

**SECTION 00 31 46**  
**PERMITS**

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**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. Each project has varying requirements for permits, inspections, and fees based on the scope, size, and location of the project.
- B. The City of Madison (Owner) is subject to all permits, inspections and associated fees for construction, demolition, utility connection, storm water management, and other similar requirements that may be required to complete the scope of work associated with these contract documents.
- C. The Prime Contractor (PC) shall be responsible for obtaining all permits, inspections and paying for all associated fees unless specifically identified within this specification.

**1.2. REFERENCES**

- A. The following references are not intended to be all inclusive. It shall be the PC's responsibility to determine all requirements based on the scope of work in the contract documents.
- B. City of Madison Ordinances: Review all ordinances that may require a permit or fee that may be connected with a required permit. Contact the following City Agencies to determine the exact requirements during bidding
  - 1. Building Inspection
  - 2. Zoning
  - 3. Engineering
  - 4. Water Utility
  - 5. Traffic Engineering
  - 6. Others as may be specified by the contract documents.
- B. State Statutes
- C. Other Regulatory Regulations
- D. Other Agencies or companies that may have related requirements
  - 1. Madison Metropolitan Sewerage District
  - 2. Local gas and electric utility companies
  - 3. Other utility companies

**1.3. GENERAL CONTRACTORS REQUIREMENTS**

- A. The PC shall be responsible for all of the following:
  - 1. Execute application for all required permits as may be required by the scope of work described within the contract documents.
  - 2. Paying all fees associated with the application of any required permits.
  - 3. Scheduling all required inspections that may be conditions of any required permits.
- B. The PC shall provide high quality scanned images of all required permits and inspections to the City Project Manager (CPM).

**PART 2 – PRODUCTS – THIS SECTION NOT USED**

**PART 3 – EXECUTION – THIS SECTION NOT USED**

**END OF SECTION**

**SECTION 01 60 00  
PRODUCT REQUIREMENTS**

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**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. The purpose of this specification is to provide general guidelines and responsibilities related to the receiving, handling, and storage of all materials and products from arrival on the job site through installation.
  - 1. Immediate inspection of delivered goods means a timely replacement if damaged.
  - 2. Proper storage helps prevent damage and loss by weather, vandalism, theft, and job site accidents.
  - 3. Proper storage helps with job site performance and safety.
  - 4. Proper handling helps prevent damage and job site accidents.
- B. Each Contractor shall be directly responsible for the receiving, handling, and storage of all materials and products associated with the Work of their Division or Trade.
- C. Each Contractor responsible for Work associated with Owner provided materials or products shall be responsible for the receiving, handling and storage of the material/product as outlined in Section 3.8 below.

**1.2. RELATED SPECIFICATIONS**

- A. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public Works Construction”.
  - 1. Use the following link to access the Standard Specifications web page:  
<http://www.cityofmadison.com/business/pw/specs.cfm>
    - a. Click on the “Part” chapter identified in the specification text. For example if the specification says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II PDF will open.
    - b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you to the referenced text.
    - c. City Standard Detail Drawings (SDD) may be located from the index in Part VIII.
- B. Section 01 74 13 Progress Cleaning
- C. Section 01 76 00 Protecting Installed Construction
- D. Other Divisions and Specifications that may address more specifically the requirements for the storage and handling of materials and products associated Work of other Divisions or Trades.

**1.3. QUALITY ASSURANCE**

- A. The Contractors shall be responsible for ensuring that these minimum storage and handling requirements are met by all contractors on the project site including but not limited to the following:
  - 1. Receiving deliveries of materials, products, and equipment.
    - a. Inspect all deliveries upon arrival for damage, completeness, and compliance with the construction documents.
    - i. Deliveries shall remain in original packaging or crates, shipping manifest shall be kept with the delivery and the packaging shall have visible identification of the items within the packaging.

- b. Immediately report any damaged products or equipment to the CONTRACTORS, begin arrangements for immediate replacement.
    - c. Materials or equipment that have been damaged, are incomplete, or do not comply with the construction documents shall not be permitted to be installed.
  2. All materials and products shall be stored within the designated limits of the project site. Only store the amount of material necessary for upcoming operations so as not to interfere with other construction activities and access to Work by the Owner and Engineer. Any offsite storage shall be at the expense of the contractor storing the material or product. All offsite storage requirements shall comply with this specification. All offsite storage of materials is subject to Owner Representative Quality Management review at any time.
  3. Large storage containers may be used but shall be weather tight, securable, placed on concrete blocks, timbers, or jack stands and shall be level.
  4. When lifting equipment is required the equipment rating shall be greater than the loading requirements of the item being lifted. In addition all of the following shall apply as necessary:
    - a. Only designated and/or designed lift points shall be used.
    - b. Large items shall have tag lines and handlers at all times during lifting operations.
    - c. Lift at multiple points as needed to prevent bending.
  5. Materials and products stored inside of the structure shall comply with all of the following:
    - a. Storage shall not be allowed to impede the flow of work in progress.
    - b. Storage shall not be allowed to hide completed work from review and inspections.
    - c. Storage shall not exceed the design loads of the structural components it is being stored upon.
  6. All materials and products shall be stored according the manufacturers minimum recommended requirements. All of the following shall be considered before storing any product or material:
    - a. Dust and dirt
    - b. Moisture and humidity, including rain and snow
    - c. Excessive temperatures, direct sun, etc
    - d. Product or material weight and size
    - e. Potential for breakage
    - f. Product incompatibility with other products such as corrosiveness, chemical reactions, flammability, etc.
    - g. Product or material value and replacement cost
  7. The Contractors shall be responsible for providing fully functional tarps or plastic wrap, to protect materials and products from the weather. All coverings shall be free of large holes and tears, and shall be tied, strapped, or weighted down to resist blowing.
  8. The Contractors shall be responsible for any temporary heating, cooling, or other utility requirement that may be associated with the storage of a material or product.
  9. The Contractors shall be responsible for securing materials and products of value such as copper, A/V equipment, etc. Such items shall be stored in securable shipping containers, job trailers or other such storage devices. Container shall be kept secured when not in use.
- B. The Contractors shall inspect the job site daily to ensure that all products and materials stay weather tight and are secured against vandalism or theft as required by this specification.
- C. The Owners Representative may at any time request improvements regarding storage of any material or product being provided under these construction documents.

## **PART 2 – PRODUCTS – THIS SECTION NOT USED**

## **PART 3 - EXECUTION**

### **3.1. CONTRACTOR REQUIREMENTS**

- A. Designate material storage and handling areas as needed including all of the following:
  1. Designate specific areas of the site for delivery and storage of materials to be used during the execution of the Work.
  2. Designated areas shall not be located so as to interfere with the installation of any Work including Work by others such as the installation of utilities or the maintenance of existing utilities. This shall include not storing items in active utility easements as designated by the site plan.
- B. Arrange for openings in the building as needed to allow delivery and installation of large items. Openings shall be appropriately sized to include the use of booms, slings, and other such lifting devices that may be larger than the item being installed.

1. When openings are required in completed Work (new or existing) the Contractors shall be responsible for providing an appropriate opening and for restoring the opening to the original or better condition upon completion. Restoration shall be weather tight and complete.
- C. Repeated moving and handling of items being stored shall not be allowed. The Contractors shall be responsible for any damage and replacement because of mishandling or excessive handling.

### **3.2. BULK MATERIAL**

- A. Bulk material such as sand, gravel, top soil and other types of fill shall be stored away from the construction area and shall be stock piled as follows:
  1. All bulk material shall be piled safely and efficiently in as small an area as practical. Only store the amount of material necessary for upcoming operations so as not to interfere with other construction activities and access to Work by the Owner and Engineer.
  2. All stock piles shall have silt fence/sock properly installed around the perimeter to prevent erosion and loss of material. Refer to City of Madison Standard Specification Section 210.1(f) and other related specification or details.
  3. Fine grained material shall be protected with tarps to prevent blowing. Tarps shall be weighted or staked to stay in place.
- B. Bulk material such as brick, concrete block, stone, and other palletized materials shall be stored on original shipping pallets until ready for use.

### **3.3. DRY PACKAGED MATERIAL**

- A. Dry packaged material such as cement, mortar, etc shall be stored on pallets, on slightly elevated ground or clear stone pad to keep water away from the base of the material being stored. Protect from moisture.

### **3.4. STRUCTURAL AND FRAMING MATERIAL**

- A. All structural and framing material shall be stored in an organized manner arranged by type, size and dimension. Materials shall be stored on pallets or timbers as necessary and shall not be allowed to lie directly on the ground.
- B. Long and heavy items shall be supported at several points to prevent bending and warping.

### **3.5. EQUIPMENT**

- A. Equipment delivered to the site shall be stored away from all construction activities until the item can either be moved inside or properly installed.
- B. Equipment shall be stored on slightly elevated ground or clear stone pad to keep water away from the base of the equipment.

### **3.6. FINISH PRODUCTS**

- A. Finish products such as flooring, tile, counters, lockers, toilets, partitions, lighting, and other similar items should not be delivered and stored until the structure has been enclosed, is weather tight, temperature controlled and the contractor is ready for such items to be installed.
  1. Storage of finished products outside for any length of time shall not be allowed.
- B. Products that cannot be stored inside the structure shall be stored in secured containers or job trailers until such time as they are ready to be installed.
- C. Products with a high potential for breakage such as glass, mirrors, tiles, toilet fixtures, etc. shall be stored with additional protection as necessary such as but not limited to the following:
  1. Store in original shipping containers until ready for installation.
  2. Do not store in high traffic areas.
  3. Shield with other materials such as cardboard, plywood, or similar products.

### **3.7. DUCTWORK, PIPING, AND CONDUIT**

- A. All piping and conduit shall be stored horizontally unless otherwise specified by the manufacturer or Division and Trade Specifications.
  1. Do not store directly on grade.
  2. Cover metal pipes and tubes to prevent rust and corrosion, allow ventilation to prevent condensation.
  3. Whenever possible use pipe stands for storing pipe and conduit to prevent tripping and rolling hazards.
- B. All ductwork shall be stored horizontally or vertically as necessary unless otherwise specified by the manufacturer or Division and Trade Specifications.
  1. During storage, both ends of each duct shall be protected with plastic sheathing to prevent dust and dirt from getting inside the duct. Sheathing shall be sufficiently taped to the duct.

2. After installation, free/open ends shall remain protected with taped plastic sheathing and or temporary filters as specified by division or Trade specifications.

**3.8. OWNER PROVIDED, CONTRACTOR INSTALLED EQUIPMENT**

- A. Section 3.8.A. shall apply to all equipment being provided to any contractor directly from the Owner for installation under the contract.
  1. The Owner or Owners Representative shall do the following:
    - a. Inspect all deliveries upon receipt and notify manufacturer of any issues directly.
    - b. Review the received shipment with the contractor.
      - i. Only provide products or materials to the contractor that were not damaged through shipping or handling.
      - ii. Confirm missing products or materials and anticipated delivery schedule if known.
  2. The Contractor responsible for the installation of Work associated with Owner provided materials or products shall "take ownership" and provide safe and secure storage and handling as previously described within this specification.
    - i. The Contractor shall be liable for the repair or replacement of any material or product damaged after taking ownership of the product from receipt through final acceptance.
- B. Section 3.8.B. shall apply to all equipment being provided by the Owner but shipped directly to any sub-contractor or the project site for installation under the contract.
  1. The Contractors responsible for the Work associated with the Owner provided materials or products shall do the following:
    - a. Inspect all deliveries upon receipt and notify the Owner or Owners Representative of any issues directly.
      - i. Owner or Owners Representative shall notify manufacturer of any issues directly.
    - b. Review the received shipment with the Owner or Owners Representative
      - i. Confirm missing products or materials and anticipated delivery schedule if known.
  2. The Contractor shall "take ownership" and provide safe and secure storage and handling as previously described within this specification.
    - i. The Contractor shall be liable for the repair or replacement of any material or product damaged after taking ownership of the product from receipt through final acceptance.

**END OF SECTION**

**SECTION 01 74 13**  
**PROGRESS CLEANING**

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**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. Throughout the execution of this contract all contractors shall be responsible for maintaining the project site in a standard of cleanliness as described in this specification.
- B. All contractors shall also comply with the requirements for cleaning as described in other specifications.
- C. Work included in this specification shall include but not be limited to:
  - 1. Safety Cleaning
  - 2. Project Site Cleaning
  - 3. Progress Cleaning
  - 4. Final Cleaning

**1.2. RELATED SPECIFICATIONS**

- A. Section 01 60 00 Product Requirements
- B. Section 01 74 19 Construction Waste Management and Disposal
- C. Section 01 76 00 Protecting Installed Construction

**1.3. QUALITY ASSURANCE**

- A. The Contractor shall conduct daily inspections, more often if necessary, of the entire project site to ensure the requirements of cleanliness are being met as described within these specifications.
- B. All contractors shall comply with other regulatory requirements as they apply to waste recycling, reuse, hauling, and disposal requirements of any governmental authority having jurisdiction.
- C. The Owner reserves the right to have work done by others in the event any contractor fails to perform cleaning as described within these specifications. The cost of any Owner provided cleaning shall be charged to the contractor through a deduct change order.

**PART 2 - PRODUCTS**

**2.1. CLEANING MATERIALS AND EQUIPMENT**

- A. The Contractor shall provide all required personnel, equipment, and materials necessary to maintain the required level of cleanliness as described in this specification.
- B. Use only cleaning materials and equipment that are compatible with the surface being cleaned, as recommended by the manufacturer, or as approved by the A/E.
- C. Use only cleaning materials, equipment, and methods as recommended in the manufacturers care and use guide of the material, finish or equipment being cleaned.

**PART 3 - EXECUTION**

**3.1. SAFETY CLEANING**

- A. All Contractors shall be responsible for safety cleaning as required by OSHA and other regulatory requirements as applicable.
- B. Safety Cleaning shall include but not be limited to the following:

1. All work areas, passageways, ramps, and stairs shall be kept free of debris, scrap materials, pallets, and other large items that would obstruct exiting routes. Small items such as tools, electrical cords, etc are picked up when not in use.
2. Form and scrap lumber shall have nails/screws removed or bent over. Lumber shall be neatly stacked in an area designated by the Contractor.
3. Spills of oil, grease, and other such liquids shall be cleaned immediately or sprinkled with sand/oil-dry first, then cleaned.
4. Oily, flammable, or hazardous items shall be stored in appropriate covered containers and storage devices unless actively being used.
5. Oily, or flammable rags, and other such waste shall only be disposed of in authorized covered containers.
6. Disposal by burning shall not be allowed at any time.

### 3.2. PROJECT SITE CLEANING

- A. This section applies to the general cleanliness of the project site as a whole for the duration of the execution of this contract.
- B. Exterior Project Site Areas
  1. The Contractor as appropriate shall ensure the following levels of cleanliness are applied to the exterior project site areas.
    - a. The overall appearance of the project site is neat and orderly. Defined areas for material storage, material waste, job trailers, and the project area are clean and well maintained.
    - b. The construction fence is maintained, erect with no gaps, and properly posted per all regulatory requirements.
    - c. All erosion control measures are properly maintained, cleaned, and repaired as necessary.
    - d. All loose materials (construction or waste) are properly tied or weighted down to resist blowing.
    - e. All construction materials are properly covered with fully functional tarps or plastic wrap, protected from the weather, coverings are tied, strapped, or weighted down to resist blowing.
    - f. Dust control is applied as necessary or as required by any regulatory requirement.
- C. Interior Project Site Areas
  1. All Contractors shall ensure the following levels of cleanliness are applied to the interior project site areas.
    - a. The overall appearance of the project site is neat and orderly. Defined areas for material storage, material waste, and project area are clean and well maintained.
    - b. Stored materials are kept in original shipping containers whenever possible. Stored materials not in shipping containers are properly stored and protected according to other applicable specifications.
    - c. All scraps and debris shall be properly disposed of as often as necessary to keep work areas, passageways, stairs, and ramps free of debris and clear for emergency exiting.
    - d. Boxes, pallets, and other such shipping containers, are broken down, stored in a consolidated area or, disposed of as often as is necessary.
    - e. Hand tools, supplies, materials, electrical cords not being used are picked up and stored in gang boxes, not left as walking hazards in work areas, passageways, etc.
- D. Job Trailer
  1. The interior of the job trailer shall be kept clean and available as a work space at all times. The Contractor shall ensure that the following is provided for within the job trailer:
    - a. Meeting space including tables and chairs.
    - b. Sufficient space for all contractors to access the official construction documents, provide updates, etc.

### 3.3. PROGRESS CLEANING

- A. This sub-section shall apply to all Progress Cleaning prior to the installation of finishes, fixtures, and trim (IE rough-in).
  1. For the purposes of this section "clean" shall be defined as a level of cleanliness free of dust and other material capable of being removed by use of reasonable effort using a good quality janitor broom and shop-vac.
  2. Daily cleanings shall be conducted by all contractors at the end of the work day as follows:
    - a. Debris in excavated areas shall be removed prior to backfill and compaction.
    - b. Debris in wall cavities, chase spaces, etc shall be removed prior to enclosing the spaces.
    - c. Large items shall be properly stored, returned to designated areas, or disposed of as necessary.

- 1 d. Loose materials shall be properly secured.
- 2 e. Flammable or hazardous materials are properly stored or disposed of.
- 3 3. Weekly cleaning shall be conducted by all contractors as designated by the Contractor. Weekly cleanings
- 4 shall include all the above for a daily cleaning and other necessary cleaning as designated by the
- 5 Contractor.
- 6 B. This sub-section shall apply to Progress Cleaning in preparation for the installation of finishes, fixtures, and trim.
- 7 a. Surfaces receiving finishes shall be thoroughly cleaned prior to contractors applying finish
- 8 materials. The Contractor shall be responsible for inspecting the area and surfaces being cleaned
- 9 for finish prior to the sub-contractor applying the finish. This shall include but not be limited to
- 10 the following:
- 11 i. Wall surfaces shall be wiped clean of dirt and oily residues, vacuumed free of dust, and
- 12 shall be free of surface imperfections prior to painting or installing wall coverings.
- 13 ii. Metal surfaces shall be wiped clean of dirt and oily residues, and be free of surface
- 14 imperfections prior to painting.
- 15 iii. Flooring shall be broom swept of large and loose items then vacuumed clean of dust and
- 16 small particles, and damp mopped clean and dried prior to installing any flooring finish.
- 17 Additional cleaning may be required depending on the preparation requirements
- 18 recommended by the flooring material manufacturer.
- 19 C. This sub-section shall apply to Progress Cleaning after the installation of finishes, fixtures, and trim.
- 20 1. For the purposes of this section "clean" shall be defined as a level of cleanliness free of dust and other
- 21 material capable of damaging or visually disfiguring finished work, finishes, fixtures, and trim.
- 22 2. Progress Cleaning at this point in the contract shall be conducted immediately as follows:
- 23 a. Dust, dirt, etc shall be swept and vacuumed off of finish flooring and trim.
- 24 b. Liquid spills shall be cleaned up according to the spill type. This shall include drips and spills
- 25 caused by paint, stain, sealants, and other such items.
- 26 3. The Contractor(s) at no additional cost to the Owner shall be responsible for replacing any finished work,
- 27 finishes, fixtures, and trim damaged or disfigured because of inadequate or improper cleaning.
- 28

### 3.4. FINAL CLEANING

- 30 A. As noted in Specification 01 29 76 Progress Payment Procedures, Progress Payment Milestone Schedule, Final
- 31 Cleaning shall not be conducted prior to requesting the 90% contract total progress payment and all of the
- 32 following shall be complete:
- 33 1. All final regulatory inspections including but not limited to Building Inspection Department and Madison
- 34 Fire Department inspections have been successfully completed.
- 35 2. All Quality Management Observation (QMO) reports have been closed out.
- 36 3. All Demonstration and Training has been completed.
- 37 4. All Attic Stock has been consolidated and located to its designated area
- 38 5. All protection for installed construction shall be removed prior to final cleaning by the contractor
- 39 responsible for providing the protections. This shall include the removal of any adhesive residues left
- 40 behind from tapes. Contractors shall only use manufacturer authorized cleaning materials for removing
- 41 adhesives, etc.
- 42 B. For the purposes of this section "clean" shall be defined as a level of cleanliness generally provided by skilled
- 43 cleaners using commercial quality building maintenance equipment and materials.
- 44 C. The Contractor shall be responsible for ensuring that all requirements under this section are being met.
- 45 D. General Requirements
- 46 1. Employ experienced personnel or professional cleaners for final cleaning as necessary for the areas or
- 47 equipment being cleaned.
- 48 2. Cleaning equipment used shall be commercial grade equipment commonly used by professional cleaners.
- 49 3. Cleaning equipment and materials shall be cleaned, rinsed, or replaced to ensure a uniform level of
- 50 cleanliness is being maintained during the final cleaning. This shall include but not be limited to the
- 51 following:
- 52 a. Vacuum cleaner bags and/or filters are changed and/or cleaned as often as necessary.
- 53 b. Dust & wipe down rags are washed, rinsed, or replaced before starting each room.
- 54 c. Mopping equipment
- 55 i. Mop water for washing shall have cleaning solution added to the amount and temperature
- 56 per manufacturer's recommendations. Mop washing water shall be replaced often to
- 57 maintain the levels of the cleaning solution and temperature required.
- 58 ii. Mop water for rinsing shall remain clean, clear, and be replaced as often as necessary.



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- iii. Mop heads shall be rinsed often and replaced as necessary.
  - iv. Mop heads and buckets shall be thoroughly rinsed with each change of water.
  - v. Only new mop heads shall be used for rinsing.
  - E. Refer to all other specifications in this contract for specific requirements regarding final cleaning of finishes, fixtures, equipment, etc.
  - F. Exterior Cleaning shall include but not be limited to the following:
    - 1. All exterior glazing surfaces have been professionally cleaned and are free of dust and streaking.
    - 2. Metal roofs, siding, and other surfaces shall be clean of dirt and free of splashed or excess materials such as sealants, mortar, paint, etc.
    - 3. All exterior furnishings shall be clean, waste receptacles shall be empty.
    - 4. Paved areas shall be clean, free of dirt, oily stains and other such blemishes
    - 5. Exterior lights and diffusers are clean and free of dust.
  - G. Interior Cleaning shall include but not be limited to the following:
    - 1. Remove all labels, stickers, tags, and other such items which are not required by code as permanent labels.
    - 2. All interior glazing surfaces, including mirrors, have been professionally cleaned and are free of dust and streaking.
    - 3. All interior surfaces have been cleaned of excess materials such as paint, sealants, etc and have been wiped free of dust.
    - 4. Interior metals, fixtures, and trim have been cleaned free of dust and oily residues
    - 5. Carpet flooring has been thoroughly cleaned; vacuumed free of dust, excess glues and other stains removed per manufacturers use and care instructions.
    - 6. Resilient flooring has been thoroughly cleaned; vacuumed free of dust, excess glues and other stains removed, mopped and buffed per manufacturers use and care instructions.
    - 7. Interior non-occupied concrete floors shall be broom cleaned, vacuumed free of dust, excess glues and other stains removed per manufacturers use and care instructions.
    - 8. Light fixtures, lamps, diffusers and other such items have been dusted and cleaned as necessary.

### 3.5. CALL BACK WORK

- A. The Contractor shall be responsible for ensuring that any contractor returning to the project site for completion or correction work has re-cleaned and restored the area to the levels described in section 3.4 above upon completion of the work. This shall include but not be limited to the following:
  - 1. The immediate area(s) where work was completed.
  - 2. Adjacent areas where dust or debris may have traveled.
  - 3. Other areas occupied during the completion of the call back work.
  - 4. Path of entrance/exit, to/from the area(s) of work.

**END OF SECTION**

**SECTION 01 76 00**  
**PROTECTING INSTALLED CONSTRUCTION**

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**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. The purpose of this specification is to provide clear responsibilities, guide lines, and requirements related to providing protection to already installed construction.
- B. Already installed construction shall include but not be limited to the following:
  - 1. Any existing site feature such as pavement, curbs, drainage features, utilities, landscaping features (trees, shrubbery, plantings, flagpoles, etc) and other such exterior items not associated with the building whether on or adjacent to the project site.
  - 2. Any existing structure on or adjacent to the project site.
  - 3. Any existing interior work that may be adjacent to the new work including all paths of ingress/egress to areas associated with accessing the Work.
  - 4. Any existing feature of any kind within the public right-of-way that may be on the project site property, adjacent to the project site or across the street from the project site.
- C. All contractors shall be familiar with the specifications of their Division of Work for specific requirements on protection of the Work.
- D. The requirements noted within this specification do not relieve any contractor of the responsibility for compliance with any code, statute, ordinance, or other such regulatory requirement having jurisdictional authority over these contract documents.

**1.2. QUALITY ASSURANCE**

- A. It shall be the responsibility of every contractor and worker assigned to the project to be diligent in protecting all existing work, and newly installed construction.
- B. It shall be the Contractors responsibility under the contract to provide all reasonable protection methods, materials, or precautionary measures required to protect new or existing construction as described in within this specification to the project as a whole.
  - 1. The Contractor shall be responsible to ensure any damaged new or existing construction is repaired or replaced at no additional cost to the Contract.
  - 2. The Contractor at his/her discretion may direct other contractors to provide and maintain protection of completed work associated with their Division of Work. I.E.: The carpet installer may be required by the Contractor to provide carpet protection along traveled paths, ingress/egress, etc after installation.
- C. It shall be the responsibility of the Contractor to ensure that all materials being used to protect installed construction are compatible with, and/or adjacent to, the materials being protected. This shall include but not be limited to the material used as covering, tapes used to fasten protective materials, etc.

**1.3. RELATED SPECIFICATIONS**

- A. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public Works Construction".
  - 1. Use the following link to access the Standard Specifications web page:  
<http://www.cityofmadison.com/business/pw/specs.cfm>
    - a. Click on the "Part" chapter identified in the specification text. For example if the specification says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II PDF will open.
    - b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you to the referenced text.
    - c. City Standard Detail Drawings (SDD) may be located from the index in Part VIII.
- B. Section 01 60 00 Product Requirements
- C. Section 01 74 13 Progress Cleaning

**PART 2 - PRODUCTS**

**2.1. FENCING MATERIALS AND BARRICADES**

- A. Except where noted in other areas of the construction documents the responsible contractor may provide any of the following that sufficiently provide a sturdy physical barrier and/or visual barrier as necessary for the intended application.
  - 1. Standard orange construction barrels each with a standard rubber base ring and reflective tape
    - a. Provide flashing amber lights as needed to increase night time visibility
  - 2. Steel "T" style fence posts
  - 3. 4'0" high standard orange construction fence
  - 4. Traffic barricades
  - 5. Jersey barriers
  - 6. Other types of fencing or barricades typically used in the construction industry
- B. The contractor responsible for providing the fencing materials and barricades shall also be responsible for maintaining them. This shall include but not limited to fixing damaged fencing, standing up barrels that have been knocked over, realigning barrels, and ensuring flashing lights are fully operational at all times.
- C. The following fencing and barricade designations, and their use descriptions shall be used throughout this specification to provide uniformity in describing protection requirements.
  - 1. Type A, Jersey Barriers, to be used as permanent blocking devices to deny access to alternate project site entrances or exits.
  - 2. Type B, Traffic Barricades, to be used as temporary blocking devices to deny access to alternate project site entrances or exits.
  - 3. Type C, Construction Barrels without construction fencing shall be used for lane closures, temporary blocking devices to deny access and the protection of single locations (I.E. identify the location of an access structure) that do not require fencing.
  - 4. Type D, Construction Barrels with construction fencing where it becomes necessary to surround an object with a complete visual barricade and it is impractical or unacceptable to install fence posts. The surround shall be constructed in such a manner as to provide a buffer zone around and access to the item being protected.
  - 5. Type E, Steel "T" Fence Posts with construction fencing to surround an object with a complete visual barricade and it is practical to install fence posts. The surround shall be constructed in such a manner as to provide a buffer zone around and access to the item being protected.
  - 6. Type X, Other fencing or barricade types that may be designated and detailed within the construction documents shall use additional alpha numeric designations.

**2.2. EROSION CONTROL PROTECTION**

- A. Refer to City of Madison Standard Specification 210.2 for authorized materials associated with erosion control materials.

**2.3. INTERIOR FINISH PROTECTION MATERIALS**

- A. Except where noted in other areas of the construction documents or this specification the responsible contractor:
  - 1. Shall not provide the cheapest or least effective method as an effort to meet any protection requirement.

2. Shall provide materials of sufficient quality, and durability to provide adequate protection based on the seasonal conditions and the anticipated duration at the time the protection will be needed.
3. Shall provide sufficient quantity of protection material to protect the construction as needed.
- B. Prior to installing protective measures the responsible contractor shall propose to the Contractor, Project Engineer (PE) and City Project Manager (CPM) the proposed plan for protection, materials to be used and samples as necessary.
  1. The PE and CPM reserve the right to disapprove any proposed method and/or material and/or make alternate proposals.

### **PART 3 - EXECUTION**

#### **3.1. GENERAL EXECUTION REQUIREMENTS**

- A. The Contractor shall be responsible for ensuring all of the following procedures and requirements are implemented as needed for the duration of the Work performed under this contract.
- B. The Contractor shall also be responsible for the following:
  1. Reporting any incident of damage to existing property, right-of-way, or utility to the CPM immediately upon rendering the incident safe, and notifying emergency response teams, and emergency utility crews as needed.
  2. Conduct a site walk through prior to leaving at the end of each day to assess:
    - a. Protection measures are properly in place, provide correction actions as necessary.
    - b. Note damage to existing completed work and schedule repair/replacement as needed.
  3. Ensure all contractors and workers are being diligent in protecting existing work, and newly installed construction.

#### **3.2. PROTECT ADJACENT PROPERTIES**

- A. Whenever possible through the design process the City of Madison shall have previously provided notice to adjacent property owners that work will be occurring on or near their property. The City of Madison shall also have obtained any permanent or temporary easements that may be necessary to complete any Work on adjacent properties.
- B. It shall be the responsibility of the Contractor to do the following for all Work under this contract being performed on or adjacent to the property line:
  1. Contact the adjacent property owner and provide him/her with information on the work to be done, equipment to be used, and estimated duration of the work. Information to be updated and communicated to property owner(s) as construction progresses and site conditions change.
    - a. If any adjacent property is a rented or leased space the Contractor shall also make contact and provide the same information to the tenants.
    - b. Determine from the owner and/or tenants if there are any concerns for children, pets, special plantings, or other concerns.
  2. Discuss the following with all contractors performing work on or near the property line.
    - a. Work to be completed and timeline.
    - b. Concerns of adjacent property owners/tenants from item 1 above.
    - c. Which protective measures will be necessary to protect adjacent properties and address the concerns of adjacent property owners/tenants.
  3. Ensure all protective measures are placed and maintained during the execution of Work on or adjacent to the property line. Interact with the adjacent property owners/tenants as needed.
- C. Any contractor doing work on or adjacent to the property line shall install and maintain any protective measure identified in the contract documents, this specification, or as directed by the Contractor.
- D. The Contractor shall be responsible for restoring any damage to structure and property located on or adjacent to the property line.
  1. Restoration shall include but not be limited to repair or replacement using like materials and finishes to its original condition or better.
  2. Restoration of landscaping materials shall include watering of any seed, sod, or other planting of any kind for a reasonable period of time to encourage germination and root development.
- E. The Contractor shall keep the CPM informed directly to any issues pertaining to adjacent property owners and tenants.

**3.3. PROTECT LANDSCAPING FEATURES**

- A. Except where specifically stated in other areas of the construction documents the following minimal protection requirements shall apply under this section.
1. Whenever possible do not install new landscape features until exterior building construction has been completed, equipment such as scaffolding and lifts are no longer needed and have been removed, and heavy equipment operation is no longer required.
  2. Whenever possible remove and temporarily store all existing landscape features such as benches, waste receptacles, signage, and other such features that will be within the area of Work that can be removed.
  3. Landscape features that cannot be removed such as flag poles, light poles, light bollards, etc. shall be protected with Type D fencing for areas on pavement or Type E fencing for areas on soil.
  4. Planting beds shall be protected using Type E fencing around the exposed perimeter of the planting bed as needed.
  5. The City of Madison Standard Specification 107.13 shall apply to all tree protection in and around the project site at all times.

**3.4. PROTECT UTILITIES**

- A. The contractor shall be responsible for notifying all utilities to determine emergency response procedures and protection requirements prior to installing any construction protection.
1. This includes requesting utility marking through Diggers Hotline.
    - a. Call 811 or 1-800-242-8511 to request a public utility locate
    - b. For emergency locate call (262) 432-7910 or (877) 500-9592
  2. Contact the Owner and CPM for any available private utility information on the property that may be available prior to calling a private utility locating company.
- B. Except where specifically stated in other areas of the construction documents the following minimal protection requirements shall apply under this section.
1. Hydrants, lamp posts, electrical transformers, and other utility pedestals shall be protected with Type D fencing for areas on pavement or Type E fencing for areas on soil. Fence posts shall be located so as to not be directly over the utility main.
  2. Storm sewer structures in pavement shall have proper inlet protection according to City of Madison Standard Specification 210.1(g) and Type C Construction Barrels when necessary.
  3. Storm sewer structures in turf and other landscaped areas shall have proper inlet protection according to City of Madison Standard Specification 210.1(g) and Type E fencing for areas on soil.
  4. Stormwater management features such as greenways, retention/detention ponds, bio-filtration ponds and other such features shall be properly protected according to the appropriate erosion control measure specified on the Erosion Control Plan. See multiple sections of City of Madison Standard Specification 210.1
    - a. For the protection of hard to see items such as structures, castings, inlets, etc. in grassy areas provide Type E fencing for areas on soil.
    - c. For the protection of storm water management features having special soils and plants such as bio-filtration ponds provide Type E fencing for areas on soil.
  5. Other structures and covers including but not limited to cleanouts, wiring hand holes, valve boxes, access structures, grease trap structures, etc shall be protected as follows:
    - a. Provide Type E fencing for areas on soil.
    - b. When paving operations are complete provide a construction barrel or cone near structures as necessary depending on required heavy construction traffic.

**3.5. PROTECT PUBLIC RIGHT OF WAY**

- A. Except where specifically stated in other areas of the construction documents the following minimal protection requirements shall apply under this section.
1. All public right-of-way (area from behind the sidewalk to the centerline of the street) shall remain open and accessible except during periods of active work. At such times the public right of way shall be properly closed and signed as referenced in City of Madison Standard Specification 107.9.
  2. Bus stops and bus stop structures shall remain accessible at all times.
  3. Traffic signage and traffic signals, traffic control boxes shall be protected with Type D fencing for areas on pavement or Type E fencing for areas on soil.
    - a. Protection at traffic signage/signals shall not obstruct the viewing of the sign/signal for its intended purpose at any time.

- B. When additional protection for traffic control is required, the use of barricades, guardrails, lane closures and other such procedures will be detailed within the construction documents.
- C. When additional protection for overhead sidewalk cover is required the contract documents shall indicate the specific location and structural requirements of the protective structure.

### **3.6. PROTECT STORED MATERIALS**

- A. All contractors shall refer to Specification 01 60 00 Product Requirements for all storage and protection requirements of building materials and products delivered to the site.

### **3.7. PROTECT WORK - EXTERIOR**

- A. Provide all temporary services that may be required to protect the installed material from heat, cold, humidity, etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.
- B. Open trenches, pits, and other such excavations shall be properly covered, lined, or shored as needed during periods of inclement weather to prevent the caving of soils onto existing work in progress. Refer to the appropriate specifications and/or regulatory requirements governing this type of work as necessary.
- C. Provide adequate protection at all openings with heavy duty tarps, plastic sheathing, or wood framing and sheathing as needed to protect interior work in progress from inclement weather as needed.
- D. Protect exterior finishes of all kinds with heavy duty tarps or plastic sheathing as needed while landscaping is being installed through full germination of seeded areas or installation of filter fabric and mulches to keep dust, dirt, and mud off of finished exterior surfaces.
- E. Designate specific curb mounting points and provide wood blocking where small vehicles, skid loaders and other such equipment may need access to areas being landscaped.
- F. Provide plywood turning pads for skid loaders to turn on to prevent tire marking on new pavement.
- G. Do not permit the parking of vehicles with any kind of fluid leaks to park on new pavement.
- H. The contractor shall be responsible for cleaning, repairing, or replacing any completed work or work in progress under this specification as deemed necessary by the CPM without additional cost to the contract.

### **3.8. PROTECT WORK - INTERIOR**

- A. The Contractor shall do all of the following:
  - 1. Provide all temporary services that may be required to protect the installed material from heat, cold, humidity, etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.
  - 2. Provide adequate visual and/or physical protection as needed to protect newly completed interior work such as paint, flooring material, sealants, grouts, etc that may be drying and/or curing.
  - 3. Provide adequate space and materials for cleaning boots, tool boxes, supplies, and other items coming into the project site once finish work has begun.
  - 4. Clean dirtied areas and repair/replace damaged areas immediately.
- B. The contractors responsible for interior work shall be responsible for protecting their work and finishes from dirt, mud, snow, spills, splatters, and physical damage after installation as follows:
  - 1. Protect vinyl composite, rubber composite, painted/stained concrete, and tiled flooring as follows:
    - a. Define foot traffic areas and protect with Ramboard Temporary Floor Protection products as a minimum basis of design or other protection product(s) compatible with installed flooring product if Ramboard is not compatible. Products to be used shall be new.
      - i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do not allow any debris or other material between the installed flooring and the protection material.
      - ii. Repair tears immediately, replace worn areas with like material as necessary.
  - 2. Protect carpeted areas as follows:
    - a. Define foot traffic areas and protect with a minimum of 6mil, clear, polyethylene sheeting 3 feet wide. Products to be used shall be new.
      - i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do not allow any debris or other material between the installed flooring and the protection material.
      - ii. Repair tears immediately, replace worn areas with like materials as necessary.
  - 3. Protect all finished walls in high traffic areas with Ramboard Temporary Wall protection products or approved equal.
    - i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do not allow any debris or other material between the installed flooring and the protection material.

- 1 ii. Repair tears immediately, replace worn areas with like materials as necessary.
- 2 3. Protect counter tops, cabinets, and other finished surfaces with large sheets of thick cardboard or
- 3 Ramboard products. Do not allow toolboxes, finish materials, parts and other such items to be placed on
- 4 finished materials.
- 5 C. All protection shall stay in place until the CPM, PE, and Contractor mutually deem the project is ready for Final
- 6 Cleaning. The contractors responsible for protecting the work shall be responsible for removing the protection
- 7 and removing any adhesive residue at that time. Contractors shall only use manufacturer authorized cleaning
- 8 materials for removing adhesives, etc.
- 9 D. Contractors doing work in un-protected areas of finished work shall be required to provide drop cloths and other
- 10 protection as noted within this specification for the duration of their work.
- 11 1. Finished areas shall be sufficiently covered to accommodate all equipment, and materials being used to
- 12 complete the work being done.
- 13 2. Finished areas shall be sufficiently covered to prevent splatters, over spray, etc when doing touch-up
- 14 work.
- 15 3. Contractors who do not provide sufficient protection under this sub-section shall be responsible for any
- 16 costs associated with cleaning, repairing or replacing already finished construction at no additional cost
- 17 to the contract.
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**END OF SECTION**