Ruskin, or Vent Products.
2. Dampers must be constructed in accordance with SMACNA Fig. 2-12 and Fig. 2-13, and notes relating to these figures, except as modified below.
3. Reinforce blades to prevent vibration, flutter, or other noise. Construct dampers in multiple sections with mullions where width is over 48 inches. Use rivets or tack welds to secure individual components; sheet metal screws will not be accepted. Provide operators with locking devices and damper position indicators for each damper; use an elevated platform on insulated ducts. Provide end bearings or bushings for all volume damper rods penetrating ductwork constructed to a 3" W.C. pressure class or above.

2.2 TURNING VANES

A. Manufacturers

1. Aero Dyne, Anemostat, Barber-Colman or Hart & Cooley.
2. Construct turning vanes and runners for square elbows in accordance with SMACNA Fig. 2-3 and Fig. 2-4 except use only airfoil type vanes. Construct turning vanes for short radius elbows and elbows where one dimension changes in the turn in accordance with SMACNA Fig. 2-2 and Fig. 2-5.
3. submittal.
4. and labeled access doors in kitchen exhaust ducts.

2.3 DUCT FLEXIBLE CONNECTIONS

A. Material to be fire retardant, be UL 214 listed, and meet the requirements of NFPA 90A.

B. Connections to be a minimum of 3 inches wide, crimped into metal edging strip, and air tight. Connections to have adequate flexibility and width to allow for thermal expansion/contraction, vibration of connected equipment, and other movement.

C. Use coated glass fiber fabric for all applications. Material for inside applications to be double coated with neoprene, air and water tight, rated for temperatures between -10° F and 200° F, and have a nominal weight of 30 ounces per square yard.

PART 3 - EXECUTION

3.1 MANUAL VOLUME DAMPERS

A. Install manual volume dampers in each branch duct and for each grille, register, or diffuser as far away from the outlet as possible while still maintaining accessibility to the damper. Install so there is no flutter or vibration of the damper blade(s).

B. Splitter dampers shall not be used in place of volume dampers. Splitter dampers are not allowed on any duct system.

3.2 TURNING VANES

A. Install turning vanes in all rectangular, mitered elbows in accordance with SMACNA standards and manufacturer's recommendations.

B. Install double wall, airfoil, 2 inch radius vanes in ducts with vane runner length 18" or greater and air velocity less than 2000 fpm. Install double wall, airfoil, 4½ inch radius vanes in ducts with vane runner length 18" or greater and air velocity 2000 fpm or greater.

C. If duct size changes in a mitered elbow, use single wall type vanes with a trailing edge extension. If duct size changes in a radius elbow or if short radius elbows must be used, install sheetmetal turning vanes in accordance with SMACNA Figure 2-5 and Figure 2-6.

3.3 DUCT FLEXIBLE CONNECTIONS

A. Install at all duct connections to rotating or vibrating equipment, including air handling units, fans, or other motorized equipment. Physical connection to equipment shall be made in accordance with SMACNA Figure for flexible duct connections. Install thrust restraints to prevent excess strain on duct flexible connections at fan inlets and outlets; see Related Work.

B. For applications in corrosive environments or fume exhaust systems, use a double layer of the Teflon coated fabric when making the connector.

END OF SECTION 233300

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SECTION 233713 - DIFFUSERS, REGISTERS, AND GRILLES

PART 1 - GENERAL

1.1 SCOPE

A. This section includes specifications for air devices, which includes grilles, registers, ceiling diffusers and slot diffusers used on this project. Included are the following requirements:

1.2 RELATED WORK

A. Section 233100 – HVAC Ducts and Casings

B. Section 233300 – Air Duct Accessories

1.3 REFERENCE

A. Provisions of Division 01 shall govern work under this section.

1.4 REFERENCE STANDARDS

A. ISO Standard 5219 and 3741

B. ADC Test Code 1062 GRD84

1.5 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.6 SUBMITTALS

A. Include sizes, air flow quantities, types, appropriate identification, locations, quantities, materials of construction, performance ratings, accessories, finishes and appropriate frame styles for the various mountings.

PART 2 - PRODUCTS

2.1 GENERAL

A. Grilles, registers and diffusers shall be provided with the appropriate frames compatible with ceiling types. Coordinate ceiling types with other trades.

B. Registers shall be provided with opposed blade manual volume dampers.

C. Finishes are specified within. Verify finishes with the Architect prior to ordering grilles. Submit color charts for custom finishes were applicable.

2.2 MANUFACTURERS

A. Titus, Carnes, DONCO, Krueger, Metalaire, Nailor, Price or Tuttle & Bailey.

2.3 GRILLES AND REGISTERS

A. Grilles shall be types as scheduled on the plans.

B. Provide aluminum grilles and registers for areas serving high humidity rooms including shower and tub rooms.

C. Frame types and styles shall be compatible with the specified mountings.

2.4 PLENUM SLOT DIFFUSERS

A. Diffusers shall have 2 discharge slots (1 1/2") wide. Standard nominal lengths shall be 4 feet. Units shall be constructed of 24 gauge steel. The inlet collar must have at least 1 1/2" depth for duct connection and shall be round. The standard finish will be black.

B. Each supply slot of the diffuser shall have a pattern controller, with a tight sealing gasket edge at the top of the blade which seats against the plenum wall or slot divider and provides full flow. The pattern controller must be field adjustable from the face of the diffuser to change the discharge from side to side or from horizontal to vertical. Pattern controls in lengths of 48 inches shall have a center divider with two independently adjustable pattern controls in each slot.

C. Diffusers shall have 1/2 inch thick, 2 pound density internal insulation. Insulation shall meet UL 181 and NFPA 90 requirements.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Mount grilles to provide sight proof view.

B. Grilles and registers shall be securely and neatly attached to the building construction or sheet metal duct flanges.

C. Adjust front and rear blades for draft free air pattern.

D. Diffusers shall be securely mounted to the sheet metal duct construction.

E. Where grilles, registers, or diffusers are permitted to be connected to the duct system by flexible duct; the inner non metallic metal duct shall be connected using a stainless steel drawband and the outer insulation/vapor barrier shall be attached using a plastic or stainless steel drawband. If a plastic drawband is used it must be plenum rated. The use of duct tape or insulating tape as the means of attachment is not acceptable.

F. Drop ducts from bottom of supply duct to diffuser shall be same size as the diffuser neck duct collar.

G. Coordinate exact locations of grilles, registers and diffusers with other trades to avoid interferences.

H. Paint ductwork visible behind air outlets and inlets flat black with flat black enamel spray paint.

I. Security grilles and registers shall have a security grade sealant applied around the entire perimeter of the grille/register.

END OF SECTION 233713

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SECTION 238133 - COMPUTER ROOM AIR CONDITIONING UNITS

PART 1 - GENERAL

1.1 SCOPE

A. This section contains specifications for all computer room air conditioning units for this project. Included are the following topics:

1.2 RELATED WORK

A. Section 230513 – Common Motor Requirements for HVAC Equipment

B. Section 230529 – Hangers and Supports for HVAC Systems

C. Section 230923 – Direct Digital Control System for HVAC

D. Section 230993 – Sequence of Operations for HVAC Controls

E. Division 26 – Electrical

1.3 REFERENCE

A. Applicable provisions of Division 01 govern work under this Section.

1.4 QUALITY ASSURANCE

A. Substitution of Materials: Refer to Division 01 and the General Conditions of the Contract, Article 3.

1.5 DESIGN CRITERIA

A. Units shall be certified in accordance with ARI Standard 210.

B. Units and all accessory remote electric powered components shall contain a unit mounted, factory prewired, electrical disconnect switch. Electrical components shall be U.L. tested and labeled. The units (except for power and/or control wiring to remote condensing units, thermostats and other specialty control interlocking as required) shall be factory prewired within the unit cabinet and shall meet all national, state and local codes. Wiring shall be numbered and connected to numbered wiring terminals.

C. The entire computer room air conditioning system shall be furnished and installed complete with all components and accessories as required. Verify field requirements with the Manufacturer.

1.6 SUBMITTALS

A. Submit for all equipment specified under this section. Include data concerning sizes, dimensions, weights, heating capacities, materials of construction, ratings, electrical data, wiring diagrams, refrigerant piping diagrams, controls, options and manufacturers installation requirements, instructions and recommendations.

B. The Manufacturer's shop drawing submittal shall include component descriptive literature, detailed electrical wiring, water piping, glycol piping or refrigerant piping diagrams and drawings that have been specifically prepared for this project.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Liebert or Data Aire.

2.2 GENERAL

A. Provide concrete support pads for grade mounted equipment.

2.3 UNIT CABINET

A. The cabinet and chassis shall be constructed of heavy gauge galvanized steel, and shall be serviceable from one side. Mounting brackets shall be factory-attached to the cabinet. Internal cabinet insulation shall meet ASHRAE 62.1 requirements for Mold Growth, Humidity & Erosion, tested per UL 181 and ASTM 1338 standards.

2.4 FANS AND MOTORS

A. The air distribution system shall be constructed with a quiet, direct-drive fan assembly equipped with double-inlet blower, self-aligning ball bearings and lifetime lubrication. Fan motor shall be permanent-split capacitor, high-efficiency type, equipped with two speeds for airflow modulation. Dehumidification shall utilize the lower fan speed.

2.5 REFRIGERATION SYSTEM

A. Condensing unit components shall include a condenser coil, a direct-drive propeller-type fan, a scroll compressor, high-pressure switch, receiver and head pressure control valve, hot gas bypass system and liquid line solenoid valve. Evaporator coil shall have copper tubes, aluminum fins, refrigerant distributor and stainless steel distributor. System shall contain a full charge of refrigerant and oil.

B. Unit(s) shall be provided with hot gas bypass to allow for operation down to 15% of full load.

2.6 UNIT ELECTRICAL AND CONTROLS

A. Unit shall be complete with all motor starters, relays, temperature and humidity controllers. The controls shall be microprocessor based and shall monitor the entire unit operation and alarm the following conditions:

1. High temperature
2. Low temperature
3. High humidity
4. Low humidity
5. Dirty filters
6. Loss of air flow

B. Units shall have electrical characteristics as indicated on the equipment schedule, and shall allow either aluminum or copper main conductors to be connected to terminal block power connections.

C. Provide interface with existing Honeywell building automation system. Provide data jack each CRAC location with conduit/cable to nearest IT closet for link to Madison Water Utility LAN.

2.7 UNIT FILTER SECTION

A. Standard filter section shall consist of low velocity, disposable media type filters located within the unit casing and accessible from either end of unit. Unit filters shall be deep-pleated type, with a MERV 8 rating, based on ASHRAE standard 52-2. Filter face velocity shall not exceed 300 FPM at nominal airflows. Provide one extra set of air filters.

2.8 HUMIDIFIER

A. Electric steam generating humidifier. It shall be complete with disposable canister, all supply and drain valves, 1" air gap on fill line, inlet strainer, steam distributor and electronic controls.

2.9 ELECTRIC REHEAT

A. The electric reheat shall be low-watt density, 304/304 stainless steel, finned-tubular and shall be capable of maintaining room dry bulb temperature conditions when the system is calling for dehumidification. The reheat section shall include a UL-approved safety switch to protect the system from overheating.

2.10 CONDENSATE PUMP

A. The condensate pump shall have the capacity of 2.5 GPH at 10 ft. head. It shall be complete with integral float switch, pump, motor assembly and reservoir.

2.11 AIR COOLED SYSTEMS

A. Air cooled remote condenser, copper tubes, aluminum fins, factory prewired control package for condenser fan speed control to provide continuous cooling capability down to -20°F ambient outside temperature.

2.12 FIRE STAT AND SMOKE DETECTOR

A. Located in the return air compartment to immediately shut down the air handling system and activate an aural and visual alarm when either is activated.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Provide a weatherproof fusible electrical disconnect switch with fuses to disconnect all electrical power to outside units.

B. The entire unit and all components shall be installed and operated in strict accordance with the Manufacturer's instructions.

C. Mount the indoor and outdoor units level.

D. Fan drive sheaves of fan speeds shall be adjusted or replaced by the Contractor at the job site as required to provide the design air volumes. Adjust water and glycol liquid circuits to deliver the flows shown and required.

3.2 START-UP

A. The unit manufacturer shall provide the services of a factory trained serviceman to supervise the installation and initial startup and adjustment. Four copies of a written service report shall be submitted to the Engineer following the initial startup. It shall be signed by the serviceman responsible for performing the startup and adjustment work. It shall state all work done, indicate all readings taken and shall certify that the unit has been placed in proper running condition as recommended by the unit manufacturer and within the intent of the Contract Documents.

END OF SECTION 238133

SECTION E: BIDDERS ACKNOWLEDGEMENT

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

Bidder must state a Unit Price and Total Bid for each item. The Total Bid for each item must be the product of quantity, by Unit Price. The Grand Total must be the sum of the Total Bids for the various items. In case of multiplication errors or addition errors, the Grand Total with corrected multiplication and/or addition shall determine the Grand Total bid for each contract. The Unit Price and Total Bid must be entered numerically in the spaces provided. All words and numbers shall be written in ink.

1. The undersigned having familiarized himself/herself with the Contract documents, including Advertisement for Bids, Instructions to Bidders, Form of Proposal, City of Madison Standard Specifications for Public Works Construction - 2016 Edition thereto, Form of Agreement, Form of Bond, and Addenda issued and attached to the plans and specifications on file in the office of the City Engineer, hereby proposes to provide and furnish all the labor, materials, tools, and expendable equipment necessary to perform and complete in a workmanlike manner the specified construction on this project for the City of Madison; all in accordance with the plans and specifications as prepared by the City Engineer, including Addenda to the Contract Nos. _____ through _____ issued thereto, at the prices for said work as contained in this proposal. (Electronic bids submittals shall acknowledge addendum under Section E and shall not acknowledge here)
2. If awarded the Contract, we will initiate action within seven (7) days after notification or in accordance with the date specified in the contract to begin work and will proceed with diligence to bring the project to full completion within the number of work days allowed in the Contract or by the calendar date stated in the Contract.
3. The undersigned Bidder or Contractor certifies that he/she is not a party to any contract, combination in form of trust or otherwise, or conspiracy in restraint of trade or commerce or any other violation of the anti-trust laws of the State of Wisconsin or of the United States, with respect to this bid or contract or otherwise.
4. I hereby certify that I have met the Bid Bond Requirements as specified in Section 102.5. *(IF BID BOND IS USED, IT SHALL BE SUBMITTED ON THE FORMS PROVIDED BY THE CITY. FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID).*
5. I hereby certify that all statements herein are made on behalf of _____ (name of corporation, partnership, or person submitting bid) a corporation organized and existing under the laws of the State of _____ a partnership consisting of _____; an individual trading as _____; of the City of _____ State of _____; that I have examined and carefully prepared this Proposal, from the plans and specifications and have checked the same in detail before submitting this Proposal; that I have fully authority to make such statements and submit this Proposal in (its, their) behalf; and that the said statements are true and correct.

_____
SIGNATURE

_____
TITLE, IF ANY

Sworn and subscribed to before me this
_____ day of _____, 20_____.

_____
(Notary Public or other officer authorized to administer oaths)
My Commission Expires _____
Bidders shall not add any conditions or qualifying statements to this Proposal.

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SECTION F: DISCLOSURE OF OWNERSHIP & BEST VALUE CONTRACTING

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

State of Wisconsin
Department of Workforce Development
Equal Rights Division
Labor Standards Bureau

Disclosure of Ownership

Notice required under Section 15.04(1)(m), Wisconsin Statutes. The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d) and 103.49(7)(d), Wisconsin Statutes. The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes. Personal information you provide may be used for secondary purposes.

(1) On the date a contractor submits a bid to or completes negotiations with a state agency or local governmental unit, on a project subject to Section 66.0903 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency or local governmental unit the name of any "other construction business", which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.

(2) The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 103.49(2) and 103.50(2), Wisconsin Statutes.

(3) This form must ONLY be filed, with the state agency or local governmental unit that will be awarding the contract, if **both (A) and (B) are met**.

(A) The contractor, or a shareholder, officer or partner of the contractor:
(1) Owns at least a 25% interest in the "other construction business", indicated below, on the date the contractor submits a bid or completes negotiations.
(2) Or has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.

(B) The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

Other Construction Business

Not Applicable ☐

Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code
Name of Business			
Street Address or P O Box	City	State	Zip Code

I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.

Print the Name of Authorized Officer	
Signature of Authorized Officer	Date Signed
Name of Corporation, Partnership or Sole Proprietorship	

Street Address or P O Box	City	State	Zip Code

If you have any questions call (608) 266-0028

ERD-7777-E (R. 09/2003)

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

Best Value Contracting

1. The Contractor shall indicate the non-apprenticeable trades used on this contract.

_____

_____

2. Madison General Ordinance (M.G.O.), 33.07(7), does provide for some exemptions from the active apprentice requirement. Apprenticeable trades are those trades considered apprenticeable by the State of Wisconsin. Please check applicable box if you are seeking an exemption.

☐ Contractor has a total skilled workforce of four or less individuals in all apprenticeable trades combined.

☐ No available trade training program; The Contractor has been rejected by the only available trade training program, or there is no trade training program within 90 miles.

☐ Contractor is not using an apprentice due to having a journey worker on layoff status, provided the journey worker was employed by the contractor in the past six months.

☐ First-time Contractor on City of Madison Public Works contract requests a onetime exemption but intends to comply on all future contracts and is taking steps typical of a "good faith" effort.

☐ Contractor has been in business less than one year.

☐ Contractor doesn't have enough journeyman trade workers to qualify for a trade training program in that respective trade

3. The Contractor shall indicate on the following section which apprenticeable trades are to be used on this contract. Compliance with active apprenticeship, to the extent required by M.G.O. 33.07(7), shall be satisfied by documentation from an applicable trade training body; an apprenticeship contract with the Wisconsin Department of Workforce Development or a similar agency in another state; or the U.S Department of Labor. This documentation is required prior to the Contractor beginning work on the project site.

☐ The Contractor has reviewed the list and shall not use any apprenticeable trades on this project.

LIST APPRENTICABLE TRADES (check all that apply to your work to be performed on this contract)

- ☐ BRICKLAYER
- ☐ CARPENTER
- ☐ CEMENT MASON / CONCRETE FINISHER
- ☐ CEMENT MASON (HEAVY HIGHWAY)
- ☐ CONSTRUCTION CRAFT LABORER
- ☐ DATA COMMUNICATION INSTALLER
- ☐ ELECTRICIAN
- ☐ ENVIRONMENTAL SYSTEMS TECHNICIAN / HVAC SERVICE TECH/HVAC INSTALL / SERVICE
- ☐ GLAZIER
- ☐ HEAVY EQUIPMENT OPERATOR / OPERATING ENGINEER
- ☐ INSULATION WORKER (HEAT & FROST)
- ☐ IRON WORKER
- ☐ IRON WORKER (ASSEMBLER, METAL BLDGS)
- ☐ PAINTER & DECORATOR
- ☐ PLASTERER
- ☐ PLUMBER
- ☐ RESIDENTIAL ELECTRICIAN
- ☐ ROOFER & WATER PROOFER
- ☐ SHEET METAL WORKER
- ☐ SPRINKLER FITTER
- ☐ STEAMFITTER
- ☐ STEAMFITTER (REFRIGERATION)
- ☐ STEAMFITTER (SERVICE)
- ☐ TAPER & FINISHER
- ☐ TELECOMMUNICATIONS (VOICE, DATA & VIDEO) INSTALLER-TECHNICIAN
- ☐ TILE SETTER

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SECTION G: BID BOND

KNOW ALL MEN BY THESE PRESENT, THAT Principal and Surety, as identified below, are held and firmly bound unto the City of Madison, (hereinafter referred to as the "Obligee"), in the sum of five per cent (5%) of the amount of the total bid or bids of the Principal herein accepted by the Obligee, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The conditions of this obligation are such that, whereas the Principal has submitted, to the City of Madison a certain bid, including the related alternate, and substitute bids attached hereto and hereby made a part hereof, to enter into a contract in writing for the construction of:

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

1. If said bid is rejected by the Obligee, then this obligation shall be void.

2. If said bid is accepted by the Obligee and the Principal shall execute and deliver a contract in the form specified by the Obligee (properly completed in accordance with said bid) and shall furnish a bond for his/her faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said bid, then this obligation shall be void.

   If said bid is accepted by the Obligee and the Principal shall fail to execute and deliver the contract and the performance and payment bond noted in 2. above executed by this Surety, or other Surety approved by the City of Madison, all within the time specified or any extension thereof, the Principal and Surety agree jointly and severally to forfeit to the Obligee as liquidated damages the sum mentioned above, it being understood that the liability of the Surety for any and all claims hereunder shall in no event exceed the sum of this obligation as stated, and it is further understood that the Principal and Surety reserve the right to recover from the Obligee that portion of the forfeited sum which exceed the actual liquidated damages incurred by the Obligee.

   The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Obligee may accept such bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year set forth below.

Seal PRINCIPAL

Name of Principal

By Date

Name and Title

Seal SURETY

Name of Surety

By Date

Name and Title

This certifies that I have been duly licensed as an agent for the above company in Wisconsin under National Provider No. _____ for the year _____, and appointed as attorney in fact with authority to execute this bid bond and the payment and performance bond referred to above, which power of attorney has not been revoked.

Date Agent

Address

City, State and Zip Code

Telephone Number

NOTE TO SURETY & PRINCIPAL

The bid submitted which this bond guarantees shall be rejected if the following instrument is not attached to this bond:

Power of Attorney showing that the agent of Surety is currently authorized to execute bonds on behalf of the Surety, and in the amounts referenced above.

Certificate of Biennial Bid Bond

TIME PERIOD - VALID (FROM/TO)
NAME OF SURETY
NAME OF CONTRACTOR
CERTIFICATE HOLDER City of Madison, Wisconsin

This is to certify that a biennial bid bond issued by the above-named Surety is currently on file with the City of Madison.

This certificate is issued as a matter of information and conveys no rights upon the certificate holder and does not amend, extend or alter the coverage of the biennial bid bond.

Cancellation: Should the above policy be cancelled before the expiration date, the issuing Surety will give thirty (30) days written notice to the certificate holder indicated above.

Signature of Authorized Contractor Representative

Date

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SECTION H: AGREEMENT

THIS AGREEMENT made this _____ day of _____ in the year Two Thousand and Sixteen between _____ hereinafter called the Contractor, and the City of Madison, Wisconsin, hereinafter called the City.

WHEREAS, the Common Council of the said City of Madison under the provisions of a resolution adopted _____, and by virtue of authority vested in the said Council, has awarded to the Contractor the work of performing certain construction.

NOW, THEREFORE, the Contractor and the City, for the consideration hereinafter named, agree as follows:

1. **Scope of Work.** The Contractor shall, perform the construction, execution and completion of the following listed complete work or improvement in full compliance with the Plans, Specifications, Standard Specifications, Supplemental Specifications, Special Provisions and contract; perform all items of work covered or stipulated in the proposal; perform all altered or extra work; and shall furnish, unless otherwise provided in the contract, all materials, implements, machinery, equipment, tools, supplies, transportation, and labor necessary to the prosecution and completion of the work or improvements:

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

2. **Completion Date/Contract Time.** Construction work must begin within seven (7) calendar days after the date appearing on mailed written notice to do so shall have been sent to the Contractor and shall be carried on at a rate so as to secure full completion SEE SPECIAL PROVISIONS, the rate of progress and the time of completion being essential conditions of this Agreement.

3. **Contract Price.** The City shall pay to the Contractor at the times, in the manner and on the conditions set forth in said specifications, the sum of _____($_____) Dollars being the amount bid by such Contractor and which was awarded to him/her as provided by law.

4. **Wage Rates for Employees of Public Works Contractors**

   General and Authorization. The Contractor shall compensate its employees at the prevailing wage rate in accordance with section 66.0903, Wis. Stats., DWD 290 of the Wisconsin Administrative Code and as hereinafter provided unless otherwise noted in Section D: Special Provisions, Subsection 102.10 – Minimum Rate of Wage Scale.

   "Public Works" shall include building or work involving the erection, construction, remodeling, repairing or demolition of buildings, parking lots, highways, streets, bridges, sidewalks, street lighting, traffic signals, sanitary sewers, water mains and appurtenances, storm sewers, and the grading and landscaping of public lands.

   "Building or work" includes construction activity as distinguished from manufacturing, furnishing of materials, or servicing and maintenance work, except for the delivery of mineral aggregate such as sand, gravel, bituminous asphaltic concrete or stone which is incorporated into the work under contract with the City by depositing the material directly in final place from transporting vehicle.

   "Erection, construction, remodeling, repairing" means all types of work done on a particular building or work at the site thereof in the construction or development of the project, including without limitation, erecting, construction, remodeling, repairing, altering, painting, and decorating, the transporting of materials and supplies to or from the building or work done by the employees of the

Contractor, Subcontractor, or Agent thereof, and the manufacturing or furnishing of materials, articles, supplies or equipment on the site of the building or work, by persons employed by the Contractor, Subcontractor, or Agent thereof.

"Employees working on the project" means laborers, workers, and mechanics employed directly upon the site of work.

"Laborers, Workers, and Mechanics" include pre-apprentices, helpers, trainees, learners and properly registered and indentured apprentices but exclude clerical, supervisory, and other personnel not performing manual labor.

Establishment of Wage Rates. The Department of Public Works shall periodically obtain a current schedule of prevailing wage rates from DWD. The schedule shall be used to establish the City of Madison Prevailing Wage Rate Schedule for Public Works Construction (prevailing wage rate). The Department of Public Works may include known increases to the prevailing wage rate which can be documented and are to occur on a future specific date. The prevailing wage rate shall be included in public works contracts subsequently negotiated or solicited by the City. Except for known increases contained within the schedule, the prevailing wage rate shall not change during the contract. The approved wage rate is attached hereto.

Workforce Profile. The Contractor shall, at the time of signature of the contract, notify the City Engineer in writing of the names and classifications of all the employees of the Contractor, Subcontractors, and Agents proposed for the work. In the alternative, the Contractor shall submit in writing the classifications of all the employees of the Contractor, Subcontractors and Agents and the total number of hours estimated in each classification for the work. This workforce profile(s) shall be reviewed by the City Engineer who may, within ten (10) days, object to the workforce profile(s) as not being reflective of that which would be required for the work. The Contractor may request that the workforce profile, or a portion of the workforce profile, be submitted after the signature of the contract but at least ten (10) days prior to the work commencing. Any costs or time loss resulting from modifications to the workforce profile as a result of the City Engineer's objections shall be the responsibility of the Contractor.

Payrolls and Records. The Contractor shall keep weekly payroll records setting forth the name, address, telephone number, classification, wage rate and fringe benefit package of all the employees who work on the contract, including the employees of the Contractor's subcontractors and agents. Such weekly payroll records must include the required information for all City contracts and all other contracts on which the employee worked during the week in which the employee worked on the contract. The Contractor shall also keep records of the individual time each employee worked on the project and for each day of the project. Such records shall also set forth the total number of hours of overtime credited to each such employee for each day and week and the amount of overtime pay received in that week. The records shall set forth the full weekly wages earned by each employee and the actual hourly wage paid to the employee.

The Contractor shall submit the weekly payroll records, including the records of the Contractor's subcontractors and agents, to the City Engineer for every week that work is being done on the contract. The submittal shall be within twenty-one (21) calendar days of the end of the Contractor's weekly pay period.

Employees shall receive the full amounts accrued at the time of the payment, computed at rates not less than those stated in the prevailing wage rate and each employee's rate shall be determined by the work that is done within the trade or occupation classification which should be properly assigned to the employee.

An employee's classification shall not be changed to a classification of a lesser rate during the contract. If, during the term of the contract, an employee works in a higher pay classification than the one which was previously properly assigned to the employee, then that employee shall be considered to be in the higher pay classification for the balance of the contract, receive the

appropriate higher rate of pay, and she/he shall not receive a lesser rate during the balance of the contract. For purposes of clarification, it is noted that there is a distinct difference between working in a different classification with higher pay and doing work within a classification that has varying rates of pay which are determined by the type of work that is done within the classification. For example, the classification "Operating Engineer" provides for different rates of pay for various classes of work and the Employer shall compensate an employee classified as an "Operating Engineer" based on the highest class of work that is done in one day. Therefore, an "Operating Engineer's" rate may vary on a day to day basis depending on the type of work that is done, but it will never be less than the base rate of an "Operating Engineer". Also, as a matter of clarification, it is recognized that an employee may work in a higher paying classification merely by chance and without prior intention, calculation or design. If such is the case and the performance of the work is truly incidental and the occurrence is infrequent, inconsequential and does not serve to undermine the single classification principle herein, then it may not be required that the employee be considered to be in the higher pay classification and receive the higher rate of pay for the duration of the contract. However, the Contractor is not precluded or prevented from paying the higher rate for the limited time that an employee performs work that is outside of the employee's proper classification.

Questions regarding an employee's classification, rate of pay or rate of pay within a classification, shall be resolved by reference to the established practice that predominates in the industry and on which the trade or occupation rate/classification is based. Rate of pay and classification disputes shall be resolved by relying upon practices established by collective bargaining agreements and guidelines used in such determination by appropriate recognized trade unions operating within the City of Madison.

The Contractor, its Subcontractors and Agents shall submit to interrogation regarding compliance with the provisions of this ordinance.

Mulcting of the employees by the Contractor, Subcontractor, and Agents on Public Works contracts, such as by kickbacks or other devices, is prohibited. The normal rate of wage of the employees of the Contractor, Subcontractor, and Agents shall not be reduced or otherwise diminished as a result of payment of the prevailing wage rate on a public works contract.

Hourly contributions. Hourly contributions shall be determined in accordance with the prevailing wage rate and with DWD. 290.01(10), Wis. Admin. Code.

Apprentices and Subjourney persons. Apprentices and sub journeypersons performing work on the project shall be compensated in accordance with the prevailing wage rate and with DWD 290.02, and 290.025, respectively, Wis. Admin. Code.

Straight Time Wages. The Contractor may pay straight time wages as determined by the prevailing wage rate and DWD 290.04, Wis. Admin. Code.

Overtime Wages. The Contractor shall pay overtime wages as required by the prevailing wage rate and DWD 290.05, Wis. Admin. Code.

Posting of Wage Rates and Hours. A clearly legible copy of the prevailing wage rate, together with the provisions of Sec. 66.0903(10)(a) and (11)(a), Wis. Stats., shall be kept posted in at least one conspicuous and easily accessible place at the project site by the Contractor and such notice shall remain posted during the full time any laborers, workers or mechanics are employed on the contract.

Evidence of Compliance by Contractor. Upon completion of the contract, the Contractor shall file with the Department of Public Works an affidavit stating:

a. That the Contractor has complied fully with the provisions and requirements of Sec. 66.0903(3), Wis. Stats., and Chapter DWD 290, Wis. Admin. Code; the Contractor has

received evidence of compliance from each of the agents and subcontractors; and the names and addresses of all of the subcontractors and agents who worked on the contract.

b. That full and accurate records have been kept, which clearly indicate the name and trade or occupation of every laborer, worker or mechanic employed by the Contractor in connection with work on the project. The records shall show the number of hours worked by each employee and the actual wages paid therefore; where these records will be kept and the name, address and telephone number of the person who will be responsible for keeping them. The records shall be retained and made available for a period of at least three (3) years following the completion of the project of public works and shall not be removed without prior notification to the municipality.

Failure to Comply with the Prevailing Wage Rate. If the Contractor fails to comply with the prevailing wage rate, she/he shall be in default on the contract. In addition, if DWD finds that a contractor or subcontractor violated the prevailing wage law, DWD will assess liquidated damages of 100% of the wages owed to employees.

Establishment of Wage Rates. The Department of Public Works shall periodically obtain a current schedule of prevailing wage rates from DWD. The schedule shall be used to establish the City of Madison Prevailing Wage Rate Schedule for Public Works Construction (prevailing wage rate). The Department of Public Works may include known increases to the prevailing wage rate which can be documented and are to occur on a future specific date. The prevailing wage rate shall be included in public works contracts subsequently negotiated or solicited by the City. Except for known increases contained within the schedule, the prevailing wage rate shall not change during the contract. The approved wage rate and DWD prevailing wage requirements are attached hereto as Sec. I of the contract.

5. **Affirmative Action.** In the performance of the services under this Agreement the Contractor agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status. The Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

The Contractor agrees that within thirty (30) days after the effective date of this agreement, the Contractor will provide to the City Affirmative Action Division certain workforce utilization statistics, using a form to be furnished by the City.

If the contract is still in effect, or if the City enters into a new agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the City Affirmative Action Division no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this contract, it will notify the City Affirmative Action Division of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications and application procedures and deadlines. The Contractor agrees to interview and consider candidates referred by the Affirmative Action Division if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date started in the notice.

Articles of Agreement

Article I

The Contractor shall take affirmative action in accordance with the provisions of this contract to insure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national original and that the employer shall provide harassment free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this contract.

Article II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

Article III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the City advising the labor union or worker's representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

Article V

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works contractors in a form approved by the Affirmative Action Division Manager.

Article VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City Affirmative Action Division with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

Article VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action Provisions of this contract or Section 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

1. Cancel, terminate or suspend this Contract in whole or in part.

2. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.

3. Recover on behalf of the City from the prime Contractor 0.5 percent of the contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the contract price, or five thousand dollars ($5,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the non-complying subcontractor.

Article VIII

The Contractor shall include the above provisions of this contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

Article IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract. (In federally funded contracts the terms "DBE, MBE and WBE" shall be substituted for the term "small business" in this Article.)

6. Substance Abuse Prevention Program Required. Prior to commencing work on the Contract, the Contractor, and any Subcontractor, shall have in place a written program for the prevention of substance abuse among its employees as required under Wis. Stat. Sec. 103.503.

7. **Contractor Hiring Practices.**

Ban the Box - Arrest and Criminal Background Checks. (Sec. 39.08, MGO)

This provision applies to all prime contractors on contracts entered into on or after January 1, 2016, and all subcontractors who are required to meet prequalification requirements under MGO 33.07(7)(I), MGO as of the first time they seek or renew pre-qualification status on or after January 1, 2016. The City will monitor compliance of subcontractors through the pre-qualification process.

a. **Definitions.** For purposes of this section, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

b. **Requirements.** For the duration of this Contract, the Contractor shall:

1. Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.

2. Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.

3. Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.

4. Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.

5. Comply with all other provisions of Sec. 39.08, MGO.

c. Exemptions: This section shall not apply when:

1. Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or

2. Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt, Contractor has the burden of demonstrating that there is an applicable law or regulation that requires the hiring practice in question, if so, the contractor is exempt from all of the requirements of this ordinance for the position(s) in question.

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

IN WITNESS WHEREOF, the Contractor has hereunto set his/her hand and seal and the City has caused these presents to be sealed with its corporate seal and to be subscribed by its Mayor and City Clerk the day and year first above written.

Countersigned:

Company Name

Witness Date

President Date

Witness Date

Secretary Date

CITY OF MADISON, WISCONSIN

Provisions have been made to pay the liability that will accrue under this contract.

Approved as to form:

Finance Director

City Attorney

Signed this _____ day of _____, 20_____

Witness

Mayor Date

Witness

City Clerk Date

SECTION I: PAYMENT AND PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____ as principal, and _____ Company of _____as surety, are held and firmly bound unto the City of Madison, Wisconsin, in the sum of _____($_____) Dollars, lawful money of the United States, for the payment of which sum to the City of Madison, we hereby bind ourselves and our respective executors and administrators firmly by these presents.

The condition of this Bond is such that if the above bounden shall on his/her part fully and faithfully perform all of the terms of the Contract entered into between him/herself and the City of Madison for the construction of:

MADISON WATER UTILITY - SCADA ROOM RENOVATION
119 E. OLIN AVE.

CONTRACT NO. 7735

in Madison, Wisconsin, and shall pay all claims for labor performed and material furnished in the prosecution of said work, and save the City harmless from all claims for damages because of negligence in the prosecution of said work, and shall save harmless the said City from all claims for compensation (under Chapter 102, Wisconsin Statutes) of employees and employees of subcontractor, then this Bond is to be void, otherwise of full force, virtue and effect.

Signed and sealed this _____day of _____

Countersigned:

_____
Company Name (Principal)

_____ _____
Witness President Seal

_____
Secretary

Approved as to form:

_____
Surety Seal
☐ Salary Employee ☐ Commission

_____ By _____
City Attorney Attorney-in-Fact

This certifies that I have been duly licensed as an agent for the above company in Wisconsin under National Producer Number _____ for the year _____, and appointed as attorney-in-fact with authority to execute this payment and performance bond which power of attorney has not been revoked.

_____ _____
Date Agent Signature

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SECTION J: PREVAILING WAGE RATES

NOT APPLICABLE