

**Engineering Exhibit B
Specifications
Volume 1 of 2
Bid Set**

**City of Madison
Metro Transit
Phase 2 – HVAC Replacement**

Mead & Hunt, Inc.
4503500-170148.02

**Contract No. 8462
Munis No. 11229**

Prepared for:

**City of Madison
Metro Transit
Madison, Wisconsin**

Prepared by:



November 7, 2019

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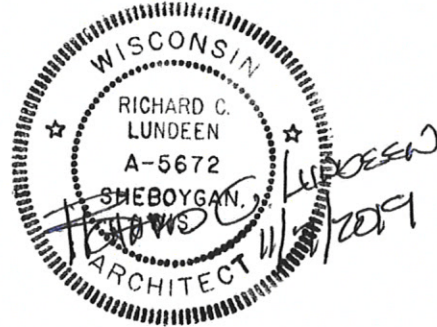
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NOT USED

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NOT USED

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NOT USED

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NOT USED

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NOT USED

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NOT USED

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NOT USED

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28 46 21.11 ADDRESSABLE FIRE-ALARM SYSTEMS

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NOT USED

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NOT USED

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NOT USED

END OF SECTION 00 01 10

DOCUMENT 00 01 15
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 City of Madison Metro Transit Phase 2– HVAC Replacement, dated November 7, 2019, 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. G-101 FIRST FLOOR CONSTRUCTION SEQUENCING PLAN
 3. S-001 STRUCTURAL NOTES
 4. SD142C HVAC MEZZANINE FRAMING DEMOLITION PLAN - ZONE 5
 5. SD151A ROOF FRAMING DEMOLITION PLAN - ZONES 1 & 2
 6. SD151B ROOF FRAMING DEMOLITION PLAN - ZONES 3 & 4
 7. S-142C HVAC MEZZANINE FRAMING PLAN - ZONE 5
 8. S-151A ROOF FRAMING PLAN - ZONES 1 & 2
 9. S-151B ROOF FRAMING PLAN - ZONES 3 & 4
 10. S-151C ROOF FRAMING PLAN - ZONE 5
 11. S-442 ENLARGED FRAMING PLANS
 12. S-451 ENLARGED ROOF FRAMING PLANS
 13. S-452 ENLARGED ROOF FRAMING PLANS
 14. S-541 FRAMING DETAILS
 15. S-542 FRAMING DETAILS
 16. S-543 FRAMING DETAILS
 17. A-201 ROOF PLAN - ZONES 1 & 2
 18. A-202 ROOF PLAN - ZONES 3 & 4
 19. A-203 ROOF PLAN - ZONE 5
 20. A-501 DETAILS
 21. F-101 FIRST FLOOR FIRE SPRINKLER PLAN
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 23. F-103 FIRST FLOOR FIRE SPRINKLER PLAN
 24. P-101 FIRST FLOOR PLUMBING PLAN
 25. P-102 FIRST FLOOR PLUMBING PLAN
 26. P-103 FIRST FLOOR PLUMBING PLAN
 27. M-001 NOTES, SYMBOLS AND ABBREVIATIONS
 28. MD101 FIRST FLOOR MECHANICAL DEMOLITION PLAN - ZONES 1 & 2
 29. MD102 FIRST FLOOR MECHANICAL DEMOLITION PLAN - ZONES 3 & 4
 30. MD103 FIRST FLOOR MECHANICAL DEMOLITION PLAN - ZONE 5
 31. MD201 ROOF MECHANICAL DEMOLITION PLAN - ZONES 1 & 2
 32. MD202 ROOF MECHANICAL DEMOLITION PLAN - ZONES 3 & 4
 33. MD203 ROOF MECHANICAL DEMOLITION PLAN - ZONE 5
 34. M-101 FIRST FLOOR MECHANICAL PLAN - ZONES 1 & 2
 35. M-102 FIRST FLOOR MECHANICAL PLAN - ZONES 3 & 4

36. M-103 FIRST FLOOR MECHANICAL PLAN - ZONE 5
37. M-201 ROOF MECHANICAL PLAN - ZONES 1 & 2
38. M-202 ROOF MECHANICAL PLAN - ZONES 3 & 4
39. M-203 ROOF MECHANICAL PLAN - ZONE 5
40. M-501 HVAC DETAILS
41. M-502 HVAC DETAILS
42. M-511 PIPING DETAILS
43. M-601 HVAC SCHEDULES
44. M-602 HVAC SCHEDULES
45. M-603 HVAC SCHEDULES
46. M-701 HVAC AIRFLOW DIAGRAMS
47. M-702 HVAC PIPING DIAGRAMS
48. M-801 CONTROL SCHEMATICS
49. M-802 CONTROL SCHEMATICS
50. M-803 CONTROL SCHEMATICS
51. M-804 CONTROL SCHEMATICS
52. M-805 CONTROL SCHEMATICS
53. M-806 CONTROL SCHEMATICS
54. E-001 NOTES, SYMBOLS & ABBREVIATIONS
55. ED101 FIRST FLOOR POWER DEMOLITION PLAN - ZONES 1 & 2
56. ED102 SECOND FLOOR POWER DEMOLITION PLAN - ZONES 1 & 2
57. ED103 FIRST FLOOR POWER DEMOLITION PLAN - ZONES 3 & 4
58. ED104 SECOND FLOOR POWER DEMOLITION PLAN - ZONES 3 & 4
59. ED105 FIRST FLOOR POWER DEMOLITION PLAN - ZONE 5
60. ED106 ROOF POWER DEMOLITION PLAN - ZONES 1 & 2
61. ED107 ROOF POWER DEMOLITION PLAN - ZONES 3 & 4
62. ED401 ENLARGED DEMOLITION PLANS, ELEVATIONS & SECTIONS
63. ED701 ONE-LINE DEMOLITION DIAGRAM
64. ED702 ONE-LINE DEMOLITION DIAGRAM
65. ED703 ONE-LINE DEMOLITION DIAGRAM
66. E-101 FIRST FLOOR POWER & FIRE ALARM PLAN - ZONES 1 & 2
67. E-102 SECOND FLOOR POWER PLAN - ZONES 1 & 2
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69. E-104 SECOND FLOOR POWER PLAN - ZONES 3 & 4
70. E-105 FIRST FLOOR POWER & FIRE ALARM PLAN - ZONE 5
71. E-106 ROOF POWER PLAN - ZONES 1 & 2
72. E-107 ROOF POWER PLAN - ZONES 3 & 4
73. E-401 ENLARGED PLANS, ELEVATIONS & SECTIONS
74. E-601 SCHEDULES
75. E-602 SCHEDULES
76. E-701 ONE-LINE DIAGRAM
77. E-702 ONE-LINE DIAGRAM

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 00 01 15

SECTION 00 31 46
PERMITS

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PART 1 – GENERAL

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1.1. SUMMARY

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1.2. REFERENCES

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1.3. GENERAL CONTRACTORS REQUIREMENTS

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PART 2 – PRODUCTS – THIS SECTION NOT USED

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PART 3 – EXECUTION – THIS SECTION NOT USED

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END OF SECTION

SECTION 00 43 25
SUBSTITUTION REQUEST FORM (DURING BIDDING)

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10 3.2. SUBMISSION REVIEW 2
11 3.3. SUBSTITUTION APPROVAL 2
12 3.4. SUBSTITUTION REQUEST FORM 3

13
14 **PART 1 – GENERAL**

15
16 **1.1. SUMMARY**

- 17 A. The City of Madison uses a specific list of preferred products for various specification items to establish
18 standards of quality, utility, and appearance required.
19 B. The City of Madison will not allow substitutions for specified Products except as follows:
20 1. The Product is no longer produced or the product manufacturer is no longer in business.
21 2. The manufacturer has significantly changed performance data, product dimensions, or other such design
22 criteria for the specified Product(s).
23 3. Products specified by naming one or more Products or manufacturer’s and “or approved equal” or
24 “approved equivalent.”
25 C. The procedures in this specification shall apply to all proposals by Contractors, Suppliers, Vendors, and
26 Manufacturers when the conditions in item 1.1.B. above have been met during the bidding phase.
27

28 **1.2. RELATED SPECIFICATIONS**

- 29 A. 01 25 13 Product Substitution Procedures
30

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

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33 **PART 3 - EXECUTION**

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35 **3.1. REQUESTING A SUBSTITUTION DURING BIDDING**

- 36 A. In the event that a substitution is requested during the bidding phase the Contractor, Supplier, Vendor, or
37 Manufacturer shall do all of the following:
38 1. Submit a Substitution Request Form for each different product. Use a printed/scanned copy of the form
39 at the end of this specification as a cover sheet.
40 2. Support your request with complete data, drawings, specifications, performance data and samples as
41 appropriate. A complete submission shall include the following:
42 a. Substitution Request Form as a cover sheet
43 b. Comparison of qualities of the proposed substitutions with that specified.
44 c. Changes required in other elements of the Work because of the substitution.
45 d. Effect on the construction schedule.
46 e. Cost data comparing the proposed substitution with the Product specified.
47 f. Any required license fees or royalties.
48 g. Availability of maintenance service and source of replacement materials.
49 3. Submit the Substitution Request Form and all required supporting documentation to the City Project
50 Manager and Project Architect.
51 a. Submissions to be done as complete PDF files for each product, appropriately titled
52 b. Email submissions to the Project Architect and City Project Manager at the email addresses
53 provided on the last page of Section D of the contract documents.
54 i. The subject line shall include the contract number and “Request for Substitution”.
55 Example: Contract 1234 – Request for Substitution
56 4. Submissions must be received by the substitution request deadline specified in Section A of the Contract
57 Documents.
58

1 **3.2. SUBMISSION REVIEW**

2 A. The Project Architect, City Project Manager, members of the design team, and the Owners staff shall review all
3 submissions for substitutions during the bidding phase.
4

5 **3.3. SUBSTITUTION APPROVAL**

6 A. All requests for substitutions that have been approved shall be published by Addenda to the bid documents.
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9 **NOTE SEE NEXT PAGE FOR SAMPLE SUBSTITUTION REQUEST FORM.**
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1 3.4. SUBSTITUTION REQUEST FORM
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For Pre-bid Substitution Requests all text boxes on this form are required information for a complete request.

	<h1>Substitution Request</h1>		
Today's Date:	<input type="text"/>		
Project Title:	<input type="text"/>		
Project Number:	<input type="text"/>	Contract Number:	<input type="text"/>
<p><i>By completing and submitting this form for review the General Contractor affirms that all of the following statements are correct:</i></p> <ol style="list-style-type: none"><i>1 The General Contractor affirms that this request is in compliance with the requirements described in Specification 01 25 13 Product Substitution Procedures.</i><i>2 The function, appearance, and quality of the proposed substitution are equal or superior to the specified item.</i><i>3 The proposed substitution does not affect dimensions shown on the drawings.</i><i>4 The proposed substitution will have no adverse affects on other trades, the construction schedule, or any specified warranty requirements.</i><i>5 Maintenance and service parts will be locally available for the proposed substitution. (GC shall provide supporting documentation in the attachments section below.)</i><i>6 The General Contractor shall be responsible for any and all costs associated with this substitution request if approved. This includes but is not to limited to fees for building design, engineering design fees, detailing fees, plan review fees, construction costs, and inspection fees.</i>			
<u>GC Substitution Request:</u>			
General Title:	<input type="text"/>		
Related Specification:	<input type="text"/> <input type="text"/> <input type="text"/>		
Reason for Substitution:	<input type="text"/>		
Proposed Substitution: (include Name, Model, etc.)	<input type="text"/>		
Submitted By:	<input type="text"/>	Phone:	<input type="text"/>
Company:	<input type="text"/>	Email:	<input type="text"/>

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END OF SECTION

**SECTION 00 43 43
WAGE RATES FORM**

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10 3.2. GENERAL CONTRACTORS RESPONSIBILITIES 1
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PART 1 – GENERAL

1.1. SUMMARY

- A. The Reimbursable Hourly Worksheet is a contractor provided document that indicates the basic rate of pay, fringe benefits, and each companies cost of required insurance for all Trades and Classifications that will be performing productive labor during the execution of this contract.
1. Rates shall be similar to recognized rates published by the Bureau of Labor Statistics, Associated General Contractors (AGC), Associated Builders and Contractors (ABC), appropriate union contracts, and other similar organizations or documents.
- B. The Reimbursable Labor Rate Worksheet shall provide the basis for labor rates being used on Change Order Request forms.

1.2. RELATED SPECIFICATIONS

- A. Section 01 26 57 Change Order Request
B. Section 01 29 76 Progress Payment Procedures
C. Section 01 31 23 Project Management Web Site (SharePoint)
D. Section 01 32 19 Submittals Schedule

PART 2 – PRODUCTS – NOT USED

PART 3 - EXECUTION

3.1. GENERAL REQUIREMENTS

- A. Prior to the Pre-Construction Meeting the City Project Manager (CPM) or the City Construction Manager (CCM) shall provide the GC a copy of the *Reimbursable Labor Rate Worksheet.xls*.
1. See the last page of this specification for an example of the worksheet.
- B. The GC shall provide all subcontractors that will be performing productive labor during the execution of this contract with additional copies of the worksheet as needed.
- C. All contractors shall be required to fill out and submit completed worksheets for all Trades and Classifications of labor that will be performing productive labor during the execution of this contract.

3.2. GENERAL CONTRACTORS RESPONSIBILITIES

- A. The GC shall consolidate all Trades and Classifications into one master Excel Workbook of all trades.
- B. The GC shall provide the combined workbook as required by Section 1.6 of Specification 01 32 19 Submittals Schedule for review and approval by the Owners Representatives.
1. Submittal shall be an Exported PDF of the completed Excel Workbook.
- a. As an Exported PDF the individual worksheets will be bookmarked and the document will be word searchable for easy reference.
- C. The GC shall only use the rates posted in the approved submittal throughout the execution of this contract.

1
 2

Reimbursable Hourly Rate Worksheet

(see bottom of page for instructions)

Project Name: _____
 Project Location: _____
 Project Number: _____
 Contractor: _____
 Rates are based on the following documentation: _____

Enter TRADE Here:

Carpenter

<u>Classification:</u>		<u>Foreman</u>	<u>Journeyman</u>	<u>Laborer</u>	<u>Apprt 1</u>	<u>Other</u>	<u>Other</u>	<u>Other</u>
Base Rate (BR)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vacation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pension		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprenticeship		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sub-total</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BR Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Work. Comp	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gen Liability	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WI Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fed Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sub-total</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter YOUR percentage of base rate in the column below.

0	- Work. Comp
0	- Gen Liability
0	- WI Unemploy
0.6	- Fed Unemploy
7.65	- FICA

Form Instructions:

1. Provide a work sheet for ALL Trade Classifications that will be performing on site productive labor during the execution of this project.
2. Responsible contractor to complete only boxes that are shaded, all non-shaded boxes are formula driven.
3. Contractor shall provide the name of the source used for these rates. (union contract, Bureau of Labor and Statistics, AGC, ABC, etc.) and be prepared to provide copies if so requested.

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END OF SECTION

**SECTION 00 62 76.13
SALES TAX FORM**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.2. TAX EXEMPT FORM 1
8 PART 2 – PRODUCTS – THIS SECTION NOT USED 1
9 PART 3 – EXECUTION – THIS SECTION NOT USED 1
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11 **PART 1 – GENERAL**

12
13 **1.1. SUMMARY**

- 14 A. The City of Madison is a qualifying tax exempt entity in the State of Wisconsin.
15 B. The Contractor shall refer to *Section 102.9 – Bidders Understanding of the City of Madison Standard Specifications for Public Works Construction* for more information on Tax Exempt Status.
16 C. This project constructs or remodels facilities owned by the City of Madison in Madison, Wisconsin.

17
18
19 **1.2. RELATED SPECIFICATION SECTIONS**

- 20 A. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public
21 Works Construction”.
22 1. Use the following link to access the Standard Specifications web page:
23 <http://www.cityofmadison.com/business/pw/specs.cfm>
24 a. Click on the “Part” chapter identified in the specification text. For example if the specification
25 says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II
26 PDF will open.
27 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
28 to the referenced text.
29

30 **1.3. TAX EXEMPT FORM**

- 31 A. The Contractor can access Wisconsin Sales and Use Tax Exemption Certificates (form S-211, Wisconsin
32 Department of Revenue) from the City of Madison Finance website.
33 1. City of Madison tax exempt information and signature by Purchasing Supervisor is already completed.
34 2. Website: <http://www.cityofmadison.com/employeeenet/finance/purchasing>
35 a. Under the title *Purchasing Forms*, scroll down to the form link titled *Sales Tax Exempt Form S-211*.
36

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

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

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44 **END OF SECTION**
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SECTION 01 10 00 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 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
2. Section 01 76 00 "Protecting Installed Construction" for procedures and responsibilities for protecting existing and new construction.

1.3 PROJECT INFORMATION

- A. Project Identification: Metro Transit – Phase 2 – HVAC Replacement, Contract No. 8462.

1. Project Location: 1101 East Washington Avenue, Madison, WI

- B. Owner: City of Madison - Engineering, City County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703

1. Owner's Representative: Jonathan Evans and James Whitney

- C. Architect: Mead & Hunt, Inc.

- D. Structural, Mechanical, Electrical, and Fire Protection: Mead & Hunt, Inc.

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

1. See Section 01 31 23, "Project Management Web Site." 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. The replacement of the existing HVAC system, including HVAC Controls (approx..265,000 sf) to the existing Bus Maintenance and Storage Building. Work includes phasing to allow for continuous Owner occupancy in existing business and maintenance garage occupancies with 24-hour operations. Construction includes replacement of selected existing air supply and exhaust systems as identified on drawings. Associated work includes selective demolition of existing support structures and new structural supports for HVAC systems, electrical, fire alarm and fire protection system modifications and replacement of associated hot water and chilled water piping and HVAC Controls. Patching of existing low sloped EDPM roofing and flashing and miscellaneous painting to support HVAC replacement will also be included.
- B. Type of Contract:
 1. Project will be constructed under a single prime contract.

1.5 SEQUENCED CONSTRUCTION

- A. The Work shall be conducted in Multiple Sequences by Zone of the existing Building
 1. A Construction Sequencing Plan with Zone of activities and durations and time of day availability is depicted on Sheet G-101.
- B. Before commencing Work, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates, and move-out and -in dates of Owner's personnel for all phases of the Work.
- C. Liquidated damages will apply to this project.

1.6 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Preceding Work: Owner has awarded separate contract(s) for the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.
 1. Hazardous Material Abatement: A&A Environmental Services, P.O. Box 708, Poynette, WI. 53955.

C. Concurrent Work: Owner will award a separate contract for the following construction operations at Project site. Those operations may be conducted simultaneously with work under this Contract.

1. Electric Bus Integration: A separate contractor will provide wiring and control integration for electric bus charging and maintenance troubleshooting.

1.7 OWNER-FURNISHED PRODUCTS

A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.

B. Owner-Furnished Products:

1. Base Bid: Equipment as indicated on Drawings, including but not limited to selected exhaust fans

1.8 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 areas 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.
 - b. Offsite parking for contractor employees will be required.

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.

1.9 COORDINATION WITH OCCUPANTS

A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. The owner operates the building 24 hours a day, 7 days a week. 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.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
 3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.
 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.10 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. 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. Weekend Hours: Obtain Owner's written permission for 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. Comply with work activity restrictions as identified on construction Sequencing Plan sheet G- 101.
- C. 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.
- D. 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 (2) days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- F. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.11 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 01 10 00

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SECTION 01 21 00 ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
- B. Types of allowances include the following:
 - 1. Allowances, to be included in contractor's bid price.

1.2 SELECTION AND PURCHASE

- A. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.

1.3 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- D. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.4 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.5 ALLOWANCES

- A. Use the allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. First two paragraphs below provide an equitable way to reimburse Contractor for unknown costs associated with allowances. Retain first paragraph because allowances differ from lump-sum and unit-cost allowances. Contractor does not know what Owner will use allowances for when preparing the bid. See Evaluations.
- C. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.

- D. Change Orders authorizing use of funds from the allowance will include Contractor's related costs and reasonable overhead and profit margins.
- E. Retain paragraph below to credit Owner with unused amounts remaining when Project is complete. See Evaluations.
- F. At Project closeout, credit unused amounts remaining in the allowance to Owner by Change Order.

1.6 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 - 3. Submit substantiation of a change in scope of work.
 - 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs beyond quantity indicated in Schedule of Prices because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
 - 1. Do not include Contractor's or subcontractor's indirect expense in the cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1 for Retro Commissioning of existing Office/Administration Area, Zone 1: Include an allowance of Fifty Thousand Dollars (\$50,000) for labor and materials.

END OF SECTION 01 21 00

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SECTION 01 23 00 ALTERNATES

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 alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Execute accepted alternates under the same conditions as other work of the Contract.
- C. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. 1:

1. Base Bid: Contractor to replace approximately 100 sprinkler heads in Zone 3, 4 and 5 as part of the HVAC Replacement Project.
2. Alternate: Contractor to provide unit pricing to replace an additional 900 sprinkler heads in Zones 3, 4 and 5.

END OF SECTION 01 23 00

SECTION 01 25 13
PRODUCT SUBSTITUTION PROCEDURES

1
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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 PART 2 – PRODUCTS 1
8 2.1. SUBSTITUTION REQUEST FORM 1
9 PART 3 - EXECUTION 1
10 3.1. REQUESTING A SUBSTITUTION DURING BIDDING 1
11 3.2. REQUESTING A SUBSTITUTION AFTER AWARD OF CONTRACT 2
12 3.3. UNAUTHORIZED SUBSTITUTIONS 2
13

14 **PART 1 – GENERAL**

15
16 **1.1. SUMMARY**

- 17 A. The City of Madison uses a specific list of preferred products for various specification items to establish
18 standards of quality, utility, and appearance required.
19 B. The City of Madison will not allow substitutions for specified Products except as follows:
20 1. The Product is no longer produced or the product manufacturer is no longer in business.
21 2. The manufacturer has significantly changed performance data, product dimensions, or other such design
22 criteria for the specified Product(s).
23 3. Products specified by naming one or more Products or manufacturer’s and “or approved equal” or
24 “approved equivalent.”
25 C. The City of Madison will not allow substitutions for specified Products as follows:
26 1. For Products specified by naming only one Product and manufacturer, no substitute product will be
27 considered.
28 2. For Products specified by naming several Products or manufacturers select any one of the products or
29 manufacturers named, which complies with the specifications. No substitute product will be considered.
30 D. Request for substitutions from any party other than the General Contractor (GC) will not be accepted.
31

32 **1.2. RELATED SPECIFICATIONS**

- 33 A. Section 01 26 13 Request for Information (RFI)
34 B. Section 01 31 23 Project Management Web Site
35 C. Section 01 33 23 Submittals
36

37 **PART 2 – PRODUCTS**

38
39 **2.1. SUBSTITUTION REQUEST FORM**

- 40 A. During bidding all contractors (General and Sub-contractors) and suppliers of materials or products shall provide
41 hard copy of the Substitution Request form and all required attachments directly to the Project Architect.
42 1. Contractors and suppliers shall use the screen shot of the form located at the end of this specification to
43 print a hard copy for all pre-bid substitution requests.
44 B. After bidding only the GC shall submit a request and shall use the form located on the Project Management Web
45 Site.
46

47 **PART 3 - EXECUTION**

48
49 **3.1. REQUESTING A SUBSTITUTION DURING BIDDING**

- 50 A. In the event that a substitution is requested during the bidding phase the Contractor or Supplier shall meet the
51 substitution request deadline listed in the bidding documents. No substitution request will be considered during
52 the bidding period after the stated substitution request deadline. In general this procedure shall be as follows:
53 1. Submit a Substitution Request Form for each different product
54 2. Support your request with complete data, drawings, specifications, performance data and samples as
55 appropriate. A complete submission shall include the following:
56 i. Substitution Request Form as a cover sheet
57 ii. Comparison of qualities of the proposed substitutions with that specified.
58 iii. Changes required in other elements of the Work because of the substitution.

1

For Pre-bid Substitution Requests all text boxes on this form are required information for a complete request.

	<h1>Substitution Request</h1>
Today's Date:	<input type="text"/>
Project Title:	<input type="text"/>
Project Number:	<input type="text"/>
Contract Number:	<input type="text"/>
<p>By completing and submitting this form for review the General Contractor affirms that all of the following statements are correct:</p> <ol style="list-style-type: none">1 The General Contractor affirms that this request is in compliance with the requirements described in <i>Specification 01 25 13 Product Substitution Procedures</i>.2 The function, appearance, and quality of the proposed substitution are equal or superior to the specified item.3 The proposed substitution does not affect dimensions shown on the drawings.4 The proposed substitution will have no adverse affects on other trades, the construction schedule, or any specified warranty requirements.5 Maintenance and service parts will be locally available for the proposed substitution. (GC shall provide supporting documentation in the attachments section below.)6 The General Contractor shall be responsible for any and all costs associated with this substitution request if approved. This includes but is not to limited to fees for building design, engineering design fees, detailing fees, plan review fees, construction costs, and inspection fees.	
GC Substitution Request:	
General Title:	<input type="text"/>
Related Specification:	<input type="text"/> <input type="text"/> <input type="text"/>
Reason for Substitution:	<input type="text"/>
Proposed Substitution: (include Name, Model, etc.)	<input type="text"/>
Submitted By:	<input type="text"/>
Company:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

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END OF SECTION

SECTION 01 26 13
REQUEST FOR INFORMATION (RFI)

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. PERFORMANCE REQUIREMENTS..... 1
8 1.4. QUALITY ASSURANCE 1
9 PART 2 – PRODUCTS..... 1
10 2.1. REQUEST FOR INFORMATION FORM 1
11 PART 3 - EXECUTION 1
12 3.1. CONTRACTOR INITIATED RFI 2
13 3.3. RFI RESPONSES 2
14 3.4. COMMENCEMENT OF WORK RELATED TO AN RFI 2
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. Contractors shall use the RFI form/process to request additional information or clarification regarding the
20 construction documents.
21 B. All RFI documentation will be processed through the through the Construction Administration-Request for
22 Information Library on the Project Management Web Site (PMWS).
23

1.2. RELATED SPECIFICATIONS

- 25 A. Section 01 26 46 Construction Bulletin (CB)
26 B. Section 01 26 57 Change Order Request (COR)
27 C. Section 01 26 63 Change Order (CO)
28 D. Section 01 31 23 Project Management Web Site (PMWS)
29 E. Section 01 91 00 Commissioning
30

1.3. PERFORMANCE REQUIREMENTS

- 32 A. RFI issues initiated by any contractor shall be done through the General Contractor (GC).
33 1. RFIs submitted by any Sub-contractor under the GCs control shall be returned with no response.
34 B. Submit a new RFI for each issue. Only multiple questions that are of a similar nature may be combined into one
35 RFI shall be allowed and responded to.
36

1.4. QUALITY ASSURANCE

- 38 A. The GC shall be responsible for all of the following:
39 1. Ensure that any request for additional information is valid and the information being requested is not
40 addressed in the construction documents.
41 2. Ensure that all requests are clearly stated and the RFI form is completely filled out.
42 3. Ensure that all Work associated an RFI response is carried out as intended.
43 B. The PA shall be responsible for the following:
44 1. Ensure that all responses to contractor initiated RFIs are properly responded to in a timely fashion.
45 a. The CPM, Owner, consulting staff, and other City staff shall be responsible for the initial review of
46 the RFI. The PA shall be responsible for codifying all consultant and Owner/City staff comments
47 into a unified RFI response.
48

PART 2 – PRODUCTS

2.1. REQUEST FOR INFORMATION FORM

- 52 A. The RFI form is located on the Project Management Web Site. The GC, PA, or CPM as appropriate shall click the
53 link in the left margin of the project web site opening a new form. Project information is pre-loaded, provide
54 additional information as indicated below in the execution to complete the form.
55

PART 3 - EXECUTION

1 **3.1. CONTRACTOR INITIATED RFI**

- 2 A. Immediately on discovery of the need for additional information or interpretation of the Contract Documents
3 any contractor may initiate an RFI for additional information or clarification through the GC.
4 B. The GC shall select the "Submit an RFI" link on the Project Management Web Site and completely fill out the
5 form as follows:
6 1. Contract related information will be automatically populated on the form.
7 2. Thoroughly explain the issue at hand, provide backup information (photographs, sketches, drawings,
8 data, etc) as necessary, and clearly state the question or problem that requires a resolution. Combine
9 like or related issues but do not include multiple issues on one form.
10 a. Example. If a duct interferes with other critical piping and electrical work include all issues into
11 one RFI.
12 b. Example. If you have a question regarding the chiller and another regarding toilet partitions
13 create separate RFIs.
14 3. Check all relevant boxes for trades affected. This will assist the design team in determining who should
15 be reviewing the RFI.
16 C. Upon completing the RFI click the "Submit" button. The PMWS software will automatically route the RFI to the
17 appropriate reviewers.
18

19 **3.3. RFI RESPONSES**

- 20 A. Responses to simple RFI issues shall use the response section of the RFI form and shall be completed within five
21 (5) working days of the RFI form being submitted.
22 B. Responses to more complex issues may require additional time or may require a Construction Bulletin to be
23 published. The initial RFI shall be responded to within five (5) working days stating that the RFI is being
24 reviewed and provide an estimated date for the response.
25 C. The following GC generated RFIs will be returned without action:
26 1. Requests for approval of submittals
27 2. Requests for approval of substitutions
28 3. Requests for approval of Contractor's means and methods.
29 4. Requests for coordination information already indicated in the Contract Documents.
30 5. Requests for adjustments in the Contract Time or the Contract Sum.
31 6. Requests for interpretation of A/E's actions on submittals.
32 7. Incomplete RFI or inaccurately prepared RFI.
33

34 **3.4. COMMENCEMENT OF WORK RELATED TO AN RFI**

- 35 A. The GC shall only proceed with the Work of an RFI when additional information is not required.
36 B. The GC shall not proceed with any Work associated with an RFI while it is under review.
37 C. The GC shall not proceed with any Work associated with an RFI that clearly states a CB will be issued in response
38 to the RFI.
39 D. The GC will be required to immediately remove and replace unauthorized Work and all costs required to
40 conform to the Contract Documents shall be borne by the GC.
41
42
43

44 **END OF SECTION**
45
46

**SECTION 01 26 46
CONSTRUCTION BULLETIN (CB)**

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5 1.1. SUMMARY 1
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7 1.3. PERFORMANCE REQUIREMENTS..... 1
8 1.4. QUALITY ASSURANCE 1
9 PART 2 – PRODUCTS..... 2
10 2.1. CONSTRUCTION BULLETIN FORM 2
11 PART 3 - EXECUTION 2
12 3.1. WRITING THE CONSTRUCTION BULLETIN 2
13 3.2. EXECUTING THE CONSTRUCTION BULLETIN 2
14

PART 1 – GENERAL

1.1. SUMMARY

- 18 A. Construction Bulletins (CB) are formal published construction documents that modify the original contract bid
19 documents after construction has commenced. CBs may be published for many reasons, including but not
20 limited to the following:
21 1. Clarification of existing construction documents including specifications, plans, and details
22 2. Change in product or equipment
23 3. A response to a Request for Information
24 4. Change in scope of the contract as either an add or a deduct of work
25 B. CBs provide a higher degree of detail in response to a Request for Information (RFI) through directives, revised
26 plans/details, and specifications as necessary.
27 C. The CB may change the original contract documents through additions or deletions to the Work.
28 D. Where the directives of a CB are significant enough to warrant a Change Order Request (COR) the GC shall use all
29 information provided in the CB to assemble all required back-up documentation for additions and deletions of
30 materials, labor and other related contract costs for the COR.
31 E. All CB documentation will be processed through the Construction Administration-Construction Bulletin Library
32 on the Project Management Web Site (PMWS).
33

1.2. RELATED SPECIFICATIONS

- 34 A. Section 01 26 13 Request for Information (RFI)
35 B. Section 01 26 57 Change Order Request (COR)
36 C. Section 01 26 63 Change Order (CO)
37 D. Section 01 31 23 Project Management Web Site
38 E. Section 01 91 00 Commissioning
39
40

1.3. PERFORMANCE REQUIREMENTS

- 41 A. Project Architect (PA): The PA shall be the only person authorized to publish a CB as needed for any reason
42 indicated in section 1.1.A above. The PA shall consult as necessary with any of the following while drafting the
43 CB and shall confirm final direction with the CPM prior to issuing a CB:
44 1. City Project manager (CPM)
45 2. Owner
46 3. Members of the consulting staff
47 4. Members of city staff
48 5. The General Contractor
49 6. Sub-contractors
50 7. Commissioning Agent (CxA)
51 B. General Contractor: The GC shall be responsible for the following as needed:
52 1. Executing the directives of the CB when he/she believes that no changes in labor, materials, equipment,
53 or contract duration will be required for additions or deletions.
54 2. Submit a COR when he/she believes that a change in labor, materials, equipment or contract duration
55 will be required for additions or deletions.
56
57

1 **1.4. QUALITY ASSURANCE**

- 2 A. The PA shall be responsible for ensuring the final CB sufficiently provides direction, details, specifications and
3 other information as necessary for the GC to perform the intended Work.
4 B. The PA shall be responsible for ensuring the final CB is published as expeditiously as practical based on the
5 complexity of the CB being written. CBs that may affect the GC critical path shall be given priority.
6

7 **PART 2 – PRODUCTS**

8
9 **2.1. CONSTRUCTION BULLETIN FORM**

- 10 A. The CB form is located on the Project Management Web Site. The PA shall click the link in the left margin of the
11 project web site opening a new form. Project information is pre-loaded, the PA only needs to enter information
12 and make attachments as needed to complete the form.
13

14 **PART 3 - EXECUTION**

15
16 **3.1. WRITING THE CONSTRUCTION BULLETIN**

- 17 A. The PA shall draft a CB as needed using the Construction Bulletin form on the Project Management Web Site.
18 1. The PA and/or consulting staff as necessary shall provide specifications, model numbers and performance
19 data, details and other such information necessary to clearly state the intentions of the CB.
20 2. The consulting staff, CPM, Owner, CxA and other City Staff shall review the draft and recommend
21 changes as needed.
22 3. The PA shall amend the draft as necessary into a final CB for review
23 B. Once the final CB has been approved the PA shall “Submit” the CB through the Project Management Web Site to
24 the GC.
25

26 **3.2. EXECUTING THE CONSTRUCTION BULLETIN**

- 27 A. The GC shall acknowledge receipt of the CB on the Project Management Web Site as instructed in the Tutorial
28 Manual provided to the awarded contractor.
29 B. The GC shall notify all Sub-contractors of the CB and publish the CB to all field sets of drawings and specifications
30 as appropriate.
31 C. The GC shall execute the directives of the CB or submit COR documentation as necessary during the execution
32 and implementation of the CB.
33 1. See Specification 01 26 57 Change Order Request (COR)
34
35
36

37 **END OF SECTION**
38

SECTION 01 26 57
CHANGE ORDER REQUESTS (COR)

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19
20 **PART 1 – GENERAL**

21
22 **1.1. SUMMARY**

- 23 A. Except in cases of emergency, no changes in the Work required by the Contract Documents may be made
24 by the General Contractor (GC) without having prior approval of the City Engineer or his representative.
25 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
26 the Work by written Change Order (CO). Such changes may include additions and/or deletions.
27 C. Where the City desires to make changes in the Work through use of written Change Order Request (COR), the
28 following procedures apply:
29 1. If requested by the City, the GC shall prepare and submit a detailed proposal, including all cost and time
30 adjustments to which the GC believes it will be entitled if the change proposed is incorporated into the
31 Contract. The City shall be under no legal obligation to issue a Change Order for such proposal.
32 2. The parties shall attempt in good faith to reach agreement on the adjustments needed to the Contract to
33 properly incorporate the proposed change(s) into the Work. In the event that the parties agree on such
34 adjustments, the City may issue a Change Order and incorporate such changes and agreed to
35 adjustments, if any.
36 3. In some instances, it may be necessary for the City to authorize Work or direct changes in Work for which
37 no final and binding agreement has been reached and for which unit prices are not applicable. In such
38 cases the following shall apply.
39 a. Upon written request by the City, the GC shall perform proposed Work
40 b. The cost of such change may be determined in accordance with this specification.
41 c. In the event agreement cannot be accomplished as contemplated herein, the City may authorize
42 the Work to be performed by City forces or to hire others to complete the Work. Such action on
43 the part of the City shall not be the basis of a claim by the GC for failure to allow it to perform the
44 changed Work.
45 D. Where changes in the Work are made by the City through use of a force account basis, the GC shall as soon as
46 practicable, and in no case later than ten (10) working days from the receipt of such order, unless another time
47 period has been agreed to by both parties, give the City written Notice, stating:
48 1. The date, circumstances and source of the extra work; and,
49 2. The cost of performing extra work described by such Order, if any; and,
50 3. Effect of the order on the required completion date of the Project, if any.
51 E. The giving of each Notice by the GC as prescribed by this specification, shall be a requirement to liability of the
52 City for payment of any additional costs incurred by the GC in implementing changes in the Work. Under this
53 specification, no order or statement of the City shall be treated as a Change Order, or shall entitle the GC to an
54 equitable adjustment of the terms of this Contract or damages for costs incurred by the GC on any activity for
55 which the Notice was not given.
56 F. In the event Work is required due to an emergency as described in this specification the GC must request an
57 equitable adjustment as soon as practicable, and in no case later than ten (10) working days of the
58 commencement of such emergency.

- 1 G. All GC requests for equitable adjustment shall be submitted to the CPM per the specifications below. Such
2 requests shall set forth with specificity the amount of and reason(s) for the proposed adjustment and shall be
3 accompanied by supporting information and documents.
4 H. No adjustment of any kind shall be made to this Contract, if asserted by the GC for the first time, after the date
5 of final payment.
6 I. This specification shall be used by the GC when preparing documentation for any COR to ensure each has been
7 properly and completely filled out as required by the City of Madison.
8 J. All COR documentation will be processed through the Construction Administration-Change Order Request
9 Library on the Project Management Web Site (PMWS).
10

11 **1.2. RELATED SPECIFICATION SECTIONS**

- 12 A. Section 01 26 13 Request for Information (RFI)
13 B. Section 01 26 46 Construction Bulletins (CB)
14 C. Section 01 26 63 Change Order (CO)
15 D. Section 01 31 23 Project Management Web Site
16 E. Section 01 91 00 Commissioning
17 F. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public
18 Works Construction".
19 1. Use the following link to access the Standard Specifications web page:
20 <http://www.cityofmadison.com/business/pw/specs.cfm>
21 a. Click on the "Part" chapter identified in the specification text. For example if the specification
22 says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II
23 PDF will open.
24 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
25 to the referenced text.
26

27 **1.3. DEFINITIONS AND STANDARDS**

- 28 A. LABOR: The amount of time and cost associated with the performance of human effort for a defined scope of
29 Work. Labor is further defined as follows:
30 1. Labor rate is the total hourly rate which includes the basic rate of pay, fringe benefits plus each
31 company's cost of required insurance, also referred to as a reimbursable labor rate.
32 2. Unit labor is the labor hours anticipated to install the corresponding unit of material.
33 3. Labor cost is the labor hours multiplied by the hourly labor rates.
34 B. MATERIAL: Actual material cost is the amount paid, or to be paid, by the GC for materials, supplies and
35 equipment entering permanently into the Work, including cost of transportation and applicable taxes. The cost
36 shall not exceed the usual and customary cost for such items available in the geographical area of the project
37 C. LARGE TOOLS AND MAJOR EQUIPMENT: Large tools and major equipment are those with an initial cost greater
38 than \$1,500, whether from the GC or other sources.
39 1. Tool and equipment use and time allowed is only for extra work associated with change orders.
40 a. Rental Rate is the machine cost associated with operating a piece of equipment for a defined
41 length of time (hour, day, week, or month) and shall not exceed the usual and customary amount
42 for such items available in the geographical area of the project.
43 b. Rental cost is the rental rate multiplied by the anticipated duration the equipment shall be
44 required.
45 2. The GC shall provide a breakdown of all rental rates to indicate what items and costs are associated with
46 the rate. Examples of items to include in the breakdown would be fuel consumption, lubrication,
47 maintenance and other similar expenses but not including profit and overhead.
48 3. When large tools and equipment needed for Change Order work are not already at the job site, the
49 actual cost to get the item there is also reimbursable.
50 D. BOND COST: The cost shall be calculated at 1% of the total proposed change order.
51 E. SUB-CONTRACTOR COSTS: Sub-contractor costs are for those labor, material, and equipment costs required by
52 subcontracted specialties to complete the Change Order work.
53 F. OVERHEAD AND PROFIT Markup: The allowable markup percentage to a COR by the GC and Sub-contractors for
54 overhead and profit. All of the following are expenses associated with overhead and profit and shall not be
55 reimbursable as individual items on any COR:
56 1. CHANGE ORDER PREPARATION: All costs associated with the preparing and processing of the change
57 order.

- 1 2. DESIGN, ESTIMATING, AND SUPERVISION: All such efforts, unless specifically requested by Owner as
- 2 additional Work to be documented as a COR or portion thereof.
- 3 3. INSTALLATION LAYOUT: The layout required for the installation of material and equipment, and the
- 4 installation design, is the responsibility of the GC.
- 5 4. SMALL TOOLS AND SUPPLIES: The cost of small hand tools with an initial cost of \$1,500 or less, along
- 6 with consumable supplies and expendable items such as drill bits, saw blades, gasoline, lubricating or
- 7 cutting oil, and similar items.
- 8 5. GENERAL EXPENSE: The general expense, which is those items that are a specific job cost not associated
- 9 with direct labor and material such as job trailers, foreman truck, and similar items.
- 10 6. RECORD DRAWINGS: The preparation of record or as-built drawings.
- 11 7. OTHER COSTS: Any miscellaneous cost not directly assessable to the execution of the Change Order
- 12 including but not limited to the following:
- 13 a. All association dues, assessments, and similar items.
- 14 b. All education, training, and similar items.
- 15 c. All drafting and/or engineering, unless specifically requested by Owner as additional Work to be
- 16 documented as a Change Order proposal or portion thereof.
- 17 d. All other items including but not limited to review, coordination, estimating and expediting, field
- 18 and office supervision, administrative work, etc.
- 19 G. Contract Extension: The necessary amount of time to be added to the contract deadlines for the completion of a
- 20 change order.
- 21

22 **1.4. CONTRACT EXTENSION**

- 23 A. The GC shall not assume that every COR will require a Contract Extension. If the GC feels a contract extension is
- 24 warranted he/she shall provide sufficient scheduling information that shows how the COR being requested
- 25 impacts the critical path of the project.
- 26 B. The City of Madison strongly encourages the GC to explore alternative methods and practices prior to submitting
- 27 a COR with a request for contract extension.
- 28

29 **1.5. OVERHEAD AND PROFIT MARKUP**

- 30 A. Pursuant to the City of Madison Standard Specifications for Public Works Construction, Section 104.7, Extra
- 31 Work, the following maximum allowable markups shall be strictly enforced on all change orders associated with
- 32 the execution of this contract.
- 33 1. The total maximum overhead and profit shall not exceed fifteen percent (15%) of the total costs.
- 34 2. The total maximum overhead and profit shall be distributed as follows:
- 35 a. For work performed and materials provided solely by the General Contractor, fifteen percent
- 36 (15%) of the total costs.
- 37 b. For work performed and materials provided solely by Sub-contractors and supervised by the
- 38 General Contractor:
- 39 i. Supervision of the GC, five percent (5%) of the total Sub-contractor cost.
- 40 ii. Sub-contractors work and materials ten percent (10%) of the total Sub-contractor cost.
- 41

42 **1.6. PERFORMANCE REQUIREMENTS**

- 43 A. The GC shall become thoroughly familiar with this specification as it will identify procedures and expenses that
- 44 are or are not allowed under the Change Order and Change Order Request process.
- 45 B. The GC shall be responsible for all of the following:
- 46 1. Carefully reviewing the CB that is associated with the COR.
- 47 2. Collecting required supporting documentation from all contractors that quantify the need for a COR.
- 48 a. Labor hours and wage rates
- 49 b. Material costs
- 50 c. Equipment costs
- 51 C. The following shall apply to establishing prices for labor, materials, and equipment costs:
- 52 1. Where Work to be completed has previously been established by individual bid items in the contract bid
- 53 proposal the GC shall use the unit bid prices previously established.
- 54 2. Where Work to be completed was bid as a Lump Sum without individual bid items the GC shall provide a
- 55 breakdown of all labor, materials, equipment including unit rates and quantities required.
- 56 D. The completion date is determined by Owner. The schedule, however, is the responsibility of the GC. Time
- 57 extensions for extra Work will be considered when a schedule analysis of the critical path shows that the Change
- 58 Order Request places the Work beyond the completion date stated in the Contract.

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1.7. QUALITY ASSURANCE

- A. The GC shall be responsible for ensuring that all COR supporting documentation meets the following requirements prior to completing the COR form on the Project Management Web Site:
 - 1. Sufficiently indicates labor, material, and other expenses related to completing the intent of the CB.
 - 2. No costs exceed the usual and customary amount for such items available in the geographical area of the project, and no costs exceed those established under the contract.
- B. The Project Architect (PA), Commissioning Agent (CxA), City Project Manager (CPM), other members of the consulting staff, and city staff shall review all COR requests to ensure that the intent of the CB will be met under the proposal of the COR or request additional information as necessary.

PART 2 – PRODUCTS

2.1. CHANGE ORDER REQUEST FORM

- A. The COR form is located on the Project Management Web Site. The GC shall click the link in the left margin of the project web site opening a new form. Follow additional instructions below in the execution section for filling out the form.

PART 3 - EXECUTION

3.1. ESTABLISHING A CHANGE ORDER REQUEST

- A. Upon receipt of a Construction Bulletin (CB) where the GC believes a significant change in contract scope warrants the submittal of a COR the GC shall do all of the following within ten (10) working days after receipt of the CB:
 - 1. Review the CB with all necessary trades and sub-contractors required by the change in scope.
 - a. Additions or deletions to the contract scope shall be as directed within the CB.
 - b. Additions or deletions of labor and materials shall be determined by the GC based on the directives of the CB.
 - 2. Assemble all required back-up documentation for additions and deletions of materials, labor and other related contract costs as previously outlined in this specification.
 - 3. Submit a COR request form on the Project Management Web Site.
- B. Submitting a COR does not obligate the GC to complete the work associated with the COR nor does it obligate the Owner to approve the COR as a change to the contract.

3.2. SUBMIT A CHANGE ORDER REQUEST FORM

- A. This specification shall provide a subject overview only. In depth instructions shall be provided to the awarded Contractor in a PDF Instructional Manual.
- B. The GC shall select the “Submit a COR” link on the Project Management Web Site.
- C. The software will open a new COR form and the GC shall provide all of the following information:
 - 1. DO NOT perform any calculations on this worksheet, only provide the raw data as requested below. All calculations, totals, and markups shall be computed as described within this specification.
 - 2. Provide a summary description of the COR request, and justification for any requested time extension to the contract, indicate the number of calendar days being requested for the extension and add any attachments to the form as needed.
 - 3. Provide all GC self performance data including all of the following:
 - a. Materials description, quantities, and unit costs.
 - b. Labor hours and rates for all Foremen, Journeymen, and Apprentices by trade.
 - c. Equipment descriptions, quantities, unit costs and rates.
 - 4. Provide all Sub-contractor data including all of the following:
 - a. Materials description, quantities, and unit costs.
 - b. Labor hours and rates for all Foremen, Journeymen, and Apprentices by trade.
 - c. Equipment descriptions, quantities, unit costs and rates.
 - 5. Ensure all calculations performed by the form have been completed correctly. Contact the CPM directly if you suspect an error before hitting the save button.
- C. At any time after creating a COR you must at a minimum click “Save as Draft” to save your work.
- D. When all data has been entered and verified click on the “Submit COR” button. This will kick off the COR Review and Approval process.

- 1 **3.3. CHANGE ORDER REQUEST REVIEW, APPROVAL, AND PROCESSING**
2 A. The PA and CPM shall review all CORs submitted by the GC.
3 1. Additional consulting staff and city staff having knowledge of the components of the COR shall review
4 and advise the PA and CPM as to the accuracy of the items, quantities, and associated costs of the COR as
5 directed by the CB.
6 2. The CPM shall review the COR with the Owner.
7 B. If required the PA and CPM, shall in good faith, further negotiate the COR with the GC as necessary. All
8 amendments to any COR shall be documented within the Project Management Web Site software.
9 C. After final review of the COR the CPM and Owner may accept the COR.
10 D. The CPM shall prepare the COR in the form of an official Board of Public Works Change Order for final review and
11 approval as outlined in Section 01 26 63 Change Order (CO).
12 E. The GC shall not act upon any accepted COR until it has received final approval through the Public Works process
13 as an official CO to the Work unless instructed to do so by the CPM. Proceeding without the final approval of a
14 fully authorized Change Order is at the GC's own risk.
15

16 **3.4. EMERGENCY CHANGE ORDER REQUEST**

- 17 A. In the event Work is required due to an emergency as described in the Contract Documents, the GC must
18 request an equitable adjustment as soon as practicable, and in no case later than ten (10) working days of the
19 commencement of such emergency.
20 B. The GC shall provide full documentation of all labor, materials and equipment used during the period of
21 emergency as part of the COR submittal.
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END OF SECTION

**SECTION 01 26 63
CHANGE ORDER (CO)**

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7 1.3. BOARD OF PUBLIC WORKS PROCEDURE 1
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11 3.1. PREPARATION OF THE CHANGE ORDER 2
12 3.2. EXECUTION OF THE CHANGE ORDER 2

13
14 **PART 1 – GENERAL**

15
16 **1.1. SUMMARY**

- 17 A. Except in cases of emergency, no changes in the Work required by the Contract Documents may be made
18 by the General Contractor (GC) without having prior approval of the City Project Manager (CPM).
19 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
20 the Work by written Change Order. Such changes may include additions and/or deletions.
21 C. The Change Order (CO) is a Board of Public Works (BPW) form that is reviewed and approved by a specific
22 process.
23 D. The CO form is typically made up of multiple Change Order Requests (CORs) and/or Bid Items as appropriate
24 depending on the type of project and how the contract was bid.
25 E. All CO documentation shall be processed through the Construction Administration-Change Order Library and
26 digital workflow on the Project Management Web Site (PMWS).
27

28 **1.2. RELATED SPECIFICATION SECTIONS**

- 29 A. Section 01 26 13 Request for Information (RFI)
30 B. Section 01 26 46 Construction Bulletin (CB)
31 C. Section 01 26 63 Change Order Request (COR)
32 D. Section 01 31 23 Project Management Web Site
33 E. Section 01 91 00 Commissioning
34

35 **1.3. BOARD OF PUBLIC WORKS PROCEDURE**

- 36 A. The Board of Public Works has a very explicit procedure for the review and approval of all change orders
37 associated with any Public Works Contract as follows:
38 1. The Supervisory Chain of the CPM shall review and approve any CO under \$10,000 provided it does not
39 include either of the following:
40 a. The CO does not request a time extension to the contract.
41 b. The CO does not cause the contract contingency sum to be exceeded.
42 2. The Board of Public Works shall review and approve any CO that requires any of the following:
43 a. Any CO over \$10,000.
44 b. Any CO requesting a time extension to the contract regardless of the monetary value of the CO.
45 c. Any CO that that causes the contract contingency sum to be exceeded.
46 B. The Board of Public Works generally meets every other week and only once in August and December. The GC is
47 cautioned that, under normal scheduling, a CO requiring a BPW review will take a minimum of two (2) weeks to
48 achieve final approval.
49 1. The City shall not be responsible for additional delays to the Work caused by the scheduling constraints
50 of the Board of Public Works.
51 C. ***SPECIAL NOTE:*** The GC is cautioned to never proceed unless told to do so by the CPM. Only in rare instances
52 may the CPM give a written notice to proceed on a COR without an approved CO. Proceeding without the
53 written notice of the CPM or an approved CO is at the GC’s own risk.
54

1 **PART 2 – PRODUCTS**

2
3 **2.1. CHANGE ORDER FORM**

- 4 A. The CO form is located on the Project Management Web Site. The CPM shall click the link in the left margin of
5 the project web site opening a new form. Project information is pre-loaded, the CPM only needs to enter
6 information and make attachments as needed to complete the form.
7

8 **PART 3 - EXECUTION**

9
10 **3.1. PREPARATION OF THE CHANGE ORDER**

- 11 A. The CPM shall prepare the required CO forms in the Construction Administration-Change Order Library on the
12 Project Management Web Site as follows:
13 1. Provide information for all contract information.
14 2. Provide a general description of the items described within the change order.
15 3. Provide detailed information for each Item on the CO form. At the option of the CPM he/she may include
16 multiple Change Order Requests each as their own item.
17 4. Provide required pricing and accounting information as needed for the item.
18 5. Insert attachments of contractor/architect provided information that clarifies and quantifies the CO.
19 Attachments may include but not be limited to material lists, estimated labor, revised details or
20 specifications, and other documents that may be related to the requested change.
21 6. Save the final version of the completed CO.
22

23 **3.2. EXECUTION OF THE CHANGE ORDER**

- 24 A. Upon saving the CO as described in section 3.1 above the software associated with the Project Management
25 Web Site shall notify the GC that the CO has been drafted and is ready for review. The GC shall do the following:
26 1. Open the appropriate CO form in the Construction Administration-Change Order Library and review all
27 items on the form.
28 2. The GC shall notify the CPM immediately of any errors or discrepancies on the form and shall not sign or
29 save it.
30 a. The CPM shall make any corrections as needed, re-save the form, and notify the GC.
31 3. If/when the GC concurs with the CO form as drafted the GC shall digitally sign the form and click SAVE.
32 B. After the GC digitally signs/saves the CO it shall be routed through the Project Management Web Site for
33 additional review and/or approvals. The CPM shall do the following:
34 1. Monitor the review process to ensure the software is working properly at each review step.
35 2. Ensure that proper BPW procedures are executed as needed by the CO approval process.
36 a. Schedule the CO on the next available BPW agenda if required.
37 i. Attend the BPW meeting to speak on the CO to board members and answer questions.
38 ii. The GC and/or PA may be required to attend the BPW meeting to address specific
39 information as it relates to the Work and/or materials associated with the CO.
40 3. Monitor final approval and distribution of the CO.
41 4. Notify the GC that the CO has been completed.
42 5. Ensure that the CO is posted to the next Public Works payment schedule.
43 6. Verify that the GC's next Progress Payment-Schedule of Values show the CO as part of the contract sum.
44 C. Upon final approval of the CO the GC may proceed with executing the Work associated with the CO.
45
46
47

48 **END OF SECTION**
49

SECTION 01 29 73
SCHEDULE OF VALUES

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5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. BASIS OF VALUES 2
9 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
10 PART 3 - EXECUTION 2
11 3.1. AIA DOCUMENT G702 – APPLICATION AND CERTIFICATE FOR PAYMENT 2
12 3.2. AIA DOCUMENT G703 – CONTINUATION SHEET 2
13 3.3. INITIAL SCHEDULE OF VALUES SUBMITTAL 2
14 3.4. SOV FOR PROGRESS PAYMENT REQUESTS 3
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. The Schedule of Values (SOV) is a Contractor provided statement that allocates portions of the total contract
20 sum to various portions of the contracted work and shall be the basis for reviewing the Contractors Progress
21 Payment Requests.
22 B. AIA Document G702 – Application and Certificate for Payment and AIA Document G703 Continuation Sheet shall
23 be filled out in sufficient detail to be used as a guideline in determining work completed and materials stored on
24 site when verifying Progress Payment Requests.
25 C. The General Contractor shall be responsible for filling out, updating, and providing these work sheets with each
26 Progress Payment Request.
27

1.2. RELATED SPECIFICATIONS

- 29 A. Section 01 26 63 Change Order (CO)
30 B. Section 01 29 76 Progress Payment Procedures
31 C. Section 01 31 23 Project Management Web Site
32 D. Section 01 32 26 Construction Progress Reporting
33 E. Section 01 33 23 Submittals
34 F. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public
35 Works Construction”.
36 1. Use the following link to access the Standard Specifications web page:
37 <http://www.cityofmadison.com/business/pw/specs.cfm>
38 a. Click on the “Part” chapter identified in the specification text. For example if the specification
39 says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II
40 PDF will open.
41 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
42 to the referenced text.
43

1.3. RELATED DOCUMENTS

- 45 A. The following documents shall be used as the basis for initiating and maintaining the SOV worksheets throughout
46 the execution of this contract.
47 1. Drawing documents and specifications (including general provisions) as provided with the bid set
48 documents and any published addendums.
49 2. Documents associated with revisions or clarifications to number 1 above after awarding of the contract,
50 including but not limited to:
51 a. Construction Bulletins
52 b. Request for Information
53 c. Approved Change Orders
54 3. The latest daily/weekly Construction Progress Report
55 4. Other specifications as identified in Section 1.2 above

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1.4. BASIS OF VALUES

- A. The Contractor shall provide a breakdown of the Contract Sum in sufficient detail to assist the Architect and City Project Manager in evaluating Progress Payment Requests. The breakdown detail may require a labor and material breakdown for each division of work or trade or as directed by the CPM.
- B. The total sum of all items shall equal the Contract Sum.

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. AIA DOCUMENT G702 – APPLICATION AND CERTIFICATE FOR PAYMENT

- A. The Contractor shall use AIA Document G-702 Application and Certificate for Payment with each Progress Payment Request.
- B. Completely fill out the Project Information section as follows:
 - 1. TO OWNER; provide all owner related information as provided in the contract documents.
 - 2. PROJECT; provide all contract information including contract number, title and address.
 - 3. FROM CONTRACTOR; provide all contractor related information.
 - 4. VIA ARCHITECT; provide all the architect’s related information including the architect’s project reference number if different from the owners.
 - 5. Indicate the current APPLICATION NO., PERIOD TO date, and CONTRACT DATE.
- C. Completely fill out the Contractors Application for Payment section.
 - 1. Fill out lines 1 through 9 to reflect the current status of the contract through the payment date being requested.
 - 2. The City of Madison calculates retainage on Public Works Contracts as follows:
 - a. In general, across the duration of the contract, 2.5% of the total contract sum, including change orders, is withheld for retainage as referenced from the City of Madison Standard Specification 110.2:
 - i. Beginning with Progress Payment 1, 5% retainage will be withheld until such time that 50% of the total contract sum has been paid out.
 - ii. No additional retainage will be withheld after 50% of the total contract sum has been paid, unless additional change orders have been approved after the 50% milestone has been reached. Per City of Madison Standard Specification 110.2, additional retainage up to 10%, may be held in the event there are holds placed by Affirmative Action or liquidated damages by BPW.
 - iii. Retainage for additional change orders after the 50% milestone will be withheld at the rate of 2.5% of the total cost of the change order.
 - iv. Retainage is based on the change orders posted to the City’s contract worksheet at the time the progress payment is processed.
- D. Completely fill out the Change Order Summary section. Only change orders that have been finalized and posted to the City of Madison’s Application for Partial Payment worksheet may be itemized into the SOV documents.
- E. The Contractor shall sign and date the application and it shall be properly notarized.
- F. The Contractor shall not fill in any information in the Architects Certificate for Payment section.

3.2. AIA DOCUMENT G703 – CONTINUATION SHEET

- A. The Contractor shall use AIA Document G-703 Continuation Sheet to itemize his/her SOV for this contract. Provide additional sheets as necessary.
- B. Provide information in Column A (Item No.), Column B (Description of Work), and Column C (Scheduled Value) by any method that allocates portions of the total contract sum to various portions of the contracted work. Possible methods include combinations of the following:
 - 1. By division of work
 - 2. By contractor, sub-contractor, sub sub-contractor
 - 3. By specialty item or group
 - 4. Other methods of breakdown as may be requested by the City Project Manager or City Construction Manager at the pre-construction meeting.
- C. Provide total cost of the item/description of work including proportionate shares of profit and overhead related to the item.

1 **3.3. INITIAL SCHEDULE OF VALUES SUBMITTAL**

- 2 A. The Contractor shall upload his/her initial SOV to the Project Management Web Site, Submittals Library, no later
3 than five (5) working days after the Pre-construction Meeting.
4 1. The initial SOV shall provide information in Column A (Item No.), Column B (Description of Work), and
5 Column C (Scheduled Value) only.
6 2. The level of detail shall be as described in section 3.2 above.
7 B. The Project Architect (PA) and the City Project Manager (CPM) shall review the SOV as any other submittal and
8 may require modifications to reflect additional detail as necessary.
9 C. The Contractor shall resubmit the SOV as necessary until such time as the PPA and CPM have sufficient detail for
10 assessing and approving future Progress Payment Applications.
11 D. Progress Payment Application 1 will not be processed until such time as the Contractor has met this requirement
12 regardless of the amount of work completed per the application.
13

14 **3.4. SOV FOR PROGRESS PAYMENT REQUESTS**

- 15 A. The Contractor shall update the initial SOV with each Progress Payment Application as follows:
16 1. Initial items and values as part of Section 3.3 above will not be adjusted once the original Schedule of
17 Values submittal has been approved.
18 2. Change orders shall be added as additional items and values at the bottom of the SOV as they become
19 approved and posted to the City's contract worksheet. The value for each change order shall be the
20 value indicated on the SOV and shall stand alone. Values shall not be split out or combined with other
21 existing items with similar work descriptions on the original SOV.
22 3. Fill out Columns D, E, F and G to properly reflect the work completed and materials received since the last
23 Progress Payment Application.
24 4. Only materials delivered and stored on the project site may be reflected on SOV progress updates.
25 B. Provide updated G702 and G703 sheets with each Progress Payment application.
26 C. See Specification 01 29 76 Progress Payment Procedures for additional information on submitting Progress
27 Payment Applications.
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29
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31
32

END OF SECTION

SECTION 01 29 76
PROGRESS PAYMENT PROCEDURES

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3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. PROGRESS PAYMENT MILESTONES 1
9 1.5. PROGRESS PAYMENT SUBMITTAL 4
10 PART 2 - PRODUCTS - THIS SECTION NOT USED 4
11 PART 3 - EXECUTION 4
12 3.1. GENERAL CONTRACTOR PROCEDURE 4
13 3.2. PROJECT ARCHITECT PROCEDURE 5
14 3.3. CITY PROJECT MANAGER PROCEDURE 5
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. The General Contractor (GC) shall review this and all related specifications prior to submitting progress payment
20 requests.
21 B. Progress payment requests (Partial Payment-PP) for this contract shall be uploaded digitally by the GC to the
22 Project Management Web Site
23 C. The Project Architect (PA) and City Project Manager (CPM) shall review and amend or approve the PP on the
24 Project Management Web Site.
25 D. After approval of the PP by the CPM, he/she shall forward the PP to the appropriate agencies for BPW
26 contractual review and payment processing.
27

1.2. RELATED SPECIFICATIONS

- 29 A. Section 01 26 63 Change Order (CO)
30 B. Section 01 29 73 Schedule of Values
31 C. Section 01 31 19 Progress Meetings
32 D. Section 01 31 23 Project Management Web Site
33 E. Section 01 32 16 Construction Progress Schedules
34 F. Section 01 32 26 Construction Progress Reporting
35 G. Section 01 33 23 Submittals
36 H. Section 01 45 16 Field Quality Control Procedures
37 I. Section 01 77 00 Closeout Procedures
38 J. Section 01 78 13 Completion and Correction List
39 K. Section 01 78 23 Operation and Maintenance Data
40 L. Section 01 78 36 Warranties
41 M. Section 01 78 39 As-Built Drawings
42 N. Section 01 78 43 Spare Parts and Extra Materials
43 O. Section 01 79 00 Demonstration and Training
44

1.3. RELATED DOCUMENTS

- 46 A. The following documents shall be used when evaluating PP requests.
47 1. Daily and weekly construction progress reports filed since the last payment request.
48 2. Contractors Schedule of Values as updated from the last payment request. See Specification 01 29 73.
49 3. Any document that may be required to be submitted for review and approval, as noted by the
50 specifications listed in Section 1.2 above, or the Progress Payment Milestone Schedule in Section 1.4
51 below, to achieve a required bench mark of contract progression or contract requirement.
52

1.4. PROGRESS PAYMENT MILESTONES

- 54 A. City Engineering-Facility Management has developed the Project Payment Milestone Schedule (Section 1.4
55 below) to assist the GC in providing required construction specific documentation and general contractual
56 documentation in a timely manner.
57 B. The Progress Payment Milestone Schedule is not an all inclusive list. Multiple agencies review progress payment
58 requests and contract closeout requests. Missing, incomplete, or incorrect documentation for any agency may

- 1 be a cause for not processing progress payments. It shall be the sole responsibility of the Contractor for
2 providing documentation as required or requested to the appropriate agencies.
3 C. The milestone schedule is based on the contract total sum and shall be valid for most contracts. Milestone
4 submittals will be required with whatever progress payment hits the percentage of contract total indicated in
5 the schedule.
6 D. The CPM shall review the milestone schedule with each progress payment request and at his/her option may
7 elect to hold processing the progress payment until such time as the contractor has met the requirements for
8 providing construction specific documentation.
9 E. It shall be the General Contractors responsibility to comply with all BPW Contract Administration requirements
10 and related deadlines as outlined in the Award Letter, Award Checklist, and Start Work Letter.
11

Progress Payment (PP) Milestone Schedule		
Milestone Description	Due Before	Remarks
BPW Contract Administration Documentation <ul style="list-style-type: none"> • Workforce profiles • Best Value Contracting Documentation • Sub-contractors prequalification approval & Affirmative Action plans • Other as may be required 	PP-1, or start work as applicable	<ul style="list-style-type: none"> • For GC and Sub-contractors before PP-1 regardless of scheduling • Sub-contractors (if applicable), due 10 days before they may start work • Sub-contractors (if applicable), due 10 days before they may start work
Required Construction Submittals/Administrative Documents <ul style="list-style-type: none"> • Contractors Project Directory • Schedule of Values • Submittals Schedule • Waste Management Plan • Closeout Requirement Checklist • Warranty Checklist 	PP-1	References <ul style="list-style-type: none"> • Specification 01 31 23 • Specification 01 29 73 • Specification 01 32 19 • Specification 01 74 19 • Specification 01 77 00 • Specification 01 78 36 • Various specifications.
Construction Progress Milestones <ul style="list-style-type: none"> • Early submittals, per submittal schedule • Detailed Contract Schedules 	PP-1	See specifications for specific requirements <ul style="list-style-type: none"> • Specification 01 32 19, Examples: concrete mix, structural steel, products with long lead times • See Specification 01 32 16
General Construction Progress Requirements are all up to date <ul style="list-style-type: none"> • Progress Schedules • Submittals/Re-submittals (ongoing) • Schedule of Values • Progress Reporting • LEED Documentation • Waste Management documentation • QMOs are being addressed and closed • Progress Cleaning • As-Built Drawings 	Each future PP	Verified with each Progress Payment Request <ul style="list-style-type: none"> • Specification 01 32 16 • Specification 01 33 23 • Specification 01 29 73 • Specification 01 32 26 • All specifications with LEED documentation requirements • Specification 01 74 19 • Specification 01 45 16 • Specification 01 74 13 • Specification 01 78 39
* All of the above are being updated on the Project Management Web Site as required		
BPW Contract Administration Documentation <ul style="list-style-type: none"> • Weekly payroll reports • Best Value Contracting Reports • SBE Reports 	25% CT or PP 2	See 1.4.E above. <i>This progress payment will be with held by BPW for any missing contractual documentation.</i>

Progress Payment (PP) Milestone Schedule		
Milestone Description	Due Before	Remarks
Construction Progress Milestones <ul style="list-style-type: none"> Construction/Contract Closeout Meeting #1 Submittals/Re-submittals complete 	50% CT	<ul style="list-style-type: none"> Specification 01 31 19 Specification 01 33 23
Operation and Maintenance (O & M) drafts	60% CT	<ul style="list-style-type: none"> Specification 01 78 23
Construction/Contract Closeout Meeting #2 <ul style="list-style-type: none"> Construction closeout checklist 	70% CT	<ul style="list-style-type: none"> Specification 01 31 19 Specification 01 77 00
BPW Contract Administration Documentation <ul style="list-style-type: none"> Request Finalization Review from BPW 	80% CT	<p>This is a recommendation to the GC and is not a requirement of this PP.</p> <ul style="list-style-type: none"> Specification 01 77 00
Construction Progress Milestones <ul style="list-style-type: none"> Operation and Maintenance (O & M) finals, accepted All major QMO issues resolved As-Built Drawings, Division Trades ready for GC review 	80% CT	<ul style="list-style-type: none"> Specification 01 78 23 Specification 01 45 16; Items that could prevent occupancy Specification 01 78 39
All of the following shall be completed for this PP: <ul style="list-style-type: none"> Regulatory Inspections completed All QMO reports closed Demonstration and Training completed Attic Stock completed Final Cleaning 	90% CT	<p>Contractor to determine the proper order of completion:</p> <ul style="list-style-type: none"> Governing ordinances and statutes Specification 01 45 16 Specification 01 79 00 Specification 01 78 43 Specification 01 74 13
Construction Closeout Procedures: <ul style="list-style-type: none"> Letter of Substantial Compliance sent to BI and DHS as needed Certificate of Occupancy issued As-Built Drawings, finals, accepted City Letter of Substantial Completion Warranty letters dated and issued 	100% CT	<ul style="list-style-type: none"> Specification 01 77 00 Generated/Signed by the Architect Building Inspection Specification 01 78 39 Signed by the City Engineer Specification 01 78 36
* Completion of this begins the one year warranty.		
BPW Contract Administration Documentation Contract Closeout Procedures <ul style="list-style-type: none"> Construction Closeout has been completed Contractor requests final payment of retainage upon receiving City Letter of Substantial Completion All BPW contractual requirements are verified 	Final	<ul style="list-style-type: none"> Specification 01 77 00 Contractor must provide any missing BPW Contractual Documentation
* Completion of this closes the contract but not the warranty period/bond.		
NOTE: CT = Contract Total less held retainage		

- 1 **1.5. PROGRESS PAYMENT SUBMITTAL**
2 A. Each progress payment submittal shall be:
3 1. Digital in PDF format
4 2. PDF shall be in color
5 3. Uploaded to the appropriate Project Management library and properly named per the tutorial
6 instructions provided to the awarded contractor.
7 B. Submit all required construction progress documentation to the appropriate Project Management Web Site
8 library.
9 C. In general the following shall apply to all PP requests:
10 1. Materials or products:
11 a. On order, being shipped, etc. may not be invoiced.
12 b. Received and stored on the project site may be invoiced.
13 c. Being manufactured off site at any location may not be invoiced (example: cabinetry, ductwork,
14 etc.)
15 d. Completed products stored off site locally waiting for delivery to the project site may be invoiced
16 with prior approval by the CPM. All of the following conditions must be met to be allowed:
17 i. Items must be visually inspected by CPM to verify product is complete.
18 ii. Item must be stored inside a compatible structure and the structure and contents must be
19 insured.
20 iii. Contractor is responsible for condition until installation is completed.
21 2. All labor and equipment, including rental time for the current progress period may be invoiced.
22 3. Only completed installations may be invoiced to 100% based on the Schedule of Values.
23 D. DO NOT submit BPW Contract Administration Documentation for review with Progress Payment Requests,
24 submit them directly to the correct agency and in the correct format as instructed from information in your BPW
25 Contract Award Packet instructions.
26

27 **PART 2 - PRODUCTS - THIS SECTION NOT USED**
28

29 **PART 3 - EXECUTION**
30

- 31 **3.1. GENERAL CONTRACTOR PROCEDURE**
32 A. The GC shall provide an updated version of his/her schedule of values (AIA documents G702 & G 703) with each
33 PP request.
34 1. The AIA - Application and Certificate for Payment (G702) shall be properly filled out and prepared for the
35 Architects review. See specification 01 29 73, Schedule of Values for more information.
36 2. The AIA - Continuation sheets (G703) shall be properly filled out and indicate the dollar value of the
37 completed work to date for each item on the form. See specification 01 29 73, Schedule of Values for
38 more information.
39 a. The GC shall subtotal the work completed to date for all of the original Schedule of Value items.
40 b. Divide the sub total of work completed by the Original Contract Total to obtain a percentage
41 complete of the original Lump Sum Bid. This percentage may be taken out to five (5) decimal
42 places (round fifth place up or down as needed).
43 i. Example: \$5,192.55 of completed work divided by \$10,000 original Contract Total =
44 0.519255, round this to 0.51926
45 c. Write the percentage in Column 10 on the City Tabular Sheet for the original lump sum bid item in
46 RED ink.
47 3. Ensure that any newly posted change orders from the City of Madison provided tabulation sheet have
48 been entered on the G703 continuation sheets. Repeat steps a thru c above for each change order on
49 the schedule of values and the City Tabular Sheet.
50 B. The GC shall fill out the City of Madison Application and Certificate of Payment cover sheet as follows:
51 1. The GC shall not change any pre-printed information and shall not write in the box that indicates previous
52 progress payments.
53 2. The GC shall sign and date the form where indicated.
54 3. The GC shall provide the dates from and to for the PP being requested.
55 4. The GC shall provide the list of all contractors/sub-contractors that were actively working during the
56 dates indicated above.

- 1 a. All contractors/sub-contractors named must be in compliance with all City requirements (Pre-qualified, Affirmative Action Plan on file, etc). The PP will be held and not processed by the City of
2 Madison until all contractors/sub-contractors are in compliance.
3 b. Do not list the names of suppliers or manufacturers, doing so will slow down processing and
4 require a re-submittal of the paperwork.
5
6 C. The General Contractor (GC) shall scan all of the documents listed below in the order shown, save the scan as a
7 single PDF file for each PP request.
8 1. City cover sheet – Application and Certificate for Payment
9 2. City tabulation sheet(s)
10 3. AIA G702 - Application and Certificate for Payment
11 4. AIA G703 - Continuation Sheet(s)
12 5. Any miscellaneous documents that may be requested as backup documentation for the pay request.
13 a. Lien waivers are not required and shall not be submitted.
14 b. Do not provide contractual administrative documents such as pay reports with pay requests.
15 c. Do not supply progress deliverables with pay requests.
16 F. Upload the pay request PDF to the Contract Documents-GC Partial Pay Apps library on the Project Management
17 Web Site.
18

19 **3.2. PROJECT ARCHITECT PROCEDURE**

- 20 A. The PA shall review the AIA-continuation sheets provided by the GC to determine if the Schedule of Values
21 accurately reflects the work completed for the inclusive dates indicated.
22 B. The PA shall advise the CPM of any discrepancies in the schedule of values.
23 C. The PA shall work with the GC and the CPM to resolve any issues prior to signing the AIA - Application and
24 Certificate for Payment.
25 D. When verified, the PA shall digitally sign the original PDF version of the AIA - Application and Certificate for
26 Payment on the Project Management Web Site.
27

28 **3.3. CITY PROJECT MANAGER PROCEDURE**

- 29 A. The CPM shall review all documents submitted by the GC and work with the PA to ensure the schedule of values
30 accurately reflects the work completed to date.
31 B. The CPM may elect to hold processing of any progress payment pending submittal of required progress payment
32 milestones.
33 C. When verified, the CPM shall digitally sign the City Cover Sheet and forward the required documentation to the
34 appropriate City agencies for further processing of the payment request.
35 D. The CPM shall add a scanned copy of any documents indicating the PP request processing was completed to the
36 PMWS.
37

38
39 **END OF SECTION**
40

**SECTION 01 31 13
PROJECT COORDINATION**

1
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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. GENERAL REQUIREMENTS 1
8 1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS 2
9 1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS 2
10 PART 2 – PRODUCTS – THIS SECTION NOT USED 3
11 PART 3 – EXECUTION – THIS SECTION NOT USED 3
12

PART 1 – GENERAL

1.1. SUMMARY

- 16 A. Project Coordination covers many areas within the execution of the Contract Documents and the requirements
17 of proper coordination are the applicable to all contractors executing the Work of this contract.
18 B. This specification provides general information regarding project coordination for the General Contractor and all
19 Sub-contractors. All contractors shall be familiar with project coordination requirements and responsibilities
20 that may be defined in other specification within these Contract Documents.
21 C. The General Contractor shall at all times be responsible for the project, project site, and execution of the
22 Contract Documents.
23

1.2. RELATED SPECIFICATIONS

- 24 A. Section 01 29 76 Progress Payment Procedures
25 B. Section 01 31 19 Progress Meetings
26 C. Section 01 31 23 Project Management Web Site
27 D. Section 01 32 16 Construction Progress Schedules
28 E. Section 01 32 19 Submittals Schedule
29 F. Section 01 33 23 Submittals
30 G. Section 01 43 39 Mockups
31 H. Section 01 45 16 Field Quality Control Procedures
32 I. Section 01 60 00 Product Requirements
33 J. Section 01 77 00 Closeout Procedures, including all specifications referenced therein
34 K. Section 01 91 00 Commissioning
35
36

1.3. GENERAL REQUIREMENTS

- 38 A. The following general requirements shall applicable to all contractors:
39 1. Cooperate with the Owner, all authorized Owner Representatives, Project Architect and all consultants of
40 the Owner.
41 2. Materials, products, and equipment shall be new, as specified and to industry standards except where
42 otherwise noted.
43 3. Labor and workmanship shall be of a high quality and to industry standards.
44 B. Existing conditions:
45 1. Verify all existing conditions noted in the contract documents with actual filed locations. Verify
46 dimensions, sizes and locations, of structural, equipment, mechanical and utility components.
47 2. Report any inconsistencies, errors, omissions, or code violations in writing to the General Contractor (GC)
48 immediately.
49 3. Annotate any inconsistencies, errors, omissions on the GC As-Built record drawings immediately for
50 future reference.
51 C. Contract Documents:
52 1. The Contract Documents are intended to include everything necessary to perform the work. Every item
53 required may not be specifically mentioned, shown, or detailed.
54 a. Except where specifically stated all systems and equipment shall be complete, installed, and fully
55 operable.
56 b. If a conflict exists within the contract documents the contractor shall furnish the item, system, or
57 workmanship of the highest quality, largest, largest quantity, or most closely fits the intent of the
58 contract documents.

- 1 c. Manufacturers recommended installation details shall be verified and used prior to installation of
2 products and equipment so as to not void warranties.
- 3 D. Errors and Omissions
- 4 1. No Contractor shall take any advantage of any apparent error or omission in the construction documents.
- 5 2. The City of Madison shall be permitted to make such corrections and interpretations as may be deemed
6 necessary for the fulfillment of the intent of the construction documents.
- 7 E. Owners Representatives
- 8 1. All contractors shall be familiar with various Owner Representatives having Quality Management
9 responsibilities for the duration of this project including but not limited to the following:
- 10 a. Project Architect, responsible for all decisions affecting the code compliance and design intent of
11 the construction documents.
- 12 b. Consulting Architects and Engineers, responsible for providing consulting services to the Project
13 Architect, Owner, and City Project Manager, also responsible for Quality Management of the
14 construction documents.
- 15 c. Owner, the designated representative of the City Agency that will occupy the project upon
16 completion.
- 17 d. City Project Manager, responsible for all day to day decisions regarding the execution and
18 performance of this Public Works Contract.
- 19 e. Consulting City Staff, responsible for providing consulting services to the Project Architect, Owner,
20 and City Project Manager, also responsible for Quality Management of the construction
21 documents.
- 22 f. Commissioning Agent (CxA), responsible for ensuring that the project is meeting the Owner's
23 Project Requirements and related quality assurance procedures.
- 24 2. Owner Representatives shall be attending progress meetings, pre-installation meetings, performing or
25 being present for final testing and acceptance and quality management reporting during the execution of
26 the contract documents as outlined in other specifications.
- 27

28 **1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS**

- 29 A. Assume the responsibility for all Work specified in the Contract Documents except where specifically identified
30 to be performed by the Owner or other contractor separately hired by the Owner.
- 31 1. Coordinate all work by Owner, equipment provided Owner, or contractor hired by the Owner into the
32 project schedule.
- 33 B. Provide all construction management responsibilities as specified in other Division 1 specifications including but
34 not limited to:
- 35 1. Scheduling of work
- 36 2. Coordination of work between other Trades and Sub-contractors
- 37 3. Construction administration and management
- 38 4. Site layout, cleanliness, and protection of completed work/stored materials
- 39 5. Waste Management
- 40 6. Quality Assurance and Quality Control
- 41 C. Use Diggers Hotline and private utility locating companies to accurately locate all public and private utilities on
42 the property as needed. The GC is responsible for any repair or replacement to any public or private utility
43 damaged during the execution of the Work
- 44 D. Report any inconsistencies, errors, omissions, or code violations in writing to the Project Architect immediately.
45 Failure to report inconsistencies prior to beginning work shall indicate that the GC accepted all existing
46 conditions.
- 47 E. The GC shall be responsible for assigning work and related responsibilities where the Contract Documents may
48 not clearly state who is responsible for providing the work, material, or product.
- 49 F. Provide construction management oversight of all items described in Section 1.5 below.
- 50 G. Coordinate and assist CxA as outlined within 01 91 00 and as directed by Owner.
- 51

52 **1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS**

- 53 A. Be familiar with all of the contract documents as they pertain to your Work, adjacent work and the overall
54 progress of the project.
- 55 1. All Sub-contractors shall be familiar with all Division 1 specifications as they may apply to progress,
56 progress payments, quality control construction management, and closeout of the contract.
- 57 B. Coordinate your Work with all adjacent work and existing conditions.

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1. Perform your work in proper sequence according to the GC's project schedule and in relation to the work of other trades.
 2. Notify other sub-contractors and trades whose work may be connected to, combined with, or influenced by your work and allow them reasonable time and access to complete their work.
 3. Join your work to the work of others in accordance with the intent of the Contract Documents.
 4. Order materials and schedule deliveries to facilitate the general progress of the Work.
- C. Cooperate with all other trades to facilitate the general progress of the work. This shall include providing every reasonable opportunity for the installation of work by others and the storage of their materials and equipment.
1. In no case shall any contractor exclude from the premises or work any Sub-contractor or their employees.
 2. In no case shall any contractor interfere with the execution or installation of Work by any other Sub-contractor or their employees.
- D. Arrange your work, equipment, and materials and dispose of your construction waste so as to not interfere with the work or storage of materials of others.
- E. Coordinate all work as indicated during pre-installation meetings with Owner Representatives, the GC and other trades. Any work improperly coordinated shall be relocated as designated by the Owner Representative at no additional cost to the City.
- F. Coordinate and assist CxA as outlined within 01 91 00 and as directed by Owner.

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 – EXECUTION – THIS SECTION NOT USED

END OF SECTION

**SECTION 01 31 19
PROJECT MEETINGS**

1		
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3		
4	PART 1 – GENERAL	1
5	1.1. SUMMARY	1
6	1.2. RELATED SPECIFICATIONS	1
7	1.3. PROJECT MEETING TYPES	1
8	1.4. GENERAL REQUIREMENTS.....	1
9	PART 2 – PRODUCTS – NOT USED IN THIS SECTION.....	1
10	PART 3 - EXECUTION	1
11	3.1. PRECONSTRUCTION MEETING	1
12	3.2. PROJECT MANAGEMENT WEB SITE – TUTORIAL MEETING.....	2
13	3.3. CONSTRUCTION PROGRESS MEETINGS.....	2
14	3.4. PRE-INSTALLATION MEETINGS.....	2
15	3.6. PRE-CONTRACT CLOSEOUT MEETINGS	3
16	3.7. OTHER SPECIAL MEETINGS.....	3

17

18 **PART 1 – GENERAL**

19

20 **1.1. SUMMARY**

- 21 A. The purpose of this specification is to identify various project related meetings and the responsible parties for
22 scheduling, agendas, minutes, and required attendance.
23 B. This specification is not intended to be inclusive of all meeting types or a complete list of required meetings.
24 C. This specification is not intended to cover planning and execution meetings between the General Contractor
25 (GC) and his/her sub-contractors.

26

27 **1.2. RELATED SPECIFICATIONS**

- 28 A. 01 31 23 Project Management Web Site
29 B. 01 32 16 Construction Progress Schedules
30 C. 01 43 39 Mockups
31 D. 01 91 00 Commissioning

32

33 **1.3. PROJECT MEETING TYPES**

- 34 A. The following project meeting types may be used but not limited to the following
35 1. Preconstruction Meeting
36 2. Project Management Web Site – Tutorial Meeting
37 3. Construction Progress Meetings
38 4. Pre-installation Meetings (including mock-up review meetings)
39 5. Weekly Trade Meetings
40 6. Special Meetings
41 7. Commissioning Meetings

42

43 **1.4. GENERAL REQUIREMENTS**

- 44 A. Representatives of Contractors, Subcontractors, and suppliers attending meetings shall be qualified and
45 authorized to act on behalf of the entity each represents.

46

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

48

49 **PART 3 - EXECUTION**

50

51 **3.1. PRECONSTRUCTION MEETING**

- 52 A. After execution of the Contract the City Project Manager (CPM) shall schedule and conduct the Preconstruction
53 Meeting at the Owner’s facilities. The CPM shall coordinate the meeting agenda with the Project Architect and
54 the GC Project Manager.
55 B. The CPM shall be responsible for the final agenda.
56 C. The CPM and Project Architect shall take notes on the meeting and post completed meeting minutes.
57 D. Attendance shall be required by all of the following:
58 1. Owner Representative(s)

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2. Architect and applicable sub consultant(s)
 3. General Contractor and applicable subcontractors and suppliers
 4. City Quality Management Staff
 5. Commissioning Agent
 6. Others, as may be invited for particular agenda items.
- E. Topics of the Preconstruction Meeting shall include but not be limited to the following:
1. Staff and contractor introductions
 2. Completion Date
 3. BPW Administrative requirements and due outs
 - a. Small Business Enterprise (SBE) (if applicable)
 - b. Certified payroll forms
 - c. Workforce profiles
 - d. Best Value Contracting (BVC)
 4. General Facility Management Division 1 Specifications, including:
 - a. Section 01 29 76 Progress Payment Procedures
 - b. Section 01 31 23 Project Management Web Site (overview)
 - c. Section 01 45 16 Field Quality Control Procedures
 - d. Section 01 77 00 Closeout Procedures
 - e. Section 01 91 00 Commissioning
 5. Project Meeting scheduling
 - a. Section 01 31 19 Project Meetings
 6. Construction Schedule
 7. Commissioning Process

3.2. PROJECT MANAGEMENT WEB SITE – TUTORIAL MEETING

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- A. The CPM shall schedule and conduct a tutorial presentation of the PMWS prior to the beginning of construction.
 - B. The CPM shall be responsible for the final agenda, there will be no minutes.
 - C. The required attendance list in 3.1.D. above shall apply except for City Staff in items 1 and 4 who are already familiar with the PMWS system.
 - D. It is recommended that all contractors bring their lap top, tablet or other internet capable device with them including a fully charged battery and internet connection devices as necessary.

3.3. CONSTRUCTION PROGRESS MEETINGS

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- A. In general all of the following shall apply:
 1. Representatives of Contractors, Subcontractors, and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
 2. The attendance shall be from the required attendance list in 3.1.D. above.
 - B. The General Contractor Project Manager (GCPM) shall:
 1. Schedule and conduct all construction progress meetings biweekly or more frequently as required.
 2. Prepare agenda for meetings including, but not limited to the following:
 - a. Safety
 - b. Current Schedule, including review of the critical path and 6-week look ahead schedule
 - c. Status of project related documentation (Submittals, RFIs, CBs, etc.)
 - d. Quality Observation Log and status of correction of deficient items
 - e. Project questions and issues from meeting attendees
 - f. BPW Administration Check
 - g. Other as needed
 - h. Status of CORs and COs to be reviewed outside the standard progress meeting time.
 3. Make physical arrangements for meetings.
 4. GCPM to post meeting agendas to the appropriate libraries on the Project Management Web Site (PMWS) no less than two (2) working days prior to the scheduled meeting. Notify all required attendees, applicable parties to the contract, and others affected of the posted meeting agenda.
 5. Preside at meetings.
 6. Route a meeting attendance roster for attendees to sign-in on.
 7. GCPM to record the minutes of the meeting; include significant proceedings and decisions. Post meeting minutes to the PMWS no more than two (2) working days after the completed meeting. Meeting minutes shall include a scanned copy of the attendance sign-in sheet. Notify all required meeting attendees, applicable parties to the contract, and others affected by decisions made at the meetings.

1 8. The above requirements do not apply to GC/sub-contractor meetings.
2

3 **3.4. PRE-INSTALLATION MEETINGS**

- 4 A. The GCPM shall schedule and conduct all pre-installation meetings, including mockup reviews, before each
5 construction activity that requires coordination with other trades.
6 B. The GCPM shall be responsible for the final agenda and meeting minutes.
7 C. The GCPM will work with all concerned parties to resolve issues as needed and submit RFI's if necessary.
8 D. Required attendance shall be from the list in 3.1.D. above and shall be personnel having a stake in the outcome
9 of the installation or knowledge of the system being installed.
10 E. In the event the Contractor installs equipment or materials without a pre-installation meeting the Contractor
11 shall be solely responsible for removing, replacing, repositioning materials and equipment as instructed by the
12 Project Architect or City Project Manager at no additional cost to the City.
13

14 **3.6 PRE-CONTRACT CLOSEOUT MEETINGS**

- 15 A. Two (2) Pre-contract Closeout Meetings shall be held to review the closeout procedures, requirements, and
16 contract deliverables.
17 1. Pre-contract Closeout Meeting #1 shall be scheduled prior to the 50% Progress Payment Request is being
18 requested. This meeting shall discuss items such as closing out QMO reports, providing O&M drafts and
19 finals, payroll and Affirmative Action documentation, and other contract deliverables.
20 2. Pre-contract Closeout Meeting #2 shall be scheduled prior to the 80% Progress Payment Request is being
21 requested. This meeting shall discuss, but not be limited to, the status of scheduling final regulatory
22 inspections, cleaning up outstanding QMO's, demonstration and training, attic stock; and finalization
23 review of payroll and other related documents.
24 B. The GCPM shall schedule, coordinate, and make physical arrangements for both meetings.
25 C. All of the following shall be required to attend both meetings:
26 1. The GCPM and the GC Field superintendent
27 2. All Subcontractor Project Managers regardless of the current status of their work.
28 a. The GCPM may excuse a Subcontractor PM if he is confident that all contractual requirements for
29 closeout by the subcontractor have been completed and/or delivered to the GCPM. The list of
30 attendees shall be reviewed and agreed upon with CPM ahead of the meeting.
31 b. At the option of these project managers the field supervisors may also attend.
32 3. The Project Architect and at least one design consultant from each discipline represented by the plans
33 and specifications to address open QMOs, final tests, reports, etc.
34 4. The Owner
35 5. The CPM
36 6. Quality Management staff as needed to address open QMOs, final tests, reports, etc.
37 7. The Commissioning Agent
38 D. The CPM shall publish an agenda and chair the meeting.
39

40 **3.7 OTHER SPECIAL MEETINGS**

- 41 A. The Contractor shall schedule special meetings per the requirements of the LEED Specification, the Project
42 Quality Management Plan, the Commissioning Plan and as indicated by other specifications.
43 B. Special meetings include but are not limited to the following:
44 1. Waste Management Conference
45 2. Equipment start up meetings
46 3. Testing and balancing meetings
47 4. Commissioning meetings
48 5. Other meetings as necessitated by the contract documents
49
50

END OF SECTION

**SECTION 01 31 23
 PROJECT MANAGEMENT WEB SITE**

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 3
 4 PART 1 – GENERAL 1
 5 1.1. GENERAL DESCRIPTION 1
 6 1.2. SHAREPOINT PROCEDURE OVERVIEW 1
 7 1.3. RELATED SPECIFICATIONS 2
 8 PART 2 - PRODUCTS 2
 9 2.1. SHAREPOINT SYSTEM RELATED PRODUCTS 2
 10 PART 3 - EXECUTION 2
 11 3.1. POST BID-OPENING 2
 12 3.2. POST PRE-CONSTRUCTION MEETING 3
 13

PART 1 – GENERAL

1.1. GENERAL DESCRIPTION

- A. The City of Madison (CoM) has established a web based Project Management Tool (PMT) using a Microsoft product called SharePoint (SP).
- B. The software is used throughout the design, construction and warranty process of major remodels and new construction projects executed as a City of Madison, Board of Public Works project.
- C. Initially deployed in mid-2013, the PMT software has been successfully deployed on several projects, and we continue to modify/update/enhance the PMT on a regular basis.

1.2. SHAREPOINT PROCEDURE OVERVIEW

- A. The CoM PMT is a system of consolidated Document & Form Libraries and Data Lists that assist in performing day to day functions of design/construction management while reducing the use of surface mail, email and email attachments.
 - 1. Document libraries store a wide variety of documents in many different formats including but not limited to Word, Excel, PDF, photographs (all popular formats), etc.
 - 2. Data Lists contain consolidated data information that can be generated and stored for further use. Punch Lists and Warranty issues will be examples of Data Lists.
 - 3. Form Libraries are primarily used when a specific work flow process is needed. The form acts as the cover letter. An example of this would be the Submittal Review Process.
 - 4. Libraries are controlled by Permission Groups and Permission Levels.
- B. The following libraries and sub-libraries on the PMWS are provided for specific workflows and contract documentation. Related specification numbers are in "()" if applicable.

Contract Documents	Construction Administration	Construction Progress	LEED Documentation	Quality Control	Construction Closeout
<i>GC Partial Pay Apps (01 29 76)</i>	<i>Change Order Requests (COR Form) (01 26 57)</i>	<i>Schedules (01 32 16)</i>	<i>LEED Documents</i>	<i>Regulatory Inspections</i>	<i>Misc Closeout Documents</i>
<i>Construction Documents</i>	<i>Change Orders (CO Form) (01 26 63)</i>	<i>Progress Meetings (01 31 19)</i>	<i>Waste Management (01 74 19)</i>	<i>Commissioning Checklists</i>	<i>O & M Manuals (01 78 23)</i>
<i>Regulatory Documents</i>	<i>Construction Bulletins (CB Form) (01 26 46)</i>	<i>Daily Journal (DJ Form) (01 32 26)</i>		<i>System Performance Tests</i>	<i>Product Warranties /Guarantees (01 78 36)</i>
<i>Testing Contract</i>	<i>Request for Information (RFI Form) (01 26 13)</i>			<i>Quality Management Observation (QMO Form) (01 45 16)</i>	<i>As-Builts (01 78 39)</i>
	<i>Submittals (SUB Form) (01 33 23)</i>			<i>Safety and Incident Reports</i>	<i>Attic Stock (01 78 23)</i>
	<i>Substitution Request (SR Form) (01 25 13)</i>			<i>Material Testing & Field Reports</i>	<i>Demonstration and Training (01 79 00)</i>

Contract Documents	Construction Administration	Construction Progress	LEED Documentation	Quality Control	Construction Closeout
					Warranty Issues (WI Form) (01 78 23)

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- C. A tutorial document on the web based PMT will be provided to the General Contractor (GC) who is awarded the contract. Additional training will be provided as needed for the GC and Sub-Contractors (SC) by the CoM.
- D. The PMT has predefined work flows that channel automated alerts as documents are uploaded, reviewed, and completed. These workflows are designed for inbound information from the contractor as well as outbound information from the Architectural/Engineer consultant and the Owner.
- E. The GC will be required to receive email notifications, access the internet to review related documentation and be able to upload/download documentation to the various project libraries.
- F. The SC's will be required (at a minimum) to receive email notifications and access the internet to review related documentation. Prior to setting up the final PMT the GC and CPM shall meet to review all SP workflows, the GC will determine to what level over the minimum requirements the SC's will be involved.

1.3. RELATED SPECIFICATIONS

- A. The following specification sections are directly related to the CoM PMT system.
 - 1. 01 25 13 Product Substitution Procedures
 - 2. 01 26 13 Request for Information (RFI)
 - 3. 01 26 46 Construction Bulletins (CB)
 - 4. 01 26 57 Change Order Request (COR)
 - 5. 01 26 63 Change Order (CO)
 - 6. 01 29 76 Progress Payment Procedures
 - 7. 01 31 19 Project Meetings
 - 8. 01 32 16 Construction Progress Schedules
 - 9. 01 32 26 Construction Progress Reporting
 - 10. 01 32 33 Photographic Documentation
 - 11. 01 33 23 Submittals
 - 12. 01 45 16 Field Quality Control Procedures (Owner)

PART 2 - PRODUCTS

2.1. SHAREPOINT SYSTEM RELATED PRODUCTS

- A. SharePoint is a Microsoft Windows based software that requires no additional software installation, hardware or other special requirements/applications for the users. There are no costs associated with the use of this system.
- B. Currently the CoM is using SharePoint 2010.
 - 1. SharePoint works best if the user's computer is running Windows versions 7 through 8.1.
 - 2. SharePoint works best when used with Internet Explorer versions 9 - 11 (32 bit).
 - a. At this time SharePoint is not compatible with other internet browsers such as Fire Fox, Google Chrome, and Safari.

PART 3 - EXECUTION

3.1. POST BID-OPENING

- A. After bids have been opened, a successful bidder has been determined, and bid acceptance procedures have been initiated the City Project Manager (CPM) will contact the GC to provide the following information.
 - 1. Project Management Software Tutorial. This tutorial is in a PDF printable format with screen shots and associated instructions on how to access and use the PMT.
 - a. Tutorial instructions will include but not be limited to the following:
 - i. Descriptions of various libraries, documents, and forms that will be used throughout the construction project.
 - ii. Uploading procedures for various types of documents including standardized naming conventions.

- 1 2. A blank Project Directory in an Excel spread sheet format. The contractor shall provide the following
2 information for GC and SC staffs as indicated on the spreadsheet. This will generally be the Project
3 Manager for the GC as well as the Sub-contractors and the GC Site Supervisor.
4 a. Last Name, First Name
5 b. Company Name
6 c. Email address (valid, work related)
7 d. Work Phone Number (required, include area code)
8 e. Cell Phone Number (not required, include area code)
9 3. The GC shall provide the above information for all SC's where the GC is not self-performing the work.
10 4. The GC may provide project foreperson information for work being self-performed if he/she so desires.
11

12 **3.2. POST PRE-CONSTRUCTION MEETING**

- 13 A. The GCPM will return the completed Project Directory spread sheet to the CPM no later than the Pre-
14 construction meeting.
15 B. The CPM is responsible for uploading all project directory data into SharePoint and coordinating with CoM
16 Information Technology (CoM-IT) for creating the logins and passwords of non-city staff (GC/SC staffs).
17 C. All GC/SC staff will be notified through an automated email from CoM IT that logins and passwords are available.
18 It is the responsibility of each GC/SC to call the CoM-IT number provided in the email to receive his/her
19 login/password over the phone. Logins and passwords will not be released via email.
20 D. Once the GCPM has received his/her login/password uploading of contract related documents can begin. This
21 would include but not be limited to project schedules, submittals, RFI's, and other documents as needed.
22 E. All workflows, review of documentation, and general archiving of construction related documentation will be
23 conducted on the PMWS. These documents will generally not be emailed.
24 F. The following documents related to the execution of the contract will not be part of the PMWS:
25 1. All documentation related to executing the contract, such as:
26 a. Sub Contractors list
27 b. Affirmative Action documentation
28 c. Bonding documentation
29 d. Documentation associated with payroll verification
30 e. Final documentation associated with closing out the contract
31 2. Any documentation required/generated by ordinance, code or statute, such as;
32 a. Erosion Control inspections
33 b. Building Inspection Department inspections
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END OF SECTION

SECTION 01 32 16
CONSTRUCTION PROGRESS SCHEDULES

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4 PART 1 – GENERAL 1
5 1.1. SCOPE 1
6 1.2. RELATED SPECIFICATIONS 1
7 PART 2 – PRODUCTS – THIS SECTION NOT USED 1
8 PART 3 - EXECUTION 1
9 3.1. OVERALL PROJECT SCHEDULE (OPS) 1
10 3.2. 6 WEEK LOOK-OUT SCHEDULES (LOS) 1
11 3.3. PROJECT MANAGEMENT WEB SITE (PMWS) 2
12

PART 1 – GENERAL

1.1. SCOPE

- A. This specification is to identify various project related schedules associated with indicating construction progress and outlook. The following schedules are the responsibility of the General Contractor (GC).
1. Overall Project Schedule
 2. 6 Week Look-out Schedule
- B. This specification is not intended to include internal schedules generated by the contractors during their planning and execution of the contract.

1.2. RELATED SPECIFICATIONS

- A. Section 01 29 76 Progress Payment Procedures
- B. Section 01 31 23 Project Management Web Site
- C. Section 01 31 19 Progress Meetings
- D. Section 01 74 13 Progress Cleaning
- E. Section 01 77 00 Closeout Procedures
- F. Section 01 78 23 Operation and Maintenance Data
- G. Section 01 78 36 Warranties
- H. Section 01 78 39 As-Built Drawings
- I. Section 01 78 43 Spare Parts and Extra Materials
- J. Section 01 79 00 Demonstration and Training
- K. Section 01 91 00 Commissioning
- L. Other specification within the construction documents that may indicate the need for scheduling any event with Owner, Project Architect, Owner Representatives, including any owner provided equipment.

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. OVERALL PROJECT SCHEDULE (OPS)

- A. The GC shall prepare an OPS that covers the duration of the contract from the pre-construction meeting through the end of construction to final contract closeout.
1. The GC shall review Specification 01 77 00 Closeout Procedures to become familiar with definitions, differences, and requirements for closing out the construction and contract including the association with progress payments.
- B. The GC shall provide copies and lead a discussion on the OPS during the pre-construction meeting.
- C. The OPS shall indicate start and end dates of each task associated with the project.
- D. The OPS shall clearly indicate the critical path of the project.
- E. The GC shall update the OPS as often as necessary during the duration of the project. Updates will be briefed as needed during bi-weekly progress meetings.

3.2. 6 WEEK LOOK-OUT SCHEDULES (LOS)

- A. The GC shall prepare the initial LOS to include detail of daily tasks for the first six (6) weeks of construction in depth for the Pre-construction meeting. The LOS shall be compatible and complimentary to the OPS.
- B. The GC shall provide copies and lead a discussion on the LOS during the pre-construction meeting.

- 1 C. The LOS shall indicate start and end dates of each major task, associated related sub-tasks, and required parallel
- 2 or pre-requisite tasks required to complete the major task on time.
- 3 D. The LOS shall also include identifying and scheduling such events as:
- 4 1. Pre-installation meetings and mock-up review meetings.
- 5 2. Quality management reviews of installations before they are covered.
- 6 3. Owner provided equipment as designated by the contract documents.
- 7 4. Work by others as designated by the contract documents.
- 8 5. Critical submittal dates.
- 9 E. The GC shall update the LOS prior to each bi-weekly progress meeting to indicate the next 6 weeks of scheduled
- 10 work. Updates will be briefed during each bi-weekly progress meeting.
- 11

12 **3.3. PROJECT MANAGEMENT WEB SITE (PMWS)**

- 13 A. The GC shall upload all project schedules and updates to the PMWS in an original PDF version of the scheduling
- 14 document. Scans will not be permitted.
- 15
- 16

17 **END OF SECTION**

18

SECTION 01 32 19
SUBMITTALS SCHEDULE

1
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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. RELATED DOCUMENTS 1
8 1.4. SUBMITTAL DEFINITIONS 1
9 1.5. SUBMITTAL REQUIREMENTS 1
10 1.6. ADMINISTRATIVE SUBMITTALS 2
11 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
12 PART 3 - EXECUTION 2
13 3.1. OVERALL RESPONSIBILITIES OF ALL CONTRACTORS 2
14 3.2. GENERAL CONTRACTORS RESPONSIBILITIES 2
15 3.3. STAFF REVIEW RESPONSIBILITIES 3
16

17 **PART 1 – GENERAL**

18
19 **1.1. SUMMARY**

- 20 A. The General Contractor shall submit a complete and comprehensive list of all submittals anticipated during the
21 execution of this contract.
22 B. The GC shall include the Administrative submittals identified in item 1.5 below and shall be required to up load
23 them to the Project Management Web Site.
24 C. The initial Submittals Schedule shall be based on the original contract documents used at the time of bidding and
25 any posted addenda through awarding of the contract.
26 D. The Submittal Schedule may be appended during the execution of the contract based on amendments to the
27 contract in the form of Change Orders, Construction Bulletins, and other related documents that add, or change
28 the scope of the work.
29

30 **1.2. RELATED SPECIFICATIONS**

- 31 A. Section 01 29 76 Progress Payment Procedures
32 B. Section 01 31 23 Project Management Web Site
33 C. Section 01 33 23 Submittals
34 D. Section 01 91 00 Commissioning
35

36 **1.3. RELATED DOCUMENTS**

- 37 A. The following documents shall be used as the basis for initiating the original Submittals Schedule.
38 1. Drawing documents and specifications (including general provisions) as provided with the bid set
39 documents and any published addenda.
40 B. The following documents shall be used to amend the submittals schedule as needed during the execution of this
41 contract.
42 1. Documents associated with revisions or clarifications to number A.1 above after awarding of the
43 contract, including but not limited to:
44 a. Construction Bulletins
45 b. Approved Change Orders
46

47 **1.4. SUBMITTAL DEFINITIONS**

- 48 A. Administrative Submittal: Any submittal that may be required by a Division 1 Specification and as noted in
49 Section 1.5 below.
50 B. Critical Path Submittal: Any early submittal that needs a priority review due to early construction use or long
51 lead times where a delay could affect the critical path of the construction schedule
52 C. Submittal: Any material, product, equipment, or general requirement as outlined in this and other specifications
53 that require a favorable review or acceptance prior to proceeding with procuring the item or proceeding with
54 the Work.
55

1 **1.5. SUBMITTAL REQUIREMENTS**

- 2 A. The GC and all Sub-contractors shall review the construction documents including the specifications of their
 3 individual Division or Trade to compile a complete list of all materials, products, or equipment that will require a
 4 positively reviewed submittal to be completed prior to procurement and installation.
 5 1. Submittals shall include but not be limited to any of the following that may apply:
 6 a. Shop Drawings
 7 b. Product Data
 8 c. Assembly Drawings
 9 d. Engineered Drawings
 10 e. Product Samples
 11 B. The following items will require an approved submittal, verify with specifications for specific needs and
 12 requirements:
 13 1. Contractor certifications for specialized work such as asbestos removal, well drilling, controls, AV, etc.
 14

15 **1.6. ADMINISTRATIVE SUBMITTALS**

- 16 A. The GC shall upload the following submittals within 15 working days of receipt of the City of Madison Start Work
 17 Letter. All Administrative Submittals shall be approved prior to requesting Progress Payment Number 1.
 18 1. Contractors Project Directory, see specification 01 31 23, discuss requirements with CPM
 19 2. Schedule of Values, see Specification 01 29 73
 20 3. Submittals Schedule, see Specification 01 32 19
 21 4. Waste Management Plan, see Specification 01 74 19
 22 5. Closeout Requirement Checklist, see Specification 01 77 00
 23 6. Warranty Checklist, see Specification 01 78 36
 24

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

26
 27 **PART 3 - EXECUTION**

28
 29 **3.1. OVERALL RESPONSIBILITIES OF ALL CONTRACTORS**

- 30 A. All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work
 31 to provide a complete and comprehensive list of submittals to the General Contractor.
 32 B. Each list shall indicate the title of the submittal, the associated specification of the submittal, whether the
 33 submittal can be considered an early/middle/late submittal, the anticipated date the submittal will be provided
 34 and the anticipated date the submittal needs to be approved.
 35 C. Contractors shall be aware that the goals for submittal review by the Architect staff and City staff will be as
 36 follows:
 37 1. For items on the Critical Path as identified by the GC, five (5) working days
 38 2. For most other submittals ten (10) working days
 39 3. Additional time may be needed for complex submittals or if re-submittals are required.
 40 D. The general format of the Submittal Schedule shall be tabular as per this example:
 41

<u>Title</u>	<u>Specification</u>	<u>Critical Path (Y or N)</u>	<u>Date provided</u>	<u>Date required</u>	<u>Remarks</u>
Concrete Mix Design	03 30 00	Y	Oct 1, 2014	Oct 15, 2014	
Paint Draw Downs	09 90 00	N	Jan 2, 2015	Jan 20, 2015	

42
 43 **3.2. GENERAL CONTRACTORS RESPONSIBILITIES**

- 44 A. The General Contractor shall be responsible for all of the following:
 45 1. Consolidating all submittal lists from individual contractors into one master list.
 46 2. Reviewing all submitted lists for completeness, timing with the overall contract, etc. The GC shall meet
 47 with individual contractors to make changes as necessary.
 48 3. Upload the completed Submittals Schedule to the Submittal Library on the Project Management Web Site
 49 for review as SD 003.0. See Specification 01 33 23 Submittals for more information on this procedure.
 50 4. Resubmit the schedule as needed after initial reviews have been completed.
 51 B. The GC shall work with other contractors to amend the Submittals Schedule throughout the execution of the
 52 project based on changes and modifications as needed.
 53 C. The GC and Project Architect shall be responsible for reviewing and briefing the submittal schedule and
 54 submittals status at each bi-weekly construction meeting.

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3.3. STAFF REVIEW RESPONSIBILITIES

- A. The Project Architect, consulting staff, Commissioning Agent (CxA), Owner, and city staff will review the Submittal Schedule for completeness per the plans and specifications within their divisions of work. The reviewing staff may provide comments as needed. Some examples might include the following:
 - 1. Submittal not required
 - 2. Provide photos of samples with digital submittal
 - 3. Insure one submittal for complete system
 - 4. Append the schedule to include...
 - 5. See Specification <xyz> for additional requirements
- B. The Project Architect and City Project Manager will finalize review comments regarding the Submittal Schedule. Re-submittal of the submittal schedule may be required.

END OF SECTION

SECTION 01 32 23
SURVEY AND LAYOUT DATA

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. SURVEYOR QUALIFICATIONS 1
8 1.4. QUALITY ASSURANCE 1
9 1.5. SUBMITTALS 2
10 1.6. EXAMINATION 2
11 PART 2 – PRODUCTS – NOT USED 2
12 PART 3 - EXECUTION 2
13 3.1. PRE-CONSTRUCTION OWNER SUPPORT 2
14 3.2. UTILITY LOCATING 2
15 3.3. SURVEY CONTROL AND LAYOUT DATA 2
16 3.4. TOPOGRAPHIC SURVEYING 2
17 3.5. SITE SURVEY AS-BUILT 3
18

PART 1 – GENERAL

1.1. SUMMARY

- A. The purpose of this specification is to set forth the minimal required guide lines to be followed by the General Contractor (GC) and the Land Surveyor (Surveyor) including but not limited to the following:
1. Surveyor Professional Requirements
 2. Horizontal and Vertical Datum Control
 3. Local Control (if any)
 4. Electronic File and Data Requirements
 5. As-Built Documentation Requirements
- B. When working on any City of Madison project, OSHA standards must be complied with. The Surveyor shall provide appropriate traffic control in accordance to the Manual on Uniform Traffic Control Devices (MUTCD).
- C. The Surveyor shall be responsible for notifying Diggers Hotline in advance of beginning the field work for this contract.

1.2. RELATED SPECIFICATIONS

- A. Section 01 29 76 Progress Payment Procedures
- B. Section 01 31 23 Project Management Web Site (SharePoint)
- C. Section 01 33 23 Submittals
- D. Section 01 78 39 As-Built Drawings
- E. Section 105.9, Survey Points and Instructions, of the City of Madison Standard Specifications for Public Works

1.3. SURVEYOR QUALIFICATIONS

- A. The General Contractors, Land Surveyor Sub-Contractor shall meet or exceed the following:
1. The Principal Land Surveyor (PLS) shall be licensed to practice in the State of Wisconsin.
 - a. The PLS's license shall be current at the beginning of the contract and the PLS shall maintain an active license throughout the execution of this contract.
 2. The PLS shall have a minimum of minimum of ten (10) years of field experience on similar projects of scope and size.
 - a. Land Surveyors working under the direction of the PLS shall have a minimum of five (5) years of field experience on similar projects of scope and size.
- B. The PLS shall be responsible for checking and verifying all work being performed under the PLS's direction during the execution of this contract. This shall include but not be limited to periodic field checks of equipment and survey data for accuracy and compliance with the contract documents.

1.4. QUALITY ASSURANCE

- A. The PLS shall do all surveying in City of Madison Datum's as follows:
1. All Horizontal Control shall be in the Dane County Coordinates (WISCRS), NAD 83(1997) datum, US Survey foot).
 2. All Vertical Control shall be in NAVD88(1991).

- 1 3. Information on PLSS Section Corner Monuments and Tie Sheets can be found on the City Engineering
2 Mapping website http://gis.cityofmadison.com/Madison_PLSS/PLSS_TieSheets.html.

3
4 **1.5. SUBMITTALS**

- 5 A. After initial project setup the PLS shall provide the following information as a Survey Data Submittal for review
6 by the CPM/CCM, and Owner. See Specification 01 33 23 – Submittals for more information.
7 1. Copy of the PLS (and any supporting staff) current State of Wisconsin registration certificate/licenses.
8 2. Digital Survey Submittal on a thumb drive delivered to the CPM/CCM. Submittal Survey shall be on a
9 thumb drive or CD in Auto CAD 2017, MicroStation V8i, or DXF format. Digital Submittal shall be of the
10 project site setup showing all of the following:
11 a. Key features not scheduled for demolition, including but not limited to building corners, roof
12 overhangs, and door locations.
13 b. Location of construction limits fencing.
14 c. Locations of PLSS and/or project control points provided by the Owner.
15 d. Locations of project based control points.
16 3. Printed Survey Submittal shall be the same as item 1 above in PDF format. PDF file shall be formatted to
17 print to scale on 24"x36" sheets as required to show all features with text neatly organized for each item
18 identified. When multiple sheets are used a match line and sheet references shall be required.
19 4. PDF file of the complete level/layer scheme. Scheme shall be in tabular form formatted to 8.5 by 11
20 paper and shall include all of the following:
21 a. Level/layer designation (abbreviation).
22 b. Level/layer designation (full title).
23 c. Feature attribute characteristics (line weight, line style, font, etc.).
24 d. Cell attribute information
25 e. Samples of line styles and cells.
26

27 **1.6. EXAMINATION**

- 28 A. The PLS shall be responsible for verifying all site data including the owner provided local control points (see
29 Section 3.1 below) prior to starting the Work.
30 B. Notify the Project Architect and CPM/CCM immediately if any discrepancies are discovered.
31

32 **PART 2 – PRODUCTS – NOT USED**

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34 **PART 3 - EXECUTION**

35
36 **3.1. PRE-CONSTRUCTION OWNER SUPPORT**

- 37 A. The CPM/CCM shall provide the GC/PLS with a digital CAD seed file on or before the Pre-construction meeting.
38 1. Seed file shall be a MicroStation 3D seed file using the datum indicated above. Seed file shall be
39 delivered as a MicroStation V8i or DXF format as requested by the PLS.
40 a. Seed file shall be used as the PLS's initial base file for all future work on this contract.
41

42 **3.2. UTILITY LOCATING**

- 43 A. The GC and/or PLS shall be responsible for notifying Diggers Hotline for all utility locate requests.
44

45 **3.3. SURVEY CONTROL AND LAYOUT DATA**

- 46 A. The GC and PLS are responsible for all other survey control and layout data required to perform the work in this
47 contract.
48

49 **3.4. TOPOGRAPHIC SURVEYING**

- 50 A. The Surveyor may perform the topographic survey with properly calibrated equipment as follows:
51 1. Total station, achieving minimum accuracy for well-defined features of +/- 0.1 feet horizontal and +/-0.04
52 feet vertical at 95% confidence relative to control. "Well defined features" shall include but not be
53 limited to property irons, pavements, trees, landscaping features, buildings, utility locations, and other
54 permanent features.
55 2. RTK GPS shall be permitted in large open areas, along tree lines, and in brushy areas.
56

1 **3.5. SITE SURVEY AS-BUILT**

- 2 A. See Specification 01 78 39 As-Built Drawings, Section 3.2 for more information on required record site
3 information to be provided prior to contract closeout.
4 B. The GC shall be responsible for scheduling the PLS to capture locations and depths of all buried utilities prior to
5 any contractor back filing trenches. The Owner may require missing information to be located and surveyed at
6 the GC's expense.
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10 **END OF SECTION**
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SECTION 01 32 26
CONSTRUCTION PROGRESS REPORTING

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PART 1 – GENERAL

1.1. SUMMARY

- 16 A. Daily records of project activities, resources used, weather conditions, and other information related to the
17 ongoing progress of the project are extremely important at all levels of Construction Management.
18 B. Daily records provide the base for weekly progress reports and updating progress schedules.

1.2. RELATED SPECIFICATION SECTIONS

- 21 A. Section 01 31 19 Project Meetings
22 B. Section 01 31 23 Project Management Web Site
23 C. Section 01 32 23 Photographic Documentation

1.3. PERFORMANCE AND QUALITY ASSURANCE REQUIREMENTS

- 26 A. The General Contractor (GC) shall be responsible for all Construction Progress Reporting as outlined in this and
27 other specifications as noted.
28 B. The GC shall maintain daily progress journals in a format of his/her choosing provided it is legible and contains
29 the information as outlined in Section 3.1 below.
30 C. The journal shall be located in the job trailer and shall be reviewable by the Project Architect or City Project
31 Manager if so requested.

PART 2 – PRODUCTS - THIS SECTION NOT USED

PART 3 - EXECUTION

3.1. CONTRACTOR JOURNAL

- 38 A. The GC shall maintain a journal of daily progress on which Work is performed by any employee or entity for
39 which the GC is responsible. Such reports shall include all relevant data concerning the progress of Work
40 activities the GC and Subcontractors are responsible for and the effect of that activity on the time of
41 performance of the Contract.
42 1. Some projects may not require weekly journals be kept instead of daily journals. This is at the sole
43 discretion of the City Project Manager. A daily journal will generally be required when the contract has a
44 significant amount of site work. A weekly journal will generally be used when a contract is interior work
45 only.
46 B. Journal entries shall be made on the Contractor Daily/Weekly Report Form located in the Construction Progress-
47 Daily Journal Library on the Project Management Web Site. The form consists of the following areas:
48 1. Weather; include temperature, humidity, precipitation, wind and other related information such as
49 significant storm events, times, and details.
50 2. Work completed by trade
51 3. Delays encountered
52 4. Deliveries received or delayed
53 5. Hot issues that need to be addressed
54 6. Safety issues
55 7. Photograph progress and upload to the Photo Library on the Project Management Web Site.
56 8. Other including inspections, testing, etc.
57 9. Space for attaching documents

- 1 C. Contractor Daily/Weekly Report Forms shall be completed and signed by the GC's Job Superintendent or other
2 on-site representative authorized by the GC confirming each such report is current, accurate and complete.
3 D. If applicable the GC shall include schedules of quantities and costs, progress schedules, wage rates, reports,
4 estimates, invoices, records and other data as requested by the CPM concerning Work performed or to be
5 performed under this Contract if the CPM determines such information is needed to substantiate Change Order
6 proposals, claims, or to resolve disputes.
7

8 **3.2. CONSTRUCTION PROGRESS MEETINGS**

- 9 A. The GC shall provide a verbal summary of the previous two (2) weeks progress reports at each bi-weekly
10 construction progress meeting.
11

12 **END OF SECTION**
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14

SECTION 01 32 33
PHOTOGRAPHIC DOCUMENTATION

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15

16 **PART 1 – GENERAL**

17
18 **1.1. SCOPE**

- 19 A. The General Contractor (GC) shall be required to take weekly digital photographs of interior and exterior
20 construction progress and upload the photos directly to the Project Management Web Site (SharePoint).
21 B. The GC shall be required to provide digital time-lapse photo service of the project exterior construction progress.
22

23 **1.2. RELATED SPECIFICATION SECTIONS**

- 24 A. Section 01 29 76 Progress Payment Procedures
25 B. Section 01 31 23 Project Management Web Site (SharePoint)
26 C. Section 01 32 19 Submittals Schedule
27 D. Section 01 32 33 Submittals
28 E. Section 01 77 00 Closeout Procedures
29

30 **1.3. SUBMITTALS**

- 31 A. The GC shall provide general information on the type of camera being used for interior and exterior digital
32 photographs.
33 1. Information may be written on Contractor’s transmittal sheet.
34 a. Include camera name/type, aspect ratio setting, and average file size
35 b. Provide sample project pictures as part of PDF submittal.
36 B. The GC shall provide sufficient information on the type of time lapse system being used that meets the
37 requirements identified in section 2.2 below.
38

39 **PART 2 – PRODUCTS**

40
41 **2.1. DIGITAL CAMERA**

- 42 A. All digital photographs shall be taken with a good quality digital camera, cell phone, tablet, and other such digital
43 device.
44 B. Digital photographs shall be formatted to achieve a good, clear, and detailed image where the final file size is
45 between 600 KB and 3.0 MB (3000KB).
46

47 **2.1. TIME LAPSE CONSTRUCTION CAMERA (TLCC)**

- 48 A. The TLCC shall be a high quality weather proof camera owned and operated, or leased, by the GC for the
49 duration of this contract with the following minimum capabilities:
50 1. Pan-Tilt-Zoom (PTZ) capable.
51 2. Wireless internet or built in cellular technology capable.
52 a. The use of memory cards will not be permitted.
53 3. Widescreen, high resolution (5-30 MP rating).
54 4. Powered by 120V AC.
55 a. The use of battery packs will not be permitted.
56 5. Web/cloud hosted access to archived photos and video.
57 6. Provides complete time lapse video capability.
58 7. 24/7 service and support for equipment, software, and hosting services.

- 1 B. Approved equipment/services include but are not limited to the following:
2 1. OxBBlue Corporation, www.oxblue.com
3 2. EarthCam, www.earthcam.net
4 3. TrueLook, www.truelook.com
5

6 **PART 3 – EXECUTION**
7

8 **3.1. REQUIREMENTS FOR DIGITAL PHOTOGRAPHS**

- 9 A. The GC shall take a minimum of two (2) exterior photographs each week. Exterior photographs will not be
10 required on projects that do not include any exterior work.
11 1. Exterior photos shall be taken from approximately the same location each week for the duration of the
12 project.
13 2. When applicable this requirement shall begin prior to commencing any site work.
14 3. This requirement shall only be applicable when there is exterior work actively being conducted with the
15 project. Periods of inactivity due to weather (winter conditions) do not require a photograph.
16 4. This requirement shall end when the exterior work has been substantially completed.
17 5. This requirement may be suspended due to weather conditions or substantial delays in exterior progress.
18 B. The GC shall take interior photographs each week that document interior construction progress.
19 1. This requirement will begin when exterior wall framing begins.
20 a. When an interior remodeling project includes demolition work interior photos shall be taken
21 during the demolition process.
22 2. Pictures do not need to be taken from the same location each week.
23 3. This requirement shall end when the interior work has been substantially completed.
24 C. Digital photographs shall be properly zoomed in/out, and flash used as needed, to capture a level of detail
25 required to properly show the progress being captured by the photograph.
26 1. Blurry and dark pictures will not be accepted.
27 D. The camera default naming convention is acceptable. The GC does not need to rename or specifically identify
28 pictures with a title.
29 E. All digital photographs shall be saved in a JPEG (.jpg) format and uploaded directly to the SharePoint Project
30 Images Library.
31 1. The GC shall upload the photos to the folder that designates the appropriate construction week and date
32 (beginning Monday date). If no folder exists, contact the CPM/CCM prior to uploading photos.
33

34 **3.2. REQUIREMENTS FOR TIME LAPSE PHOTOGRAPHS**

- 35 A. The GC shall be responsible for all of the following:
36 1. Verify with the CPM/CCM a suitable place for mounting the camera and related equipment prior to
37 installation.
38 2. The complete installation, setup, maintenance, and removal of the camera and related equipment.
39 3. The hosting and access of all photographs and videos taken by the camera during the project.
40 4. Production of a final time lapse video (minimum of 3 minutes in length) of the project provided in a
41 viewable format to the Owner on a thumb drive or CD.
42 B. Time lapse photos shall be taken from the same fixed position at approximately ten (10) minute intervals.
43 1. Time lapse shall start before normal daily activities begin and end after normal daily activities have been
44 completed.
45 a. The GC shall adjust the camera time lapse schedule as needed to accommodate any periods of
46 overtime or weekend work.
47 b. Time lapse shall not be taken during major periods of no activity including night hours, holidays,
48 weather related (winter) inactivity, etc.
49 C. All photos taken during the execution of this contract shall be accessible from a web based service. Archived
50 photos shall be organized by date and time so that they can be easily retrieved and viewed as needed.
51 1. If necessary the GC shall coordinate usernames and passwords for access to the photos. The City of
52 Madison would prefer that the access be generic to accommodate a wide audience.
53

54 **3.3. PROJECT MANAGEMENT WEB SITE (SHAREPOINT)**

- 55 A. The CPM/CCM shall provide weekly progress folders in the Project Images Library on SharePoint.
56 1. Progress folders are labeled with the Construction Week Number and the date for Monday of that week.
57 2. The GC shall notify the CPM/CCM if additional weekly progress folders need to be created.

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- B. The GC shall upload the weekly digital photographs to the appropriate progress folder in the Project Images Library.
- C. Copies of Time Lapse video shall be uploaded to a separate project folder in the Project Images Library prior to Construction Closeout.

END OF SECTION

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SECTION 01 33 23
SUBMITTALS

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9 PART 3 - EXECUTION 2
10 3.1. GENERAL CONTRACTORS PROCEDURES 2
11 3.2. SUBMITTAL REVIEW 2
12 3.3. PROJECT ARCHITECTS REVIEW 3

PART 1 – GENERAL

1.1. SUMMARY

- 17 A. The General Contractor (GC) shall be responsible for providing submittals for review of all contractors and sub-
18 contractors as designated in the construction documents. Submittals shall include but not be limited to all of the
19 following:
- 20 1. Equipment specified and pre-approved in the specification; to ensure quality, construction, and
21 performance specifications have not changed since final design.
 - 22 2. Equipment specified by performance in the specification; to ensure that the intended quality,
23 construction, and performance specified is met by the selected material or product.
 - 24 3. Shop, piece, erection, and other such drawings as indicated in the specifications to ensure all structural,
25 dimensional, and assembly requirements are being met.
 - 26 4. Submittals indicating installation sequencing
 - 27 5. Submittals indicating control sequencing
 - 28 6. Contractor licensing, certification, and other such regulatory documentation when required by a
29 specification.
 - 30 7. Other submittals as may be required by individual specifications.
- 31 B. The submittal process shall not be used to determine alternates to specified products or equipment. All
32 considerations shall be reviewed during the bidding process and acceptable alternates shall be acknowledged by
33 addendum prior to the closing of bidding. See bidding instructions for the information on submitting alternates
34 for consideration.
- 35 D. In the event that a manufacturer has significantly changed a product (discontinued a model, changed dimension
36 or performance data changed available colors, etc.) since bid opening the GC shall submit a Request for
37 Information (RFI) to the Project Architect requesting other approved alternates prior to uploading a digital
38 submittal.
- 39 E. Contractors and sub-contractors shall be responsible for knowing the submittal requirements of ALL sections
40 within their scope of work under the contract. The Owner reserves the right to request documentation on any
41 materials, equipment, or product being installed where a submittal is not on file. If the material, equipment, or
42 product installed is determined not to meet the intent of the specification the contractor/sub-contractor shall be
43 required to remove and replace the items involved. The GC shall be solely responsible for all costs associated
44 with the removal and replacement.

1.2. RELATED REFERENCES

- 47 A. Section 01 29 76 Progress Payment Procedures
48 B. Section 01 31 23 Project Management Web Site
49 C. Section 01 32 19 Submittals Schedule
50 D. Section 01 32 26 Construction Progress Reporting
51 E. Section 01 91 00 Commissioning
52 F. All Technical Specifications, contract documents, construction drawings, and any published addendums during
53 the bidding process.
54 G. All contract documents generated during the execution of the contract including but not limited to Requests for
55 Information (RFI) and Construction Bulletins (CB).

1.3. SUBMITTAL REQUIREMENTS

- 58 A. A completed submittal shall meet the following requirements:

- 1 1. Digital submittal shall be original PDF of manufacturer's data sheets or high quality color scan of the
- 2 same.
- 3 a. Submittals shall not include sales fliers or other similar documents that typically do not provide
- 4 complete manufacturers data.
- 5 2. Documents within the PDF submittal shall be printable to a sized sheet no less than 8-1/2 by 11 inches
- 6 and no larger than 24 by 36 inches.
- 7 3. At the beginning of each submittal the contractor shall identify the plan reference (WC-1, EF-3, etc.) in
- 8 RED block letters that the submittal is for.
- 9 4. Where multiple model numbers appear in a table the contractor shall identify the specific model being
- 10 submitted by using a RED square, box, or other designation to distinguish the correct model from others
- 11 on the page.
- 12 B. A complete submittal will include all information associated with the product or equipment as presented in
- 13 plans, equipment tables, and specifications. Information shall include but not be limited to the following:
- 14 1. Dimensional data
- 15 2. Performance data
- 16 3. Resource requirements, power, water, waste, etc
- 17 4. Clearance and maintenance requirements
- 18 5. Finish information, colors, textures, etc.
- 19 6. Warranty information
- 20 C. Where a submittal includes material samples (carpet, tile, paint draw downs, etc.) the contractor shall do the
- 21 following:
- 22 1. The Contractor shall submit the sample(s) as indicated in the specification.
- 23 2. The Contractor shall include a quality photograph(s) of the product with the digital submittal.
- 24 Photographs shall meet the following requirements:
- 25 a. Formatted to be between 500Kb and 1.0 Mb in file size
- 26 b. Have no glare or flash reflection on the sample
- 27 c. Sample fills the frame of the photo and shows detail as needed. Include multiple photos from
- 28 other angles as needed.
- 29 d. Scanned copies of products or photos are not acceptable.
- 30 D. Uploaded submittals should be relative and related to a specific written specification.
- 31 1. Do not upload submittals under a broad category or division (I.E. HVAC 23 00 00). Always upload by the
- 32 specific specification that identifies a required product or performance to be met.
- 33 2. Group related items together if the specification is written that way. (I.E. all of the plumbing fixtures and
- 34 trim relative to one specific specification should be submitted together).
- 35 3. Submittals shall be grouped and adhere to the divisions in the submittal schedule. Submittals that do not
- 36 conform to the submittal schedule and/or specification divisions will be rejected for re-submittal.

37
38 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

39
40 **PART 3 - EXECUTION**

41
42 **3.1. GENERAL CONTRACTORS PROCEDURES**

- 43 A. All required submittals will be uploaded to the Construction Administration-Submittal Drawings Library on the
- 44 Project Management Web Site (PMWS) by the GC.
- 45 1. The GC shall open a new Submittal Form in the Submittals Drawings Library for each required submittal
- 46 from the Submittals schedule.
- 47 2. Fill in required information on the form that will be used for routing the review and comments.
- 48 3. Attach all documentation as described in Section 1.3 above.
- 49 a. Submit samples under separate cover to the Project Architect when necessary.
- 50 B. Uploading the submittal indicates that the GC has reviewed and approved the submittal against the contract
- 51 document requirements.
- 52 C. The GC shall discuss submittal status at all progress meetings and shall monitor submittal review/approval/re-
- 53 submittal so as to not incur delays in the project schedule.
- 54 D. A completed upload of the submittal to the PMWS initiates the review process workflow.
- 55 E. The GC and sub-contractors shall provide re-submittals as required.
- 56

1 **3.2. SUBMITTAL REVIEW**

- 2 A. Upon completion of the submittal upload by the GC the PMWS automatically notifies the appropriate
3 Architect/Engineer and Owner Representative, including CxA, by Division/Specification number that there is a
4 submittal for review.
5 B. The submittal shall be reviewed internally by the required Architect/Engineer and Owner Representative and
6 CxA in a timely fashion and provide commentary on missing items, incorrect information, or incomplete shop
7 drawings, etc as needed.
8 C. When the internal review is completed the PMWS will notify the Project Architect the submittal is ready for final
9 review.

10
11 **3.3. PROJECT ARCHITECTS REVIEW**

- 12 A. Upon completion of the internal review the Project Architect shall review all internal review comments, confer
13 with the CPM and CxA as needed and determine the appropriate disposition status for the submittal (approved
14 or resubmit).
15 C. The Project Architect shall summarize final internal review comments onto the submittal cover sheet, provide a
16 final disposition of the submittal and update the review status of the submittal to "Complete..." (with or w/o
17 comments) or "Rejected".
18 D. A completed Final Review status initiates the PMWS to notify the GC and appropriate sub-contractor(s) that the
19 review of the submittal has been completed.
20
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22

23 **END OF SECTION**
24

**SECTION 01 41 00
REGULATORY REQUIREMENTS**

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PART 1 – GENERAL

1.1. REQUIREMENT INCLUDED

Unless otherwise specifically directed by Contractor each Subcontractor and each Sub-subcontractor shall comply with provisions of this Section as required for proper execution and completion of their Work or portions thereof

1.2. PROCEDURES

Comply with and give notices required by applicable laws, statutes, ordinances, codes, rules, and regulations, and lawful orders of public authorities having jurisdiction applicable to performance of the Work. Comply with and give notices required by Owner’s and Contractor’s insurance companies, local utilities and labor regulations relating to the performance of the Work, the protection of adjacent property, and the maintenance of passage ways, guard fences and other protective facilities.

The Contractor shall acquire all permits, licenses, and approvals necessary for the execution of this Contract and performance of the Work and provide evidence of such applicable permits, licenses, and approvals at the Pre-Construction Meeting or before commencement of the Work.

Where Contract Documents require abatement of asbestos containing materials, prior written Notice to the State of Wisconsin, Department of Natural Resources is required. The Contractor shall provide evidence of such Notice prior to commencement of the Work.

Procure all certificates of inspection, use, and occupancy, and all permits and licenses, pay all charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the Work. Certificates of inspection, use and occupancy shall be delivered to the Owner upon completion of the Work in sufficient time for occupation of the Project in accordance with the approved schedule for the Work. The costs of such procurement, payment and delivery shall be included within the Base Bid.

Exercise precaution at all times for the protection of persons (including employees) and property. Observe the safety provisions of applicable laws, building and construction codes. Refer to the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America.

It is not Contractor’s responsibility to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, and rules and regulations. However, if Contractor observes that portions of the Contract Documents are at variance therewith, Contractor shall promptly notify A/E and Owner in writing, and necessary changes shall be accomplished by appropriate Modification.

If Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities having jurisdiction, the Contractor shall assume full responsibility for such Work and shall bear the costs attributable to correction.

Refer to the Sections of the Work for referenced codes, standards, tests, etc., applicable to the Work.

1.3. NOTICES

Concealed or Unknown Conditions:

If the Contractor encounters conditions at the site are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual

1 nature, that differ materially from those ordinarily found to exist and generally recognized as inherent in construction
2 activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the
3 Owner and the Architect before conditions are disturbed and in no event later than 21 days after first observance of the
4 conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ
5 materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any of the
6 Work, will recommend and equitable adjustment in the Contract Sum or Contract Time, or both. If the Architect
7 determines that the conditions at the site are not materially different from those indicated in the Contract Documents
8 and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and
9 Contractor in writing, stating the reasons.

10
11 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers,
12 archaeological sites, or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend
13 any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the
14 Owner shall promptly take any action necessary to obtain governmental authorization required to resume operations.
15 The Contractor shall continue to suspend operations until otherwise instructed by the Owner but shall continue with all
16 other operations that do not affect those remains or features.

17
18 **1.4 PERMITS**

19 Permits, Fees, Licenses, and Inspections: Unless otherwise provided in the Contract Documents, Contractor shall secure
20 and pay for the building permit as well as for other permits, fees, licenses, inspections and approvals by government and
21 utility agencies, necessary for proper execution and completion of the Work that are customarily secured after
22 execution of the Contract and legally required at the time bids are received or negotiations concluded.

23
24 Owner will obtain plan approvals and pay all fees required by the Wisconsin Department of Safety and Professional
25 Services.

26
27 Contractor shall obtain all permits and pay all fees required by local utilities for permanent electric and gas service.

28
29 Contractor shall obtain copies of all required permits and certificates of inspection applicable to the work.

30
31 Contractor shall furnish A/E and Owner with copy of all required permits and certificates.

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

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

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END OF SECTION

SECTION 01 45 16
FIELD QUALITY CONTROL PROCEDURES

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18 **PART 1 – GENERAL**

19
20 **1.1. SUMMARY**

- 21 A. The City of Madison has developed a multi-faceted Quality Management Program that begins with contract
22 signing and runs through contract closeout to ensure the best quality materials, workmanship, and product are
23 delivered for the contracted Work.
24 1. The Progress Management Web Site is a Construction Management tool that provides contractors and
25 staff a single on-line location for the daily operations and progression of the Work.
26 2. The Quality Management Observation (QMO) is an ongoing observation of the construction process as it
27 progresses. The City of Madison does not use a “Punch List” or “Corrections List” as it is typically known
28 throughout the construction industry. The QMO process acts as an “in progress punch list”.
29 a. By using the QMO process the City of Madison’s goal is to have a zero item punch list prior to the
30 90% progress payment and owner occupancy.
31 B. All contractors shall be required to review the specifications identified in Section 1.2 below, and other related
32 specifications identified therein to become familiar with the terminology and expectations of this City of
33 Madison Public Works contract.
34 C. It is the intent of this specification to outline the requirements, expectations, and responsibilities of the General
35 Contractor (GC), Project Architect, and other representatives of the Owner for items of Quality Assurance and
36 Quality Control.
37 1. This specification is not intended to conflict with Specification 01 40 00 Quality Requirements or other
38 specifications requiring testing and inspecting services.
39 2. This specification does not relieve the GC from any requirements associated with regulatory inspections
40 performed by the City of Madison Building Inspection Unit, or inspectors from other agencies as required
41 by code.
42 3. Any testing performed by an Owner’s Representative does not relieve the GC from performing any
43 testing that may be required by the construction documents.
44

45 **1.2. RELATED SPECIFICATION SECTIONS**

- 46 A. Section 01 26 13 Request for Information (RFI)
47 B. Section 01 29 76 Progress Payment Procedures
48 C. Section 01 31 13 Project Coordination
49 D. Section 01 31 23 Project Management Web Site
50 E. Section 01 40 00 Quality Requirements
51 F. Section 01 77 00 Closeout Procedures
52 G. Section 01 78 13 Completion and Correction List
53 H. Section 01 91 00 Commissioning
54

55 **1.3. PERFORMANCE REQUIREMENTS**

- 56 A. All contractors shall be responsible for a proper quality assurance/quality control (QA/QC) program throughout
57 the execution of the Work defined within the construction documents, including all recognized construction
58 industry standards and all applicable regulatory codes.

- 1 B. The GC shall be responsible for all of the following:
2 1. Monitor the quality of all workmanship, supplies, materials, and products being installed by all
3 contractors and installers to ensure they meet or exceed the minimum requirements set forth by the
4 construction documents.
5 2. Submit a Request for Information (RFI) whenever manufacturers' instructions or referenced standards
6 conflict with the construction documents before proceeding with the Work.
7 3. Ensure that Work requiring special certifications or licensing is being performed by is being performed
8 and supervised by personnel that meet the appropriate requirements.
9 a. Ensure that all certificates and licenses are current throughout the execution of the project.
10 C. The CoM and its representatives shall perform quality assurance and quality control activities throughout the
11 execution of this project. This in no way relieves the GC of maintaining an acceptable QA/QC program. =
12

13 **1.4. QUALITY ASSURANCE**

- 14 A. The GC shall be responsible for the following:
15 1. All materials, equipment, and products shall be new, clean, undamaged, and meet the performance
16 specifications defined within the construction documents including favorably reviewed submittals.
17 a. Any material, equipment, or product that does not meet the requirements of the construction
18 documents shall be removed and replaced, including any adjacent and related work, at the GCs
19 expense.
20 2. All Work shall be performed by persons properly trained and/or qualified to produce workmanship of the
21 quality specified in the construction documents.
22 3. Providing access to updated as-builts, addenda, submittals, bulletins and other related construction
23 documents at the project site.
24 B. The CoM and its representatives may be responsible for any of the following:
25 1. Attend pre-installation meetings
26 2. Attend construction progress meetings
27 3. Review all submittals
28 4. Conduct field visits for QA/QC purposes, provide feedback to the GC and sub-contractors using Quality
29 Management Observation (QMO) reports.
30 5. Review delivered equipment
31 6. Witness equipment installations, startups, testing as specified in other specifications
32

33 **1.5. QUALITY MANAGEMENT OBSERVATION REPORT**

- 34 A. The Quality Management Observation report or QMO is used as a QA/QC tool by those entities responsible for
35 QA/QC activities, including but not limited to, the GC, CoM, PA, CX agent, etc.
36 B. QMOs are designed to be an early observation of non-conforming construction work before it becomes buried
37 by follow on work. As such it is most often used as an "in progress punch list".
38 C. QMO forms are part of the Quality Control Library on the Project Management Web Site.
39

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

41
42 **PART 3 - EXECUTION**

43
44 **3.1. QUALITY MANAGEMENT RESPONSIBILITIES**

- 45 A. While making routine progress visits to the construction project the GC, CPM, CxA and A/E, and applicable others
46 shall observe the details of the construction and installations to ensure that the intent of the construction
47 documents is being followed.
48 B. If during the progress visit there is a determination of contract non-conformance a QMO report shall be initiated
49 to begin the documentation process.
50 1. The GC field superintendent shall be informed immediately of any issue that may cause harm, damage to
51 finished work, or be buried prior to properly filing a QMO report.
52 C. The following information when filing a QMO report:
53 1. Open a QMO report in the Quality Control Library on the Project Management Web Site
54 2. Enter the date and time of the field visit
55 2. Provide references to construction documents if any (examples; specification, drawing page, details,
56 approved submittals, RFI, CB, etc)
57 3. Provide a short title for the observation being made
58 4. Provide a detailed description of the observation being made

- 1 5. Select all categories (Sitework, Structure, Enclosure, Interior, etc) from the given list that may apply to
- 2 the observation being reported.
- 3 a. For each category selected additional boxes shall open with contractor names associated with
- 4 each category.
- 5 6. Select all contractors from the lists provided that may need to be aware of the observation.
- 6 7. Provide any attachments that may help provide reference to the observation.
- 7 8. Click the SAVE button before closing the form.
- 8 D. The software for the Project Management Website will email notifications that a QMO report has been initiated.
- 9 The software will automatically select and notify the following:
- 10 1. The GC, PA, and CPM for all observation reports being filed.
- 11 2. Others depending on the observation categories selected.
- 12 3. Contractors based on the selections made in the sub-contractors lists.

13
14 **3.2. RESPONDING TO A QMO**

- 15 A. All contractors receiving email notification of a QMO Observation shall review the details of the observation.
- 16 B. The GC shall be responsible for determining the course of action required to remedy the non-conforming issue
- 17 and shall coordinate and direct the contractor(s) responsible for any work related to the observation.
- 18 C. All contractors assigned to remedy the observation by the GC shall provide follow-up responses on the QMO
- 19 report as follows:
- 20 1. Open the QMO report in the Quality Control Library on the Project Management Web Site.
- 21 2. In the "Follow-Up Response" area enter a description of your follow-up response in the box provided.
- 22 a. Click "Insert Item" if additional boxes are required.
- 23 3. Add attachments (pictures) if needed to show the work has been completed.
- 24 4. Click the SAVE button before closing the form.

25
26 **3.3. GENERAL CONTRACTORS FOLLOW-UP**

- 27 A. The GC shall inspect the work to ensure that all assigned contractors have remedied the observation to the
- 28 intent of the construction documents.
- 29 B. The GC shall respond with any additional comments in his/her response box.
- 30 1. If no comments are to be made the GC at a minimum must date the response box to trigger the next
- 31 work flow.
- 32 C. Click the SAVE button before closing the form.
- 33 D. The software will email a notification to the CPM and the person who initiated the QMO that the issue has been
- 34 remedied.

35
36 **3.4. QMO CLOSEOUT PROCEDURE**

- 37 A. The person who initiated the QMO shall review the remedied work and if properly corrected shall close and date
- 38 the QMO form.
- 39 1. Click SAVE and the software will email a notification to the CPM that final review of the Observation is
- 40 required.
- 41 2. In the event there are still issues the Quality Manager can add additional comments in the response area,
- 42 click SAVE and re-issue the QMO for additional review as needed.
- 43 B. Once the person who initiated the QMO has closed the item the CPM shall review and verify with the PA that the
- 44 Observation has been properly remedied and provide final closure on the QMO.

45
46 **3.5. CONSTRUCTION CLOSEOUT**

- 47 A. The GC shall note that successful close out QMOs are required for construction closeout as follows:
- 48 1. Certain progress payments as identified in Specification 01 29 76 are contingent QMO reports being properly
- 49 closed out.
- 50 2. Specification 01 77 00 defines all construction closeout requirements.

51
52
53
54 **END OF SECTION**

55

SECTION 01 45 29
TESTING LABORATORY SERVICES

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14

15 **PART 1 – GENERAL**

16
17 **1.1. REQUIREMENTS INCLUDED**

- 18 A. The Contractor shall employ and pay for the services of an independent testing laboratory to perform specified
19 services and testing.
20 B. Testing Laboratory inspection, sampling and testing is required for:
21 1. Section 03 30 00: Cast-In-Place Concrete
22 2. Section 05 12 00: Structural Steel Framing
23 3. Section 05 40 00: Cold-Formed Steel Framing
24 4. Section 31 20 00: Earthwork
25

26 **1.2. RELATED REQUIREMENTS**

- 27 A. Conditions of the Contract: Inspections and testing required by laws, ordinances, rules, regulations, orders or
28 approvals of public authorities.
29 B. Related Requirements Specified in Other Sections:
30 1. Division 22 and 23: Testing of Mechanical Systems
31 2. Division 26: Testing of Electrical Systems
32

33 **1.3. QUALIFICATION OF LABORATORY**

- 34 A. Meet “Recommended Requirements of Independent Laboratory Qualification” published by American Council of
35 Independent Laboratories.
36 B. Meet basic requirements of ASTM E 329, “Standards of Recommended Practice for Inspection and Testing
37 Agencies for Concrete and Steel as Used in Construction.”
38 C. Authorized to operate in State in which the Project is located.
39

40 **1.4. LABORATORY DUTIES**

- 41 A. Cooperate with Owner, A/E and Contractor; provide qualified personnel after due notice.
42 B. Perform specified inspections, sampling and testing of materials and methods of construction:
43 1. Comply with specified standards.
44 2. Ascertain compliance of materials with requirements of Contract Documents.
45 C. Promptly notify the Owner, A/E and Contractor of observed irregularities or deficiencies of work or products.
46 D. Promptly submit written report of each test and inspection; one copy each to A/E, Consulting Engineer, Owner
47 and Contractor. Each report shall include:
48 1. Date issued.
49 2. Project Title and number.
50 3. Testing laboratory name, address and telephone number.
51 4. Name and signature of laboratory inspector.
52 5. Date and time of sampling or inspection.
53 6. Record of temperature and weather conditions.
54 7. Date of test.
55 8. Identification of product and specification section.
56 9. Location of sample or test in the Project.
57 10. Type of inspection or test.
58 11. Results of tests and compliance with Contract Documents.

- 1 12. Interpretation of test results, when requested by A/E or the Contractor.
2 E. Perform additional tests as required by Owner, A/E or the Contractor.
3
4 **1.5. LIMITATIONS OF AUTHORITY OF TESTING LABORATORY**
5 A. Laboratory is not authorized to:
6 1. Release, revoke, alter, or enlarge on requirements of Contract Documents.
7 2. Approve or accept any portions of the Work other than those portions of the Work scheduled for testing.
8 3. Perform any duties of the Contractor.
9
10 **1.6. CONTRACTOR'S RESPONSIBILITIES**
11 A. Cooperate with laboratory personnel, provide access to Work and to manufacturer's operations.
12 B. Secure and deliver to the laboratory, adequate quantities of representative samples of materials proposed to be
13 used and which require testing. Submit concrete mix designs to A/E for approval prior to pouring concrete.
14 C. Provide to the laboratory the preliminary design mix proposed to be used for concrete, and other material mixes
15 that require control by the testing laboratory.
16 D. Furnish copies of Product test reports as required.
17 E. Furnish incidental labor and facilities:
18 1. To provide access to Work to be tested.
19 2. To obtain and handle samples at the Project site or at the source of the product to be tested.
20 3. To facilitate inspections and tests.
21 4. For storage and curing of test samples.
22 F. Notify laboratory sufficiently in advance of operations to allow for laboratory assignment of personnel and
23 scheduling of tests.
24 G. Make arrangements with laboratory and pay for additional samples and tests required for Contractor's
25 convenience.
26 H. Employ and pay for the services of a separate, equally qualified independent testing laboratory to perform
27 additional inspections, sampling and testing required when initial tests indicate work does not comply with
28 Contract Documents.
29 I. Temporarily halt the progress of the Work when tested materials do not comply with Contract Documents and
30 promptly notify the Owner or his designated representative and A/E.
31 J. Remove and replace at no cost to the Owner, all defective materials discovered upon testing not to comply with
32 Contract Documents, including cost for retesting and re-inspecting replaced Work that failed to comply with the
33 Contract Documents.
34
35 **1.7. SPECIFIC TEST, INSPECTIONS, AND METHODS REQUIRED**
36 A. **Section 03 30 00: Cast-In-Place Concrete**
37 1. Secure sample of aggregates Contractor proposes to use and test for compliance with Specifications.
38 2. Certify compliance with Specifications of cement proposed for use by the Contractor.
39 3. Review and approve the Contractor's proposed concrete mix proportions for the required concrete
40 strengths using materials Contractor proposed to use on the project. Incorporate specified admixtures
41 and not less than amounts of cement specified.
42 4. Perform appropriate laboratory tests, including compression tests of cylinders and slump test to
43 substantiate mix designs.
44 5. Inspect and test materials during concrete work to substantiate compliance with Specifications and mix
45 requirements.
46 a. Testing:
47 i. Sample and test concrete in accordance with ASTM C 31, ASTM C 143, ASTM C 172, and
48 ASTM C 231.
49 ii. Perform slump tests in accord with ASTM C 143 from same concrete batch used for test
50 cylinders and record results and comments on compression test reports.
51 iii. Perform compression tests in accordance with ASTM C39.
52 iv. When air-entrained concrete is used, a minimum of one (1) air content test shall be
53 performed in accordance with ASTM C 231 for each set of test cylinders taken.
54 v. Identify all test cylinders with symbols to indicate location on the job where concrete test
55 was made. Record on project record drawings.
56 vi. Strength tests shall be made for: each day's pour; each class of concrete; each change of
57 supplies or sources; and for each 100 cubic yards of concrete or fraction thereof.

1 d. Utility Trenches: One test per 50 lineal feet for each two foot or less lift.

2

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

4

5

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

7

8

9

END OF SECTION

SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

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27

PART 1 – GENERAL

1.1. SUMMARY

- A. This Section includes general procedural requirements for temporary facilities and controls including, but not limited to the following:
1. Temporary Utilities
 2. Telecommunications Services
 3. Temporary Sanitary Facilities
 4. Barriers
 5. Fencing
 6. Exterior Enclosures
 7. Security
 8. Vehicular Access and Parking
 6. Waste Removal
 7. Project Identification
 8. Field Offices

1.2. RELATED SPECIFICATION SECTIONS

- A. Section 01 31 19 Progress Meetings
B. Section 01 31 23 Project Management Web Site
C. Section 01 74 19 Construction Waste Management and Disposal

1.3. QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations if authorities having jurisdiction, including but not limited to:
1. Building Code requirements
 2. Health and safety regulations
 3. Utility company regulations
 4. Police, Fire Department and Rescue Squad rules
 5. Environmental protection regulations
 6. Joint Commission - Hospital Accreditation Standards

- 1 B. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition
2 Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA
3 Electrical Design Library "Temporary Electrical Facilities".
4 C. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service.
5 Install service in compliance with NFPA 70 "National Electric Code".
6

7 **1.4. TEMPORARY UTILITIES**

- 8 A. Owner will provide the following:
9 1. Electrical power and metering, consisting of existing facilities.
10 2. Water supply, consisting of existing facilities.
11 B. General:
12 1. Existing facilities may be used.
13 2. New permanent facilities may be used.
14 C. Water Service: water is available from existing building services.
15 1. Use trigger-operated nozzles for water hoses, to avoid waste of water.
16 D. Temporary Electric Power Service: Electrical Contractor shall extend temporary power from existing building
17 services.
18 E. Temporary Lighting: Electrical Contractor shall provide temporary lighting with local switching
19 1. Install and operate temporary lighting, minimum of 30 fc, to fulfill security and protection requirements,
20 without operating the entire system, and will provide adequate illumination for all areas of work,
21 including construction operations and traffic conditions.
22 F. Temporary Heat: General Contractor shall provide temporary heat required by construction activities, for curing
23 or drying of completed installations or protection of installed construction from adverse effects of low
24 temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed
25 installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition
26 required and minimize consumption of energy.
27 1. Heating Facilities: Except where use of the permanent system is authorized, provide vented self-
28 contained LP gas or fuel oil heaters with individual space thermostatic control.
29 a. Use of gasoline-burning space heaters, open flame, or salamander type heating units is
30 prohibited.
31

32 **1.5. TELECOMMUNICATIONS SERVICES AND WI-FI**

- 33 A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization through
34 construction closeout.
35 B. Telecommunications services shall include:
36 1. Windows-based personal computer dedicated to project telecommunications.
37 2. Shared access to the internet via WIFI or similar wireless connection.
38 a. Access must be capable to support minimum of <10> wireless devices.
39 3. Email Account/address dedicated for GC Project Manager of GC Supervisor on site.
40

41 **1.6. TEMPORARY SANITARY FACILITIES**

- 42 A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
43 B. Temporary toilets: Comply with regulations and health codes for the type, number, location, operation, and
44 maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
45 1. Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide
46 covered waste containers for used material.
47 2. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy.
48 C. Maintain daily in clean and sanitary condition
49 D. Water: Provide potable water approved by local health authorities
50

51 **1.7. BARRIERS**

- 52 A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be
53 hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from
54 construction operations and demolition.
55

56 **1.8. FENCING**

- 57 A. Construction: Refer to Plan Documents and Specification Section 01 76 00: Fencing Materials and Barricades
58

1 **1.9. EXTERIOR ENCLOSURES**

- 2 A. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions
3 and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures
4 identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors
5 with self-closing hardware and locks.
6

7 **1.10. SECURITY**

- 8 A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized
9 entry, vandalism, or theft.
10

11 **1.11. VEHICULAR ACCESS AND PARKING**

- 12 A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for
13 emergency vehicles.
14 B. Coordinate access and haul routes with governing authorities and Owner.
15 C. Provide and maintain access to fire hydrants, free of obstructions.
16 D. Existing parking areas located at 1101 E Washington Ave may NOT be used for construction parking.
17

18 **1.12. WASTE REMOVAL**

- 19 A. See Section 01 74 19 - Waste Management, for additional requirements.
20 B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
21 C. Provide containers with lids. Remove trash from site periodically.
22 D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible
23 containers; locate containers holding flammable material outside the structure unless otherwise approved by the
24 authorities having jurisdiction.
25 E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.
26

27 **1.13. PROJECT IDENTIFICATION**

- 28 A. Provide project identification sign of design and construction indicated in Section 01 58 13.
29 B. Erect on site at location determined by Owner .
30 C. No other signs are allowed without Owner permission except those required by law.
31

32 **1.14. FIELD OFFICES**

- 33 A. Office: Weather tight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy
34 furniture, drawing rack and drawing display table.
35 B. Field Office shall be located at project site .
36 C. Provide space for Project Meetings with table and chairs to accommodate a minimum of <fifteen (15)> persons.
37 D. Provide a minimum of a 40" LCD monitor or other digital projection device to be connected to the computer
38 identified in Section 1.4 Telecommunications Services (above), for use during progress meetings in connection
39 with reviewing construction progress information posted to the Project Management Web Site (Specification 01
40 31 23) hosted by the Owner.
41

42 **PART 2 - PRODUCTS**

43
44 **2.1. TEMPORARY PARTITIONS**

- 45 A. Provide dustproof partitions to limit dust and dirt migration and to separate occupied areas from fumes and
46 noise.
47 1. Non-fire rated partitions, standard
48 a. Wood stud framing, 6-mil polyethylene
49

50 **2.2. EQUIPMENT**

- 51 A. Temporary Lifts and Hoists: Contractors requiring temporary lifts and hoists shall provide facilities for hoisting
52 materials and employees.
53 B. Electrical Outlets: Electrical Contractor shall provide properly configured NEMA polarized outlets to prevent
54 insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault
55 circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
56 C. Electrical Power Cords: Contractors requiring power cords shall provide grounded extension cords; use "hard-
57 service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate

- 1 lengths of electric cords, if single lengths will not reach areas where construction activities are in progress. Do
2 not exceed safe length-voltage ratio.
- 3 D. Lamps and Light Fixtures: Electrical Contractor shall provide general service incandescent lamps of wattage
4 required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to
5 breakage. Provide exterior fixtures where exposed to moisture.
- 6 E. Heating Units: General Contractor shall provide temporary heating units that have been tested and labeled by
7 UL, FM or another recognized trade association related to the type of fuel being consumed.
- 8 F. First Aid Supplies: General Contractor shall provide first aid supplies complying with governing regulations.
- 9 G. Fire Extinguishers: General Contractor shall provide hand-carried, portable UL-rated, fire extinguishers of NFPA
10 recommended classes for the exposures, extinguishing agent and size required by location and class of fire
11 exposure.

12
13 **PART 3 - EXECUTION**

14
15 **3.1. TEMPORARY FIRE PROTECTION**

- 16 A. Until fire protection needs are supplied by permanent facilities, General Contractor shall install and maintain
17 temporary fire protection facilities of the types needed to protect against reasonably predictable and
18 controllable fire losses.
- 19 B. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding
20 Construction, Alterations and Demolition Operations".
- 21 C. Locate fire extinguishers where convenient and effective for their intended purpose.
- 22 D. Store combustible materials in containers in fire-safe locations.
- 23 E. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, stairways
24 and other access routes for fighting fires.
- 25 F. Prohibit smoking on the premises.
- 26 G. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition
27 according to requirements of authorities having jurisdiction.
- 28 H. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site
- 29 I. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods
30 and procedures. Post warnings and information.

31
32 **3.2. COLLECTION AND DISPOSAL OF WASTE**

- 33 A. Collect waste from construction areas and elsewhere daily
- 34 B. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce
35 requirements strictly.
- 36 C. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to
37 rise above 80 deg F.
- 38 D. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing
39 properly. Dispose of material in a lawful manner.

40
41 **3.3. ENVIRONMENTAL PROTECTION**

- 42 A. Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply
43 with environmental regulations, and minimize the possibility that air, waterways and subsoil might be
44 contaminated or polluted, or that other undesirable effects might result.
- 45 B. Avoid use of tools and equipment which produce harmful noise.
- 46 C. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms
47 near the site.

48
49 **3.4. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS**

- 50 A. Remove temporary utilities, equipment, facilities, and materials prior to Substantial Completion inspection.
- 51 B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- 52 C. Clean and repair damage caused by installation or use of temporary work.
- 53 D. Restore existing facilities used during construction to original condition.
- 54 E. Restore new permanent facilities used during construction to specified condition.

55
56
57
58

END OF SECTION

SECTION 01 58 13
TEMPORARY PROJECT SIGNAGE

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PART 1 – GENERAL

1.1. SECTION INCLUDES

- A. Project identification sign.

1.2. QUALITY ASSURANCE

- A. Design sign and structure to withstand 50 miles/hr wind velocity.
- B. Sign Painter: Experienced as a professional sign painter for minimum three years.
- C. Finishes, Painting: Adequate to withstand weathering, fading, and chipping for duration of construction.

1.3. SUBMITTALS

- A. See Section 01 30 00 – Administrative Requirements for submittal procedures.
- B. Shop Drawing: Show content, layout, lettering, color, structure, sizes.

PART 2 - PRODUCTS

2.1. SIGN MATERIALS

- A. Structure and Framing: New, wood, structurally adequate.
- B. Sign Surfaces: Exterior grade plywood with medium density overlay, minimum 3/4" thick, standard large sizes to minimize joints.
- C. Rough Hardware: Galvanized

2.2. PROJECT IDENTIFICATION SIGN

- A. One painted sign, 32 sq ft area, bottom 6 feet above ground.
- B. Content:
 - 1. Project title, City of Madison, Metro Transit logo and name of Owner as indicated on Contract Documents.
 - 2. Names and title of Architect.
 - 3. Name of Prime Contractor.
 - 4. Full color project rendering from high resolution image as furnished by Architect.

PART 3 - EXECUTION

3.1. INSTALLATION

- A. Install project identification sign within 30 days after date fixed by Notice to Proceed.
- B. Erect at designated location.
- C. Install sign surface plumb and level, with butt joints. Anchor securely.

3.2. REMOVAL

- A. Remove sign, framing supports, and foundations at completion of Project and restore the area.

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.
 2. 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 57 21 Indoor Air Quality
C. Section 01 74 13 Progress Cleaning
D. Section 01 76 00 Protecting Installed Construction
E. 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 GC 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.

- 1 b. Immediately report any damaged products or equipment to the GC, begin arrangements for
2 immediate replacement.
- 3 c. Materials or equipment that have been damaged, are incomplete, or do not comply with the
4 construction documents shall not be permitted to be installed.
- 5 2. All materials and products shall be stored within the designated limits of the project site. Only store the
6 amount of material necessary for upcoming operations so as not to interfere with other construction
7 activities and access to Work by the Owner and Architect. Any offsite storage shall be at the expense of
8 the contractor storing the material or product. All offsite storage requirements shall comply with this
9 specification. All offsite storage of materials is subject to Owner Representative Quality Management
10 review at any time.
- 11 3. Large storage containers may be used but shall be weather tight, securable, placed on concrete blocks,
12 timbers, or jack stands and shall be level.
- 13 4. When lifting equipment is required the equipment rating shall be greater than the loading requirements
14 of the item being lifted. In addition all of the following shall apply as necessary:
- 15 a. Only designated and/or designed lift points shall be used.
- 16 b. Large items shall have tag lines and handlers at all times during lifting operations.
- 17 c. Lift at multiple points as needed to prevent bending.
- 18 5. Materials and products stored inside of the structure shall comply with all of the following:
- 19 a. Storage shall not be allowed to impede the flow of work in progress.
- 20 b. Storage shall not be allowed to hide completed work from review and inspections.
- 21 c. Storage shall not exceed the design loads of the structural components it is being stored upon.
- 22 6. All materials and products shall be stored according the manufacturers minimum recommended
23 requirements. All of the following shall be considered before storing any product or material:
- 24 a. Dust and dirt
- 25 b. Moisture and humidity, including rain and snow
- 26 c. Excessive temperatures, direct sun, etc
- 27 d. Product or material weight and size
- 28 e. Potential for breakage
- 29 f. Product incompatibility with other products such as corrosiveness, chemical reactions,
30 flammability, etc.
- 31 g. Product or material value and replacement cost
- 32 7. The Contractor shall be responsible for providing fully functional tarps or plastic wrap, to protect
33 materials and products from the weather. All coverings shall be free of large holes and tears, and shall be
34 tied, strapped, or weighted down to resist blowing.
- 35 8. The Contractor shall be responsible for any temporary heating, cooling, or other utility requirement that
36 may be associated with the storage of a material or product.
- 37 9. The Contractor shall be responsible for securing materials and products of value such as copper, A/V
38 equipment, etc. Such items shall be stored in securable shipping containers, job trailers or other such
39 storage devices. Container shall be kept secured when not in use.
- 40 B. The GC shall inspect the job site daily to ensure that all products and materials stay weather tight and are
41 secured against vandalism or theft as required by this specification.
- 42 C. The Owners Representative may at any time request improvements regarding storage of any material or product
43 being provided under these construction documents.
- 44

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

46

47 **PART 3 - EXECUTION**

48

49 **3.1. GENERAL CONTRACTOR REQUIREMENTS**

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

- 1 1. When openings are required in completed Work (new or existing) the GC shall be responsible for
2 providing an appropriate opening and for restoring the opening to the original or better condition upon
3 completion. Restoration shall be weather tight and complete.
- 4 C. Repeated moving and handling of items being stored shall not be allowed. The GC shall be responsible for any
5 damage and replacement because of mishandling or excessive handling.
- 6
- 7 **3.2. BULK MATERIAL**
- 8 A. Bulk material such as sand, gravel, top soil and other types of fill shall be stored away from the construction area
9 and shall be stock piled as follows:
- 10 1. All bulk material shall be piled safely and efficiently in as small an area as practical. Only store the
11 amount of material necessary for upcoming operations so as not to interfere with other construction
12 activities and access to Work by the Owner and Architect.
- 13 2. All stock piles shall have silt fence/sock properly installed around the perimeter to prevent erosion and
14 loss of material. Refer to City of Madison Standard Specification Section 210.1(f) and other related
15 specification or details.
- 16 3. Fine grained material shall be protected with tarps to prevent blowing. Tarps shall be weighted or staked
17 to stay in place.
- 18 B. Bulk material such as brick, concrete block, stone, and other palletized materials shall be stored on original
19 shipping pallets until ready for use.
- 20
- 21 **3.3. DRY PACKAGED MATERIAL**
- 22 A. Dry packaged material such as cement, mortar, etc shall be stored on pallets, on slightly elevated ground or clear
23 stone pad to keep water away from the base of the material being stored. Protect from moisture.
- 24
- 25 **3.4. STRUCTURAL AND FRAMING MATERIAL**
- 26 A. All structural and framing material shall be stored in an organized manner arranged by type, size and dimension.
27 Materials shall be stored on pallets or timbers as necessary and shall not be allowed to lie directly on the ground.
- 28 B. Long and heavy items shall be supported at several points to prevent bending and warping.
- 29
- 30 **3.5. EQUIPMENT**
- 31 A. Equipment delivered to the site shall be stored away from all construction activities until the item can either be
32 moved inside or properly installed.
- 33 B. Equipment shall be stored on slightly elevated ground or clear stone pad to keep water away from the base of
34 the equipment.
- 35
- 36 **3.6. FINISH PRODUCTS**
- 37 A. Finish products such as flooring, tile, counters, lockers, toilets, partitions, lighting, and other similar items should
38 not be delivered and stored until the structure has been enclosed, is weather tight, temperature controlled and
39 the contractor is ready for such items to be installed.
- 40 1. Storage of finished products outside for any length of time shall not be allowed.
- 41 B. Products that cannot be stored inside the structure shall be stored in secured containers or job trailers until such
42 time as they are ready to be installed.
- 43 C. Products with a high potential for breakage such as glass, mirrors, tiles, toilet fixtures, etc. shall be stored with
44 additional protection as necessary such as but not limited to the following:
- 45 1. Store in original shipping containers until ready for installation.
- 46 2. Do not store in high traffic areas.
- 47 3. Shield with other materials such as cardboard, plywood, or similar products.
- 48
- 49 **3.7. DUCTWORK, PIPING, AND CONDUIT**
- 50 A. All piping and conduit shall be stored horizontally unless otherwise specified by the manufacturer or Division and
51 Trade Specifications.
- 52 1. Do not store directly on grade.
- 53 2. Cover metal pipes and tubes to prevent rust and corrosion, allow ventilation to prevent condensation.
- 54 3. Whenever possible use pipe stands for storing pipe and conduit to prevent tripping and rolling hazards.
- 55 B. All ductwork shall be stored horizontally or vertically as necessary unless otherwise specified by the
56 manufacturer or Division and Trade Specifications.
- 57 1. During storage, both ends of each duct shall be protected with plastic sheathing to prevent dust and dirt
58 from getting inside the duct. Sheathing shall be sufficiently taped to the duct.

- 1 2. After installation, free/open ends shall remain protected with taped plastic sheathing and or temporary
2 filters as specified by division or Trade specifications.
3
4 **3.8. OWNER PROVIDED, CONTRACTOR INSTALLED EQUIPMENT**
5 A. Section 3.8.A. shall apply to all equipment being provided to any contractor directly from the Owner for
6 installation under the contract.
7 1. The Owner or Owners Representative shall do the following:
8 a. Inspect all deliveries upon receipt and notify manufacturer of any issues directly.
9 b. Review the received shipment with the contractor.
10 i. Only provide products or materials to the contractor that were not damaged through
11 shipping or handling.
12 ii. Confirm missing products or materials and anticipated delivery schedule if known.
13 2. The Contractor responsible for the installation of Work associated with Owner provided materials or
14 products shall “take ownership” and provide safe and secure storage and handling as previously
15 described within this specification.
16 i. The Contractor shall be liable for the repair or replacement of any material or product
17 damaged after taking ownership of the product from receipt through final acceptance.
18 B. Section 3.8.B. shall apply to all equipment being provided by the Owner but shipped directly to any sub-
19 contractor or the project site for installation under the contract.
20 1. The GC and/or Contractor responsible for the Work associated with the Owner provided materials or
21 products shall do the following:
22 a. Inspect all deliveries upon receipt and notify the Owner or Owners Representative of any issues
23 directly.
24 i. Owner or Owners Representative shall notify manufacturer of any issues directly.
25 b. Review the received shipment with the Owner or Owners Representative
26 i. Confirm missing products or materials and anticipated delivery schedule if known.
27 2. The Contractor shall “take ownership” and provide safe and secure storage and handling as previously
28 described within this specification.
29 i. The Contractor shall be liable for the repair or replacement of any material or product
30 damaged after taking ownership of the product from receipt through final acceptance.
31
32
33

END OF SECTION

**SECTION 01 71 23
FIELD ENGINEERING**

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PART 1 – GENERAL

1.1. REQUIREMENTS INCLUDED

- A. The Contractor shall provide and pay for field engineering services required for the Project:
1. Land surveying services required to execute the Work, to include building addition location and layout, and location and layout of pavements and all proposed site improvements.
 2. Verification of existing building dimensions, elevations, and relationship to proposed additions.
 3. Professional Engineering services to execute Contractor’s construction methods.
 4. Registered Professional Engineer in the State of Wisconsin to determine the load capacity of the existing structure for use of Contractors temporary facilities, equipment, lifts, machinery, material storage, etc.

1.2. RELATED REQUIREMENTS

- A. Conditions of the Contract

1.3. PROCEDURES

- A. A property survey has been prepared for the Owner and has been bound with Contract Drawings. Surveys shall describe physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. If information is incomplete, notify Owner to furnish additional information. Verify easement locations, front, side, and rear yard restrictions, if any; and property line locations. Verify control points, and establish bench marks. Locate and layout roads, walks, parking areas and all civil structures and all proposed site improvements.
- B. Verify locations of underground services, utilities, structures, etc. which may be encountered or affected by the Work.

1.4. PROJECT SURVEY REQUIREMENTS

- A. Using datum, the lot lines and present levels have been established as indicated on the Drawings. Other grades, lines, levels and benchmarks, shall be established and maintained by the Contractor, who shall be responsible for them. As work progresses, the Contractor shall layout on forms and floor, the locations of all partitions, walls and fix column centerlines as a guide to all trades. The Contractor shall make provision to preserve property line stakes, benchmarks, or datum point. If any are lost, displaced or disturbed through neglect of any Contractor, Contractor’s agents or employee, the Contractor responsible shall pay the cost of restoration.
- B. Establish lines and levels, locate and layout, by instrumentation and similar appropriate means, additions, column locations, floor levels, stakes for walks, etc.
- C. Provide data to all Subcontractors for their use as applicable.
- D. From time to time, verify layouts by same methods.

1.5. RECORDS

- A. Maintain a complete, accurate log of all control and survey work as it progresses.

PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 – EXECUTION – THIS SECTION NOT USED

END OF SECTION

**SECTION 01 73 29
CUTTING AND PATCHING**

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14 3.2. PREPARATION 2
15 3.3. PERFORMANCE 2
16 3.4. CLEANUP AND RESTORATION 3
17

PART 1 – GENERAL

1.1. SUMMARY

- A. This Section includes general procedural requirements for cutting and patching including, but not limited to the following:
1. Examination
 2. Preparation
 3. Performance
 4. Cleanup and Restoration

1.2. RELATED SPECIFICATION SECTIONS

- A. Divisions 02 through 32 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
B. Division 07 Section "Penetration Fire Stopping" for patching 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 surfaces to original conditions after installation of other Work.
C. Level Alpha

1.4. QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
B. 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 may result in increased maintenance or decreased operational life or safety.
C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity that results in reducing their capacity to perform as intended, or that may result in increased maintenance or decreased operational life or safety. Some miscellaneous elements include the following:
1. Water, moisture, or vapor barriers
 2. Membranes and flashings
 3. Exterior curtain-wall construction
 4. Equipment supports
 5. Piping, ductwork, vessels, and equipment
 6. Noise and vibration control elements and systems
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces 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.

1 **1.5. WARRANTY**

- 2 A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting
3 and patching operations, by methods and with materials so as not to void existing warranties.
4 B. All cutting and patching work performed under this contract shall be warranted like new work as defined by the
5 Specification governing the work.
6

7 **PART 2 - MATERIALS**

8
9 **2.1. GENERAL**

- 10 A. Comply with requirements specified within other sections of the Specifications.
11 B. In-Place Materials: Use materials identical to existing in-place materials. For exposed surfaces use materials that
12 visually match in-place adjacent surfaces to the fullest extent possible.
13 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the
14 visual and functional performance of in-place materials.
15

16 **PART 3 - EXECUTION**

17
18 **3.1. EXAMINATION**

- 19 A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
20 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including
21 compatibility with in-place finishes or primers.
22 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.
23

24 **3.2. PREPARATION**

- 25 A. Temporary Support: Provide temporary support of Work to be cut.
26 B. Protection: Protect in-place construction and existing conditions during cutting and patching to prevent damage.
27 Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting
28 and patching operations. If the failure to protect, or the lack of protection, of in-place construction and/or
29 existing conditions results in damage, the contractor shall be responsible for repair to previous condition.
30 C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
31 D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be
32 removed, relocated, or abandoned, bypass such services/systems before cutting to eliminate interruption to
33 occupied areas.
34

35 **3.3. PERFORMANCE**

- 36 A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the
37 earliest feasible time, and complete without delay.
38 1. Cut in-place construction to provide for installation of other components or performance of other
39 construction, and subsequently patch as required to restore surfaces to their original condition.
40 B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations,
41 including excavation, using methods least likely to damage elements retained or adjoining construction. If
42 possible, review proposed procedures with original Installer; comply with original Installer's written
43 recommendations.
44 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and
45 chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance
46 of adjacent surfaces. Temporarily cover openings when not in use.
47 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
48 3. Concrete or Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
49 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by
50 cutting and patching operations.
51 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap,
52 valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other
53 foreign matter after cutting.
54 6. Proceed with patching after construction operations requiring cutting are complete.
55 C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following
56 performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and
57 comply with installation requirements specified in other Sections.

1 D. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of
2 installation.
3

4 **3.4. CLEANUP AND RESTORATION**

- 5 A. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a
6 manner that will eliminate evidence of patching and refinishing.
- 7 1. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - 8 2. Restore damaged pipe covering to its original condition.
 - 9 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another,
10 patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish,
11 color, texture, and appearance. Remove in-place floor and wall coverings and replace with new
12 materials, if necessary, to achieve uniform color and appearance.
 - 13 4. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch
14 and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats
15 until patch blends with adjacent surfaces.
 - 16 5. Ceilings: Patch, repair, or re-hang in-place ceilings as necessary to provide an even-plane surface of
17 uniform appearance.
 - 18 6. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather tight
19 condition.
 - 20 7. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint,
21 mortar, oils, putty, and similar materials.
 - 22 8. Any smoke and fire caulking that has been disturbed must be replaced by the Contractor as required by
23 code.
24
25
26

27 **END OF SECTION**
28

**SECTION 01 74 13
PROGRESS CLEANING**

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14 3.4. FINAL CLEANING 3
15 3.5. CALL BACK WORK 4
16

17 **PART 1 – GENERAL**

18
19 **1.1. SUMMARY**

- 20 A. Throughout the execution of this contract all contractors shall be responsible for maintaining the project site in a
21 standard of cleanliness as described in this specification.
22 B. All contractors shall also comply with the requirements for cleaning as described in other specifications.
23 C. Work included in this specification shall include but not be limited to:
24 1. Safety Cleaning
25 2. Project Site Cleaning
26 3. Progress Cleaning
27 4. Final Cleaning
28

29 **1.2. RELATED SPECIFICAITONS**

- 30 A. Section 01 35 00 Special Procedures
31 B. Section 01 60 00 Product Requirements
32 C. Section 01 74 19 Construction Waste Management and Disposal
33 D. Section 01 76 00 Protecting Installed Construction
34

35 **1.3. QUALITY ASSURANCE**

- 36 A. The General Contractor (GC) shall conduct daily inspections, more often if necessary, of the entire project site to
37 ensure the requirements of cleanliness are being met as described within these specifications.
38 B. All contractors shall comply with other regulatory requirements as they apply to waste recycling, reuse, hauling,
39 and disposal requirements of any governmental authority having jurisdiction.
40 C. The Owner reserves the right to have work done by others in the event any contractor fails to perform cleaning
41 as described within these specifications. The cost of any Owner provided cleaning shall be charged to the
42 contractor through a deduct change order.
43

44 **PART 2 - PRODUCTS**

45
46 **2.1. CLEANING MATERIALS AND EQUIPMENT**

- 47 A. The Contractor shall provide all required personnel, equipment, and materials necessary to maintain the
48 required level of cleanliness as described in this specification.
49 B. Use only cleaning materials and equipment that are compatible with the surface being cleaned, as
50 recommended by the manufacturer, or as approved by the A/E.
51 C. Use only cleaning materials, equipment, and methods as recommended in the manufacturers care and use guide
52 of the material, finish or equipment being cleaned.
53

54 **PART 3 - EXECUTION**

55
56 **3.1. SAFETY CLEANING**

- 57 A. All Contractors shall be responsible for safety cleaning as required by OSHA and other regulatory requirements
58 as applicable.

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

13
14 **3.2. PROJECT SITE CLEANING**

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

49
50 **3.3. PROGRESS CLEANING**

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

- 1 c. Large items shall be properly stored, returned to designated areas, or disposed of as necessary.
2 d. Loose materials shall be properly secured.
3 e. Flammable or hazardous materials are properly stored or disposed of.
4 3. Weekly cleaning shall be conducted by all contractors as designated by the GC. Weekly cleanings shall
5 include all the above for a daily cleaning and other necessary cleaning as designated by the GC.
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 GC shall be responsible for inspecting the area and surfaces being cleaned for
9 finish prior to the sub-contractor applying the finish. This shall include but not be limited to the
10 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

29 **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 GC 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.

- 1 iii. Mop heads shall be rinsed often and replaced as necessary.
- 2 iv. Mop heads and buckets shall be thoroughly rinsed with each change of water.
- 3 v. Only new mop heads shall be used for rinsing.
- 4 E. Refer to all other specifications in this contract for specific requirements regarding final cleaning of finishes, fixtures, equipment, etc.
- 5
- 6 F. Exterior Cleaning shall include but not be limited to the following:
 - 7 1. All exterior glazing surfaces have been professionally cleaned and are free of dust and streaking.
 - 8 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.
 - 9
 - 10 3. All exterior furnishings shall be clean, waste receptacles shall be empty.
 - 11 4. Paved areas shall be clean, free of dirt, oily stains and other such blemishes
 - 12 5. Exterior lights and diffusers are clean and free of dust.
- 13 G. Interior Cleaning shall include but not be limited to the following:
 - 14 1. Remove all labels, stickers, tags, and other such items which are not required by code as permanent labels.
 - 15
 - 16 2. All interior glazing surfaces, including mirrors, have been professionally cleaned and are free of dust and streaking.
 - 17
 - 18 3. All interior surfaces have been cleaned of excess materials such as paint, sealants, etc and have been wiped free of dust.
 - 19
 - 20 4. Interior metals, fixtures, and trim have been cleaned free of dust and oily residues
 - 21 5. Carpet flooring has been thoroughly cleaned; vacuumed free of dust, excess glues and other stains removed per manufacturers use and care instructions.
 - 22
 - 23 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.
 - 24
 - 25 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.
 - 26
 - 27 8. Light fixtures, lamps, diffusers and other such items have been dusted and cleaned as necessary.
 - 28

29 **3.5. CALL BACK WORK**

- 30 A. The GC 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:
 - 31
 - 32
 - 33 1. The immediate area(s) where work was completed.
 - 34 2. Adjacent areas where dust or debris may have traveled.
 - 35 3. Other areas occupied during the completion of the call back work.
 - 36 4. Path of entrance/exit, to/from the area(s) of work.
 - 37
 - 38
 - 39

40 **END OF SECTION**

41

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

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20

PART 1 – GENERAL

1.1. SUMMARY

- 24 A. This specification includes administrative and procedural requirements for the recycling, re-use, salvaging, and
25 disposal of non-hazardous construction and demolition waste.
26 B. The General Contractor (GC) shall be fully responsible for complying with all applicable ordinances and other
27 such regulatory requirements during the execution of this contract.
28

1.2. RELATED SPECIFICAITONS

- 30 A. 01 29 76 Progress Payment Procedures
31 B. 01 31 23 Project Management Web site
32 C. 01 32 19 Submittals Schedule
33 D. 01 33 23 Submittals
34 E. 01 77 00 Closeout Procedures
35 F. Other Divisions and Specifications that may address the proper disposal of construction or demolition waste as it
36 pertains to work being conducted under that particular specification.
37

1.3. CITY ORDINANCES

- 39 A. There are two (2) Madison General Ordinances (MGO) that the City of Madison has regarding construction and
40 demolition waste.
41 1. MGO 10.185, Recycling and Reuse of Construction and Demolition Debris, describes the requirements
42 associated with this ordinance including definitions, documentation requirements, and penalties.
43 2. MGO 28.185, Approval of Demolition (Razing, Wrecking) and Removal, describes the requirements
44 associated with applying for and receiving a demolition permit.
45 B. All City of Madison, Board of Public Works, contracts being conducted by City Engineering, Facility Management,
46 for construction, remodeling, or demolition shall comply with the above ordinances regardless of project type or
47 size.
48

1.4. DEFINITIONS

- 50 A. Clean: Untreated and unpainted material, free of contamination caused by oils, solvents, caulks, and other
51 chemicals.
52 B. Construction and Demolition Debris: Materials resulting from the construction, remodeling, repair, and
53 demolition of utilities, structures, buildings, and roads.
54 C. Disposal: Off-site removal of construction and demolition debris and the subsequent sale, recycling, reuse, or
55 deposit in authorized landfill or incinerator.
56 D. Hazardous: Exhibiting the characteristics of hazardous substance, i.e. ignitability, corrosiveness, toxicity, or
57 reactivity and including but not limited to asbestos containing materials, lead, mercury and PCBs.
58 E. Non-hazardous: Exhibiting none of the characteristics of a hazardous substance.

- 1 F. Nontoxic: Not immediately poisonous to humans or poisonous after a long period of exposure.
- 2 G. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured
- 3 into a new product.
- 4 H. Recycle: Any process by which construction or demolition debris is diverted from final disposal as solid waste at
- 5 a permitted landfill and instead is collected, separated, and/or processed into raw materials for new, reused, or
- 6 reconstituted products; or for the recovery of materials for energy production processes.
- 7 I. Recycler: Any recycling facility, transfer station, or other waste handling facility which accepts construction and
- 8 demolition debris for recycling, or for other transferring to a recycling facility.
- 9 J. Recycling: The process of sorting, cleaning, treating, or reconstituting solid waste and other discarded materials
- 10 for the purpose of preparing the material to be recyclable. Recycling does not include burning, incinerating or
- 11 thermally destroying waste.
- 12 K. Return: To give back reusable items or unused products to vendors for credit.
- 13 L. Reuse: Shall mean any of the following:
- 14 1. The on-site use of reprocessed construction and demolitions debris.
- 15 2. The off-site redistribution of a material, for use in the same manner or similar manner at another
- 16 location.
- 17 3. The use of non-toxic, clean wood as an alternative fuel source.
- 18 M. Salvage: To remove a waste material from the project site for resale or reuse by the Owner or others.
- 19 N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- 20 O. Trash: Any product or material unable to be re-used, returned, recycled, or salvaged.
- 21 P. Waste: Extra materials or products that have reached the end of its useful life or its intended use. Waste
- 22 includes salvageable, returnable, recyclable and re-useable construction and demolition materials, and trash.
- 23

24 **1.5. PERFORMANCE REQUIREMENTS**

- 25 A. The GC shall develop a Waste Management Plan that results in end-of-project rates for salvage/recycling/reuse
- 26 of 95 percent (minimum) by weight of the total waste generated by the Work. Percentages may be adjusted on
- 27 a project by project basis depending on selected LEED goals associated with the project.
- 28 B. The GC shall salvage or recycle 100 percent of all uncontaminated packaging materials including but not limited
- 29 to the following:
- 30 1. Paper
- 31 2. Cardboard
- 32 3. Beverage containers
- 33 4. Boxes
- 34 5. Plastic Sheet and film
- 35 6. Polystyrene packaging
- 36 7. Wood crates and pallets
- 37 8. Plastic pails and buckets
- 38 C. Promote a resourceful use of supplies and materials through proper planning and handling. Generate the least
- 39 amount of waste possible by minimizing errors, poor planning, breakage, mishandling, contamination or other
- 40 similar factors.
- 41 D. Use all reasonable means to divert construction waste from landfills and incinerators through recycling, reuse, or
- 42 salvage as appropriate.
- 43

44 **1.6. SUBMITTALS AND DELIVERABLES**

- 45 A. The GC shall provide his/her completed Waste Management Plan to the Project Management Web Site as a
- 46 submittal for review by the Project Architect and City Project Manager.
- 47 1. See item 1.8 below for Waste Management Plan submittal requirements.
- 48 2. The Waste Management Plan shall be completed, submitted, and approved as a pre-requisite for
- 49 Progress Payment number 1.
- 50 3. Copies of all documentation required by this specification shall be submitted to the appropriate Project
- 51 Management Web Site Library. Documentation shall be reviewed by the City Project Manager during all
- 52 Progress Payment reviews for compliance and accuracy.
- 53 B. The Waste Management Coordinator shall provide copies of items 1 through 5 below to the appropriate Project
- 54 Management Web Site Library and shall update the Waste Management Summary Log to reflect the records
- 55 being submitted.
- 56 1. Records of Donations: Indicate receipt and acceptance of itemized salvageable waste donated to
- 57 individuals or organizations. Indicate if the organization is tax exempt.

- 1 2. Records of Sales: Indicate receipt and acceptance of itemized salvageable waste sold to individuals or
- 2 organizations. Indicate if the organization is tax exempt.
- 3 3. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by
- 4 recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts and
- 5 invoices.
- 6 4. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and
- 7 incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts and invoices.
- 8 5. Statement of Refrigerant Recovery: The Refrigerant Recovery Technician responsible for recovering
- 9 refrigerant shall provide the GC with a statement indicating all of the following:
- 10 a. All recovery was performed according to EPA Regulations.
- 11 b. All refrigerant present was recovered; indicate the total quantity recovered by unit.
- 12 c. Date of Recovery.
- 13 d. Name, address, company name, and phone number of technician performing the recovery.
- 14 e. Technician shall sign and date the statement.
- 15 C. LEED Submittal: The GC shall provide the following information using the appropriate LEED letter template upon
- 16 project completion: indicating that the requirements of the credit have been met. *NOTE: This requirement shall*
- 17 *only apply to projects having a LEED certification goal.*
- 18 1. Total waste material generated.
- 19 2. Total waste material diverted by diversion method; recycling, salvage, re-use, etc.
- 20 3. Statement that the credit requirements have been met.
- 21 4. GC shall sign the letter.
- 22

23 **1.7. QUALITY ASSURANCE**

- 24 A. Waste Management Coordinator: The GC shall be responsible for designating a Waste Management
- 25 Coordinator. Coordinator may be the GC Supervisor, GC Project Manager or other member of the GC staff
- 26 having knowledge of proper waste management procedures and all applicable regulations.
- 27 B. Regulatory Requirements: comply with all hauling and disposal regulations of authorities having jurisdiction.
- 28 C. The Waste Management Coordinator shall comply with Specification 01 31 19 Project Meetings, Section 3.7.B.1
- 29 and conduct a Waste Management Conference at the job site. This conference shall be repeated as necessary as
- 30 additional trades are added to the Work. The conference shall include but not be limited to the following:
- 31 1. Identify the Waste Management Coordinator; provide trade contractors with name, phone, and email
- 32 information.
- 33 2. Review and discuss the Waste Management Plan and the roles of the Coordinator.
- 34 3. Review the requirements for documenting and reporting procedures of each type of waste and its
- 35 disposition.
- 36 4. Review procedures for material separation; indicate availability and locations of containers and bins.
- 37 5. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
- 38 6. Review waste management procedures specific to each trade.
- 39 D. Refrigerant Recovery Technician Qualifications: Certified by EPA-approved certification program.
- 40

41 **1.8. WASTE MANAGEMENT PLAN**

- 42 A. Develop a plan consisting of waste identification, a waste reduction work plan, and cost/revenue analysis.
- 43 Indicate quantities by weight or volume. Use the same units of measure throughout the waste management
- 44 plan.
- 45 1. Waste Identification: Indicate anticipated types and quantities of site clearing, demolition waste, and
- 46 construction waste that will be generated during the execution of this contract. Include assumptions for
- 47 the estimates.
- 48 2. Waste Reduction Work Plan: The work plan shall consist of but not be limited to all of the following:
- 49 a. Identify methods for reducing construction waste. Re-using, framing and forming materials, re-
- 50 planning material cuts to minimize waste, etc.
- 51 b. Identify what types of materials will be recycled. Provide lists of local companies that receive
- 52 and/or process the materials. Include names, addresses, and phone numbers.
- 53 c. Identify what types of materials will be disposed of and whether it will be disposed of in a landfill
- 54 facility or by incineration facility. Provide lists of local companies that receive and/or process the
- 55 materials. Include names, addresses, and phone numbers.
- 56 d. Identify methods to be used on site for separating waste including all of the following:
- 57 i. Sizes of containers to be used.
- 58 ii. Labels to be used on the containers to identify the type of waste allowed in the container.

- 1 iii. Designated locations on the project site for waste material containers.
- 2 B. If project requires demolition incorporate the ordinance required (MGO 28.185) Recycling and Reuse Plan into
- 3 the Waste Management Plan.
- 4 C. Provide all of the following for the Waste Management Coordinator:
- 5 1. Name, employer, employer address, phone number, and email address of the designated coordinator.
- 6 a. The GC shall also provide this information with the required Project Directory Submittal at the
- 7 beginning of the project.
- 8 D. If at the option of the GC, he/she chooses to contract with a Waste Management Disposal Company that allows
- 9 comingled and unsorted waste materials, the GC shall include with his/her Waste Management Plan the
- 10 following:
- 11 1. Name, address, phone number, state permitting information, and other pertinent information about the
- 12 disposal company.
- 13 2. Documentation from the disposal company indicating company policies and procedures regarding
- 14 comingled and unsorted waste materials to include:
- 15 a. GC responsibilities on the project site.
- 16 b. Disposal company procedures for receiving, sorting, recycling, and disposing of comingled and
- 17 unsorted waste material.

18
19 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

20
21 **PART 3 - EXECUTION**

22
23 **3.1. PLAN IMPLEMENTATION**

- 24 A. Implement the approved waste management plan. Provide adequate containers, storage space, signage,
- 25 transportation and other items required to implement the plan during the execution of this contract.
- 26 B. The GC and Waste Management Coordinator shall be responsible for monitoring and reporting the status of the
- 27 Waste Management Plan and shall monitor the waste management practices on site as frequently as needed.
- 28 C. Train all workers, sub-contractors, and suppliers on proper waste management procedures as appropriate for
- 29 the work being conducted on the project site.
- 30 1. Distribute the waste management plan to everyone concerned within seven (7) days of submittal
- 31 approval.
- 32 2. Distribute the waste management plan to new workers, sub-contractors, and suppliers when they first
- 33 appear on the project site.
- 34 3. Conduct additional training as needed during the execution of the contract to keep a positive focus on
- 35 the waste management plan.
- 36 D. Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways,
- 37 and other adjacent and used facilities.
- 38 1. Designate and label specific areas on the project site necessary for separating materials to be salvaged,
- 39 recycled, reused, donated, and sold.
- 40 2. Comply with any specification or regulatory requirements pertaining to dust, dirt, environmental
- 41 protection, and noise control.

42
43 **3.2. HAZARDOUS AND TOXIC WASTE**

- 44 A. The Owner shall be responsible under separate contract for the removal of any asbestos related materials. All
- 45 other materials shall be removed by the GC.
- 46 B. All hazardous and toxic waste shall be separated, stored, and disposed of according to all applicable regulations.
- 47 C. All hazardous and toxic materials on site shall have a Material Safety and Data Sheet (MSDS) available that
- 48 indicates storage requirements, emergency information, and disposal requirements as necessary.

49
50 **3.3. GENERAL GUIDELINES FOR ALL WASTES**

- 51 A. Recycle all paper and beverage containers used by workers, sub-contractors, suppliers and visitors to the project
- 52 site.
- 53 B. All revenues, savings, rebates, tax credits, and other such incentives received from recycling, reusing, or
- 54 salvaging waste materials shall accrue to the GC unless specified otherwise in the contract documents.
- 55 C. Separate recyclable, reusable, and salvageable waste from other waste materials, trash, and debris except where
- 56 Waste Management Disposal Company allows comingled waste materials, see section 1.8.D above.
- 57 1. Separate by type in appropriate containers or designated areas according to the approved waste
- 58 management plan away from the construction area. Do not store within the drip lines of existing trees.

- 1 2. Inspect containers and bins frequently for contamination and inappropriately sorted materials. Remove
- 2 contaminated materials and resort as necessary.
- 3 3. Stockpile bulk materials such as sand, topsoil, stone, etc., on site away from the construction area and
- 4 without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water, and
- 5 cover to prevent windblown dust. Do not store within the drip lines of existing trees.
- 6 4. Whenever possible store items off the ground and/or protect them from the weather.
- 7

8 **3.4. GUIDELINES FOR RECYCLABLE, RE-USABLE, AND SALVAGEABLE WASTE**

- 9 A. The following guidelines is not a complete or all inclusive list and shall be adjusted as needed by the methods
- 10 and procedures identified in the Waste Management Plan.
- 11 B. Asphalt Paving: Break-up into transportable pieces or grind, transport to an authorized recycling facility.
- 12 C. Carpet and Pad: Separate carpet and pad scraps, containerize and transport to an authorized recycling facility.
- 13 D. Ceiling System Components: Suspended ceiling system components shall be sorted by material type as follows:
- 14 1. Broken, cut, or damaged tiles shall be containerized, transport to an authorized recycling facility.
- 15 2. Damaged, or cut tracks, trim and other metal grid system components shall be sorted with other metals
- 16 of similar types, palletize, transport to an authorized recycling facility.
- 17 E. Clean Fill: When allowed by Division 31 Specifications; concrete, masonry, stone, asphalt pavement, sand and
- 18 other such materials may be used as clean fill on this project site. The GC shall verify with the Project Architect,
- 19 Structural Engineer, or Civil Engineer as necessary prior to using any materials as clean fill. Materials shall be
- 20 processed, placed, and compacted as specified. If not being re-used on site, transport to an authorized recycling
- 21 facility.
- 22 F. Clean Wood Materials: Including but not limited framing cutoffs, wood sheathing or paneling materials,
- 23 structural or engineered wood products, and pallets or crates. Clean Wood shall be free of paints, stains, oils,
- 24 preservatives and other such contaminants.
- 25 1. Useable pieces shall be sorted by type and dimension, bundled and transported off site by the GC or
- 26 returned to the supplier.
- 27 2. Non-useable pieces shall be palletized or containerized, transport to an authorized recycling facility.
- 28 3. Clean, uncontaminated sawdust and wood shavings shall be bagged, transport to an authorized recycling
- 29 facility.
- 30 G. Concrete: Break-up into transportable pieces, remove all reinforcing and other metals, transport to an
- 31 authorized recycling facility.
- 32 H. Glass Products: Shall be sorted by types, do not include light fixture lamps and bulbs. Products broken in
- 33 shipment shall be returned to the supplier. Broken or cracked items still in frames shall be taped to prevent
- 34 further breakage and injury to workers. Transport to an authorized recycling facility.
- 35 I. Gypsum Board: Stack large clean pieces on wooden pallets or container, store in a dry location, transport to an
- 36 authorized recycling facility.
- 37 J. Light Fixture Lamps and Bulbs: Fluorescent tubes shall be containerized, transport to an authorized recycling
- 38 facility.
- 39 K. Masonry and CMU: Remove all metal reinforcing, anchors, and ties, clean undamaged pieces and neatly stack on
- 40 pallets, transport damaged pieces to an authorized recycling facility.
- 41 L. Metals: Sort metals by type as follows, this does not include piping:
- 42 1. Architectural metals including but not limited to siding, soffit, and roofing panels shall be sorted by
- 43 material, palletize or bundle as needed and transport to an authorized recycling facility.
- 44 2. Structural steel, sort by size and type; palletize and transport to an authorized recycling facility.
- 45 3. Miscellaneous metals such as aluminum, brass, bronze, etc shall be sorted by type, containerized or
- 46 palletized as necessary, transport to an authorized recycling facility.
- 47 M. Packaging and shipping materials
- 48 1. Cardboard boxes and containers: Breakdown all cardboard boxes and containers into flat sheets. Bundle
- 49 and store in a dry location until transported for recycling.
- 50 2. Pallets:
- 51 a. Whenever possible require deliveries using pallets to remove them from the project site.
- 52 b. Neatly stack pallets in preparation for reusing them or providing them to other companies for
- 53 salvage or re-use.
- 54 c. Break down pallets into component wood pieces that comply with the requirements for recycling
- 55 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
- 56 3. Crates: Break down crates into component wood pieces that comply with the requirements for recycling
- 57 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
- 58 4. Polystyrene Packaging: Separate and bag materials.

- 1 N. Piping and conduit: Reduce all piping and conduit to straight lengths, sort and store by size, material and type.
2 Remove supports, hangers, valves, boxes, sprinkler heads, and other such components, sort and store by size,
3 material and type. Transport to authorized recycling facilities according to material types.
4 O. Roofing: Roofing materials shall be sorted and containerized by type, transport to authorized recycling facilities
5 according to material types.
6 P. Site-Clearing Waste: Sort all site waste by type.
7 1. Only stockpile soils types and quantities required for re-use on the project site. All remaining quantities
8 shall be transported off site to an authorized facility that receives such materials.
9 2. Brush, branches, and trees with no marketable re-use shall be transported to facilities for chipping into
10 mulch.
11 3. Trees with a marketable re-use shall be salvaged and transported to facilities that specialize in processing
12 trees for future use as wood products.

13
14 **3.5. GUIDELINES FOR DISPOSAL OF WASTES**

- 15 A. The following guidelines shall be adjusted as needed by the methods and procedures identified in the Waste
16 Management Plan.
17 B. Any waste that is contaminated, organic, or cannot be recycled, re-used, or salvaged shall be legally disposed of
18 in an authorized landfill or incinerator. Disposal methods shall follow all applicable regulatory requirements.
19 C. No waste material of any kind, except those types designated as clean fill in section 3.4 above, shall be allowed
20 to be buried on the project site at any time.
21 D. No burning of any kind of waste material shall be permitted on this project site at any time.
22 E. Paint and Stain: Paints, stains, and their containers shall be disposed of as follows:
23 1. Whenever possible containers should be thoroughly cleaned immediately after emptying and sorted with
24 as appropriate (metal or plastic) for recycling
25 2. Empty containers, regardless of type or base material, may be disposed of with lids off with general
26 garbage.
27 3. Latex paint may be placed with general garbage if properly solidified as follows:
28 a. Small amounts (an inch or less in can): Remove lids and allow paint to dry out in the can and
29 harden. Protect cans from rain and freezing.
30 b. Large amounts (more than one inch): Mix paint with equal amounts of cat litter, stir and allow to
31 completely dry. Alternate method: mix with commercial paint hardener.
32 4. Oil-based or combustible paints and stains, regardless of liquid or solid, shall be transported to an
33 approved facility that takes such items such as Dane County Clean Sweep Sites.
34 F. Treated Wood Materials: Treated wood materials including but not limited to wood that has been painted,
35 stained, or chemically treated shall not be recycled or incinerated.
36
37
38
39
40

END OF SECTION

SECTION 01 76 00
PROTECTING INSTALLED CONSTRUCTION

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PART 1 – GENERAL

1.1. SUMMARY

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

1.2. QUALITY ASSURANCE

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

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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 shall provide a six foot galvanized chain link fence including full height mesh screen at the project lines as shown on the Civil Drawings. For temporary barricade situations, the responsible contractor may provide one 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 shall be used at the project lines, as indicated on the Civil Drawings, with six foot galvanized chain link 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. All posts shall be driven installed. Surface mounted posts to only be used for temporary barricades.
 - 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.

1 **2.3. INTERIOR FINISH PROTECTION MATERIALS**

- 2 A. Except where noted in other areas of the construction documents or this specification the responsible
3 contractor:
4 1. Shall not provide the cheapest or least effective method as an effort to meet any protection requirement.
5 2. Shall provide materials of sufficient quality, and durability to provide adequate protection based on the
6 seasonal conditions and the anticipated duration at the time the protection will be needed.
7 3. Shall provide sufficient quantity of protection material to protect the construction as needed.
8 B. Prior to installing protective measures the responsible contractor shall propose to the GC, Project Architect (PA)
9 and City Project Manager (CPM) the proposed plan for protection, materials to be used and samples as
10 necessary.
11 1. The PA and CPM reserve the right to disapprove any proposed method and/or material and/or make
12 alternate proposals.

13
14 **PART 3 - EXECUTION**

15
16 **3.1. GENERAL EXECUTION REQUIREMENTS**

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

28
29 **3.2. PROTECT ADJACENT PROPERTIES**

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

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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.

- 1 B. When additional protection for traffic control is required, the use of barricades, guardrails, lane closures and
2 other such procedures will be detailed within the construction documents.
3 C. When additional protection for overhead sidewalk cover is required the contract documents shall indicate the
4 specific location and structural requirements of the protective structure.
5

6 **3.6. PROTECT STORED MATERIALS**

- 7 A. All contractors shall refer to Specification 01 60 00 Product Requirements for all storage and protection
8 requirements of building materials and products delivered to the site.
9

10 **3.7. PROTECT WORK - EXTERIOR**

- 11 A. Provide all temporary services that may be required to protect the installed material from heat, cold, humidity,
12 etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.
13 B. Open trenches, pits, and other such excavations shall be properly covered, lined, or shored as needed during
14 periods of inclement weather to prevent the caving of soils onto existing work in progress. Refer to the
15 appropriate specifications and/or regulatory requirements governing this type of work as necessary.
16 C. Provide adequate protection at all openings with heavy duty tarps, plastic sheathing, or wood framing and
17 sheathing as needed to protect interior work in progress from inclement weather as needed.
18 D. Protect exterior finishes of all kinds with heavy duty tarps or plastic sheathing as needed while landscaping is
19 being installed through full germination of seeded areas or installation of filter fabric and mulches to keep dust,
20 dirt, and mud off of finished exterior surfaces.
21 E. Designate specific curb mounting points and provide wood blocking where small vehicles, skid loaders and other
22 such equipment may need access to areas being landscaped.
23 F. Provide plywood turning pads for skid loaders to turn on to prevent tire marking on new pavement.
24 G. Do not permit the parking of vehicles with any kind of fluid leaks to park on new pavement.
25 H. The contractor shall be responsible for cleaning, repairing, or replacing any completed work or work in progress
26 under this specification as deemed necessary by the CPM without additional cost to the contract.
27

28 **3.8. PROTECT WORK - INTERIOR**

- 29 A. The GC shall do all of the following:
30 1. Provide all temporary services that may be required to protect the installed material from heat, cold,
31 humidity, etc, while materials such as concrete, mortar, sealants, paints, etc, are drying and/or curing.
32 2. Provide adequate visual and/or physical protection as needed to protect newly completed interior work
33 such as paint, flooring material, sealants, grouts, etc that may be drying and/or curing.
34 3. Provide adequate space and materials for cleaning boots, tool boxes, supplies, and other items coming
35 into the project site once finish work has begun.
36 4. Clean dirtied areas and repair/replace damaged areas immediately.
37 B. The contractors responsible for interior work shall be responsible for protecting their work and finishes from dirt,
38 mud, snow, spills, splatters, and physical damage after installation as follows:
39 1. Protect vinyl composite, rubber composite, painted/stained concrete, and tiled flooring as follows:
40 a. Define foot traffic areas and protect with Ramboard Temporary Floor Protection products as a
41 minimum basis of design or other protection product(s) compatible with installed flooring product
42 if Ramboard is not compatible. Products to be used shall be new.
43 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do
44 not allow any debris or other material between the installed flooring and the protection
45 material.
46 ii. Repair tears immediately, replace worn areas with like material as necessary.
47 2. Protect carpeted areas as follows:
48 a. Define foot traffic areas and protect with a minimum of 6mil, clear, polyethylene sheeting 3 feet
49 wide. Products to be used shall be new.
50 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do
51 not allow any debris or other material between the installed flooring and the protection
52 material.
53 ii. Repair tears immediately, replace worn areas with like materials as necessary.
54 3. Protect all finished walls in high traffic areas with Ramboard Temporary Wall protection products or
55 approved equal.
56 i. Tape all edges, seams, etc with a good quality tape that does not leave sticky residue. Do
57 not allow any debris or other material between the installed flooring and the protection
58 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, PA, and GC mutually deem the project is ready for Final Cleaning.
- 6 The contractors responsible for protecting the work shall be responsible for removing the protection and
- 7 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

**SECTION 01 77 00
 CLOSEOUT PROCEDURES**

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PART 1 – GENERAL

1.1. SUMMARY

- A. The purpose of this specification is to clearly define and quantify the requirements associated with closing a City of Madison Public Works Contract for facility related work.
- B. All contracts have two distinct but related paths. Each path needs to be properly closed independently in order to close the contract as a whole.
1. Construction closeout is related to closing out all of the Work associated with the construction documents.
 - a. It shall be the responsibility of all contractors to be fully aware of the required Work and closeout requirements involved in their individual trades.
 2. Contract closeout is related to closing out all of the administrative aspects of the contract in general.
 - a. It shall be the responsibility of all contractors to be fully aware of the administrative requirements required by the contract and to provide the supporting documentation required.
 3. Construction Closeout must be completed before Contract Closeout can begin.
- C. This specification will provide general knowledge associated with the following areas:
1. Construction Closeout Requirements
 2. Construction Closeout Procedure
 3. Contract Closeout Requirements
 4. Contract Closeout Procedure
 5. Final Payment and Certificate of Completion

1.2. RELATED SPECIFICATIONS

- A. Contractors shall review all references to other specifications including specifications relating to the execution of the Work associated with their Division or Trade.
- B. Section 01 29 76 Progress Payment Procedures
- C. Section 01 31 23 Project Management Web Site
- D. Section 01 32 26 Construction Progress Reporting
- E. Section 01 45 16 Field Quality Control Procedures
- F. Section 01 74 13 Progress Cleaning
- G. Section 01 45 16 Construction Waste Management and Disposal
- H. Section 01 76 00 Protecting Installed Construction
- I. Section 01 78 13 Completion and Correction List
- J. Section 01 78 23 Operation and Maintenance Data
- K. Section 01 78 36 Warranties
- L. Section 01 78 39 As-Built Drawings
- M. Section 01 78 43 Spare Parts and Extra Materials
- N. Section 01 79 00 Demonstration and Training
- O. Section 01 91 00 Commissioning
- P. Other requirements as noted in the contract documents signed by the General Contractor

1 **1.3. DEFINITIONS**

- 2 A. **Substantial Compliance:** A letter provided to the City of Madison Building Inspection and signed by the Project
3 Architect indicating that all Work has been completed to a level that would allow Owner Occupancy and that all
4 construction is in compliance with the construction documents. A copy of this letter is also provided to the
5 State of Wisconsin Department of Health and Safety as necessary to clear plan review requirements. This letter
6 does not represent construction closeout.
- 7 B. **Certificate of Occupancy:** The Regulatory letter from the City of Madison Building Inspection Department
8 indicating that all regulatory requirements and inspections have been completed and the building may now be
9 occupied for its intended use. This letter does not represent construction closeout.
- 10 C. **Certificate of Substantial Completion:** A letter provided by the Department of Public Works, signed by the City
11 Engineer indicating that Construction activities are substantially complete. This letter does represent
12 construction closeout and the date of this letter begins the date of the Warranty Period.
- 13 D. **Construction Closeout:** The point in the contract where all contractual requirements associated the execution of
14 the Work as described in the plans, specifications, and other documents have been successfully met and the
15 items described in 1.3.A, .B, and .C above have been completed.
- 16 E. **Final Progress Payment:** The progress payment associated with achieving Construction closeout as described in
17 1.3.D above. At this point the contractor may request all monies associated with the contract be paid with the
18 exception of held retainage.
- 19 F. **Contract Closeout:** The point in the contract where all contractual requirements associated with the City of
20 Madison, Board of Public Works contract has been successfully met.
- 21 G. **Final Payment:** The final contract payment submittal that may be approved by the City of Madison after all
22 contractual requirements of the Public Works Contract have been met and any remaining monies (retainage)
23 due to the contractor may be released for the Final Payment.

24
25 **1.4. QUALITY ASSURANCE – CONSTRUCTION CLOSEOUT**

- 26 A. All contractors shall be responsible for properly executing the construction closeout requirements associated
27 with their Work as described in the specifications governing their Work.
- 28 B. The GC shall be responsible for all of the following:
- 29 1. Ensuring that all contractors have met the construction closeout requirements associated with their
30 Work.
- 31 2. Coordinate the collection of all construction closeout deliverables from all contractors, provide the
32 deliverables to the Project Architect and City Project Manager for review as necessary, and ensure all
33 contractors correct deficiencies of deliverables and resubmit as needed for final acceptance.
- 34 3. Ensure all closeout requirements identified in the Construction Closeout Checklist below have been
35 completed as intended by the construction documents.

36
37 **1.5. QUALITY ASSURANCE – CONTRACT CLOSEOUT**

- 38 A. The City of Madison, Department of Civil Rights (DCR) monitors contract compliance for construction and
39 procurement contracts to ensure that local, state and federal regulations are followed by contractors working on
40 City of Madison Public Works (PW) projects. DCR will monitor all PW projects from contract award through the
41 final payment at the close of the project. Contractors will be required to submit reporting paperwork
42 throughout the PW project process.
- 43 1. Contractors are encouraged to visit the web site identified below for additional information, checklists,
44 forms, and other information provided by DCR as it relates to Contract Compliance.
45 <http://www.cityofmadison.com/Business/PW/contractCompliance.cfm>
- 46 2. Questions regarding the process should be directed to parties and offices as identified on the various
47 forms, documents, and instructions or contact:
48 City of Madison, Department of Civil Rights
49 210 Martin Luther King Jr. Blvd., Room 523
50 Madison, WI 53703
51 (608) 266-4910
- 52 B. All Sub-Contractors have submitted the applicable required documents described in item 1.5.D below to the
53 General Contractor (GC) for Contract Closeout.
- 54 C. The GC has submitted the required applicable documents described in item 1.5.D below for all contractors to the
55 appropriate City of Madison Agency per instructions associated with each submittal.
- 56 D. The documents required for submittal to the City of Madison for Contract Closeout may include any/all of the
57 items listed below depending on contract type. It is the sole responsibility of all contractors to know and submit
58 the required and complete documentation in a timely fashion.

- 1 1. Weekly Payroll Reports
- 2 2. Employee Utilization Reports
- 3 3. Documentation required for Small Business Enterprise (SBE) goals
- 4 4. Other documents as maybe required or requested through the Finalization Review Process

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

8 **PART 3 - EXECUTION**

10 **3.1. CONSTRUCTION CLOSEOUT CHECKLIST**

- 11 A. All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work to provide a complete and comprehensive list of all Construction Closeout Requirements to the GC.
- 12 1. The checklist shall include all items identified within the construction documents that require any of the following (and examples) prior to moving into Contract Closeout Procedures:
 - 13 a. Documents indicating a specified level of performance has been achieved, such as:
 - 14 i. Test reports of all types
 - 15 ii. Startup reports
 - 16 b. Required documentation, such as:
 - 17 i. As-builts and record drawings
 - 18 ii. Operation and maintenance data
 - 19 c. Physical items to be turned over to the owner, such as:
 - 20 i. Attic stock
 - 21 ii. Keys
 - 22 d. Required maintenance completed, such as:
 - 23 i. Ducts cleaned
 - 24 ii. Filters replaced
 - 25 e. Commissioning and LEED related items and submittals
 - 26 f. Owner and Maintenance Training
- 27 B. Each list shall indicate the title of the closeout requirement, the associated specification of the requirement, the required result or deliverable, the responsible contractor(s), and a column to verify the item has been turned in and completed.
- 28 C. The GC shall be responsible for all of the following:
 - 29 1. Consolidating all the closeout lists into one master Construction Closeout Checklist.
 - 30 a. The checklist shall be in a tabular data format similar to the sample below
 - 31 2. Upload the completed checklist to the Contract Closeout-Miscellaneous Documents Library on the Project Management Web Site for review.
 - 32 3. Resubmit the checklist as needed after initial reviews have been completed.
- 33 D. The GC shall work with all contractors to amend the Construction Closeout Checklist throughout the execution of the project based on changes and modifications as necessary.

<u>Title</u>	<u>Specification</u>	<u>Description</u>	<u>Responsibility</u>	<u>Completed</u>
Quality Management Observation Reports	01 45 16	All QMO reports have been properly responded to, reviewed and closed by the CPM.	All, GC	
As-Built Drawings	01 78 39	As-Built drawings have been reviewed and accepted per the specification	All, GC	
Testing and Balancing of HVAC	23 09 23	Provide final TnB reports indicating design performance has been achieved	HVAC	

42 **3.2. CONSTRUCTION CLOSEOUT REQUIREMENTS**

- 43 A. The timely submittal or completion of closeout requirements shall go hand in hand with the Progress Payment Milestone Schedule that can be found in Specification 01 29 76 Progress Payments. No payments shall be made until all requirements for that payment have been met.
- 44 1. The GC and all major Subcontractors, PA, and CPM, shall review all requirements for Construction/Contract Closeout during two (2) special meetings.
 - 45 a. The first meeting shall be held at the 50% Contract Total Payment milestone. This meeting shall discuss the requirements associated with various construction/contract closeout documentation and events when they are due with respect to progress payments.

- 1 b. The second meeting shall be held at the 70% Contract Total Payment milestone. This meeting
2 shall review the contractors progress regarding the closeout checklist, begin making plans for
3 upcoming deadlines such as scheduling training, where to put attic stock, and when they are due
4 with respect to progress payments.
5 2. The GC, PA, and CPM, shall utilize the Construction Closeout checklist to ensure that all construction
6 closeout requirements have been met.

7
8 **3.3. CONSTRUCTION CLOSEOUT PROCEDURE**

- 9 A. Upon successful completion and final acceptance of all Construction Closeout Requirements the GC may submit
10 to the CPM and PA the request for Final Progress Payment (100% contract total, less retainage).
11 B. The PA will confirm with the design consultants, CPM, and other City of Madison staff that all requirements of
12 the Work have been completed and will do the following:
13 1. Approve the final progress payment application
14 2. Provide the required signed payment documents to the CPM
15 3. Provide the required Letter of Substantial Compliance to the following as required:
16 a. State Safety and Building Division
17 b. Local Building Inspection office
18 c. GC
19 d. CPM
20 C. The CPM shall draft the City Letter of Substantial Completion for signature by the City Engineer. This letter shall
21 state any of the following that may still be tied to the contract and/or warranty:
22 1. Indicate that the date of the letter shall also be the beginning of the Warranty period.
23 2. Indicate any allowed due outs, reasons for them, and anticipated dates of finalization.
24 a. QMO issues such as off season testing of equipment
25 b. Off season training of equipment
26 D. The GC and all subcontractors shall finalize all warranty letters associated with their Work using the date noted
27 on the City Letter of Substantial Completion, and provide the CPM with all warranties as described in
28 Specification 01 78 36 Warranties. Upon receipt and final approval of the Warranties the CPM may initiate final
29 processing of the Final Progress Payment (100% contract total, less retainage).
30

31 **3.4. CONTRACT CLOSEOUT REQUIREMENTS**

- 32 A. The GC and all sub-contractors shall follow all requirements associated with documenting contract compliance
33 and provide documentation as required or requested by DCR or PW staff. All contractors are encouraged to stay
34 current with submissions of the following documentation:
35 1. Weekly Payroll Reports no later than the Progress Payment equal to 50% of the contract total.
36 2. Employee Utilization Reports
37 3. Agent or Subcontractor Affidavit of Compliance with Prevailing Wage Rate Determination
38 4. Prime Contractor Affidavit of Compliance with Prevailing Wage Rate Determination
39 5. Documentation required for Small Business Enterprise (SBE) goals
40 6. Other documents as maybe required or requested through the Finalization Review Process
41 B. Near the Progress Payment equal to 80% of the contract total the GC shall request in writing a Finalization
42 Review. At that time DCR or PW staff shall prepare a report of all contract documentation submitted to date. A
43 list of missing items or outstanding issues will be emailed to the GC. No additional follow-up will be generated
44 by DCR or PW Staff.
45

46 **3.5. CONTRACT CLOSEOUT PROCEDURE**

- 47 A. The Contract Closeout Procedure will not begin until the Construction Closeout Procedure has been completed.
48 B. When the GC feels he/she has successfully met all of the Contract Closeout Requirements associated with
49 Section 3.3 above the GC may submit to the request for Final Payment to the CPM.
50 C. The CPM shall sign and submit the Final Payment request for processing.
51 D. DCR and PW staff shall do a complete review of all documentation associated with item 3.3.A above.
52 E. The GC shall be notified directly by DCR or PW Staff of any documentation that may still be missing, have
53 incomplete information, or other outstanding issues. It shall be the responsibility of the GC to continue follow-
54 up with DCR and PW staff until all documentation has been successfully submitted and accepted.
55 F. When all required documentation associated with Contract Closeout has been successfully submitted and
56 accepted by DCR and PW Staff the City of Madison shall process the Final Payment of any remaining monies
57 including retainage.
58

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END OF SECTION

SECTION 01 78 13
COMPLETION AND CORRECTION LIST

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
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9

10 **PART 1 – GENERAL**

11
12 **1.1. SUMMARY**

- 13 A. The City of Madison has developed a multi-faceted Quality Management Program that begins with contract
14 signing and runs through contract closeout to ensure the best quality materials, workmanship, and product are
15 delivered for the contracted Work.
16 1. The Progress Management Web Site is a Construction Management tool that provides contractors,
17 consultants, and staff a single on-line location for the daily operations and progression of the Work.
18 2. The Quality Management Observation (QMO) is an ongoing observation of the construction process as it
19 progresses. The City of Madison does not use a “Punch List” or “Corrections List” as it is typically known
20 throughout the construction industry. The QMO process acts as an “in progress punch list”. Work
21 identified as not in compliance with the contract documents by the Owner, Owner Representatives,
22 Owner Consultants, etc. shall be resolved immediately at the Contractor’s expense. Unresolved issues
23 will be subject to withholding of progress payment(s) until completed.
24 3. Very stringent expectations are tied to Construction Closeout and Contract Closeout procedures. Specific
25 milestones throughout the project need to be met and the milestones are tied to the Progress Payment
26 Schedule.
27 B. All contractors shall be required to review the specifications identified in Section 1.2 below, and other related
28 specifications identified therein to become familiar with the terminology and expectations of this City of
29 Madison Public Works contract.
30

31 **1.2. RELATED SPECIFICATIONS**

- 32 A. Section 01 29 76 Progress Payment Procedures
33 B. Section 01 31 23 Project Management Web Site
34 C. Section 01 45 16 Field Quality Control Procedures
35 D. Section 01 77 00 Closeout Procedures
36

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

38
39 **PART 3 – EXECUTION – THIS SECTION NOT USED**

40
41
42
43
44

END OF SECTION

SECTION 01 78 23
OPERATION AND MAINTENANCE DATA

1
2
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15 3.4. CONSTRUCTION CLOSEOUT 3
16

PART 1 – GENERAL

1.1. SUMMARY

- A. The purpose of this specification is to provide clear responsibilities and guide lines related to providing well documented and complete Operation and Maintenance (O&M) Data related to general facility use, equipment, systems, finishes, and materials to City of Madison Staff (Owner, Owner Representatives, Maintenance, and Custodial Personnel) as needed.
- B. Operation and Maintenance Data shall apply to both of the following categories except where specific requirements are noted under their separate titles as follows:
1. Operation and Maintenance Data: Generally shall mean the owner manual that provides information on start-up, shut-down, operation, troubleshooting, maintenance, parts, and other such documentation as it pertains to all equipment and systems installed under the Work.
 2. Use and Care instructions: Where applicable use and care instructions shall also be considered O&M for such things as flooring, tile, partitions, and other such finishes and trim related items, installed under the Work.

1.2. RELATED SPECIFICATIONS

- A. Section 01 29 76 Progress Payment Procedures
B. Section 01 31 23 Project Management Web Site
C. Section 01 77 00 Closeout Procedures
D. Section 01 78 13 Completion and Correction List
E. Section 01 78 19 Maintenance Contracts
F. Section 01 78 36 Warranties
G. Section 01 79 00 Demonstration and Training
H. Section 01 91 00 Commissioning
I. Other Divisions and Specifications that may address more specifically the requirements for O&M Data.

1.3. QUALITY ASSURANCE

- A. All O&M Data shall meet the requirements identified in Section 1.4 below.
- B. All contractors shall provide O&M Data for each piece of equipment, system, or finish installed during the installation of the Work. O&M Data shall be provided to the General Contractor (GC) for verification and submittal.
- C. The GC shall be responsible for receiving all required O&M Data files from all contractors for verifying that all files submitted meet the requirements in Section 1.4 below.

1.4. O&M DATA REQUIREMENTS

- A. O&M Data shall be provided in digital PDF format as follows:
1. PDF files shall be complete first generation consumer useable editions of PDF documents as provided by any of the following:
 - a. Product manufacturer
 - b. Supplier of product
 - c. Product manufacturer internet site

- 1 2. Acceptable PDF files shall have the following functionality:
- 2 a. Word searchable
- 3 b. Key areas are bookmarked
- 4 c. Table of Contents and/or Index linked to content is preferred whenever possible.
- 5 3. Scanned printed material, with word searchable capabilities, saved as a PDF, is not acceptable and will be
- 6 rejected without further review.
- 7 B. O&M Data shall include but not be limited to the following manufacturers' published information as appropriate
- 8 for the equipment, system, material, or finish:
- 9 1. Installation instructions
- 10 2. Parts lists, assembly diagrams, explosion diagrams
- 11 3. Wiring diagrams
- 12 4. Start-up, shut-down, troubleshooting and other related operation procedures
- 13 5. Lubrication, testing, parts replacement, and other such maintenance procedures
- 14 6. General use, care, and cleaning instructions
- 15 7. Special precautions and safety requirements
- 16 8. A list of certified equipment vendors, service companies, parts suppliers including company name,
- 17 address, and phone number
- 18 9. A list of the recommended spare parts to have on hand at all times
- 19 10. A list by type of all recommended lubes, oils, packing material, and other maintenance supplies
- 20 11. Copies of final test reports, balance reports, and other related documentation
- 21 12. Warranty information for equipment and systems
- 22

23 **1.5. O&M DATA SUBMITTALS**

- 24 A. O&M Data shall be prepared as identified in this specification and shall be submitted for review as per the
- 25 schedule identified in Specification Section 01 29 76, Progress Payment Procedures.
- 26 B. O&M Data Draft submittals will be reviewed for content, procedure, and compliance only. A general critique
- 27 with recommendations for improvement will be made but re-submittals will not be required.
- 28 C. O&M Data Final submittals will be reviewed for content, procedure, and compliance. Re-submittals will be
- 29 required until such time as each submittal is accepted.
- 30

31 *NOTE: Acceptance of O&M Data Final submittals is required to be complete prior to scheduling and conducting owner*
32 *related training and construction closeout.*

33

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

35

36 **PART 3 - EXECUTION**

37

38 **3.1. O&M DATA PREPARATION - GENERAL**

- 39 A. All contractors shall prepare O&M Data for draft and final submission as follows:
- 40 1. Obtain digital PDF files for each piece of equipment, system, material or finish as described in Sections
- 41 1.4.A.1 and 1.4.A.2 above.
- 42 2. Verify that all information as described in Section 1.4.B above is included with the PDF file. Obtain
- 43 missing information as necessary for a complete submittal.
- 44 B. Rename each individual PDF file as follows.
- 45 1. Do not use special characters such as #, %, &, /, etc. These characters are reserved by the Project
- 46 Management Web Site software the City of Madison uses; however the under-score (or under-bar) '_' is
- 47 an allowed character.
- 48 2. Use the following format and examples for renaming your file:
- 49 a. Format: ***Equipment name_What_METRO TRANSIT - PHASE 2 - HVAC REPLACEMENT_Contract***
- 50 ***number_Year***
- 51 i. *Equipment Name* represents the name of any equipment, system, material or finish as
- 52 designated in the Contract Documents.
- 53 ii. *What* represents what the file is about
- 54 iii. *METRO TRANSIT - PHASE 2 - HVAC REPLACEMENT* represents the title of the project or
- 55 contract. A shortened version of the title may be identified by the City Project Manager to
- 56 be used by all contractors.
- 57 iv. *Contract number* is the specific identification number the Work was bid under and appears
- 58 on the plan set title sheet and in each sheet title block

- v. *Year* represents the year the contract will be closed out
- b. Examples of file names
 - i. AHU 2_Operation Manual_Fire Admin_1234_2015
 - ii. CPT 2_Use and Care_MPD West_9876_2011
- C. All contractors shall submit the completed digital PDF files to the GC in sufficient time for the GC to meet the O&M Data submission deadlines as described in Specification Section 01 29 76, Progress Payment Procedures.
- D. O&M Data shall be submitted and reviewed as described in sections 3.2 and 3.3 below.

3.2. O&M DATA DRAFT SUBMITTAL

- A. All contractors shall prepare and submit the following for an O&M Data Draft review submittal:
 - 1. Prepare three (3) complete O&M Data file samples as described in section 3.1 above.
 - 2. Review all specifications within his/her Division of Work and prepare a complete O&M Data checklist listing all equipment, systems, materials, or finishes. Checklist shall be in tabular form similar to the example below and shall indicate the title (and plan identifier when applicable) of the O&M Data, the associated specification, and a column to verify the item has been turned in and completed.
- B. The GC shall be required to review all contractors' samples and checklists for compliance with this specification and shall return any to the originating contractor that are insufficient for re-submittal.
 - 1. When acceptable to the GC, he/she shall upload each O&M Data draft submittal file to the O&M Draft library on the Project Management Web Site.
- C. The Project Architect, City Project Manager, CxA, Consulting Staffs and Owner Representatives shall review the O&M Data draft submittals and checklist within fifteen (15) working days as follows:
 - 1. Provide general critique comments by Division on O&M Data samples submitted. Critique is intended to provide all contractors with information on strengths and weaknesses of their submittals.
 - a. Re-submittal of the O&M Data samples will not be required.
 - 2. Review in detail the O&M Data Checklist for completeness. Provide comments as needed.
 - a. Re-submittal of the O&M Checklist will be required until accepted.

<u>Title</u>	<u>Specification</u>	<u>Completed</u>
Overhead Door Operator	08 36 00	
Air Handling Unit (AHU-3)	23 00 00	
Water Heater (WH-1)	22 30 00	

3.3. O&M DATA FINAL SUBMITTAL

- A. All contractors shall prepare and submit the following for an O&M Data Final review submittal:
 - 1. Prepare complete O&M Data files as described in Section 3.1 above according to their approved checklist as described in Section 3.2 above.
 - 2. Submit completed checklist and all final O&M Data files to the GC for final submittal review.
- B. The GC shall be required to spot check all contractors' submittals for completeness against their checklists and for compliance with this specification and shall return any to the originating contractor that are insufficient for re-submittal.
 - 1. When acceptable to the GC, he/she shall upload each O&M Data final submittal file to the O&M Final library on the Project Management Web Site.
- C. The Project Architect, City Project Manager, CxA, Consulting Staffs and Owner Representatives shall review the O&M Data final submittals and checklist within fifteen (15) working days as follows:
 - 1. Review the files submitted against the checklist and request any missing files through the GC.
 - 2. Review in detail all of the O&M Data files for completeness.
 - a. Submittals shall be accepted or rejected as individual PDF files.
 - b. Contractors shall re-submit entire O&M submittal if any portion is rejected or incomplete.

3.4. CONSTRUCTION CLOSEOUT

- A. All contractors shall review Specification 01 77 00, Closeout Procedures and Specification 01 79 00 Demonstration and Training.
 - 1. Acceptance of all final O&M Data submittals is required prior to scheduling Demonstration and Training Sessions.
 - 2. Completion of all Demonstration and Training Sessions is required to receive the Substantial Compliance for Occupancy Certificate, and to begin Construction Closeout procedures.

END OF SECTION

SECTION 01 78 36
WARRANTIES

1
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14 3.4. FINAL WARRANTY SUBMITTAL 4
15 3.5. WARRANTY NOTIFICATION, RESPONSE, EXECUTION AND FOLLOW-UP 4
16

17 **PART 1 – GENERAL**

18
19 **1.1. SUMMARY**

- 20 A. The purpose of this specification is to provide clear responsibilities and guide lines related to providing all
21 Warranties and Guarantees related to the Work, workmanship, materials, equipment, and other such items
22 required by the Construction Documents.
23 B. Manufacturers’ disclaimers and limitations on product warranties do not relieve any contractor of the warranty
24 on the Work that includes the product.
25 C. Manufacturers’ disclaimers and limitations on product warranties do not relieve suppliers, manufacturers and
26 any contractor required to provide special warranties under the contract documents.
27

28 **1.2. RELATED SPECIFICATIONS**

- 29 A. Section 01 29 76 Progress Payment Procedures
30 B. Section 01 31 23 Project Management Web Site
31 C. Section 01 77 00 Closeout Procedures
32 D. Section 01 78 23 Operation and Maintenance Data
33 E. Section 01 91 00 Commissioning
34 F. Other Divisions and Specifications that may address more specifically the requirements for Warranties related to
35 the installation of all items and equipment installed under the execution of the Work.
36

37 **1.3. DEFINITIONS**

- 38 A. See specification 01 77 00 for the definitions of the following terms that may also be used in this specification:
39 1. Substantial Compliance
40 2. Certificate of Occupancy
41 3. Certificate of Substantial Completion
42 4. Construction Closeout
43 5. Contract Closeout
44 B. Emergency Repair: The Owner or Owner Representative reserves the right to make emergency repairs as
45 required to keep equipment or materials in operation or to prevent damage to property and injury to persons
46 without voiding the contractors warranty or bond or relieving the contractor of his/her responsibilities during
47 the warranty period.
48 C. Installer: The company or contractor hired to install a finished product that was manufactured and supplied
49 specifically for the Work within this contract. The Installer may or may not be the same company that supplied
50 the product. See the definition for supplier.
51 D. Supplier: Any company that makes a specific finished product for the Work from information within the Contract
52 Documents. Examples of suppliers would include custom cabinets, steel stairs and railings, etc. A supplier would
53 not be a company that distributes items manufactured by others such as an electrical or plumbing supplier.
54 E. Warranty: A written guarantee from the manufacturer to the owner on the integrity of a product and its
55 installation, and the manufacturers’ responsibility to repair or replace the defective product or components
56 within a specified time from the date of ownership. Warranty may also be used interchangeably with
57 Guarantee. The following warranty types may be part of any specification within the Work associated with the
58 Construction Documents:

- 1 1. Expressed Warranty: A warranty that provides specific repair or replacement for covered components of
- 2 a product over a specified length of time.
- 3 2. Implied Warranty: A warranty that is not stated explicitly by a seller or manufacturer that the product is
- 4 merchantable and fit for the intended purpose.
- 5 3. Standard Product Warranty: Preprinted written warranties published by individual manufacturers for
- 6 particular products and are specifically endorsed by the manufacturer to the Owner. Standard warranties
- 7 may be for any amount of time but shall not be for anything less than one (1) year from the warranty
- 8 date.
- 9 4. Special Warranty: A written warranty required by the Contract Documents either to extend the time
- 10 limit provided under a standard warranty or to provide greater rights to the Owner.
- 11 F. Warranty Date: The effective date that begins all warranty periods required for products, installations, and
- 12 work-manship associated with the execution of the Work for this contract. The Warranty Date shall be set by
- 13 the CPM.
- 14 G. Related Damages and Losses: When correcting failed or damaged Warranted Work, remove and reinstall (or
- 15 replace if necessary) the construction that has been damaged as a result of the failure or the construction that
- 16 must be removed and replaced to obtain access for the correction of Warranted Work.
- 17 H. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected reinstate the
- 18 warranty by a new written endorsement. The reinstated warranty shall be equal to the original warranty with an
- 19 equitable adjustment for depreciation unless specifically noted otherwise in a specification.
- 20 I. Replacement Cost: All costs that may be associated with Work being replaced under warranty including but not
- 21 limited to the following:
- 22 1. Related damages and losses
- 23 2. Labor, material and equipment
- 24 3. Permits and inspection fees
- 25 4. This shall be regardless of any benefit the Owner may have had from the Work through any portion of its
- 26 anticipated useful service life.
- 27 J. Replacement Work: All materials, products, required labor, and equipment necessary to replace failed or
- 28 damaged warranted to an acceptable condition that complies with the requirements of the original Construction
- 29 Documents.
- 30 K. Owners Recourse: Expressed warranties made to the Owner are in addition to implied warranties and shall not
- 31 limit the duties, obligations, rights, and remedies otherwise available under the law. Expressed warranty periods
- 32 shall not be interpreted as limitations on the time in which the Owner can enforce such other duties, obligations,
- 33 rights, and remedies.
- 34 1. Rejection of Warranties: The Owner reserves the right to reject any warranty and to limit the selection of
- 35 products with warranties not in conflict with the requirements of the contract documents.
- 36 2. Where the Contract Documents require a Special Warranty or similar commitment on the Work or
- 37 product, the Owner reserves the right to refuse acceptance of the Work until the Contractor presents
- 38 evidence the entities required to countersign such required commitments have done so.
- 39

40 **1.4. GENERAL CONTRACTORS RESPONSIBILITIES**

- 41 A. The General Contractor (GC) shall be responsible to remedy, at his/her expense, any defect in the Work and any
- 42 damage to City owned or controlled real or personal property when the damage is a result of:
- 43 1. The GC's failure to conform to Contract Document requirements.
- 44 a. Any substitutions not properly approved and authorized may be considered defective.
- 45 2. Any defect in workmanship, materials, equipment, or design furnished by the GC or Sub-contractors.
- 46 B. All warranties as described in this specification and these Contract Documents shall take effect on the date
- 47 established by the CPM, as noted in Section 1.3F above.
- 48 1. All warranties shall remain in effect for one (1) year thereafter unless specifically stated otherwise in the
- 49 Contract Documents or where standard manufacturer warranties are greater.
- 50 C. The GC's warranty with respect to Work repaired or replaced, including restored or replaced Work due to
- 51 damage, will run for one (1) year from the date of Owner Acceptance of said repair or replacement.
- 52 1. This shall be regardless of any benefit the Owner may have had from the Work through any portion of its
- 53 anticipated useful service life.
- 54 D. Warranty Response
- 55 1. See Section 3.5 of this specification.

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

2

3 **PART 3 - EXECUTION**

4

5 **3.1. WARRANTY CHECKLIST**

6

A. All contractors shall be responsible for reviewing the drawings and specifications within their Divisions of Work to provide a complete and comprehensive list of all Warranty Requirements to the GC.

7

8

B. Each list shall indicate the title (and plan identifier when applicable) of the warranted item, the associated specification of the warranted item, the terms of the warranty (years), and a column to verify the item has been turned in and completed.

9

10

C. The GC shall be responsible for all of the following:

11

12

1. Consolidating all the warranty lists into one master Warranty Checklist.

13

a. The checklist shall be in a tabular data format similar to the sample below.

14

2. Upload the completed checklist to the Submittal Library on the Project Management Web Site for review. See Specification 01 33 23 Submittals for more information on this procedure.

15

3. Resubmit the schedule as needed after initial reviews have been completed.

16

17

D. The GC shall work with all contractors to amend the Warranty Checklist throughout the execution of the project based on changes and modifications as necessary.

18

19

<u>Title</u>	<u>Specification</u>	<u>Terms</u>	<u>Completed</u>
Overhead Door Operator	08 36 00	MFR 2yr	
Exterior Bench and Trash Receptacles	12 93 00	MFR 3 year warranty on finish	
Kitchen Sink (SK-1)	22 42 00	MFR 5 year	
Disposal (D-1)	22 42 00	MFR 7 year parts and in-home service	
Toilet (WC-1)	22 42 00	MFR 1 year limited	

20

21 **3.2. LETTERS OF WARRANTY**

22

A. All letters of warranty shall be in a typed letter format and provide the following information:

23

1. The letter shall be on official company stationary including company name, address, and phone number.

24

2. Indicate METRO TRANSIT - PHASE 2 - HVAC REPLACEMENT, contract number, and contract address the warranty is for on the reference line.

25

3. Provide a description of the warranty(ies) being provided.

26

a. Include Division, Trade, or Specification information as necessary.

27

b. Only combine warranties of related Divisional Work together. Create new letters for additional Divisions as necessary.

28

4. Indicate the effective Warranty Date. As noted in Section 1.3.F above, the Warranty Date shall be the date the Certificate of Substantial Completion was signed by the City Engineer.

29

5. Contractor Letters of Warranty shall only be signed by a principal officer of the company.

30

6. After signing the letter provide the GC with a high quality color scanned image in PDF format and the original signed letter.

31

B. The GC shall be responsible for the Final Warranty submittal as identified in Section 3.4 below.

32

C. The GC shall obtain letters of warranty from all of the following:

33

1. The General Contractor shall provide warranty letters for all Work that was self performed under the contract documents, identify all trades or Divisions of Work.

34

2. All Sub-contractors shall provide warranty letters for Work performed under the contract documents; identify all trades or Divisions of Work.

35

3. Suppliers, as required by other specifications within the Construction Documents where the manufacture of a specific product unique to the Work of this contract was required.

36

a. The terms and conditions of the Supplier Letter of Warranty shall be as defined by the specifications associated with the Work but shall not be less than the industry standard of repair, or replace defective materials and workmanship within one (1) year of the warranty date.

37

b. When the supplier is also the installer a single written letter may be submitted identifying both the warranty for the manufacture of the product and the warranty for the installation of the product.

38

4. Installers as required by other specifications within the Construction Documents where the installation of a specific product unique to the Work of this contract was required.

39

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- 1 1. The terms and conditions of the Installer Letter of Warranty shall be as defined by the
2 specifications associated with the Work but shall not be less than the industry standard of repair,
3 or replace defective materials and workmanship associated with the installation of the product
4 within one (1) year of the warranty date.
5 5. Special Letters of Warranty shall be required from any contractor, supplier, installer or manufacturer who
6 agrees to provide warranty services required by any Division Specification in excess of their Standard
7 Product Warranty.
8

9 **3.3. STANDARD PRODUCT WARRANTY**

- 10 A. All contractors shall be responsible for collecting and providing copies of all standard product warranties for
11 commercially available products purchased and installed under this contract.
12 B. Only one copy of the manufacturers' standard warranty needs to be submitted as representative for all
13 quantities of the same model number used throughout the Work.
14 C. Provide the manufacturers certificate, letter, or other standard documentation for each Standard Product
15 Warranty submitted as follows:
16 1. Whenever possible a PDF version of the document shall be used.
17 a. If a PDF version is used all additional information shall be completed using simple PDF editing
18 tools such as text boxes, highlight, etc.
19 b. If a PDF version is not available and an original document is furnished the additional information
20 shall be neatly hand written and highlighted on the document in such a fashion so that it does not
21 obscure any part of the written warranty.
22 2. Provide the following additional information on each warranty document:
23 a. Contract warranty date.
24 b. Provide the manufacturer name and model number of the product if not specified within the
25 warranty.
26 i. Where the manufacturer name and model number is specified within the warranty it shall
27 be highlighted for visibility.
28 c. Provide the plan identifier (LAV-1, WC-2, etc) when applicable.
29 D. Each completed warranty shall be saved as a digital PDF. The file shall be named using the specification number
30 and item description. I.E. 22 42 00 Toilet (WC-1).pdf
31 a. Where an original certificate was furnished provide a high quality colored scan of the completed
32 document with the additional information. Save the scanned image in PDF format and use the
33 same naming convention as indicated above.
34 E. Provide all PDF files and any original documents to the GC for final consolidation to be provided to the Owner.
35

36 **3.4. FINAL WARRANTY SUBMITTAL**

- 37 A. The GC shall receive all required warranties (digital PDF and any original documents) from all contractors,
38 suppliers, installers and manufacturers.
39 B. The GC shall inventory all received warranties with the Warranty Submittal List to ensure all required warranties
40 have been received and all warranty periods are correct according to the specifications.
41 C. Provide with each Operation and Maintenance Manual a complete copy of any associated warranty.
42 D. Scan all warranties into a single organized electronic PDF file as follows:
43 1. Organize the PDF file into an orderly sequence based on the table of contents of the Specifications.
44 2. Provide a typed Table of Contents for the entire file at the front of the document.
45 3. Provide bookmarks and links to each individual PDF to enable quick navigation through the PDF
46 document.
47 E. Upload the warranty submittal to the appropriate document library on the Project Management Web Site for
48 review by the PA and CPM.
49 F. Correct any deficiencies or omissions and resubmit as necessary.
50

51 **3.5. WARRANTY NOTIFICATION, RESPONSE, EXECUTION AND FOLLOW-UP**

- 52 A. Warranty Notification:
53 1. The City of Madison, Project Management Web Site, uses an email notification system for all warranty
54 related issues. The GC will be required to provide, and keep current during the warranty period, a
55 minimum of two (2) email addresses and phone numbers of current employees to receive email
56 notifications and provide response regarding Work associated with these construction documents.
57 a. In the event a Warranty Issue is deemed by the City of Madison to be an emergency, the GC shall
58 first receive a phone call with a follow-up email from the Project Management Web Site.

- 1 b. The Contract Closeout-Warranty Issue Library on the Project Management Web Site uses a form
2 for each warranty issue that is logged into the system.
- 3 i. The GC shall open each warranty issue form, review the issue description and any attached
4 documentation or photos.
- 5 ii. The GC shall also notify any other sub-contractor, supplier, or installer that may be
6 required to review the warranty issue.
- 7 B. Warranty Response:
- 8 1. The GC shall upon notification by the City of Madison provide warranty response as follows:
- 9 a. Critical Systems or equipment: Where damage to equipment and other building components, or
10 injury to personnel is probable provide immediate emergency shut-down information and an on-
11 site response team as soon as possible but in no case shall on-site response exceed 24 hours.
- 12 b. For non-critical responses where damage or injury is unlikely provide on-site response no later
13 than the next business day.
- 14 c. Where Technical Assistance support is part of the written warranty provide all assistance
15 necessary via phone, text, or internet systems as indicated by the warranty. If issues cannot be
16 resolved provide on-site response no later than the next business day.
- 17 d. If the request cannot be supported in sufficient time as outlined above the Owner (or Owner
18 Representative) reserves the right to contact other contractors or service companies having
19 similar capability to expedite the repair or replacement and shall invoice all associated costs to
20 the Owner back to the GC.
- 21 C. Warranty Execution:
- 22 1. The GC shall provide all repairs or replacements as necessary to restore broken or damaged Work to the
23 original level of acceptance as intended by the Contract Documents.
- 24 a. Provide all materials, equipment, products, and labor necessary to complete the repair or
25 replacement associated with the Warranty Issue.
- 26 b. Provide all cleaning services as may be required before, during, and after the repair or
27 replacement as per Specification 01 74 13 Progress Cleaning.
- 28 c. Provide any protection necessary for existing construction as per Specification 01 76 00 Protecting
29 Installed Construction
- 30 d. Provide new letters of warranty when required.
- 31 D. Warranty Follow-up:
- 32 1. Logged Warranty Issues:
- 33 a. The GC shall provide complete documented responses of all logged Warranty Issues. Responses
34 shall provide a description of work completed, by who, inclusive dates, and photos of completed
35 or repaired work.
- 36 i. Provide call back response if work is not acceptable.
- 37 b. The City Project Manager shall review the submitted response documentation and do a field
38 inspection if necessary.
- 39 i. If work is not acceptable, contact GC to review details and expectations of the repair as
40 needed.
- 41 ii. If work is acceptable close the Warranty Issue.
- 42 2. Quarterly Warranty Reviews:
- 43 a. The GC shall be responsible for scheduling quarterly on-site review with all of the following:
- 44 i. City Project Manager, and other City staff as needed
- 45 ii. Owner and Owner Tenant Representative
- 46 iii. Commissioning Agent (CxA)
- 47 iv. Plumbing, Heating, Electrical Sub-contractors
- 48 v. Other Sub-contractors that may be responsible for open Warranty issues
- 49 b. Quarterly reviews shall be scheduled at 3 months, 6 months, and 11 months after the effective
50 date of the warranty. The review meetings shall:
- 51 i. Review the status of all open Warranty Issues, determine course of action and estimated
52 date of completion.
- 53 ii. In the appropriate quarter, provide shut-down, start-up, testing, and training of off-season
54 equipment as required by the contract documents.
- 55 iii. The 11th month review shall review all open Warranty Issues, final plan for resolution, and
56 all Warranty Issues where a new letter of warranty may have been issued.
- 57
- 58

END OF SECTION

**SECTION 01 78 39
AS-BUILT DRAWINGS**

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PART 1 – GENERAL

1.1. SUMMARY

- A. This specification is intended to provide clear guidelines and identify the responsibilities of all contractors as they pertain to City of Madison contract procedures regarding the accurate recording of the Work associated with the execution of this contract. This shall include but not be limited to work that will be hidden, concealed, or buried.
- B. Each contractor shall be responsible for maintaining an accurate record of all installations, locations, and changes to the contract documents during the execution of this contract as it may relate to their specific division or trade.
- C. The General Contractor (GC) shall be responsible for ensuring all contractors provide as-built record information to the Master As-Built Document Set as described in this specification.

1.2. RELATED SPECIFCAITONS

- A. 00 31 21 Survey Information
- B. 01 26 13 Request for Information
- C. 01 31 23 Construction Bulletin
- D. 01 32 33 Photographic Documentation
- E. 01 26 63 Change Orders
- F. 01 29 76 Progress Payment Procedures
- G. 01 31 23 Project Management Web Site
- H. 01 33 23 Submittals
- I. 01 77 00 Closeout Procedures
- J. 01 91 00 Commissioning
- K. Other Divisions and Specifications that may address more specifically the requirements for field recording the installation of all items associated with the execution of this contract by Division or Trade.

1.3. RELATED DOCUMENTS

- A. Other related documents shall include but not be limited to the following:
 - 1. Bidding documents including drawings, specifications, and addenda.
 - 2. Required regulatory documents of conditional approval.
 - 3. Field orders, verbal or written by inspectors having regulatory jurisdiction.
 - 4. Shop drawings and installation drawings.

1.4. PERFORMANCE REQUIREMENTS

- A. The GC shall be responsible for maintaining the “Master As-Built Document Set” in the job trailer at all times during the execution of this contract. This document set shall include all of the following:
 - 1. Master As-Built Plan Set
 - 2. Master As-Built Specification Set
 - 3. Other Document Sets

- 1 B. The GC shall designate one person of the GC staff to be responsible for maintaining the Master As-Built
2 Document Set at the job trailer. This shall include, posting updates, revisions, deletions and the monitoring of all
3 contractors posting as-built information as described in this specification.
4 C. All contractors shall use this specification as a general guideline regarding the requirements for documenting
5 their completed Work. Contractors shall explicitly follow additional specification requirements within their own
6 Division of Trade as it may apply to this specification.
7

8 **1.5. QUALITY ASSURANCE**

- 9 A. The GC shall be responsible for all of the following:
10 a. Spot checking all sub-contractors field documents to insure daily information is being recorded as
11 work progresses.
12 b. Discuss as-built recording to the plan set at weekly job meetings with all sub-contractors on site.
13 c. Schedule time with sub-contractors in the job trailer for recording as-built information to the plan
14 set.
15 d. Insure that all sub-contractors are providing clear and accurate information to the plan set in a
16 neat and organized manner.
17 e. Insure sub-contractors who have completed work have finalized recording all as-built information
18 to the plan set before releasing them from the project site.
19 B. The Project Architect, the City Project Manager, Commissioning Agent and other design team staff will perform
20 random checks of the Master As-Built Document Set during the execution of this contract to ensure as-built
21 information is being recorded in a timely fashion as the Work progresses. An updated and current Master As-
22 Built Document Set is a stipulation for approval of the progress payment.
23

24 **PART 2 – PRODUCTS**

25
26 **2.1. OFFICE SUPPLIES**

- 27 A. The GC shall provide a sufficient supply of office products in the job trailer at all times for all contractors to use in
28 recording as-built information into the plan set. This shall include but not be limited to the following:
29 a. Red ink pens, medium point. Pens that bleed through paper, markers, and felt tips will not be
30 accepted.
31 b. The use of highlighters is acceptable. Assign colors to various trades for consistency in recording
32 information.
33 c. Straight edges of various lengths for drawing dimension, extension and other lines.
34 d. Civil and Architectural scales
35 e. Clear transparent, non-yellowing, single sided tape.
36 f. Correction tape or correction fluid for correcting small errors.
37

38 **PART 3 - EXECUTION**

39
40 **3.1. FIELD DOCUMENT AS-BUILTS**

- 41 A. The GC and all Sub-contractors shall be responsible for keeping their own field set of as-built documents
42 including plans, specifications and published changes.
43 B. Field sets shall be kept dry and in good condition at all times.
44 C. No Work shall be buried, covered, or hidden, by any additional Work, regardless of Contractor or Trade, until
45 locations of all materials and equipment has been properly documented as described below.
46 D. All contractors shall be required to record the following as-built information:
47 a. Notes on the daily installation of materials and equipment.
48 b. Sketches, corrections, and markups indicating final location, positioning, and arrangement of
49 materials and equipment such as pipes, conduits, valves, cleanouts, pull boxes and other such
50 items. Note all final locations on plan sheets, indicate dimension off identifiable building features.
51 Riser diagrams need only be corrected for significant changes in locations, routing or
52 configuration.
53 i. The use of photographs in lieu of hand drawn sketches is acceptable.
54 ii. Photos shall be taken according to Specification 01 32 33 Photographic Documentation
55 iii. Print photo and markup with dimensions or notes as necessary.
56 c. Identify by the use of existing plan symbology and notes the size, type, quantity, and use as
57 applicable of materials such as pipes, valves, conduits, etc.

- 1 d. Note whether horizontal runs are below slab or above ceiling, include dimensions above or below
2 finished floor elevation.
- 3 E. All contractors shall be responsible for transferring the information from their field set of documents to the
4 Master As-Built Plan Set kept in the GC job trailer. See Section 3.3.D. below for the proper procedure.
- 5 F. All contractors shall update the GC Master Plan Set as often as necessary, but not less than once per work week.
- 6

7 **3.2. SITE SURVEY AS-BUILT**

- 8 A. The Land Surveyor Sub-Contractor shall provide digital as-built information including but not be limited to the
9 following:
- 10 a. For underground buried utility laterals and services of all types locate all of the following that may
11 apply:
- 12 i. Connection points at all mains
- 13 ii. Storm discharge points to open air
- 14 iii. All corners and bends regardless of angle, large radius sweeps shall have multiple point
15 locations sufficient to define the sweep.
- 16 iv. All vertical drops
- 17 v. All wells
- 18 vi. Private buried utilities such as buried electrical cables, irrigation systems, etc.
- 19 v. Other information that may need to be located in the future by the owner prior to digging
- 20 b. Record all surface features including but not limited to the following:
- 21 i. Building corners, pavement edges, and other permanent structural features.
- 22 ii. All surface covers for inlets, catch basins, cleanouts, access structures, curb stops and
23 other such devices.
- 24 iii. Other permanent surface features such as hydrants, lamp posts, and other permanent site
25 amenities.
- 26 c. The following data shall be recorded while locating items in sub-sections 3.2.a and 3.2.b above:
- 27 i. Flow lines at both ends of pipes
- 28 ii. Pipe sizes and material types
- 29 iii. Rim elevations for all covers
- 30 iv. Sump elevations and invert elevations of all structures
- 31 v. Spot elevations for all pads, driveways, walks, stoops, and floors
- 32 B. The Surveyor shall provide the final digital as-built on a media and in a format specified in Specification 00 31 21
33 Survey Information to the GC for turn in to the Project Architect and the Civil Engineer.
- 34 C. The Surveyor shall provide two printed as-built site plans to the GC for inclusion in the Master As-Built Plan Set
35 as follows:
- 36 1. One sheet to show all features (but not contour information) with text neatly organized for each item
37 identified.
- 38 2. One sheet showing contours, contour labels, and features from item 1 above, but with no additional text.
- 39

40 **3.3. MASTER AS-BUILT DOCUMENT SET**

- 41 A. The GC shall be responsible for maintaining the Master As-Built Document Set in the job trailer at all times.
- 42 1. The Master As-Built Plan Set (Plan Set) shall begin with one complete bid set of drawings and any
43 additional sheets that were supplied by published addenda during the bidding process. The cover sheet
44 shall be titled as the "Master As-Built Plan Set" in large bold red letters approximately 2" in height and
45 shall not be used for any other purpose.
- 46 a. The Plan Set shall be kept dry, legible, and in good condition at all times.
- 47 b. The Plan Set shall be kept up to date with new revisions within two (2) working days of
48 supplemental drawings being issued. Revisions shall be posted as follows:
- 49 i. Insert new, revised sheets into the plan set. Void old sheets but do not remove them from
50 the plan set. Indicate date received and what document (RFI, CB, CO, etc) caused the
51 change.
- 52 ii. Insert new, revised individual details into the plan set. Void old details, tape new details
53 over the old details with a "tape hinge" to allow them to be viewed. Indicate date
54 received and what document (RFI, CB, CO, etc) caused the change.
- 55 iii. Add new details in appropriate white space on relevant sheets. If no space is available use
56 the back side of the previous sheet or insert a new sheet. Indicate date received and what
57 document (RFI, CB, CO, etc) caused the change.

- 1 c. The Plan Set shall be available at anytime for easy reference during progress meetings and for
2 emergency location information of new work already completed.
- 3 2. The Master As-Built Specification Set (Spec Set) shall begin with one complete bid set of specifications
4 and any additional specifications that were supplied by published addenda during the bidding process.
5 The Spec Set shall be provided in three "D" ring type binders of sufficient thickness to accommodate the
6 specification set. Multiple binders are allowed as necessary. Label the front cover and binding edge with
7 "Master As-Built Specifications" in bold red letters. Provide other information as necessary to distinguish
8 the contents of multi-volume sets.
- 9 a. The Spec Set shall be kept dry, legible, and in good condition at all times.
10 b. The Spec Set shall be kept up to date with new revisions within two (2) working days of
11 supplemental drawings being issued.
- 12 c. The Spec Set shall be available at anytime for easy reference during progress meetings.
- 13 3. Other Document Sets may be kept at the GCs option in three "D" ring type binders of sufficient thickness
14 to accommodate the documentation. Other documentation sets may include but not be limited to RFIs,
15 CBs, COs, etc.
- 16 C. The Land Surveyor Sub-Contractor shall be required to use digital surveying for all exterior site surveying, and
17 provide deliverable digital as-builts as specified in Specification 00 31 21 Survey Information. As soon as practical
18 the surveyor shall provide the GC with a preliminary copy of installed buried utilities for inclusion with the plan
19 set in the job trailer. The surveyor shall provide final digital as builts as per section 3.2 above.
- 20 D. All contractors shall be responsible for updating the Plan Set from their field sets at least once per work week.
21 Updates shall include but not be limited to the following procedures:
- 22 a. All updates shall be done only in red ink. Place a "cloud" around small areas of correction to call
23 attention to the change.
- 24 b. Whenever possible place general work notes, field sketches, supplemental details, photos, and
25 other such information on the reverse side of the preceding sheet. Installation notes including
26 dates shall be kept neatly organized in chronological order as necessary.
- 27 c. Accurately locate items on the plan set as follows:
- 28 i. For items that are located as dimensioned provide a check mark or circle indicating the
29 dimension was verified.
- 30 ii. For items that are within 5 feet of the location indicated on the plans leave as shown and:
- 31 • Provide correct dimensions to existing dimension strings or,
32 • Accurately locate with new dimension strings
- 33 iii. For items that are more than 5 feet from the location indicated on the plans
- 34 • Accurately draw the items in the new location as installed and,
35 • Accurately locate with new dimension strings and,
36 • Note that the existing location is void.
- 37 d. Include dimensioned locations for items that will be buried, concealed, or hidden in the ground,
38 under floors, in walls or above ceilings.
- 39 i. Dimensions shall be pulled from identifiable building features, not from centers of columns
40 or other buried features.
- 41 ii. When necessary pull more dimensions as needed from opposing directions to properly
42 locate single items.

44 3.4. AS-BUILT REVIEW AND ACCEPTANCE

- 45 A. The GC shall provide the Master As-Built Plan Set to the Project Architect (PA), the City Project Manager (CPM),
46 the Commissioning Agent (CxA) and other design team staff for content review prior to the Progress Payment
47 Milestone indicated in Specification 01 29 76 Progress Payment Procedures. The submitted plan set shall include
48 the digital survey information produced under Section 3.2 above.
- 49 1. If the plan set is not approved:
- 50 a. The PA and CPM shall only be required to generalize deficiencies by trade there shall be no
51 requirement or expectation to generate a "punch list" of required corrections.
- 52 b. The GC and Sub-contractors as necessary shall be responsible for inspecting the installation and
53 correcting the drawings as needed.
- 54 c. The GC shall re-submit the plan set for review.
- 55 2. If the plan set is approved the PA shall take possession of the plan set to be used in providing the owner
56 with digital CAD record drawings. Upon completion of transferring the information to CAD the PA shall
57 provide the Owner with CAD record drawings, record PDFs, and the Master As-Built Plan Set.
58

1 **3.5. CHANGES AFTER ACCEPTANCE**

- 2 A. No Contractor shall be responsible for making changes to the As-Built record documents after acceptance by the
3 PA and CPM except when necessitated by changes resulting from any Work made by the Contractor as part of
4 his/her guarantee.

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END OF SECTION

SECTION 01 78 43
SPARE PARTS AND EXTRA MATERIALS

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PART 1 – GENERAL

1.1. SUMMARY

- 21 A. This specification is intended to provide clear guidelines and identify the responsibilities of all contractors as they
22 pertain to City of Madison contract procedures regarding spare parts, special tools, special materials, and extra
23 materials.
24 B. Each contractor shall be responsible for knowing the specific requirements of their Division Specifications as they
25 may relate to the general information provided in this specification.
26 C. The General Contractor (GC) shall be responsible for ensuring all contractors provide spare parts and extra
27 materials as described in this specification.
28

1.2. RELATED SPECIFICAITONS

- 30 A. 01 29 76 Progress Payment Procedures
31 B. 01 31 23 Project Management Web Site
32 C. 01 77 00 Closeout Procedures
33 D. Other Divisions and Specifications that may address more specifically how to proceed with spare parts, special
34 tools, special materials, and extra materials.
35

1.3. DEFINITIONS

- 37 A. Spare Parts: Any component of a product or assembly that comes pre-packaged or was specially ordered for the
38 explicit use of the product or assembly. This shall include but not be limited to fastening devices, mounting
39 brackets, replacement parts, wheels, pulleys, wiring, alternate assembly pieces, etc.
40 B. Special Tools: Any tool of any kind that was pre-packaged or specially ordered, and is required to be used for the
41 installation or maintenance of an installed product or assembly as part of this contract.
42 C. Special Materials: Any oil, lubricant, glue, touch-up paint, or other such material that comes pre-packaged or
43 was specially ordered and is required to be used for the installation or maintenance of an installed product or
44 assembly as part of this contract.
45 D. Extra Materials (Attic Stock): Any surplus materials in new and useable condition that was installed a part of this
46 contract. Attic Stock shall include but not be limited to the following: ceiling tiles, paint, stain, floor coverings,
47 ceramic tiles, light bulbs/lamps, filters, strainers, etc. Attic Stock shall include partially opened bulk items and
48 additional unopened quantities as directed by other specifications.
49

1.4. PERFORMANCE REQUIREMENTS

- 51 A. All contractors shall be responsible for consolidating spare parts, special tools, special materials, and attic stock
52 as it pertains to the specific Work within their Division or Trade.
53 B. All contractors shall use this specification as a general guideline regarding the requirements for turning spare
54 parts, special tools, special materials, and attic stock over to the owner. Contractors shall explicitly follow
55 specification requirements within their own Division of Trade.
56

1.5. QUALITY ASSURANCE

- 58 A. The General Contractor (GC) shall be responsible for all of the following:

- 1 1. Coordinate the location for and the delivery of all spare parts, special tools, special materials, and attic
2 stock being provided by all contractors under this contract to one centralized location as designated by
3 the Owner.
4 2. Verify that all items being delivered are:
5 a. Clean, new, and in a usable condition.
6 b. Properly sealed, protected, and labeled
7 c. Properly documented
8

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

10
11 **PART 3 - EXECUTION**

12
13 **3.1. PACKAGING**

- 14 A. Whenever possible all surplus items should remain in their original packaging such as parts envelopes.
15 B. Package small parts in re-sealable plastic bags (Ziploc) or envelopes with clasp fasteners. Do not use envelopes
16 that seal with glue or tape envelopes closed. Do not leave packaging unsealed.
17 C. Package like parts together for products or assemblies. I.E. keep all spare parts for flushometers together.
18 D. Many small packages may be grouped together into a larger container by trade.
19 E. Do not use unrelated boxes or containers for packaging spare items. I.E. do not use a light fixture box for spare
20 breakers, or flushometers parts.
21

22 **3.2. LABELING**

- 23 A. Whenever possible the original labeling indicating part numbers and other pertinent information shall remain on
24 the original packaging.
25 B. If original labeling is not available the contractor shall label all parts and packages using tape or labels and
26 permanent black markers. Tape or labels being used shall absorb the permanent marker without bleeding or
27 allowing ink to be smeared or rubbed off.
28 C. Labels shall include the name of the product or equipment the item belongs to, part number and/or name, and
29 any other information that would assist maintenance personnel in identifying the piece and related product.
30 D. Labels shall include plan or specification designations (WC-1, LAV-3, DF-2, CPT-1, etc) that identify the particular
31 product or finish material it represents.
32 E. Labels for parts stored in clear re-sealable plastic bags may be placed inside the bag. Label shall face out and be
33 able to be read from one side. Multiple bags shall be numbered individually for identification.
34 F. Label the outside of large containers with the trade name (Plumbing, Electrical, etc).
35

36 **3.3. INVENTORY**

- 37 A. All contractors shall provide the GC with complete inventories of all spare parts, special tools, special materials,
38 and attic stock that they are providing at the end of the contract. The inventories shall be organized as follows:
39 1. The cover sheet shall indicate the Contractors name, address, phone number, identify that the document
40 is the "Spare Parts and Extra Materials Inventory", and identify the Division or Trade the inventory is for.
41 2. Provide an inventory in a tabular format of all items being provided under this and other specifications.
42 The minimum information to be provided for each item on the inventory shall be as follows:
43 a. Bag or container number, all items of one bag or container shall be grouped together on the
44 inventory
45 b. Item description
46 c. Item size (if applicable)
47 d. Total quantity provided
48 e. Identify if item is a spare part, tool, special material, or attic stock
49 B. The GC shall consolidate inventories from all sub-contractors into one tabular data sheet organized by Division or
50 Trade of Work.
51 1. Upon completing the consolidated list the GC shall upload the completed inventory to the Contract
52 Closeout-Attic Stock Library on the Project Management Web Site.
53 2. The GC shall notify the Project Architect and City Project Manager that the scans have been uploaded.
54 3. Consulting Staff and Owner Staff shall review the inventories prior to Final Review to verify that minimum
55 required quantities have been met. Deficiencies shall be noted and returned back to the GC for
56 corrective action.
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3.4. STORAGE

- A. Prior to the 80% Progress Payment milestone the GC shall coordinate with the City Project Manager and Maintenance Personnel where spare parts, special tools, special materials, and attic stock shall be stored.
- B. The GC shall instruct all contractors as to the location and proper storage procedures.
- C. The GC shall be responsible for ensuring the storage area is kept neat and orderly as follows:
 - 1. Like items are stored together by material, product, or trade as necessary.
 - 2. Liquids are stored in sealable containers and the lids have been properly installed to prevent drying out, spillage, etc.
 - 3. All labels are clearly visible and provide the required information.
- D. Large items shall be stored so as not to damage other items. Do not stack heavy items or items with distinct shapes/outlines on softer items that may get crushed or imprinted.

3.5. CLOSEOUT PROCEDURE

- A. Prior to the 90% Progress Payment milestone the GC shall review all attic stock already stored by the contractors to ensure the following:
 - 1. Materials are stored in the proper location(s).
 - 2. All boxes, containers and items are properly labeled according to the submitted/approved inventory.
 - 3. Quantities are correct according to the submitted/approved inventory.
- B. The GC shall ensure that all deficiencies are corrected prior to conducting Demonstration and Training Sessions.
- C. The GC shall review with Maintenance Staff all inventories and labeling during the scheduled Demonstration and Training Sessions.
- D. Any discrepancies associated with Attic Stock shall be resolved and verified prior to the CPM releasing the 90% CT progress payment.

END OF SECTION

**SECTION 01 79 00
DEMONSTRATION AND TRAINING**

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PART 1 – GENERAL

1.1. SUMMARY

- A. The purpose of this specification is to provide clear responsibilities and guidelines related to providing Demonstration and Training (D&T) Sessions related to general facility use, equipment, systems, finishes, and materials to City of Madison Staff (Owner, Owner Representatives, Maintenance, and Custodial Personnel) as needed.
- B. All D&T shall be coordinated through the General Contractor (GC), Project Architect (PA) and City Project Manager (CPM), and will be based on or customized to the needs of City of Madison Staff being trained. New equipment and systems may have complete D&T sessions as described in this specification while equipment or systems staff is familiar with may have sessions more focused on maintenance only.

1.2. RELATED SPECIFICATIONS

- A. Section 01 29 76 Progress Payment Procedures
- B. Section 01 78 13 Completion and Correction List
- C. Section 01 78 19 Maintenance Contracts
- D. Section 01 78 23 Operation and Maintenance Data
- E. Section 01 78 36 Warranties
- F. Section 01 78 39 As-Built Drawings
- G. Section 01 78 43 Spare Parts and Extra Materials
- H. Section 01 91 00 Commissioning
- I. Other Divisions and Specifications that may address more specifically the requirements for D&T sessions related to the installation of all items and equipment installed under the execution of the Work.

1.3. QUALITY ASSURANCE

- A. All contractors shall have the responsibility of preparing for and conducting D&T sessions as determined by this and other Division or Trade related specifications, Owner Operation and Maintenance Manuals, and other such documentation related to the Work.
- B. The GC shall have responsibility for:
 - 1. Ensuring that all contractors required to conduct a D&T session have successfully completed all of the following:
 - a. Turned in all required documentation for review and documentation has been approved/accepted prior to scheduling D&T sessions.
 - b. Other required documentation as needed is available and ready for use during the D&T session.
 - c. All systems have been started, tested, and running as per appropriate specification and/or manufacturers recommendations prior to scheduling D&T sessions.
 - d. All contractors are sufficiently prepared for their D&T session
 - e. Documents the D&T session including date, time, contractor and company name, attendees and other information regarding the session
 - 2. Organizing the coordination and scheduling of all D&T sessions between all contractors and the appropriate representatives of the Owner. These representatives may include any of the following depending on the Work of the Contract:

- 1 a. Owner – end users
- 2 b. Facility Maintenance personnel
- 3 i. Facility general operation procedures including custodial services
- 4 ii. Electrical
- 5 iii. Mechanical
- 6 iv. Plumbing
- 7 v. Site
- 8 c. Information Technology (IT) Department
- 9 d. Traffic Engineering – Radio Shop
- 10 e. Architects, Engineers and Facility Management staff as project completion overview

11
12 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

13
14 **PART 3 - EXECUTION**

15
16 **3.1. GENERAL REQUIREMENTS**

- 17 A. The GC shall develop a specific D&T plan to be scheduled and conducted as described below but no sooner than
- 18 the meeting discussed in 3.2.A.2 below.
- 19 C. The GC shall not schedule D&T sessions to preclude required personnel from attending multiple sessions.

20
21 **3.2. COORDINATING AND SCHEDULING THE TRAINING**

- 22 A. The GC, PA, CxA and CPM, shall review all Training and Demonstration requirements during two (2) special
- 23 meetings.
- 24 1. The first meeting shall be held at the 50% Contract Total Payment. During this meeting the following
- 25 shall be discussed:
- 26 a. Preliminary schedule of training dates to be completed prior to beginning construction closeout.
- 27 b. List of documentation and items that need to be completed and available before and during the
- 28 training session.
- 29 c. Who (Owner, Maintenance, etc) will be attending what training session(s).
- 30 2. The second meeting shall be held at the 80% Contract Total Payment. This meeting shall review due outs
- 31 that have not yet been completed for the 90% Contract Total Payment and the requirements necessary
- 32 for Construction Closeout. All Demonstration and Training sessions shall be completed prior to receiving
- 33 the 90% progress payment and beginning Construction Closeout Procedures (see Specification 01 77 00).
- 34 a. This does not include any requirement associated with off season equipment preparation and/or
- 35 demonstration and Training Sessions.
- 36 B. All of the Construction Work shall be operationally ready prior to conducting training as follows:
- 37 1. All contractors shall have their As-Built Drawing Records available for reviewing locations of system
- 38 components during training.
- 39 2. All final and approved Operations and Maintenance Data shall be completed no less than two (2) full
- 40 weeks prior to the scheduled training.
- 41 3. All systems shall have been started, functionally tested, balanced, and fully operational, and all piping
- 42 and equipment labeling complete at least two (2) days prior to the scheduled training.
- 43 a. Seasonal equipment shall not be trained out of season. Contractors having seasonal equipment
- 44 shall work with the GC and CPM for coordinating additional training sessions as appropriate for
- 45 seasonal equipment.
- 46 C. Correction list items that prevent a piece of equipment or system from being fully operational for training shall
- 47 be corrected prior to conducting the training.

48
49 **3.3. TRAINING OBJECTIVES**

- 50 A. For each piece of equipment or system installed train on the following objectives/topics as applicable:
- 51 1. System design, concept, and capabilities
- 52 2. Review of related contractor as-built drawings
- 53 3. Facility walkthrough to identify key components of the system
- 54 4. System operation and programming including weekly, monthly, annual test procedures
- 55 5. System maintenance requirements
- 56 6. System troubleshooting procedures
- 57 7. Testing, inspection, and reporting requirements associated with any regulatory requirements
- 58 8. Identification of any correction list items still outstanding

- 1 9. Review of system documentation including the following:
- 2 a. Operation and maintenance data
- 3 b. Warranties
- 4 c. Valve charts, tags, and pipe identification markers
- 5 B. For each piece of specialty equipment train on the following objectives/topics as applicable:
- 6 1. Manufacturers operations instructions
- 7 2. Manufacturers use and care instructions
- 8 3. Manufacturers maintenance and troubleshooting instructions
- 9 4. System operation and programming including weekly, monthly, annual test procedures
- 10 5. Identification of any correction list items still outstanding
- 11 6. Review of system documentation including the following:
- 12 a. Operation and maintenance data
- 13 b. Warranties
- 14 C. End User Orientation
- 15 1. Facility walkthrough
- 16 2. Security and emergency features
- 17 3. General facility operation procedures
- 18 D. Facility General Use and Custodial Services – if requested
- 19 1. Facility walkthrough
- 20 2. Security and emergency features
- 21 3. General facility operation procedures
- 22 4. Care and maintenance of specialty items, finishes, etc as requested
- 23 5. Attic stock inventory and material designations
- 24

25 **3.4. DEMONSTRATION AND TRAINING PROGRAM PREPARATION**

- 26 A. Each contractor having a responsibility for providing D&T sessions shall meet with the GC, CPM, and other City
- 27 Staff as needed to review the extent of the Training Objectives in section 3.3 above needed for each piece of
- 28 equipment, system, finish, etc. This meeting shall occur no less than four (4) weeks prior to the anticipated
- 29 training session.
- 30 B. The contractor shall use the information from item 3.4.A above to prepare a formal training program for each
- 31 piece of equipment or system based on the Training Objectives in 3.3 above.
- 32 1. The formal training program shall include the following information:
- 33 a. Session title
- 34 b. List of systems, equipment, use, care, etc to be covered during the session
- 35 c. Provide the following for each systems, equipment, use, care, etc to be covered during the session
- 36 i. Name and affiliation of each instructor to be used. As needed and discretion of the Owner
- 37 the GC to require attendance by the installing technician, installing Contractor and the
- 38 appropriate trade or manufacturer’s representative.
- 39 ii. Qualifications of each instructor to be used. Practical building operation expertise as well
- 40 as in-depth knowledge of all modes of operation of the specific piece of equipment as
- 41 installed in this project is required by the training personnel. If Owner determines training
- 42 was not adequate, the training shall be repeated until acceptable to Owner.
- 43 iii. A checklist of all documentation and system/equipment requirements necessary to
- 44 complete a successful training session and the current status of each
- 45 iv. Any additional documents, training aids, video or other items to be used to complete the
- 46 training
- 47 v. Any special requirements or needs associated with item iv above to complete the training
- 48 d. The intended audience for the training
- 49 e. The approximate duration of each objective or topic to be covered
- 50 2. Submit the completed training program to the GC for review and approval by the PA and CPM.
- 51 C. The PA and CPM shall work with staff as necessary to ensure all points of anticipated training needs have been
- 52 met. The PA and CPM will approve the program as submitted or recommend changes for re-submittal as
- 53 necessary.
- 54

55 **3.5. CONDUCTING A DEMONSTRATION AND TRAINING SESSION**

- 56 A. All contractors shall conduct their required D&T Sessions as follows:
- 57 1. Begin with a classroom session
- 58 a. Provide a sign in sheet indicating all training to be conducted, instructors, etc.

- 1 b. Provide an overview of the training to be conducted including the approximate schedule.
- 2 2. Conduct a general walk-through of the site.
- 3 a. Point out locations of various equipment, valves, charts, and other related items.
- 4 b. Use the Division or Trade As-Built record drawings to indicate locations of hidden or buried items.
- 5 3. Provide a demonstration of general equipment/system operation including using the O&M manual.
- 6 a. Startup and shutdown procedures.
- 7 b. Normal operational levels as depicted by any gauges, software, etc.
- 8 c. Indicate warning devices, signs etc. and demonstrate emergency shut-down procedures.
- 9 4. Provide a demonstration of all owner level maintenance using the O&M manual.
- 10 a. Indicate frequency of maintenance.
- 11 b. Provide and review all spare parts, special tools, and special materials.
- 12 5. Provide and review all spare parts, special tools, special materials, or attic stock as applicable.
- 13 6. While conducting D&T sessions:
- 14 a. Allow hands on training whenever practical.
- 15 b. Answer questions promptly
- 16 c. Repeat demonstrations and procedures as necessary.
- 17 B. Within two (2) working days of completing the D&T session the contractor responsible for the session shall turn-
- 18 in any documentation generated including the sign in roster to the GC.
- 19 C. The GC shall turn over all training documentation to the PA and CPM upon completion of D&T sessions.
- 20 D. Re-schedule any training that has been determined to be inadequate or inappropriate for any reason including
- 21 but not limited to any of the following;
- 22 1. Unqualified instructor
- 23 2. System installation incomplete or untested to the specifications
- 24 3. Equipment failure during demonstration
- 25 4. Un-expected cancellation

26
27 **3.6. CLOSEOUT PROCEDURE**

- 28 A. Prior to receiving the 90% Progress payment the GC shall:
- 29 1. Verify with the PA and CPM that each Demonstration and Training Session was conducted properly and
- 30 according to the submitted plan.
- 31 2. Any required "Off Season" equipment testing, balancing, and Demonstration and Training Sessions have
- 32 been tentatively scheduled with the GC, necessary sub-contractors, instructors and Owner/Owner
- 33 Representatives as necessary.
- 34
- 35

36 **END OF SECTION**

37

**SECTION 01 91 00
COMMISSIONING**

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22

PART 1 – GENERAL

1.1. SUMMARY

- A. Purpose: Define the responsibilities of the parties involved and the procedures related to the commissioning process

1.2. RELATED SPECIFICATIONS

- | | | |
|----|------------------|--|
| A. | Section 01 31 13 | Project Management and Coordination |
| B. | Section 01 31 19 | Project Meetings |
| C. | Section 01 31 23 | Project Management |
| D. | Section 01 32 26 | Construction Progress Reporting |
| E. | Section 01 33 23 | Submittals |
| F. | Section 01 45 16 | Field Quality Control |
| G. | Section 01 77 00 | Closeout Procedures |
| H. | Section 01 78 23 | Operation and Maintenance Data |
| I. | Section 01 78 39 | As-Built Drawings |
| J. | Section 01 79 00 | Demonstration and Training |
| K. | Section 01 81 13 | Sustainable Design Requirements |
| L. | Section 01 95 00 | Measurement & Verification |
| M. | Section 23 05 93 | Testing, Adjusting, and Balancing for HVAC |
| N. | Section 23 09 00 | Instrumentation and Control for HVAC |
| O. | Section 23 09 23 | Direct Digital Control (DDC) System for HVAC |
| P. | Section 23 09 93 | Sequence of Operations for HVAC DDC |

1.3 REFERENCES

- A. ASHRAE Guideline 1.1-2007, "HVAC&R Technical Requirements for The Commissioning Process".
B. ASHRAE Guideline 0-2005, "The Commissioning Process".
C. NEBB – Procedural Standards for Building Systems Commissioning.

1.4 DEFINITIONS

- A. Acceptance Phase. Phase of construction after startup and initial checkout when functional performance tests are performed.
B. Commissioning Authority (CxA). An independent entity, not otherwise associated with the A/E team members or the Contractor and reports directly to the Owner. The CxA directs and coordinates the commissioning activities.

- 1 C. Commissioning Plan (Cx Plan). An overall plan, developed before or after bidding, that provides the structure,
2 schedule and coordination planning for the commissioning process. The Cx Plan is included in the bid documents
3 and is to be reviewed by all contractors before submitting their bid.
- 4 D. Contract Documents. The documents binding on parties involved in the construction of this project (drawings,
5 specifications, change orders, amendments, contracts, Cx Plan, etc.).
- 6 E. Construction Checklist (CC). a list of items to inspect and test equipment and components to verify proper
7 installation of equipment. The CCs are provided by the CxA to the Sub.
- 8 F. Datalogging. - Monitoring flows, currents, status, pressures, etc. of equipment using stand-alone dataloggers
9 separate from the control system.
- 10 G. Deferred System Performance Tests. SPT's that are performed later, after substantial completion, due to partial
11 occupancy, equipment, seasonal requirements, design or other site conditions that prevent the tests from being
12 performed earlier.
- 13 H. Deficiency. A condition in the installation or function of a component, piece of equipment or system that is not in
14 compliance with the Contract Documents (that is, does not perform properly or is not complying with the
15 Owner's Project Requirements).
- 16 I. Factory Testing. Testing of equipment on-site or at the factory by factory personnel with an Owner's
17 representative present.
- 18 J. Indirect Indicators. Indicators of a response or condition, such as a reading from a control system screen
19 reporting a damper to be 100% closed.
- 20 K. Manual Test. Using hand-held instruments, immediate control system readouts or direct observation to verify
21 performance (contrasted to analyzing monitored data taken over time to make the "observation").
- 22 L. Monitoring. Recording parameters (flow, current, status, pressure, etc.) of equipment operation using
23 dataloggers or the trending capabilities of control systems.
- 24 M. Over-written Value. Writing over a sensor value in the control system to see the response of a system (e.g.,
25 changing the outside air temperature value from 75F to 50F to verify economizer operation). See also "Simulated
26 Signal."
- 27 N. Owner's Project Requirements (OPR). A document that describes what the Owner and stakeholders want to
28 achieve with this project and what expectations they have of the completed project.
- 29 O. Sampling. Reviewing or testing only a fraction of the total number of identical or near identical pieces of
30 equipment.
- 31 P. Seasonal Performance Tests. SPT's that are deferred until the system(s) will experience conditions closer to their
32 design conditions.
- 33 Q. Simulated Condition. Condition that is created for the purpose of testing the response of a system (e.g., applying
34 a hair blower to a space sensor to see the response in a VAV box).
- 35 R. Simulated Signal. Disconnecting a sensor and using a signal generator to send an amperage, resistance or
36 pressure to the transducer and DDC system to simulate a sensor value.
- 37 S. System Performance Test (SPT). Dynamic testing of entire systems (rather than just components of the system)
38 under full operation.
- 39 T. Trending. Monitoring of control points using the building automation system.

41 1.5 DESCRIPTION

- 42 A. General: Commissioning (Cx) is a systematic process of verifying that all building systems perform interactively to
43 meet the Owner's Project Requirements (OPR). This is achieved by beginning in the planning phase with
44 documenting the OPR and continuing through design, construction, acceptance, and the warranty period with
45 verification of performance. The Cx process shall encompass and coordinate the traditionally separate functions
46 of system documentation, equipment startup, control system calibration, tesTing and balancing, performance
47 testing and training. Cx during the construction phase is intended to achieve the following specific objectives
48 according to the Contract Documents:
 - 49 1. Verify that applicable equipment and systems are installed according to the manufacturer's
50 recommendations and to industry accepted minimum standards and that they receive adequate
51 operational checkout by installing contractors.
 - 52 2. Verify and document proper performance of equipment and systems.
 - 53 3. Verify that O&M documentation is complete.
 - 54 4. Verify that the Owner's operating personnel are adequately trained.
- 55 B. The Cx process does not take away from or reduce the responsibility of the system designers or installing
56 contractors to provide a finished and fully functioning product.
- 57 C. The commissioning authority (CxA) has no authority to change, modify or direct any work. The CxA can only
58 provide comments and suggestions.

1 D. Commissioning Plan. The Cx Plan provides guidance in the execution of the Cx process. The CxA will update the
2 Cx Plan regularly as the project progresses. The Drawings and Specifications will take precedence over the Cx
3 Plan.
4

5 **1.6 RESPONSIBILITIES**

6 A. General Contractor (GC) and Subcontractors (Subs)

7 1. Construction and Acceptance Phase

- 8 a. Provide assistance to the Construction Manager CM in the coordination of the Cx work by
9 the CxA, and with the CM and CxA ensure that Cx activities are being scheduled into the
10 master schedule.
11 b. Provide an updated construction schedule to the CxA any time the schedule changes.
12 c. Include the Cx activities in the contract.
13 d. Furnish a copy of all submittals and shop drawings pertaining to the commissioned
14 systems for review concurrently with the Architect and Engineers.
15 e. Furnish a copy of all construction meeting agendas and minutes to the CxA.
16 f. In each purchase order or subcontract written, include requirements for submittal data,
17 O&M data, Cx tasks and training.
18 g. GC will ensure that all Subs execute their Cx responsibilities according to the Contract
19 Documents and schedule.
20 h. A representative from the GC and each sub associated with the Cx process shall attend the
21 Cx pre- construction meeting and the regular Cx meetings scheduled by the CxA to
22 facilitate the Cx process.
23 i. Coordinate and execute the training of Owner personnel.
24 j. Prepare O&M manuals, according to the Contract Documents, including clarifying and
25 updating the original sequences of operation to as-built conditions.
26 k. Prepare and submit draft forms, including but not limited to start-up procedures, Testing
27 and Balancing (TAB) forms, calibration forms, etc. for review by the CxA before execution.
28 l. Submit test reports to the CxA of all tests performed on components and equipment to be
29 commissioned that are not included as part of the Construction Checklist and SPT
30 procedures.
31 m. Complete all construction checklist and functional performance test forms as required by
32 the Cx process.
33 n. Support the CxA with verification of the completion of construction checklist and
34 functional performance tests as outlined in PART 3.
35 o. Complete and inspect all installations. Certify that all components and systems are
36 operating as intended per Contract Documents.
37 p. Remedy all deficiencies immediately as they are identified throughout construction.
38 q. Demonstrate functionality of all systems and equipment.
39 r. Maintain an updated set of record drawings (on a daily basis) on the construction site.
40 s. Provide support and instrumentation to verify TAB reports, start-up reports, calibration
41 reports, and any other report pertinent to the commissioned equipment and systems.
42 t. Notify the CxA no less than 21 days before all testing, start-up, and training.
43 u. Update the CxA on a weekly basis on the progress of the Cx activities.
44 v. Submit trend data in electronic format or allow access to trending data by internet
45 connection as requested by the CxA.
46 w. Install access points by every sensor such that the sensor can be calibrated without
47 removal (P/T plugs, plugged holes in ducts etc.).
48 2. Warranty Period
49 a. Execute seasonal or deferred functional performance testing, witnessed by the CxA,
50 according to the specifications.
51 b. Correct deficiencies and make necessary adjustments to O&M manuals and record
52 drawings for applicable issues identified in any seasonal testing.

53 B. Equipment Suppliers

- 54 1. Provide all requested submittal data, including detailed start-up procedures and specific
55 responsibilities of the Owner to keep warranties in force.
56 2. Assist in equipment testing per agreements with Subs.
57 3. Include all special tools and instruments (only available from vendor, specific to a piece of
58 equipment) required for testing equipment according to these Contract Documents in the base

- 1 bid price to the Contractor, except for stand-alone data logging equipment that may be used by
2 the CxA.
3 4. Provide information requested by CxA regarding equipment sequence of operation and testing
4 procedures.
5 5. Review test procedures for equipment installed by factory representatives.
6

7 **1.7 SYSTEMS TO BE COMMISSIONED**

- 8 A. The HVAC system for the Service Lane Addition
9 B. Building Automation System (BAS) for the HVAC system
10 C. Building envelope and roofing system as it pertains to HVAC
11 D. Lighting and Lighting Controls
12

13 **PART 2 – PRODUCTS**

14
15 **2.1 TEST INFORMATION**

- 16 A. All instruments needed to verify sensor readings, component performance, and system performance will be
17 provided by GC and Subs and be available to the CxA. These instruments will not be beyond what the contractors
18 need to complete the work specified in these construction documents. Any data logging equipment required in
19 addition to the BAS will be provided by the CxA.
20 B. All instruments shall be of sufficient quality and accuracy to test and/or measure system performance with the
21 tolerances specified in the Contract Documents. Refer to specification section 23 05 93- Testing, Adjusting, and
22 Balancing for required instrument tolerances.
23

24 **PART 3 - EXECUTION**

25
26 **3.1 COMMISSIONING TEAM**

- 27 A. The members of the commissioning team consist of the Commissioning Authority (CxA), the Owner's Project
28 Manager (PM), the designated representative of the Owner's Construction Management team (CM), the General
29 Contractor (GC or Contractor), the architect and design engineers, the Mechanical Contractor, the Electrical
30 Contractor, the TAB Contractor, the Controls Contractor, any other installing subcontractors or suppliers of
31 equipment.
32 B. Each Cx Team member shall designate one person who is responsible for coordinating the commissioning efforts
33 with the CxA.
34

35 **3.2 SCHEDULING AND MEETINGS**

- 36 A. Scheduling. The CxA will work with the other members of the Cx Team according to established protocols to
37 schedule the Cx activities. The CxA will provide sufficient notice to the Cx Team for scheduling Cx activities. The
38 GC will integrate all Cx activities into the master schedule. All parties will address scheduling problems and make
39 necessary notifications in a timely manner in order to expedite the Cx process.
40 B. The CxA will provide the initial schedule of primary Cx events at the Cx pre-construction meeting. The Cx Plan
41 provides a format for this schedule. As construction progresses more detailed schedules are developed by the
42 CxA. The Cx Plan also provides a format for detailed schedules.
43 C. Pre-Construction Meeting. Within 60 days of selection of the GC, the CxA will schedule, plan, and conduct a Cx
44 pre-construction meeting with the entire Cx team in attendance. Meeting minutes will be distributed to all
45 parties by the CxA. Information gathered from this meeting will allow the CxA to revise the Cx Plan which will
46 also be distributed to all parties.
47 D. Meetings. The Cx meetings will be scheduled approximately once a month during construction. These meetings
48 will be scheduled directly before or after the regular construction meetings if practical. These meetings will cover
49 coordination, deficiency resolution and planning issues with particular Subs. The CxA will plan these meetings
50 and will minimize unnecessary time being spent by Subs
51

52 **3.3 REPORTING**

- 53 A. The CxA will provide regular reports to the Owner as construction and Cx progresses. Standard forms are
54 provided and referenced in the Cx Plan.
55 B. The CxA will regularly communicate with all members of the Cx team, keeping them apprised of Cx progress and
56 scheduling changes through memos, progress reports, etc.
57 C. Testing or review approvals and non-conformance and deficiency reports are made regularly with the review and
58 testing as described in later sections.

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3.4 RECORD DRAWINGS

- A. The CxA will verify that the record drawings are updated throughout the construction. If a discrepancy is found between the record drawings and the installations, the CxA will notify the GC immediately. It is the GC and subcontractors responsibility to then inspect the installations and immediately and completely update the record drawings such that they accurately reflect the installation.

3.5 CONSTRUCTION COMMISSIONING PROCEDURES

- A. The following procedures apply to all equipment to be commissioned.
- B. General. Construction checklists are important to ensure that the equipment and systems are hooked up and operational. It ensures that system performance testing (in-depth system checkout) may proceed without unnecessary delays. Each piece of equipment receives full checkout. No sampling strategies are used. All construction checklists for a given system must be successfully completed prior to formal system performance testing of equipment or subsystems of the given system.
- C. Construction Checklists.
 - 1. The primary purpose of the construction checklists is to provide the individual workers with the key criteria for a successful installation. The secondary purpose is to track the progress of the delivery and installation.
 - 2. The CxA will develop construction checklists for all commissioned equipment and distribute these to the responsible contractor. The GC and Subs will review the construction checklists for each equipment type and provide comments to the CxA. The CxA will then print and distribute the construction checklist for each individual component.
 - 3. The GC and Subs are responsible for all requirements in the specification, not only the requirements listed on the checklists.
 - 4. The checklists answer format will be to circle yes /no or provide a brief answer such as providing the model or serial numbers.
 - 5. These checklists are provided by the CxA to the GC. The GC determines which trade is responsible for executing and documenting each of the line item tasks and notes that trade on the form. Each form may have more than one trade responsible for its execution.
 - 6. The construction checklists shall be completed as delivery is completed and the installation progresses.
 - 7. Only individuals who have direct knowledge and witnessed that a line item task on the construction checklist was actually performed shall initial or check that item off. It is not acceptable for supervisors without direct knowledge or who have not witnessed the line item task on the construction checklist to fill out these forms.
 - 8. Any negative response shall immediately be brought to the attention of the CxA. All negative replies shall be explained in detail on the construction checklist.
 - 9. The GC and Subs are responsible for recording the completion of the checklists. Checklists shall be submitted electronically to SharePoint in .pdf format in separate files by Division. Each file shall be bookmarked by checklist tag.
 - 10. Non-itemized installations such as wiring, ductwork, piping etc. will not have checklists to be completed, but the GC and Subs will be provided the key criteria for successful installation.
 - 11. The CxA will verify the construction checklist completion by a sampling of the delivered and installed equipment. The sampling process will be described in the Cx Plan.
- D. Sensor Calibration. Calibration of all sensors shall be included as part of the construction checklists performed by the Contractors. Calibration information is provided in specification Section 23 09 23 - Direct Digital Control System for HVAC
- E. Deficiencies, Non-Conformance and Approval in Checklists and Startup.
 - 1. The Subs shall clearly list any outstanding items of the construction checklist that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies are provided to the CxA within two days of task completion.
 - 2. The CxA reviews the report and submits either a non-compliance report or an approval form to the Sub or CM. The CxA shall work with the Subs and vendors to correct deficiencies or uncompleted items. The CxA will involve the CM and others as necessary. The installing Subs or vendors shall correct all areas that are deficient or incomplete in the checklists and tests in a timely manner, and shall notify the CxA as soon as outstanding items have been corrected and include a Statement of Correction on the original non- compliance report. When satisfactorily

- 1 completed, the CxA recommends approval of the completion of the checklists to the CM using a
2 standard form.
- 3 3. Items left incomplete, which later cause deficiencies or delays during functional testing may result
4 in back charges to the responsible party.
- 5 F. System Performance Tests (SPT). SPTs shall be performed to demonstrate that each system is operating
6 according to the documented OPR and Contract Documents. System testing differs to the tests required in the
7 Construction Checklist in that they facilitate bringing all the individual components together to verify that they
8 operate collectively on a system level to provide the required design conditions.
- 9 1. Development of Test Procedures. The CxA shall prepare the SPT forms and procedures in
10 accordance with the criteria defined in the Cx Plan. The GC and Subs shall assist the CxA in the
11 preparation of these procedures by answering queries and forwarding site-specific information. A
12 sample System Performance Test form is provided at the end of this specification section.
- 13 2. Participation: The GC and the Subs are responsible for testing all systems to be commissioned
14 such that they function as described in the contract documents. The CxA will verify the
15 performance of the systems. The CxA will direct, witness and document the SPT verification and
16 GC and Subs will execute the verification tests.
- 17 G. Problem Solving. The CxA will recommend solutions to problems found, however the burden of responsibility to
18 solve, correct and retest problems is with the GC, Subs and A/E.
- 19 H. Seasonal Testing. During the warranty period, seasonal testing (tests delayed until weather conditions are closer
20 to the system's design) shall be completed as part of this contract. The CxA shall coordinate this activity. Tests
21 will be executed, documented and deficiencies corrected by the appropriate Subs, with facilities staff and the
22 CxA witnessing. Any final adjustments to the O&M manuals and record documents due to the testing will be
23 made.
- 24 I. Unforeseen Deferred Tests. If any check or test cannot be completed due to the building structure, required
25 occupancy condition or other deficiency, execution of checklists and functional testing may be delayed upon
26 approval of the PM. These tests will be conducted in the same manner as the seasonal tests.

28 3.6 SENSOR AND ACTUATOR CALIBRATION

- 29 A. Calibrate all field-installed temperature, relative humidity, carbon monoxide, carbon dioxide, and pressure
30 sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated. Sensors
31 installed in the unit at the factory with calibration certification provided need not be field calibrated.
- 32 B. Calibrate using the methods described below; alternate methods may be used, if approved by Owner
33 beforehand. See PART 2 for test instrument requirements. Record methods used on the relevant Construction
34 Checklist or other suitable forms, documenting initial, intermediate and final results.
- 35 C. All Sensors:
- 36 1. Verify that sensor location is appropriate and away from potential causes of erratic operation.
37 2. Verify that sensors with shielded cable are grounded only at one end.
38 3. For sensor pairs that are used to determine a temperature or pressure difference, for
39 temperature make sure they are reading within 0.2 degree F (0.1 degree C) of each other, and for
40 pressure, within tolerance equal to 2 percent of the reading, of each other.
41 4. Tolerances for critical applications may be tighter.
- 42 D. Sensors without Transmitters - Standard Application:
- 43 1. Make a reading with a calibrated test instrument within 6 inches (150 mm) of the site sensor.
44 2. Verify that the sensor reading, via the permanent thermostat, gage or building automation
45 system, is within the tolerances in the table below of the instrument-measured value.
46 3. If not, install offset, calibrate or replace sensor.
- 47 E. Sensors with Transmitters - Standard Application.
- 48 1. Disconnect sensor.
49 2. Connect a signal generator in place of sensor.
50 3. Connect ammeter in series between transmitter and building automation system control panel.
51 4. Using manufacturer's resistance-temperature data, simulate minimum desired temperature.
52 5. Adjust transmitter potentiometer zero until 4 mA is read by the ammeter.
53 6. Repeat for the maximum temperature matching 20 mA to the potentiometer span or maximum
54 and verify at the building automation system.
55 7. Record all values and recalibrate controller as necessary to conform with specified control ramps,
56 reset schedules, proportional relationship, reset relationship and P/I reaction.
57 8. Reconnect sensor.
58 9. Make a reading with a calibrated test instrument within 6 inches (150 mm) of the site sensor.

10. Verify that the sensor reading, via the permanent thermostat, gage or building automation system, is within the tolerances in the table below of the instrument-measured value.
 11. If not, replace sensor and repeat.
 12. For pressure sensors, perform a similar process with a suitable signal generator.
- F. Sensor Tolerances for Standard Applications: Plus/minus the following maximums:
1. Watthour, Voltage, Amperage: 1 percent of design.
 2. Pressure, Air, Water, Gas: 3 percent of design.
 3. Air Temperatures (Outside Air, Space Air, Duct Air): 0.4 degrees F (0.2 degree C).
 4. Relative Humidity: 4 percent of design.
 5. Barometric Pressure: 0.1 inch of Hg (340 Pa).
 6. Flow Rate, Air: 10 percent of design.
 7. Flow Rate, Water: 4 percent of design.
 8. Flow Rate, Steam: 3 percent of design.
 9. AHU Wet Bulb and Dew Point: 2.0 degrees F (1.1 degrees C).
 10. Hot Water Coil and Boiler Water Temperature: 1.5 degrees F (0.8 degrees C).
 11. Cooling Coil, Chilled and Condenser Water Temperatures: 0.4 degrees F (0.2 degree C).
 12. Combustion Flue Temperature: 5.0 degrees F (2.8 degrees C).
 13. Oxygen and CO2 Monitors: 0.1 percentage points.
 14. CO Monitor: 0.01 percentage points.
 15. Natural Gas and Oil Flow Rate: 1 percent of design.
- G. Critical Applications: For some applications more rigorous calibration techniques may be required for selected sensors. Describe any such methods used on an attached sheet.
- H. Valve/Damper Stroke Setup and Check:
1. For all valve/damper actuator positions checked, verify the actual position against the control system readout.
 2. Set pump/fan to normal operating mode.
 3. Command valve/damper closed; visually verify that valve/damper is closed and adjust output zero signal as required.
 4. Command valve/damper to open; verify position is full open and adjust output signal as required.
 5. Command valve/damper to a few intermediate positions.
 6. If actual valve/damper position does not reasonably correspond, replace actuator
- I. Isolation Valve or System Valve Leak Check: For valves not associated with coils.
1. With full pressure in the system, command valve closed.
 2. Use an ultra-sonic flow meter to detect flow or leakage.

3.7 NON-CONFORMANCE

- A. All deficiencies or non-conformance issues shall be noted and reported by the GC to the CM on a standard non-compliance form.
- B. Corrections of minor deficiencies identified may be made during the tests at the discretion of the CxA. In such cases the deficiency and resolution will be documented on the procedure form.
- C. Every effort will be made to expedite the testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the CxA will not be pressured into overlooking deficient work or loosening acceptance criteria to satisfy scheduling or cost issues, unless there is an overriding reason to do so at the request of the CM and the Owner.
- D. As tests progress and a deficiency is identified, the CxA discusses the issue with the executing contractor.
 1. When there is no dispute on the deficiency and the Sub accepts responsibility to correct it:
 - a. The CxA documents the deficiency and the Sub's response and intentions and they go on to another test or sequence. After the day's work, the CxA submits the non-compliance reports to the CM for signature, if required. A copy is provided to the Sub and CxA. The Sub corrects the deficiency, signs the statement of correction at the bottom of the non-compliance form certifying that the equipment is ready to be retested and sends it back to the CxA.
 - b. The CxA reschedules the test and the test is repeated.
 2. If there is a dispute about a deficiency, regarding whether it is a deficiency or who is responsible:
 - a. The deficiency shall be documented on the non-compliance form with the Sub's response and a copy given to the CM and to the Sub representative assumed to be responsible.

- 1 b. Resolutions are made at the lowest management level possible. Other parties are brought
2 into the discussions as needed. Final interpretive authority is with the A/E. Final
3 acceptance authority is with the Project Manager.
4 c. The CxA documents the resolution process.
5 d. Once the interpretation and resolution have been decided, the appropriate party corrects
6 the deficiency, signs the statement of correction on the non-compliance form and provides
7 it to the CxA. The CxA reschedules the test and the test is repeated until satisfactory
8 performance is achieved.
- 9 3. Cost of Retesting.
- 10 a. The cost incurred by the Subs to retest a construction checklist item or functional test, if
11 they are responsible for the deficiency, shall be theirs. If they are not responsible, any cost
12 recovery for retesting costs shall be negotiated with the GC.
- 13 b. For a deficiency identified, not related to any construction checklist or start-up fault, the
14 following shall apply: The CxA and CM will direct the retesting of the equipment once at no
15 “charge” to the GC for their time. However, the CxA’s and CM’s time for a second retest
16 will be charged to the GC, who may choose to recover costs from the responsible Sub.
- 17 c. The time for the CxA and CM to direct any retesting required because a specific
18 construction checklist or start-up test item, reported to have been successfully completed,
19 but determined during functional testing to be faulty, will be backcharged to the GC, who
20 may choose to recover costs from the party responsible for executing the faulty
21 installation or test.
- 22 d. The Contractor shall respond in writing to the CxA and CM at least as often as Cx meetings
23 are being scheduled concerning the status of each apparent outstanding discrepancy
24 identified during Cx. Discussion shall cover explanations of any disagreements and
25 proposals for their resolution.
- 26 e. The CxA retains the original non-conformance forms until the end of the project.
- 27 f. Failure Due to Manufacturer Defect. If 10%, or three, whichever is greater, of identical
28 pieces (size alone does not constitute a difference) of equipment fail to perform to the
29 Contract Documents (mechanically or substantively) due to manufacturing defect, not
30 allowing it to meet its submitted performance spec, all identical units may be considered
31 unacceptable by the CM or PM. In such case, the Contractor shall provide the Owner with
32 the following:
- 33 g. Within one week of notification from the CM or PM, the Contractor or manufacturer’s
34 representative shall examine all other identical units making a record of the findings. The
35 findings shall be provided to the CM or PM within two weeks of the original notice.
- 36 h. Within two weeks of the original notification, the Contractor or manufacturer shall provide
37 a signed and dated, written explanation of the problem, cause of failures, etc. and all
38 proposed solutions which shall include full equipment submittals. The proposed solutions
39 shall not significantly exceed the specification requirements of the original installation. The
40 CM or PM will determine whether a replacement of all identical units or a repair is
41 acceptable.
- 42 i. Two examples of the proposed solution will be installed by the Contractor and the CM will
43 be allowed to test the installations for up to one week, upon which the CM or PM will
44 decide whether to accept the solution.
- 45 j. Upon acceptance, the Contractor and/or manufacturer shall replace or repair all identical
46 items, at their expense and extend the warranty accordingly, if the original equipment
47 warranty had begun. The replacement/repair work shall proceed with reasonable speed
48 beginning within one week from when parts can be obtained.
- 49 E. Approval. The CxA notes each satisfactorily demonstrated function on the test form. Formal approval of the
50 functional test is made later after review by the CxA and by the CM, if necessary. The CxA recommends
51 acceptance of each test to the CM using a standard form. The CM gives final approval on each test using the
52 same form, providing a signed copy to the CxA and the Contractor.

END OF SECTION

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SECTION 02 41 19 SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Selective demolition and removal of selected portions of building systems or structure as indicated on the drawings.
 2. Selective demolition and removal of equipment as indicated on the drawings.
 3. Salvage of existing items to be reused or recycled.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged or reinstalled.
- B. Remove and Salvage: Detach items from existing construction, in a manner to prevent damage, and store.
- C. Remove and Reinstall: Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.
- D. Existing to Remain: Leave existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.
- E. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.

1.4 MATERIALS OWNERSHIP

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

1.5 PREINSTALLATION MEETINGS

- A. Predemolition Conference: Conduct conference at Project site prior to commencement of work.
1. Inspect and discuss condition of construction to be selectively demolished.
 2. Review structural load limitations of existing structure.
 3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.

4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
5. Review areas where existing construction is to remain and requires protection.

1.6 INFORMATIONAL SUBMITTALS

- A. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.
- B. Schedule of Selective Demolition Activities: Indicate the following:
 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's building manager and other tenants' on-site operations are uninterrupted.
 2. Interruption of utility services. Indicate how long utility services will be interrupted.
 3. Coordination for shutoff, capping, and continuation of utility services.
 4. Use of elevator and stairs.
 5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- C. Predemolition Photographs or Video: Show existing conditions of adjoining construction, including finish surfaces that might be misconstrued as damage caused by demolition operations.

1.7 CLOSEOUT SUBMITTALS

- A. Warranties: Documentation indicating that existing warranties are still in effect after completion of selective demolition.
- B. Inventory: Submit a list of items that have been removed and salvaged.

1.8 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
 1. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

- E. Storage or sale of removed items or materials on-site is not permitted.
- F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 - 1. Maintain fire-protection facilities in service during selective demolition operations.

1.9 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials and using approved contractors so as not to void existing warranties. Notify warrantor before proceeding. Existing warranties include the following: Low Slope EPDM Roofing
- B. Notify warrantor on completion of selective demolition, and obtain documentation verifying that existing system has been inspected and warranty remains in effect. Submit documentation at Project closeout.

1.10 COORDINATION

- A. Arrange selective demolition schedule so as not to interfere with Owner's operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

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

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Review Project Record Documents of existing construction or other existing condition information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
- C. Engage a professional engineer to perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.
 - 1. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

- D. Survey of Existing Conditions: Record existing conditions by use of measured drawings and preconstruction photographs or video.
1. Inventory and record the condition of items to be removed and salvaged. Provide photographs or video of conditions that might be misconstrued as damage caused by salvage operations.
 2. Before selective demolition or removal of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.
- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
 2. Arrange to shut off utilities with utility companies.
 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.

3.3 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
 2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
1. Strengthen or add new supports when required during progress of selective demolition.
- C. Remove temporary barricades and protections where hazards no longer exist.

3.4 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
 2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
 3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
 5. Maintain adequate ventilation when using cutting torches.
 6. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
 7. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
 8. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 9. Dispose of demolished items and materials promptly.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- C. Removed and Salvaged Items:
1. Clean salvaged items.
 2. Pack or crate items after cleaning. Identify contents of containers.
 3. Store items in a secure area until delivery to Owner.
 4. Transport items to Owner's storage area designated by Owner or indicated on Drawings.
 5. Protect items from damage during transport and storage.
- D. Removed and Reinstalled Items:
1. Clean and repair items to functional condition adequate for intended reuse.
 2. Pack or crate items after cleaning and repairing. Identify contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

- E. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.5 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

- A. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals using power-driven saw, and then remove concrete between saw cuts.
- B. Masonry: Demolish in small sections. Cut masonry at junctures with construction to remain, using power-driven saw, and then remove masonry between saw cuts.
- C. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.

3.6 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
 - 1. Do not allow demolished materials to accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.

3.7 CLEANING

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

END OF SECTION 02 41 19

**SECTION 03 30 00
CAST-IN-PLACE CONCRETE**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes cast-in-place concrete, reinforcement, concrete materials, mixture design, placement procedures, and finishes.

1.3 DEFINITIONS

- A. Cementitious Materials: Portland cement alone or in combination with fly ash subject to compliance with requirements.
- B. W/C Ratio: The ratio by weight of water to cementitious materials.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
1. Cementitious materials.
 2. Admixtures.
 3. Steel reinforcement and accessories.
 4. Floor and slab treatments.
 5. Bonding agents.
 6. Adhesives.
 7. Vapor barriers.
 8. Semirigid joint filler.
 9. Joint-filler strips.
 10. Repair materials.
 11. Any other products used in association with concrete
 12. Aggregate Test Reports: From a qualified testing agency; service record data indicating absence of deleterious expansion of concrete due to alkali aggregate reactivity.
- B. Design Mixtures: For each concrete mixture. Submit alternate design mixtures when characteristics of materials, Project conditions, weather, test results, or other circumstances warrant adjustments.
1. Indicate amounts of mixing water to be withheld for later addition at Project site.
- C. Steel Reinforcement Shop Drawings: Placing Drawings that detail fabrication, bending, and placement. Include bar sizes, lengths, material, grade, bar schedules, stirrup

spacing, bent bar diagrams, bar arrangement, splices and laps, mechanical connections, tie spacing, hoop spacing, and supports for concrete reinforcement.

- D. Field quality-control reports.
1. See Part 3 paragraph "Field Quality Control" for report requirements.
 2. Submit both in-progress reports showing test results within 48 hours of each test and final reports including results of all tests completed for each sample.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A qualified installer who employs on Project personnel qualified as ACI-certified Flatwork Technician and Finisher and a supervisor who is an ACI-certified Concrete Flatwork Technician.
- B. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C94/C94M requirements for production facilities and equipment.
1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
- C. Testing Agency Qualifications: Contractor shall engage an independent agency, qualified according to ASTM C1077 and ASTM E329 for testing indicated.
1. Personnel conducting field tests shall be qualified as ACI Concrete Field Testing Technician, Grade 1, according to ACI CP-1 or an equivalent certification program.
 2. Personnel performing laboratory tests shall be ACI-certified Concrete Strength Testing Technician and Concrete Laboratory Testing Technician, Grade I. Testing agency laboratory supervisor shall be an ACI-certified Concrete Laboratory Testing Technician, Grade II.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Steel Reinforcement: Deliver, store, and handle steel reinforcement to prevent bending and damage. Avoid damaging coatings on steel reinforcement.

1.7 FIELD CONDITIONS

- A. Cold-Weather Placement: Comply with ACI 306.1 and as follows. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures.
1. When average high and low temperature is expected to fall below 40 deg F (4.4 deg C) for three successive days, maintain delivered concrete mixture temperature within the temperature range required by ACI 301 (ACI 301M).
 2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.

3. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise specified and approved in mixture designs.
- B. Hot-Weather Placement: Comply with ACI 301 (ACI 301M) and ACI 305.1 (ACI 305.1M), and as follows:
1. Maintain concrete temperature below 90 deg F (32 deg C) at time of placement. Chilled mixing water or chopped ice may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
 2. Fog-spray forms, steel reinforcement, and subgrade just before placing concrete. Keep subgrade uniformly moist without standing water, soft spots, or dry areas.

PART 2 - PRODUCTS

2.1 CONCRETE, GENERAL

- A. ACI Publications: Comply with the following unless modified by requirements in the Contract Documents:
1. ACI 301 (ACI 301M).
 2. ACI 117 (ACI 117M).

2.2 FORM-FACING MATERIALS

- A. Smooth-Formed Finished Concrete: Form-facing panels that provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.
1. Exterior-grade plywood panels, suitable for concrete forms, complying with DOC PS 1, and as follows:
 - a. High-density overlay, Class 1 or better.
 - b. Medium-density overlay, Class 1 or better; mill-release agent treated and edge sealed.
 - c. Structural 1, B-B or better; mill oiled and edge sealed.
 - d. B-B (Concrete Form), Class 1 or better; mill oiled and edge sealed.
- B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.
- C. Forms for Cylindrical Columns, Pedestals, and Supports: Metal, glass-fiber-reinforced plastic, paper, or fiber tubes that produce surfaces with gradual or abrupt irregularities not exceeding specified formwork surface class. Provide units with sufficient wall thickness to resist plastic concrete loads without detrimental deformation.
- D. Pan-Type Forms: Glass-fiber-reinforced plastic or formed steel, stiffened to resist plastic concrete loads without detrimental deformation.

- E. Void Forms: Biodegradable paper surface, treated for moisture resistance, structurally sufficient to support weight of plastic concrete and other superimposed loads.
- F. Chamfer Strips: Wood, metal, PVC, or rubber strips, $\frac{3}{4}$ by $\frac{3}{4}$ inch (19 by 19 mm).
- G. Form-Release Agent: Commercially formulated form-release agent that does not bond with, stain, or adversely affect concrete surfaces and does not impair subsequent treatments of concrete surfaces.
 - 1. Formulate form-release agent with rust inhibitor for steel form-facing materials.
- H. Form Ties: Factory-fabricated, removable or snap-off glass-fiber-reinforced plastic or metal form ties designed to resist lateral pressure of fresh concrete on forms and to prevent spalling of concrete on removal.
 - 1. Furnish units that leave no corrodible metal closer than 1 inch (25 mm) to the plane of exposed concrete surface.
 - 2. Furnish ties that, when removed, leave holes no larger than 1 inch (25 mm) in diameter in concrete surface.

2.3 STEEL REINFORCEMENT

- A. Low allow steel Reinforcing Bars: ASTM A706/A706M, Grade 60 (Grade 420), deformed.
- B. Plain-Steel Welded-Wire Reinforcement: ASTM A1064/A1064M, plain, fabricated from as-drawn steel wire into flat sheets.

2.4 REINFORCEMENT ACCESSORIES

- A. Joint Dowel Bars: ASTM A615/A615M, Grade 60 (Grade 420), plain-steel bars, cut true to length with ends square and free of burrs.
- B. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded-wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice," of greater compressive strength than concrete and as follows:
 - 1. For concrete surfaces exposed to view, where legs of wire bar supports contact forms, use CRSI Class 1 plastic-protected steel wire or CRSI Class 2 stainless-steel bar supports.

2.5 CONCRETE MATERIALS

- A. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from single source, and obtain admixtures from single source from single manufacturer.
- B. Cementitious Materials:
 - 1. Portland Cement: ASTM C150/C150M; Type I, Type II, Type I/II, Type V, gray.
 - 2. Fly Ash: ASTM C618, Class F or C.

- C. Normal-Weight Aggregates: ASTM C33/C33M, coarse aggregate or better, graded. Provide aggregates from a single source with documented service record data of at least 10 years' satisfactory service in similar applications and service conditions using similar aggregates and cementitious materials.
1. Coarse Aggregate: Coarse Aggregate shall conform to the requirement of ASTM C33, Class 4S or better and shall be graded as follows:
 - a. C.A. Mix 200: Use Size No. 357 or a combination of Size No. 3 and Size No. 57 with aggregate Size No. 3 comprising 35 to 65 percent of the total amount of coarse aggregate (2-inch nominal maximum aggregate size.)
 - b. C.A. Mix 150: Use Size No. 467 or a combination of Size No.4 and Size No.67 with aggregate Size No.4 comprising 35 to 65 percent of the total amount of coarse aggregate (1½-inch nominal maximum aggregate size).
 - c. C.A. Mix 100: Use Size No. 57 (1-inch nominal maximum aggregate size).
 - d. C.A. Mix 075: Use Size No. 67 (¾-inch nominal maximum aggregate size).
 - e. C.A. Mix 050: Use Size No. 7 (½-inch nominal maximum aggregate size).
 2. Application of Coarse Aggregate: Nominal maximum size of coarse aggregate shall not exceed three-fourths of the minimum clear spacing between reinforcing bars, one-fifth of the narrowest dimension between sides of forms, or one-third of the thickness of slabs or toppings.
 3. Fine Aggregate: Fine aggregate shall conform to the requirements of ASTM C33, Paragraph 6, Grading, and shall be free of materials with deleterious reactivity to alkali in cement.
- D. Air-Entraining Admixture: ASTM C260/C260M.
- E. Chemical Admixtures: Certified by manufacturer to be compatible with other admixtures and that do not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride.
1. Water-Reducing Admixture: ASTM C494/C494M, Type A.
 2. Retarding Admixture: ASTM C494/C494M, Type B.
 3. Water-Reducing and Retarding Admixture: ASTM C494/C494M, Type D.
 4. High-Range, Water-Reducing Admixture: ASTM C494/C494M, Type F.
 5. High-Range, Water-Reducing and Retarding Admixture: ASTM C494/C494M, Type G.
 6. Plasticizing and Retarding Admixture: ASTM C1017/C1017M, Type II.
- F. Water: ASTM C94/C94M and potable.

2.6 WATERSTOPS

- A. Chemically Resistant Flexible Waterstops: Thermoplastic vulcanized elastomer rubber waterstops with factory-installed metal eyelets, for embedding in concrete to prevent passage of fluids through joints; resistant to oils, solvents, and chemicals. Factory fabricate corners, intersections, and directional changes.

1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. JP Specialties, Inc.; Earth Shield, TPV EYJP636.
 - b. Vinylex Corp.; PetroStop, VTWB6-316.
 - c. WESTEC Barrier Technologies, Inc.; 600 Series TPER, 619.
2. Profile: Ribbed with center bulb.
3. Dimensions: 6 inches by 3/16 inch thick (150 mm by 4.75 mm thick); nontapered.

2.7 VAPOR RETARDERS

- A. Sheet Vapor Retarder: ASTM E1745, Class A. Include manufacturer's recommended adhesive or pressure-sensitive tape.
 1. Maximum allowable water vapor transmission rate (WVTR) of less than 0.01 perms (grains/hour* ft^2 *in. HG) when tested per ASTM F 1249 or ASME E 96.
 2. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Insulation Solutions, Inc.; Viper VaporCheck 16.
 - b. Raven Industries Inc.; Vapor Block 15.
 - c. Stego Industries, LLC; Stego Wrap 15 mil Class A.
- B. Fine-Graded Granular Material: Clean mixture of crushed stone, crushed gravel, and manufactured or natural sand; ASTM D 448, Size 10, with 100 percent passing a 3/8-inch (9.5-mm) sieve, 10 to 30 percent passing a No. 100 (0.15-mm) sieve, and at least 5 percent passing No. 200 (0.075-mm) sieve; complying with deleterious substance limits of ASTM C 33 for fine aggregates.

2.8 CURING MATERIALS

- A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete.
- B. Moisture-Retaining Cover: ASTM C171, polyethylene film or white burlap-polyethylene sheet.
- C. Water: Potable.

2.9 POST WET-CURE, PENETRATING SEALER MATERIALS

- A. Clear, Breathable, High-Performance, Solvent-Borne, Silane Sealer, 100% Silane by Weight
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. BASF Construction Chemicals - Building Systems; Hydrozo 100
 - b. ChemMasters; Aquanil Plus 100

c. Dayton Superior Corporation; Weather Worker S-100 (J-29-A)

2.10 RELATED MATERIALS

- A. Expansion- and Isolation-Joint-Filler Strips: ASTM D1751, asphalt-saturated cellulosic fiber.
- B. Semirigid Joint Filler: Two-component, semirigid, 100 percent solids, aromatic polyurea with a Type A shore durometer hardness range of 90 to 95 according to ASTM D2240.
- C. Bonding Agent: ASTM C1059/C1059M, Type II, nonredispersible, acrylic emulsion or styrene butadiene.

2.11 REPAIR MATERIALS

- A. Repair Underlayment: Cement-based, polymer-modified, self-leveling product that can be applied in thicknesses from 1/8 inch (3.2 mm) and that can be feathered at edges to match adjacent floor elevations.
 - 1. Cement Binder: ASTM C150/C150M, portland cement or hydraulic or blended hydraulic cement as defined in ASTM C219.
 - 2. Primer: Product of underlayment manufacturer recommended for substrate, conditions, and application.
 - 3. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch (3.2 to 6 mm) or coarse sand as recommended by underlayment manufacturer.
 - 4. Compressive Strength: Not less than 5000 psi (29 MPa) at 28 days when tested according to ASTM C109/C109M.
- B. Repair Overlayment: Cement-based, polymer-modified, self-leveling product that can be applied in thicknesses from 1/4 inch (6.4 mm) and that can be filled in over a scarified surface to match adjacent floor elevations.
 - 1. Cement Binder: ASTM C150/C150M, portland cement or hydraulic or blended hydraulic cement as defined in ASTM C219.
 - 2. Primer: Product of topping manufacturer recommended for substrate, conditions, and application.
 - 3. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch (3.2 to 6 mm) or coarse sand as recommended by topping manufacturer.
 - 4. Compressive Strength: Not less than 5000 psi (34.5 MPa) at 28 days when tested according to ASTM C109/C109M.

2.12 CONCRETE MIXTURES FOR BUILDING ELEMENTS

- A. Walls, Footings: Normal-weight concrete.
 - 1. Minimum Compressive Strength: 4000 psi (27.6 MPa) at 28 days.
 - 2. Maximum W/C Ratio: 0.50.
 - 3. Slump Limit: 8 inches (200 mm) for concrete with verified slump of 2 to 4 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture.

4. Air Content: 6 percent, plus or minus 1.5 percent at point of delivery for ¾-inch (19-mm) nominal maximum aggregate size.
- B. Slabs-on-Grade, Elevated Slab: Normal-weight concrete.
1. Minimum Compressive Strength: 4000 psi (27.6 MPa) at 28 days.
 2. Minimum Cementitious Materials Content:
 - a. 1½-inch nominal aggregate size: 470 lb/cu. yd. (279 kg/cu. m).
 - b. 1-inch nominal aggregate size: 520 lb/cu. yd. (309 kg/cu. m).
 - c. ¾-inch nominal aggregate size: 540 lb/cu. yd. (320 kg/cu. m).
 - d. ½-inch nominal aggregate size: 610 lb/cu. yd. (348 kg/cu. m).
 3. Maximum W/C Ratio: 0.50.
 4. Slump Limit: 8 inches (200 mm) for concrete with verified slump of 2 to 4 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture.
 5. Air Content: For exterior concrete 6 percent, plus or minus 1.5 percent at point of delivery for ¾-inch (19-mm) nominal maximum aggregate size.
 6. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.
- C. Concrete Toppings: Normal-weight concrete.
1. Minimum Compressive Strength: 3500 psi at 28 days.
 2. Maximum Cementitious Materials Content: 610 lb/cu. yd.
 3. 1/2-inch nominal aggregate size
 4. Maximum W/C Ratio: 0.50.
 5. Slump Limit: 8 inches (200 mm) for concrete with verified slump of 2 to 4 inches (50 to 100 mm) before adding high-range water-reducing admixture or plasticizing admixture.
 6. Air Content: Do not allow air content of trowel-finished toppings to exceed 3 percent.

2.13 FABRICATING REINFORCEMENT

- A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

2.14 CONCRETE MIXING

- A. Ready-Mixed Concrete: Measure, batch, mix, and deliver concrete according to ASTM C94/C94M, and furnish batch ticket information.
1. When air temperature is between 85 and 90 deg F (30 and 32 deg C), reduce mixing and delivery time from 1½ hours to 75 minutes; when air temperature is above 90 deg F (32 deg C), reduce mixing and delivery time to 60 minutes.

PART 3 - EXECUTION

3.1 PROVISIONS FOR FINISHES

- A. Floor elevations shown on the floor plans are finished floor elevations and represent the top elevation of any finishes or flooring systems to be applied over the base slab.
- B. Depress slabs on grade where floor mats, ceramic tile, or other flooring systems or finishes are scheduled, specified or noted, to maintain full required base slab thickness and achieve finish floor elevations shown or noted.
- C. Depress slabs full thickness of special flooring systems where those systems are scheduled.
- D. Slope grades under sloped floors or grade to maintain full specified slab thickness at all times.
- E. Do not apply curing compounds to surfaces to receive subsequent finishes.

3.2 FORMWORK INSTALLATION

- A. Design, erect, shore, brace, and maintain formwork, according to ACI 301 (ACI 301M), to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.
- B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117 (ACI 117M).
- C. Limit concrete surface irregularities, designated by ACI 347 as abrupt or gradual, as follows:
 - 1. Class A, 1/8 inch (3.2 mm) for smooth-formed finished surfaces.
 - 2. Class B, 1/4 inch (6 mm) for rough-formed finished surfaces.
- D. Construct forms tight enough to prevent loss of concrete mortar.
- E. Construct forms for easy removal without hammering or prying against concrete surfaces. Provide crush or wrecking plates where stripping may damage cast-concrete surfaces. Provide top forms for inclined surfaces steeper than 1.5 horizontal to 1 vertical.
 - 1. Install keyways, reglets, recesses, and the like, for easy removal.
 - 2. Do not use rust-stained steel form-facing material.
- F. Set edge forms, bulkheads, and intermediate screed strips for slabs to achieve required elevations and slopes in finished concrete surfaces. Provide and secure units to support screed strips; use strike-off templates or compacting-type screeds.
- G. Provide temporary openings for cleanouts and inspection ports where interior area of formwork is inaccessible. Close openings with panels tightly fitted to forms and securely braced to prevent loss of concrete mortar. Locate temporary openings in forms at inconspicuous locations.
- H. Chamfer exterior corners and edges of permanently exposed concrete.

- I. Form openings, chases, offsets, sinkages, keyways, reglets, blocking, screeds, and bulkheads required in the Work. Determine sizes and locations from trades providing such items.
- J. Clean forms and adjacent surfaces to receive concrete. Remove chips, wood, sawdust, dirt, and other debris just before placing concrete.
- K. Retighten forms and bracing before placing concrete, as required, to prevent mortar leaks and maintain proper alignment.
- L. Coat contact surfaces of forms with form-release agent, according to manufacturer's written instructions, before placing reinforcement.

3.3 EMBEDDED ITEM INSTALLATION

- A. Place and secure anchorage devices and other embedded items required for adjoining work that is attached to or supported by cast-in-place concrete. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 1. Install anchor rods, accurately located, to elevations required and complying with tolerances in Section 7.5 of AISC 303.

3.4 REMOVING AND REUSING FORMS

- A. General: Formwork for sides of beams, walls, columns, and similar parts of the Work that does not support weight of concrete may be removed after cumulatively curing at not less than 50 deg F (10 deg C) for 24 hours after placing concrete. Concrete has to be hard enough to not be damaged by form-removal operations and curing and protection operations need to be maintained.
 - 1. Leave formwork for beam soffits, joists, slabs, and other structural elements that support weight of concrete in place until concrete has achieved at least 70 percent of its 28-day design compressive strength.
 - 2. Remove forms only if shores have been arranged to permit removal of forms without loosening or disturbing shores.
- B. Clean and repair surfaces of forms to be reused in the Work. Split, frayed, delaminated, or otherwise damaged form-facing material are not acceptable for exposed surfaces. Apply new form-release agent.
- C. When forms are reused, clean surfaces, remove fins and laitance, and tighten to close joints. Align and secure joints to avoid offsets. Do not use patched forms for exposed concrete surfaces unless approved by Architect.

3.5 SHORING AND RESHORING INSTALLATION

- A. Comply with ACI 318 (ACI 318M) and ACI 301 (ACI 301M) for design, installation, and removal of shoring and reshoring.

3.6 VAPOR-RETARDER INSTALLATION

- A. Sheet Vapor Retarders: Place, protect, and repair sheet vapor retarder according to ASTM E1643 and manufacturer's written instructions.
 - 1. Lap joints 6 inches (150 mm) and seal with manufacturer's recommended tape.

3.7 STEEL REINFORCEMENT INSTALLATION

- A. General: Comply with CRSI's "Manual of Standard Practice" for fabricating, placing, and supporting reinforcement.
 - 1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.
- B. Clean reinforcement of loose rust and mill scale, earth, ice, and other foreign materials that reduce bond to concrete.
- C. Accurately position, support, and secure reinforcement against displacement. Locate and support reinforcement with bar supports to maintain minimum concrete cover. Do not tack weld crossing reinforcing bars.
 - 1. Weld reinforcing bars according to AWS D1.4/D 1.4M, where indicated.
- D. Set wire ties with ends directed into concrete, not toward exposed concrete surfaces.
- E. Install welded-wire reinforcement in longest practicable lengths on bar supports spaced to minimize sagging. Lap edges and ends of adjoining sheets at least one mesh spacing. Offset laps of adjoining sheet widths to prevent continuous laps in either direction. Lace overlaps with wire.

3.8 JOINTS

- A. General: Construct joints true to line with faces perpendicular to surface plane of concrete. Place wall, floor, and curb isolation, contraction and construction joints as shown on plans or, where not covered on the plans, as specified herein.
- B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
 - 1. Use a bonding agent at locations where fresh concrete is placed against hardened or partially hardened concrete surfaces.
- C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated.
 - 1. Grooved Joints: Form contraction joints after initial floating by grooving and finishing each edge of joint to a radius of 1/8 inch (3.2 mm). Repeat grooving of contraction joints after applying surface finishes. Eliminate groover tool marks on concrete surfaces. Grooved joints are allowed only on exterior slabs on grade.
 - 2. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch- (3.2-mm-) wide

joints into concrete when cutting action does not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.

- D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
1. Extend joint-filler strips full width and depth of joint, terminating flush with finished concrete surface unless otherwise indicated.
 2. Terminate full-width joint-filler strips not less than ½ inch (13 mm) or more than 1 inch (25 mm) below finished concrete surface where joint sealants, specified in Section 07 92 00 "Joint Sealants," are indicated.
 3. Install joint-filler strips in lengths as long as practicable. Where more than one length is required, lace or clip sections together.
- E. Doweled Joints: Install dowel bars and support assemblies at joints where indicated. Lubricate or asphalt coat one-half of dowel length to prevent concrete bonding to one side of joint.

3.9 WATERSTOP INSTALLATION

- A. Flexible Waterstops: Install in construction joints and at other joints indicated to form a continuous diaphragm. Install in longest lengths practicable. Support and protect exposed waterstops during progress of the Work. Field fabricate joints in waterstops according to manufacturer's written instructions.

3.10 CONCRETE PLACEMENT

- A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items are complete and that required inspections are completed.
- B. Do not add water to concrete during delivery, at Project site, or during placement unless approved by Architect.
- C. Deposit concrete continuously in one layer such that there are no seams or planes of weakness. If a section cannot be placed continuously, submit construction joint and concrete placement plan. Deposit concrete to avoid segregation.
1. Deposit concrete in horizontal layers of depth not to exceed formwork design pressures and in a manner to avoid inclined construction joints.
 2. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301 (ACI 301M).
 3. Do not use vibrators to transport concrete inside forms. Insert and withdraw vibrators vertically at uniformly spaced locations to rapidly penetrate placed layer and at least 6 inches (150 mm) into preceding layer. Do not insert vibrators into lower layers of concrete that have begun to lose plasticity. At each insertion, limit duration of vibration to time necessary to consolidate concrete and complete embedment of reinforcement and other embedded items without causing mixture constituents to segregate.

- D. Deposit and consolidate concrete for floors and slabs in a continuous operation, within limits of construction joints, until placement of a panel or section is complete.
1. Consolidate concrete during placement operations, so concrete is thoroughly worked around reinforcement and other embedded items and into corners.
 2. Maintain reinforcement in position on chairs during concrete placement.
 3. Screed slab surfaces with a straightedge and strike off to correct elevations.
 4. Slope surfaces uniformly to drains where required.
 5. Begin initial floating using bull floats or darbies to form a uniform and open-textured surface plane, before excess bleedwater appears on the surface. Do not further disturb slab surfaces before starting finishing operations.

3.11 FINISHING FORMED SURFACES

- A. Rough-Formed Finish: As-cast concrete texture imparted by form-facing material with tie holes and defects repaired and patched. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
1. Apply to concrete surfaces not exposed to view.
- B. Smooth-Formed Finish: As-cast concrete texture imparted by form-facing material, arranged in an orderly and symmetrical manner with a minimum of seams. Repair and patch tie holes and defects. Remove fins and other projections that exceed specified limits on formed-surface irregularities.
1. Apply to concrete surfaces exposed to public view, to receive a rubbed finish, or to be covered with a coating or covering material applied directly to concrete.
- C. Related Unformed Surfaces: At tops of walls, horizontal offsets, and similar unformed surfaces adjacent to formed surfaces, strike off smooth and finish with a texture matching adjacent formed surfaces. Continue final surface treatment of formed surfaces uniformly across adjacent unformed surfaces unless otherwise indicated.

3.12 FINISHING FLOORS AND SLABS

- A. General: Comply with ACI 302.1R recommendations for screeding, restraightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.
- B. Scratch Finish: While still plastic, texture concrete surface that has been screeded and bull-floated or darbied. Use stiff brushes, brooms, or rakes to produce a profile amplitude of ¼ inch (6 mm) in one direction.
1. Apply scratch finish to surfaces indicated and to receive concrete floor toppings to receive mortar setting beds for bonded cementitious floor finishes per flooring manufacturer's instructions.
- C. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power-driven floats. Restraighten, cut down high spots, and fill low spots. Repeat float passes and restraightening until surface is left with a uniform, smooth, granular texture.

1. Apply float finish to surfaces indicated to receive trowel finish and to be covered with fluid-applied or sheet waterproofing, built-up or membrane roofing, or sand-bed terrazzo.
- D. Trowel Finish: After applying float finish, apply first troweling and consolidate concrete by hand or power-driven trowel. Continue troweling passes and restraighthen until surface is free of trowel marks and uniform in texture and appearance. Grind smooth any surface defects that would telegraph through applied coatings or floor coverings.
1. Apply a trowel finish to surfaces indicated exposed to view or to be covered with resilient flooring, carpet, ceramic or quarry tile set over a cleavage membrane, paint, or another thin-film-finish coating system.
 2. Finish and measure surface, so gap at any point between concrete surface and an unlevelled, freestanding, 10-ft.- (3.05-m-) long straightedge resting on two high spots and placed anywhere on the surface does not exceed 3/16 inch (4.8 mm).
- E. Trowel and Fine-Broom Finish: Apply a first trowel finish to surfaces indicated where ceramic or quarry tile is to be installed by either thickset or thinset method. While concrete is still plastic, slightly scarify surface with a fine broom.
1. Comply with flatness and levelness tolerances for trowel-finished floor surfaces.
- F. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, ramps, and elsewhere as indicated.
1. Immediately after float finishing, slightly roughen trafficked surface by brooming with fiber-bristle broom perpendicular to main traffic route. Coordinate required final finish with Architect before application.

3.13 MISCELLANEOUS CONCRETE ITEM INSTALLATION

- A. Filling In: Fill in holes and openings left in concrete structures after work of other trades is in place unless otherwise indicated. Mix, place, and cure concrete, as specified, to blend with in-place construction. Provide other miscellaneous concrete filling indicated or required to complete the Work.
- B. Curbs: Provide monolithic finish to interior curbs by stripping forms while concrete is still green and by steel-troweling surfaces to a hard, dense finish with corners, intersections, and terminations slightly rounded.
- C. Steel Pan Stairs: Provide concrete fill for steel pan stair treads, landings, and associated items. Cast-in inserts and accessories as shown on Drawings. Screed, tamp, and trowel finish concrete surfaces.

3.14 CONCRETE PROTECTING AND CURING

- A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 305.1 (ACI 305.1M) for hot-weather protection during curing.

- B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h (1 kg/sq. m x h) before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.
- C. Formed Surfaces: Cure formed concrete surfaces, including underside of beams, supported slabs, and other similar surfaces. If forms remain during curing period, moist cure after loosening forms. If removing forms before end of curing period, continue curing for remainder of curing period.
- D. Unformed Surfaces: Begin curing immediately after finishing concrete. Cure unformed surfaces, including floors and slabs, concrete floor toppings, and other surfaces.
- E. Cure concrete according to ACI 308.1, by one or a combination of the following methods:
 - 1. Moisture Curing: Keep surfaces continuously moist for not less than seven days with the following materials:
 - a. Water.
 - b. Continuous water-fog spray.
 - c. Absorptive cover, water saturated, and kept continuously wet. Cover concrete surfaces and edges with 12-inch (300-mm) lap over adjacent absorptive covers.

3.15 JOINT FILLING

- A. Prepare, clean, and install joint filler according to manufacturer's written instructions.
- B. Remove dirt, debris, saw cuttings, curing compounds, and sealers from joints; leave contact faces of joints clean and dry.
- C. Install semirigid joint filler full depth in saw-cut joints and at least 2 inches (50 mm) deep in formed joints. Overfill joint and trim joint filler flush with top of joint after hardening.

3.16 CONCRETE SURFACE REPAIRS

- A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.
- B. Patching Mortar: Mix dry-pack patching mortar, consisting of 1-part portland cement to 2½ parts fine aggregate passing a No. 16 (1.18-mm) sieve, using only enough water for handling and placing.
- C. Repairing Formed Surfaces: Surface defects include color and texture irregularities, cracks, spalls, air bubbles, honeycombs, rock pockets, fins and other projections on the surface, and stains and other discolorations that cannot be removed by cleaning.

1. Immediately after form removal, cut out honeycombs, rock pockets, and voids more than $\frac{1}{2}$ inch (13 mm) in any dimension to solid concrete. Limit cut depth to $\frac{3}{4}$ inch (19 mm). Make edges of cuts perpendicular to concrete surface. Clean, dampen with water, and brush-coat holes and voids with bonding agent. Fill and compact with patching mortar before bonding agent has dried. Fill form-tie voids with patching mortar or cone plugs secured in place with bonding agent.
 2. Repair defects on surfaces exposed to view by blending white portland cement and standard portland cement so that, when dry, patching mortar matches surrounding color. Patch a test area at inconspicuous locations to verify mixture and color match before proceeding with patching. Compact mortar in place and strike off slightly higher than surrounding surface.
 3. Repair defects on concealed formed surfaces that affect concrete's durability and structural performance as determined by Architect.
- D. Repairing Unformed Surfaces: Test unformed surfaces, such as floors and slabs, for finish and verify surface tolerances specified for each surface. Correct low and high areas. Test surfaces sloped to drain for trueness of slope and smoothness; use a sloped template.
1. Repair finished surfaces containing defects. Surface defects include spalls, popouts, honeycombs, rock pockets, crazing and cracks in excess of 0.01 inch (0.25 mm) wide or that penetrate to reinforcement or completely through unreinforced sections regardless of width, and other objectionable conditions.
 2. After concrete has cured at least 14 days, correct high areas by grinding.
 3. Correct localized low areas during or immediately after completing surface finishing operations by cutting out low areas and replacing with patching mortar. Finish repaired areas to blend into adjacent concrete.
 4. Correct other low areas scheduled to receive floor coverings with a repair underlayment. Prepare, mix, and apply repair underlayment and primer according to manufacturer's written instructions to produce a smooth, uniform, plane, and level surface. Feather edges to match adjacent floor elevations.
 5. Correct other low areas scheduled to remain exposed with a repair topping. Cut out low areas to ensure a minimum repair topping depth of $\frac{1}{4}$ inch (6 mm) to match adjacent floor elevations. Prepare, mix, and apply repair topping and primer according to manufacturer's written instructions to produce a smooth, uniform, plane, and level surface.
 6. Repair defective areas, except random cracks and single holes 1 inch (25 mm) or less in diameter, by cutting out and replacing with fresh concrete. Remove defective areas with clean, square cuts and expose steel reinforcement with at least a $\frac{3}{4}$ -inch (19-mm) clearance all around. Dampen concrete surfaces in contact with patching concrete and apply bonding agent. Mix patching concrete of same materials and mixture as original concrete, except without coarse aggregate. Place, compact, and finish to blend with adjacent finished concrete. Cure in same manner as adjacent concrete.
 7. Repair random cracks and single holes 1 inch (25 mm) or less in diameter with patching mortar. Groove top of cracks and cut out holes to sound concrete and clean off dust, dirt, and loose particles. Dampen cleaned concrete surfaces and apply bonding agent. Place patching mortar before bonding agent has dried. Compact patching mortar and finish to match adjacent concrete. Keep patched area continuously moist for at least 72 hours.

- E. Perform structural repairs of concrete, subject to Architect's approval, using epoxy adhesive and patching mortar.
- F. Repair materials and installation not specified above may be used, subject to Architect's approval.

3.17 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified testing and inspecting agency to perform tests and inspections and to submit reports.
- B. Inspections:
 - 1. Steel reinforcement placement.
 - 2. Steel reinforcement welding.
 - 3. Headed bolts and studs.
 - 4. Verification of use of required design mixture.
 - 5. Concrete placement, including conveying and depositing.
 - 6. Curing procedures and maintenance of curing temperature.
 - 7. Verification of concrete strength before removal of shores and forms from beams and slabs.
- C. Concrete Tests: Testing of composite samples of fresh concrete obtained according to ASTM C172/C172M shall be performed according to the following requirements:
 - 1. Testing Frequency: Obtain at least one composite sample for each 30 cu. yd. (76 cu. m) or fraction thereof of each concrete mixture placed each day.
 - 2. Slump: ASTM C143/C143M; one test at point of placement for each composite sample. Perform additional tests when concrete consistency appears to change.
 - 3. Air Content: ASTM C231/C231M, pressure method, for normal-weight concrete; one test for each composite sample.
 - 4. Concrete Temperature: ASTM C1064/C1064M; one test hourly when air temperature is 40 deg F (4.4 deg C) and below or 80 deg F (27 deg C) and above, and one test for each composite sample.
 - 5. Unit Weight: ASTM C567/C567M, fresh unit weight of structural lightweight concrete; one test for each composite sample
 - 6. Compression Test Specimens: ASTM C31/C31M.
 - a. Cast and laboratory cure (5) standard 6 inch diameter, 12 inch tall cylinder specimens for each composite sample.
 - 7. Compressive-Strength Tests: ASTM C39/C39M; test one cylinder at 7 days and one set of two specimens at 28 days and hold the rest of the cylinders. If all 28 day tests on entire project pass then remaining cylinders may be discarded. If any 28 day test fails hold remaining all cylinders until instructed to test them.
 - a. A compressive-strength test shall be the average compressive strength from a set of two specimens obtained from the same composite sample and tested at age indicated.

8. Strength of each concrete mixture will be satisfactory if every average of any three consecutive compressive-strength tests equals or exceeds specified compressive strength and no compressive-strength test value falls below specified compressive strength by more than 500 psi (3.4 MPa).
9. Test results shall be reported in writing to Architect, concrete manufacturer, and Contractor within 48 hours of testing. Reports of compressive-strength tests shall contain Project identification name and number, date of concrete placement, name of concrete testing and inspecting agency, location of concrete batch in Work, design compressive strength at 28 days, concrete mixture proportions and materials, compressive breaking strength, and type of break for both 7- and 28-day tests.
10. Nondestructive Testing: Impact hammer, sonoscope, or other nondestructive device may be permitted by Architect but will not be used as sole basis for approval or rejection of concrete.
11. Additional Tests: Testing and inspecting agency shall make additional tests of concrete when test results indicate that slump, air entrainment, compressive strengths, or other requirements have not been met, as directed by Architect. Testing and inspecting agency may conduct tests to determine adequacy of concrete by cored cylinders complying with ASTM C42/C42M or by other methods as directed by Architect.
12. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
13. Correct deficiencies in the Work that test reports and inspections indicate do not comply with the Contract Documents.

END OF SECTION 03 30 00

SECTION 05 12 00 STRUCTURAL STEEL FRAMING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

1. Structural steel.
2. Grout.

1.3 DEFINITIONS

- A. Structural Steel: Elements of structural-steel frame, as classified by AISC 303, "Code of Standard Practice for Steel Buildings and Bridges."

1.4 SUBMITTALS

- A. Shop Drawings: Show fabrication of structural-steel components.

1. Include details of cuts, connections, splices, camber, holes, and other pertinent data.
2. Include embedment drawings.
3. Indicate welds by standard AWS symbols, distinguishing between shop and field welds, and show size, length, and type of each weld.
4. Indicate type, size, and length of bolts, distinguishing between shop and field bolts. Identify pretensioned and slip-critical high-strength bolted connections.
5. Prepare erection drawings

- a. Follow AISC Code of Standard Practice

- B. Mill test reports for structural steel, including chemical and physical properties.

1.5 QUALITY ASSURANCE

- A. Fabricator Qualifications:

1. A qualified fabricator that participates in the AISC Quality Certification Program and is designated an AISC-Certified Plant, Category STD.
2. Certified welders required perform all welding.

- B. Installer Qualifications:

1. Certified welders required perform all welding.

- C. Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."
- D. Comply with applicable provisions of the following specifications and documents:
 - 1. AISC 303-05. Code of Standard Practice for Steel Buildings and Bridges
 - 2. AISC 360-05. Specification for Structural Steel Buildings
 - 3. RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts."

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store materials to permit easy access for inspection and identification. Keep steel members off ground and spaced by using pallets, dunnage, or other supports and spacers. Protect steel members and packaged materials from corrosion and deterioration.
 - 1. Do not store materials on structure in a manner that might cause distortion, damage, or overload to members or supporting structures. Repair or replace damaged materials or structures as directed.
- B. Store fasteners in a protected place in sealed containers with manufacturer's labels intact.
 - 1. Comply with manufacturers' written recommendations for cleaning and lubricating ASTM F 1852 fasteners and for retesting fasteners after lubrication.

1.7 COORDINATION

- A. Coordinate installation of anchorage items to be embedded in or attached to other construction without delaying the Work. Provide setting diagrams, sheet metal templates, instructions, and directions for installation.
- B. Coordinate steel detailing with mechanical equipment.

PART 2 - PRODUCTS

2.1 STRUCTURAL-STEEL MATERIALS

- A. W-Shapes: ASTM A 992/A 992M.
- B. Channels, Angles, M, S-Shapes: ASTM A 36/A 36M.
- C. Plate and Bar:
 - 1. Unless noted otherwise; ASTM A 36/A 36M.
 - 2. Selected plates on moment connections; ASTM A529 Gr 50.
- D. Cold-Formed Hollow Structural Sections: ASTM A 1085, structural tubing.
- E. Steel Pipe: ASTM A 53/A 53M, Type E or S, Grade B.

- F. Steel Castings: ASTM A 216/A 216M, Grade WCB with supplementary requirement S11.
- G. Steel Forgings: ASTM A 668/A 668M.
- H. Welding Electrodes: Comply with AWS requirements.

2.2 BOLTS, CONNECTORS, AND ANCHORS

- A. Steel Bolts and Nuts: Heavy hexagon-head bolts, ASTM A 307, Grade A (ASTM F 568M, Property Class 4.6); with heavy hex nuts, ASTM A 563 (ASTM A 563M); and, where indicated, ASTM F 436 (ASTM F 436M), Type 1, hardened carbon-steel washers; all with plain finish.
- B. High-Strength Bolts, Nuts, and Washers: ASTM A 325 (ASTM A 325M), heavy-hex steel structural bolts; ASTM A 563, Grade C, (ASTM A 563M, Class 8S) heavy-hex carbon-steel nuts; and ASTM F 436 (ASTM F 436M), Type 1, hardened carbon-steel washers; all with plain finish.
- C. Shear Connectors: ASTM A 108, Grades 1015 through 1020, headed-stud type, cold-finished carbon steel; AWS D1.1/D1.1M, Type B.
- D. Anchor Rods: ASTM F 1554, Grade 55.
 - 1. Configuration: Straight, headed or tacked nut.
 - 2. Nuts: ASTM A 563 (ASTM A 563M) heavy-hex carbon steel.
 - 3. Plate Washers: ASTM A 36/A 36M carbon steel.
 - 4. Washers: ASTM F 436 (ASTM F 436M), Type 1, hardened carbon steel.
 - 5. Finish: Plain.
- E. Threaded Rods: ASTM A 36/A 36M.
 - 1. Nuts: ASTM A 563 (ASTM A 563M) heavy-hex carbon steel.
 - 2. Washers: ASTM F 436 (ASTM F 436M), Type 1, hardened carbon steel.
 - 3. Finish: Plain.
- F. Clevises and Turnbuckles: Made from cold-finished carbon steel bars, ASTM A 108, Grade 1035.
- G. Eye Bolts and Nuts: Made from cold-finished carbon steel bars, ASTM A 108, Grade 1030.
- H. Sleeve Nuts: Made from cold-finished carbon steel bars, ASTM A 108, Grade 1018.

2.3 GROUT

- A. Nonmetallic, Shrinkage-Resistant Grout: ASTM C 1107, factory-packaged, nonmetallic aggregate grout, noncorrosive and nonstaining, mixed with water to consistency suitable for application and a 30-minute working time.

2.4 FABRICATION

- A. Structural Steel: Fabricate and assemble in shop to greatest extent possible. Fabricate according to AISC's "Code of Standard Practice for Steel Buildings and Bridges" and AISC 360.
1. Camber structural-steel members where indicated.
 2. Fabricate beams with rolling camber up.
 3. Identify high-strength structural steel according to ASTM A 6/A 6M and maintain markings until structural steel has been erected.
 4. Mark and match-mark materials for field assembly.
 5. Complete structural-steel assemblies, including welding of units, before starting shop-priming operations.
- B. Thermal Cutting: Perform thermal cutting by machine to greatest extent possible.
1. Plane thermally cut edges to be welded to comply with requirements in AWS D1.1/D1.1M.
- C. Bolt Holes: Cut, drill, or punch standard bolt holes perpendicular to metal surfaces.
- D. Finishing: Accurately finish ends of columns and other members transmitting bearing loads.
- E. Cleaning: Clean and prepare steel surfaces according to SSPC-SP 6, "Commercial Blast Cleaning."
- F. Shear Connectors: Prepare steel surfaces as recommended by manufacturer of shear connectors. Use automatic end welding of headed-stud shear connectors according to AWS D1.1/D1.1M and manufacturer's written instructions.
- G. Holes: Provide holes required for securing other work to structural steel and for other work to pass through steel framing members.
1. Cut, drill, or punch holes perpendicular to steel surfaces. Do not thermally cut bolt holes or enlarge holes by burning.
 2. Baseplate Holes: Cut, drill, mechanically thermal cut, or punch holes perpendicular to steel surfaces.
 3. Weld threaded nuts to framing and other specialty items indicated to receive other work.
- H. Stainless steel shall be passivated after fabrication to restore non-corrosive properties to prevent corrosion or staining at welded joints.

2.5 SHOP CONNECTIONS

- A. High-Strength Bolts: Shop install high-strength bolts according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts" for type of bolt and type of joint specified.
1. Joint Type: Snug tightened.

- B. Weld Connections: Comply with AWS D1.1/D1.1M and AWS D1.6/D1.6M for tolerances, appearances, welding procedure specifications, weld quality, and methods used in correcting welding work.
1. Assemble and weld built-up sections by methods that will maintain true alignment of axes without exceeding tolerances in AISC 303 for mill material.

2.6 SHOP PRIMING

- A. Shop prime steel surfaces except the following:
1. Surfaces embedded in concrete or mortar. Extend priming of partially embedded members to a depth of 2 inches (50 mm).
 2. Surfaces to be field welded.
 3. Surfaces to be high-strength bolted with slip-critical connections.
 4. Surfaces to receive sprayed fire-resistive materials (applied fireproofing).
 5. Galvanized surfaces.
- B. Surface Preparation: Clean surfaces to be painted. Remove loose rust and mill scale and spatter, slag, or flux deposits. Prepare surfaces according to the following specifications and standards:
1. SSPC-SP 6/NACE No. 3, "Commercial Blast Cleaning."
- C. Priming: Immediately after surface preparation, apply primer according to manufacturer's written instructions and at rate recommended by SSPC to provide a minimum dry film thickness of 1.5 mils (0.038 mm). Use priming methods that result in full coverage of joints, corners, edges, and exposed surfaces.
1. Stripe paint corners, crevices, bolts, welds, and sharp edges.
 2. Apply two coats of shop paint to surfaces that are inaccessible after assembly or erection. Change color of second coat to distinguish it from first.
- D. Painting: Prepare steel and apply a one-coat, nonasphaltic primer complying with SSPC-PS Guide 7.00, "Painting System Guide 7.00: Guide for Selecting One-Coat Shop Painting Systems," to provide a dry film thickness of not less than 1.5 mils (0.038 mm).

2.7 FIELD-APPLIED PAINT FINISH

- A. Field paint all exposed steel in accordance with the architectural finish schedule and "Interior Painting" in Division 9 of the specifications.

2.8 GALVANIZING

- A. Hot-Dip Galvanized Finish: For all exterior steel apply zinc coating by the hot-dip process to structural steel according to ASTM A 123/A 123M.
1. Complete all fabrication and cleaning before galvanizing.
 2. Fill vent and drain holes that will be exposed in the finished Work unless they will function as weep holes, by plugging with zinc solder and filing off smooth.

3. Galvanize lintels and welded door frames attached to structural-steel frame and located in exterior walls.

2.9 SOURCE QUALITY CONTROL

- A. Testing Agency: Engage an independent testing and inspecting agency to perform shop tests and inspections and prepare test reports.
 1. Provide testing agency with access to places where structural-steel work is being fabricated or produced to perform tests and inspections.
- B. Correct deficiencies in Work that test reports and inspections indicate does not comply with the Contract Documents.
- C. Bolted Connections: Shop-bolted connections will be tested and inspected according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts."
- D. Welded Connections: In addition to visual inspection, shop-welded connections will be tested and inspected according to AWS D1.1/D1.1M and the following inspection procedures, at testing agency's option:
 1. Liquid Penetrant Inspection: ASTM E 165.
 2. Magnetic Particle Inspection: ASTM E 709; performed on root pass and on finished weld. Cracks or zones of incomplete fusion or penetration will not be accepted.
 3. Ultrasonic Inspection: ASTM E 164.
 4. Radiographic Inspection: ASTM E 94.
- E. In addition to visual inspection, shop-welded shear connectors will be tested and inspected according to requirements in AWS D1.1/D1.1M for stud welding and as follows:
 1. Bend tests will be performed if visual inspections reveal either a less-than-continuous 360-degree flash or welding repairs to any shear connector.
 2. Tests will be conducted on additional shear connectors if weld fracture occurs on shear connectors already tested, according to requirements in AWS D1.1/D1.1M.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify, with steel Erector present, elevations of concrete- and masonry-bearing surfaces and locations of anchor rods, bearing plates, and other embedments for compliance with requirements.
 1. Prepare a certified survey of bearing surfaces, anchor rods, bearing plates, and other embedments showing dimensions, locations, angles, and elevations.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Provide temporary shores, guys, braces, and other supports during erection to keep structural steel secure, plumb, and in alignment against temporary construction loads and loads equal in intensity to design loads. Remove temporary supports when permanent structural steel, connections, and bracing are in place unless otherwise indicated.
 - 1. Do not remove temporary shoring supporting composite deck construction until cast-in-place concrete has attained its design compressive strength.

3.3 ERECTION

- A. Set structural steel accurately in locations and to elevations indicated and according to AISC 303 and AISC 360.
- B. Base Bearing and Leveling Plates: Clean concrete- and masonry-bearing surfaces of bond-reducing materials and roughen surfaces prior to setting plates. Clean bottom surface of plates.
 - 1. Set plates for structural members on wedges, shims, or setting nuts as required.
 - 2. Weld plate washers to top of baseplate.
 - 3. Snug-tighten anchor rods after supported members have been positioned and plumbed. Do not remove wedges or shims but, if protruding, cut off flush with edge of plate before packing with grout.
 - 4. Promptly pack grout solidly between bearing surfaces and plates so no voids remain. Neatly finish exposed surfaces; protect grout and allow to cure. Comply with manufacturer's written installation instructions for shrinkage-resistant grouts.
- C. Maintain erection tolerances of structural steel within AISC's "Code of Standard Practice for Steel Buildings and Bridges."
- D. Align and adjust various members that form part of complete frame or structure before permanently fastening. Before assembly, clean bearing surfaces and other surfaces that will be in permanent contact with members. Perform necessary adjustments to compensate for discrepancies in elevations and alignment.
 - 1. Level and plumb individual members of structure.
 - 2. Make allowances for difference between temperature at time of erection and mean temperature when structure is completed and in service.
- E. Splice members only where indicated.
- F. Do not use thermal cutting during erection.
- G. Do not enlarge unfair holes in members by burning or using drift pins. Ream holes that must be enlarged to admit bolts.
- H. Shear Connectors: Prepare steel surfaces as recommended by manufacturer of shear connectors. Use automatic end welding of headed-stud shear connectors according to AWS D1.1/D1.1M and manufacturer's written instructions.

3.4 FIELD CONNECTIONS

- A. High-Strength Bolts: Install high-strength bolts according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts" for type of bolt and type of joint specified.
- B. Weld Connections: Comply with AWS D1.1/D1.1M for tolerances, appearances, welding procedure specifications, weld quality, and methods used in correcting welding work.
 - 1. Comply with AISC 303 and AISC 360 for bearing, alignment, adequacy of temporary connections, and removal of paint on surfaces adjacent to field welds.
 - 2. Assemble and weld built-up sections by methods that will maintain true alignment of axes without exceeding tolerances in AISC's "Code of Standard Practice for Steel Buildings and Bridges" for mill material.

3.5 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to inspect field welds and high-strength bolted connections.
- B. Bolted Connections: Bolted connections will be inspected according to RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts."
- C. Welded Connections: Field welds will be visually inspected according to AWS D1.1/D1.1M.
 - 1. In addition to visual inspection, field welds will be tested and inspected according to AWS D1.1/D1.1M and the following inspection procedures, at testing agency's option:
 - a. Liquid Penetrant Inspection: ASTM E 165.
 - b. Magnetic Particle Inspection: ASTM E 709; performed on root pass and on finished weld. Cracks or zones of incomplete fusion or penetration will not be accepted.
 - c. Ultrasonic Inspection: ASTM E 164.
 - d. Radiographic Inspection: ASTM E 94.
- D. In addition to visual inspection, test and inspect field-welded shear connectors according to requirements in AWS D1.1/D1.1M for stud welding and as follows:
 - 1. Perform bend tests if visual inspections reveal either a less-than-continuous 360-degree flash or welding repairs to any shear connector.
 - 2. Conduct tests on additional shear connectors if weld fracture occurs on shear connectors already tested, according to requirements in AWS D1.1/D1.1M.
- E. Correct deficiencies in Work that test reports and inspections indicate does not comply with the Contract Documents.

3.6 REPAIRS AND PROTECTION

- A. Galvanized Surfaces: Clean areas where galvanizing is damaged or missing and repair galvanizing to comply with ASTM A 780.

END OF SECTION 05 12 00

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SECTION 05 21 00 STEEL JOIST FRAMING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. K-series steel joists.
 2. Joist accessories.

1.3 DEFINITIONS

- A. SJI's "Specifications": Steel Joist Institute's "Standard Specifications, Load Tables and Weight Tables for Steel Joists and Joist Girders."
- B. Special Joists: Steel joists or joist girders requiring modification by manufacturer to support nonuniform, unequal, or special loading conditions that invalidate load tables in SJI's "Specifications."

1.4 ACTION SUBMITTALS

- A. Shop Drawings:
1. Include layout, designation, number, type, location, and spacing of joists.
 2. Include joining and anchorage details, bracing, bridging, and joist accessories; splice and connection locations and details; and attachments to other construction.
 3. Structural Calculations; Stamped and signed by a professional engineer. For each joist, splice, connection.

1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A manufacturer certified by SJI to manufacture joists complying with applicable standard specifications and load tables in SJI's "Specifications."
1. Manufacturer's responsibilities include providing professional engineering services for designing special joists to comply with performance requirements.
- B. SJI Specifications: Comply with standard specifications in SJI's "Specifications" that are applicable to types of joists indicated.
- C. Welding Qualifications: Qualify field-welding procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle joists as recommended in SJI's "Specifications."
- B. Protect joists from corrosion, deformation, and other damage during delivery, storage, and handling.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Provide special joists and connections capable of withstanding design loads indicated.
 - 1. Use ASD; data are given at service-load level.
 - 2. Design special joists to withstand design loads with live-load deflections no greater than the following:
 - a. Roof Joists Vertical deflection:
 - 1) 1/360 of the span for joists supporting gypsum ceiling.
 - 2) 1/240 of the span for all others.

2.2 K-SERIES STEEL JOISTS

- A. Manufacture steel joists of type indicated according to "Standard Specifications for Open Web Steel Joists, K-Series" in SJI's "Specifications," with steel-angle top- and bottom-chord members, underslung ends, and parallel top chord.
 - 1. Joist Type: K-series steel joists and KCS-type K-series steel joists, as indicated.
- B. Steel Joist Substitutes: Manufacture according to "Standard Specifications for Open Web Steel Joists, K-Series" in SJI's "Specifications," with steel-angle or -channel members.
- C. Top-Chord Extensions: Extend top chords of joists with SJI's Type S top-chord extensions where indicated, complying with SJI's "Specifications."
- D. Extended Ends: Extend bearing ends of joists with SJI's Type R extended ends where indicated, complying with SJI's "Specifications."
- E. Camber joists according to SJI's "Specifications."
- F. Equip bearing ends of joists with manufacturer's standard beveled ends or sloped shoes if joist slope exceeds 1/4 inch per 12 inches (1:48).

2.3 PRIMERS

- A. Primer: SSPC-Paint 15, or manufacturer's standard shop primer complying with performance requirements in SSPC-Paint 15.

2.4 JOIST ACCESSORIES

- A. Bridging: Provide bridging anchors and number of rows of horizontal or diagonal bridging of material, size, and type required by SJI's "Specifications" for type of joist, chord size, spacing, and span. Furnish additional erection bridging if required for stability.
- B. Provide horizontal bridging at locations where mechanical equipment or ductwork must pass between joists.
- C. Furnish miscellaneous accessories including splice plates and bolts required by joist manufacturer to complete joist assembly.

2.5 CLEANING AND SHOP PAINTING

- A. Clean and remove loose scale, heavy rust, and other foreign materials from fabricated joists and accessories by power-tool cleaning, SSPC-SP 3.
- B. Do not prime paint joists and accessories to receive sprayed fire-resistive materials.
- C. Apply one coat of shop primer to joists and joist accessories to be primed to provide a continuous, dry paint film not less than 1 mil (0.025 mm) thick.
 - 1. Comply with Division 9.

2.6 FIELD-APPLIED PAINT FINISH

- A. Field paint all exposed steel in accordance with the architectural finish schedule and "Interior Painting" in Division 9 of the specifications.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine supporting substrates, embedded bearing plates, and abutting structural framing for compliance with requirements for installation tolerances and other conditions affecting performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Do not install joists until supporting construction is in place and secured.
- B. Install joists and accessories plumb, square, and true to line; securely fasten to supporting construction according to SJI's "Specifications," joist manufacturer's written recommendations, and requirements in this Section.
 - 1. Before installation, splice joists delivered to Project site in more than one piece.
 - 2. Space, adjust, and align joists accurately in location before permanently fastening.

3. Install temporary bracing and erection bridging, connections, and anchors to ensure that joists are stabilized during construction.
 4. Delay rigidly connecting bottom-chord extensions to columns or supports until dead loads are applied.
- C. Field weld joists to supporting steel bearing plates and framework as indicated. Coordinate welding sequence and procedure with placement of joists. Comply with AWS requirements and procedures for welding, appearance and quality of welds, and methods used in correcting welding work.
- D. Install and connect bridging concurrently with joist erection, before construction loads are applied. Anchor ends of bridging lines at top and bottom chords if terminating at walls or beams.

3.3 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to inspect field welds and bolted connections and to perform field tests and inspections and prepare test and inspection reports.
- B. Visually inspect field welds according to AWS D1.1/D1.1M.
- C. Visually inspect bolted connections.
- D. Correct deficiencies in Work that test and inspection reports have indicated are not in compliance with specified requirements.
- E. Perform additional testing to determine compliance of corrected Work with specified requirements.

3.4 PROTECTION

- A. Touchup Painting: After installation, promptly clean, prepare, and prime or reprime field connections, rust spots, and abraded surfaces of prime-painted joists, bearing plates, abutting structural steel, and accessories.
1. Clean and prepare surfaces by power-tool cleaning according to SSPC-SP 3.
 2. Apply a compatible primer of same type as primer used on adjacent surfaces.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer that ensure that joists and accessories are without damage or deterioration at time of Substantial Completion.

END OF SECTION 05 21 00

SECTION 05 31 00 STEEL DECKING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:

1. Roof deck.
2. Composite Deck.

1.3 SUBMITTALS

- A. Shop Drawings: Show layout and types of deck panels, anchorage details, reinforcing channels, pans, cut deck openings, special jointing, accessories, and attachments to other construction. Include product data for each type of deck

1.4 QUALITY ASSURANCE

- A. Testing Agency Qualifications: An independent agency qualified according to ASTM E 329 for testing indicated.
- B. Welding: Qualify procedures and personnel according to AWS D1.3, "Structural Welding Code - Sheet Steel."
- C. AISI Specifications: Comply with calculated structural characteristics of steel deck according to AISI's "North American Specification for the Design of Cold-Formed Steel Structural Members."

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Protect steel deck from corrosion, deformation, and other damage during delivery, storage, and handling.
- B. Stack steel deck on platforms or pallets and slope to provide drainage. Protect with a waterproof covering and ventilate to avoid condensation.

PART 2 - PRODUCTS

2.1 ROOF DECK

- A. Steel Roof Deck: Fabricate panels, without top-flange stiffening grooves, to comply with "SDI Specifications and Commentary for Steel Roof Deck," in SDI Publication No. 30, and with the following:

1. Galvanized: ASTM A 653/A 653M, Structural Steel (SS), Grade 33 (230), G60 (Z180) zinc coating.
2. Deck Profile: As indicated.
3. Profile Depth: As indicated.
4. Design Uncoated-Steel Thickness: As indicated.
5. Span Condition: Triple span or more.
6. Side Laps: Overlapped.

2.2 COMPOSITE DECK

- A. Composite Deck: Fabricate panels, with integrally embossed or raised pattern ribs and interlocking side laps, to comply with "SDI Specifications and Commentary for Composite Steel Floor Deck," in SDI Publication No. 31, with the minimum section properties indicated, and with the following:
1. Galvanized: ASTM A 653/A 653M, Structural Steel (SS), Grade 33 (230), G60 (Z180) zinc coating.
 2. Profile Depth: As indicated.
 3. Design Uncoated-Steel Thickness: As indicated.
 4. Span Condition: Single

2.3 ACCESSORIES

- A. General: Provide manufacturer's standard accessory materials for deck that comply with requirements indicated.
- B. Mechanical Fasteners: Corrosion-resistant, low-velocity, power-actuated or pneumatically driven carbon-steel fasteners; or self-drilling, self-threading screws.
- C. Side-Lap Fasteners: Corrosion-resistant, hexagonal washer head; self-drilling, carbon-steel screws, No. 10 (4.8-mm) minimum diameter.
- D. Flexible Closure Strips: Vulcanized, closed-cell, synthetic rubber.
- E. Miscellaneous Sheet Metal Deck Accessories: Steel sheet, minimum yield strength of 33,000 psi (230 MPa), not less than 0.0359-inch (0.91-mm) design uncoated thickness, of same material and finish as deck; of profile indicated or required for application.
- F. Pour Stops and Girder Fillers: Steel sheet, minimum yield strength of 33,000 psi (230 MPa), of same material and finish as deck, and of thickness and profile recommended by SDI Publication No. 30 for overhang and slab depth.
- G. Column Closures, End Closures, Z-Closures, and Cover Plates: Steel sheet, of same material, finish, and thickness as deck, unless otherwise indicated.
- H. Weld Washers: Uncoated steel sheet, shaped to fit deck rib, 0.0598 inch (1.52 mm) thick, with factory-punched hole of 3/8-inch (9.5-mm) minimum diameter.
- I. Sump Plate/Pan: Single-piece steel sheet, 0.0747 inch (1.90 mm) thick, of same material and finish as deck. For drains, cut holes in the field.

- J. Galvanizing Repair Paint: SSPC-Paint 20 or DOD-P-21035, with dry film containing a minimum of 94 percent zinc dust by weight.
- K. Repair Paint: Match primer paint system specified in Division 9 painting section, of same color as primer.

2.4 FIELD-APPLIED PAINT FINISH

- A. Field paint all exposed steel in accordance with the architectural finish schedule and "Interior Painting" in Division 09 of the specifications.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine supporting frame and field conditions for compliance with requirements for installation tolerances and other conditions affecting performance.

3.2 INSTALLATION, GENERAL

- A. Install deck panels and accessories according to applicable specifications and commentary in SDI Publication No. 30, manufacturer's written instructions, and requirements in this Section.
- B. Install temporary shoring before placing deck panels, if required to meet deflection limitations.
- C. Locate deck bundles to prevent overloading of supporting members.
- D. Place deck panels on supporting frame and adjust to final position with ends accurately aligned and bearing on supporting frame before being permanently fastened. Do not stretch or contract side-lap interlocks.
- E. Place deck panels flat and square and fasten to supporting frame without warp or deflection.
- F. Cut and neatly fit deck panels and accessories around openings and other work projecting through or adjacent to deck.
- G. Provide additional reinforcement and closure pieces at openings as required for strength, continuity of deck, and support of other work.
- H. Comply with AWS requirements and procedures for manual shielded metal arc welding, appearance and quality of welds, and methods used for correcting welding work.
- I. Locate mechanical fasteners as indicated and install according to deck manufacturer's written instructions.

3.3 ROOF-DECK INSTALLATION

- A. Fasten roof-deck panels to steel supporting members with fastener type and spacing as indicated but exceeding the lesser of the following:
1. Fasten edge and interior webs of deck units with a minimum of two fasteners per unit at each support.
 2. Space fasteners at 12 inches apart in the field of the roof and 6 inches apart in roof corners and perimeters, based on roof-area definitions in FMG Loss Prevention Data Sheet 1-28.
- B. Side-Lap and Perimeter Edge Fastening: Fasten side laps and perimeter edges of panels between supports, at intervals not exceeding the lesser of the following:
1. Mechanically fasten with self-drilling, No. 10 (4.8-mm-) diameter or larger, carbon-steel screws.
- C. End Bearing: Install deck ends over supporting frame with a minimum end bearing of 1½ inches (38 mm), with end joints as follows:
1. End Joints: Lapped 2 inches (51 mm) minimum.
- D. Roof Sump Pans and Sump Plates: Install over openings provided in roof deck and fasten flanges to top of deck. Space fasteners not more than 12 inches (305 mm) apart with at least one fastener at each corner.
1. Install reinforcing channels or zees in ribs to span between supports and fasten.
- E. Miscellaneous Roof-Deck Accessories: Install ridge and valley plates, finish strips, end closures, and reinforcing channels according to deck manufacturer's written instructions. Fasten to substrate to provide a complete deck installation.
1. Fasten cover plates at changes in direction of roof-deck panels, unless otherwise indicated.
- F. Flexible Closure Strips: Install flexible closure strips over partitions, walls, and where indicated. Install with adhesive according to manufacturer's written instructions to ensure complete closure.

3.4 FLOOR-DECK INSTALLATION

- A. Fasten floor-deck panels to steel supporting members with fastener type and spacing as indicated but exceeding the lesser of the following:
1. Fasten edge and interior webs of deck units with a minimum of two fasteners per unit at each support.
 2. Space fasteners at 12 inches apart in the field of the floor and 6 inches apart in floor corners and perimeters.
 3. As indicated.

- B. Side-Lap and Perimeter Edge Fastening: Fasten side laps and perimeter edges of panels between supports as indicated.
 - 1. Mechanically fasten with self-drilling, No. 10 (4.8-mm-) diameter or larger, carbon-steel screws.
- C. End Bearing: Install deck ends over supporting frame with a minimum end bearing of 1-1/2 inches (38 mm), with end joints as follows:
 - 1. End Joints: Lapped.
- D. Pour Stops and Girder Fillers: Weld steel sheet pour stops and girder fillers to supporting structure according to SDI recommendations unless otherwise indicated.

3.5 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to perform field tests and inspections and prepare test reports.
- B. Fastener type, size, spacing, and layout shall be inspected while exposed for easy access and repair.
- C. Testing agency will report inspection results promptly and in writing to Contractor and COR.
- D. Remove and replace work that does not comply with specified requirements.
- E. Additional inspecting, at Contractor's expense, will be performed to determine compliance of corrected work with specified requirements.

3.6 REPAIRS AND PROTECTION

- A. Galvanizing Repairs: Prepare and repair damaged galvanized coatings on both surfaces of deck with galvanized repair paint according to ASTM A 780 and manufacturer's written instructions.
- B. Repair Painting: Wire brush and clean rust spots, welds, and abraded areas on both surfaces of prime-painted deck immediately after installation, and apply repair paint.
 - 1. Apply repair paint, of same color and paint type as adjacent shop-primed deck, to bottom surfaces of deck exposed to view.
- C. Provide final protection and maintain conditions to ensure that steel deck is without damage or deterioration at time of Substantial Completion.

END OF SECTION 05 31 00

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SECTION 05 50 00 METAL FABRICATIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DESCRIPTION

- A. Provide all labor, materials, and equipment to complete metal fabrications work as indicated in the Contract Documents.
- B. The Contractor shall take his own measurements, coordinate with equipment suppliers, and be solely responsible for proper fitting of the work under this Section to existing conditions.

1.3 SUMMARY

- A. Section Includes:
1. Steel framing and supports for countertops.
 2. Steel framing and supports for mechanical and electrical equipment.
 3. Steel framing and supports for applications where framing and supports are not specified in other Sections.
 4. Loose bearing and leveling plates for applications where they are not specified in other Sections.
 5. Ladders.
 6. Plank Grating.
- B. Products furnished, but not installed, under this Section:
1. Loose steel lintels.
 2. Anchor bolts indicated to be installed into concrete or masonry.

1.4 SUBMITTALS

- A. Product Data: Manufacturer's descriptive literature, including details of construction, materials, dimensions, preparation anchoring, profiles, configurations and finishes for each product used.
- B. Shop Drawings: Show fabrication and installation details for metal fabrications.
1. Include plans, elevations, sections, and details of metal fabrications and their connections. Show anchorage and accessory items.

1.5 QUALITY ASSURANCE

- A. Welding Qualifications: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."
- B. Welding Qualifications: Qualify procedures and personnel according to the following:
 - 1. AWS D1.1/D1.1M, "Structural Welding Code - Steel."
 - 2. AWS D1.2/D1.2M, "Structural Welding Code - Aluminum."
 - 3. AWS D1.6, "Structural Welding Code - Stainless Steel."
- C. Workmanship and finish shall be first class and equal to best practice in modern fabrication shops. Shearing, clipping and burning shall be neatly and accurately done and all portions of work exposed to view shall be neatly finished.

1.6 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of walls and other construction contiguous with metal fabrications by field measurements before fabrication.

1.7 COORDINATION

- A. Coordinate selection of shop primers with topcoats to be applied over them. Comply with paint and coating manufacturers' written recommendations to ensure that shop primers and topcoats are compatible with one another.
- B. Coordinate installation of anchorages and steel weld plates and angles for casting into concrete. 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.

PART 2 - PRODUCTS

2.1 METALS, GENERAL

- A. Metal Surfaces, General: Provide materials with smooth, flat surfaces unless otherwise indicated. For metal fabrications exposed to view in the completed Work, provide materials without seam marks, roller marks, rolled trade names, or blemishes.

2.2 FERROUS METALS

- A. Steel Plates, Shapes, and Bars: ASTM A 36/A 36M.
- B. Steel Tubing: ASTM A 500, cold-formed steel tubing.
- C. Steel Pipe: ASTM A 53/A 53M, standard weight (Schedule 40) unless otherwise indicated.
- D. Cast Iron: Either gray iron, ASTM A 48/A 48M, or malleable iron, ASTM A 47/A 47M, unless otherwise indicated.

2.3 NONFERROUS METALS

- A. Bronze Castings: ASTM B 584, Alloy UNS No. C83600 (leaded red brass) or No. C84400 (leaded semired brass).
- B. Nickel Silver Extrusions: ASTM B 151/B 151M, Alloy UNS No. C74500.
- C. Nickel Silver Castings: ASTM B 584, Alloy UNS No. C97600 (20 percent leaded nickel bronze).
- D. Tubular Steel Members:
 - 1. Provide seal welded end plates/closure plates at ends of all tubular steel or cover plated beams exterior locations to prevent entry of water, dust and dirt.
 - 2. Provide prewelded backnuts inside members as necessary for bolted connections.
- E. Lintels: Galvanized in exterior walls. Shop primed elsewhere.

2.4 FASTENERS

- A. General: Unless otherwise indicated, provide hot dip galvanized steel fasteners for exterior use and zinc-plated fasteners with coating complying with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5, at exterior walls. Select fasteners for type, grade, and class required.
- B. Steel Bolts and Nuts: Regular hexagon-head bolts, ASTM A 307, Grade A (ASTM F 568M, Property Class 4.6); with hex nuts, ASTM A 563 (ASTM A 563M); and, where indicated, flat washers.
- C. Stainless-Steel Bolts and Nuts: Regular hexagon-head annealed stainless-steel bolts, ASTM F 593 (ASTM F 738M); with hex nuts, ASTM F 594 (ASTM F 836M); and, where indicated, flat washers.
- D. Eyebolts: ASTM A 489.
- E. Machine Screws: ASME B18.6.3 (ASME B18.6.7M).
- F. Plain Washers: Round, ASME B18.22.1 (ASME B18.22M).
- G. Anchor Rods: ASTM F 1554, Grade 55.
 - 1. Configuration: Straight, headed or tacked nut.
 - 2. Nuts: ASTM A 563 (ASTM A 563M) heavy-hex carbon steel.
 - 3. Plate Washers: ASTM A 36/A 36M carbon steel.
 - 4. Washers: ASTM F 436 (ASTM F 436M), Type 1, hardened carbon steel.
 - 5. Finish: Hot dip galvanized.
- H. Post-Installed Anchors:

1. Wedge Anchors: Threaded stud with integral cone expander and single piece expander clip. The stud shall be carbon steel with a minimum 70ksi tensile strength.
2. Epoxy Anchor: Anchoring adhesive shall be a two-component high solids, epoxy-based system. Anchor rod shall be A36 threaded rod. The anchor system shall be tested and qualified for performance in cracked and uncracked concrete.
3. Material for Interior Locations: Carbon-steel components zinc plated to comply with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5, unless otherwise indicated.
4. Material for Exterior Locations
 - a. Stainless steel fastener.
 - b. Thermal insulation washers
 - c. Electrolysis break washers and bushings.
5. Concrete Screw: Steel fastener designed for installation in holes drilled in concrete or masonry.
 - a. Code listed under IBC with ICC-ES report.
 - b. Qualified for static and seismic loading conditions
 - c. Thread design undercuts to transfer the load to the base material
 - d. Standard fractional sizes
 - e. Heat treated for cutting
 - f. Hex-washer head
 - g. Removable
 - h. New, not reused.

2.5 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
- B. Nonshrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C 1107. Provide grout specifically recommended by manufacturer for interior and exterior applications.
- C. Concrete: Comply with requirements in Section 03 30 00 "Cast-in-Place Concrete" for normal-weight, air-entrained, concrete with a minimum 28-day compressive strength of 3000 psi (20 MPa).

2.6 FABRICATION, GENERAL

- A. Shop Assembly: Preassemble items in the shop to greatest extent possible. Disassemble units only as necessary for shipping and handling limitations. Use connections that maintain structural value of joined pieces. Clearly mark units for reassembly and coordinated installation.
- B. Cut, drill, and punch metals cleanly and accurately. Remove burrs and ease edges to a radius of approximately 1/32 inch (1 mm) unless otherwise indicated. Remove sharp or rough areas on exposed surfaces.

- C. Form bent-metal corners to smallest radius possible without causing grain separation or otherwise impairing work.
- D. Form exposed work with accurate angles and surfaces and straight edges.
- E. Weld corners and seams continuously to comply with the following:
 - 1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
 - 2. Obtain fusion without undercut or overlap.
 - 3. Remove welding flux immediately.
- F. Form exposed connections with hairline joints, flush and smooth, using concealed fasteners or welds where possible. Where exposed fasteners are required, use Phillips flat-head (countersunk) fasteners unless otherwise indicated. Locate joints where least conspicuous.
- G. Fabricate seams and other connections that will be exposed to weather in a manner to exclude water. Provide weep holes where water may accumulate.
- H. Cut, reinforce, drill, and tap metal fabrications as indicated to receive finish hardware, screws, and similar items.
- I. Provide for anchorage of type indicated; coordinate with supporting structure. Space anchoring devices to secure metal fabrications rigidly in place and to support indicated loads.
 - 1. Where units are indicated to be cast into concrete or built into masonry, equip with integrally welded steel strap anchors, 1/8 by 1-1/2 inches (3.2 by 38 mm), with a minimum 6-inch (150-mm) embedment and 2-inch (50-mm) hook, not less than 8 inches (200 mm) from ends and corners of units and 24 inches (600 mm) o.c., unless otherwise indicated.

2.7 METAL LADDERS

- A. General:
 - 1. Comply with ANSI A14.3 unless otherwise indicated.
- B. Steel Ladders:
 - 1. Space siderails 16 inches (406 mm) minimum apart unless otherwise indicated.
 - 2. Rungs should be 7" minimum from wall.
 - 3. Space siderails of elevator pit ladders 12 inches (300 mm) apart.
 - 4. Siderails: Continuous, 3/8-by-2½-inch (9.5-by-64-mm) steel flat bars, with eased edges.
 - 5. Rungs: Schedule 40 steel pipe.
 - 6. Fit rungs in centerline of siderails; plug-weld and grind smooth on outer rail faces.
 - 7. Provide nonslip surfaces on top of each rung, either by coating rung with aluminum-oxide granules set in epoxy-resin adhesive or by using a type of manufactured rung filled with aluminum-oxide grout.

8. Support each ladder at top and bottom and not more than 60 inches (1500 mm) o.c. with welded or bolted steel brackets.
9. Prime interior ladders, including brackets and fasteners, in accordance with Section 09 91 23 "Interior Painting."

2.8 HANDRAIL & KICKPLATE

- A. 1¼" Schedule 40 steel pipe.
- B. ¼" x 4" steel plate, welded to vertical posts at ¼" above finished floor. Finish to match railing.
- C. Galvanize miscellaneous steel per ASTM A123.

2.9 MISCELLANEOUS STEEL TRIM

- A. Unless otherwise indicated, fabricate units from steel shapes, plates, and bars of profiles shown with continuously welded joints and smooth exposed edges. Miter corners and use concealed field splices where possible.
- B. Provide cutouts, fittings, and anchorages as needed to coordinate assembly and installation with other work.
 1. Provide with integrally welded steel strap anchors for embedding in concrete or masonry construction.
- C. Galvanize exterior steel.

2.10 LOOSE BEARING AND LEVELING PLATES

- A. Provide loose bearing and leveling plates for steel items bearing on masonry or concrete construction. Drill plates to receive anchor bolts and for grouting.
- B. Galvanize miscellaneous steel per ASTM A123.

2.11 LOOSE STEEL LINTELS

- A. Fabricate loose steel lintels from steel angles and shapes of size indicated for openings and recesses in masonry walls and partitions at locations indicated. Fabricate in single lengths for each opening unless otherwise indicated. Weld adjoining members together to form a single unit where indicated.
- B. Size loose lintels to provide bearing length at each side of openings equal to 1/12 of clear span but not less than 8 inches (200 mm) unless otherwise indicated.
- C. Galvanize miscellaneous steel per ASTM A123.

2.12 STEEL WELD PLATES AND ANGLES

- A. Provide steel weld plates and angles not specified in other Sections, for items supported from concrete construction as needed to complete the Work. Provide each unit with no fewer than two integrally welded steel strap anchors for embedding in concrete.

2.13 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Finish metal fabrications after assembly.
- C. Finish exposed surfaces to remove tool and die marks and stretch lines, and to blend into surrounding surface.

2.14 STEEL AND IRON FINISHES

- A. Galvanizing: Hot-dip galvanize items as indicated to comply with ASTM A 153/A 153M for steel and iron hardware and with ASTM A 123/A 123M for other steel and iron products.
 - 1. Do not quench or apply post galvanizing treatments that might interfere with paint adhesion.
- B. Shop prime iron and steel items not indicated to be galvanized unless they are to be embedded in concrete, sprayed-on fireproofing, or masonry, or unless otherwise indicated.
- C. Preparation for Shop Priming: Prepare surfaces to comply with SSPC-SP 6/NACE No. 3, "Commercial Blast Cleaning."
- D. Shop Priming: Apply shop primer to comply with SSPC-PA 1, "Paint Application Specification No. 1: Shop, Field, and Maintenance Painting of Steel," for shop painting.

2.15 FIELD-APPLIED PAINT FINISH

- A. Field paint all exposed steel in accordance with the architectural finish schedule and "Interior Painting" in Division 09 of the specifications.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Cutting, Fitting, and Placement: Perform cutting, drilling, and fitting required for installing metal fabrications. Set metal fabrications accurately in location, alignment, and elevation; with edges and surfaces level, plumb, true, and free of rack; and measured from established lines and levels.
- B. Fit exposed connections accurately together to form hairline joints. Weld connections that are not to be left as exposed joints but cannot be shop welded because of shipping size limitations. Do not weld, cut, or abrade surfaces of exterior units that have been hot-dip galvanized after fabrication and are for bolted or screwed field connections.
- C. Field Welding: Comply with the following requirements:

1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
 2. Obtain fusion without undercut or overlap.
 3. Remove welding flux immediately.
 4. Field welding to components embedded in concrete or masonry shall implement low-heat welding rods of smallest practical size and shall use multiple passes of smaller welds to achieve required weld size to minimize thermal expansion and distortion of embedded components.
 5. Paint effected areas with galvanizing repair coating.
- D. Headed anchor studs shall be installed using stud welding devices designed for that purpose.
- E. Fastening to In-Place Construction: Provide anchorage devices and fasteners where metal fabrications are required to be fastened to in-place construction. Provide threaded fasteners for use with concrete and masonry inserts, toggle bolts, through bolts, lag screws, wood screws, and other connectors. Do not reuse concrete screws. Follow manufacturer's instructions for anchors.
- F. Provide temporary bracing or anchors in formwork for items that are to be built into concrete, masonry, or similar construction.

3.2 INSTALLING MISCELLANEOUS FRAMING AND SUPPORTS

- A. General: Install framing and supports to comply with requirements of items being supported, including manufacturers' written instructions and requirements indicated on Shop Drawings.
- B. Anchor supports for operable partitions securely to and rigidly brace from building structure.
- C. Support steel girders on solid grouted masonry, concrete, or steel pipe columns. Secure girders with anchor bolts embedded in grouted masonry or concrete or with bolts through top plates of pipe columns.
1. Where grout space under bearing plates is indicated for girders supported on concrete or masonry, install as specified in "Installing Bearing and Leveling Plates" Article.
- D. Install pipe columns on concrete footings with grouted baseplates. Position and grout column baseplates as specified in "Installing Bearing and Leveling Plates" Article.
1. Grout baseplates of columns supporting steel girders after girders are installed and leveled.

3.3 INSTALLING BEARING AND LEVELING PLATES

- A. Clean concrete and masonry bearing surfaces of bond-reducing materials, and roughen to improve bond to surfaces. Clean bottom surface of plates.

- B. Set bearing and leveling plates on wedges, shims, or leveling nuts. After bearing members have been positioned and plumbed, tighten anchor bolts. Do not remove wedges or shims but, if protruding, cut off flush with edge of bearing plate before packing with grout.
 - 1. Use nonshrink grout, nonmetallic grout.
 - 2. Pack grout solidly between bearing surfaces and plates to ensure that no voids remain.

3.4 ADJUSTING AND CLEANING

- A. Touchup Painting: Immediately after erection, clean field welds, bolted connections, and abraded areas. Paint uncoated and abraded areas with the same material as used for shop painting to comply with SSPC-PA 1 for touching up shop-painted surfaces.
 - 1. Apply by brush or spray to provide a minimum 2.0-mil (0.05-mm) dry film thickness.
- B. Touchup Painting: Cleaning and touchup painting of field welds, bolted connections, and abraded areas of shop paint are specified in Section 09 91 13 "Exterior Painting" and Section 09 91 23 "Interior Painting."
- C. Galvanized Surfaces: Clean field welds, bolted connections, and abraded areas and repair galvanizing to comply with ASTM A 780.

END OF SECTION 05 50 00

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SECTION 05 51 13 METAL PAN STAIRS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

1. Preassembled steel stairs with cornet-filled treads

1.3 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design metal stairs and landings, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Structural Performance of Stairs: Metal stairs shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated.
1. Uniform Load: 100 lbf/sq. ft. (4.79 kN/sq. m).
 2. Concentrated Load: 300 lbf (1.33 kN) applied on an area of 4 sq. in. (2580 sq. mm).
 3. Uniform and concentrated loads need not be assumed to act concurrently.
 4. Stair Framing: Capable of withstanding stresses resulting from railing loads in addition to loads specified above.
 5. Limit deflection of treads, platforms, and framing members to L/240 or 1/4 inch (6.4 mm), whichever is less.

1.4 ACTION SUBMITTALS

- A. General: Provide action submittals for all items in this specification section for review within a single submittal to the Architect.
- B. Product data: Submit manufacturer's standard catalog literature showing products specified.
- C. Shop drawings: Submit shop drawings showing detail fabrication of steel stairs. Indicate layout, profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners, fabrication and accessories. Include installation drawings, elevations, and details where applicable. Indicate welded connections using standard AWS welding symbols. Indicate net weld lengths.
- D. Design data: Submit design calculations, assumptions, and applicable loads. Design shall be in accordance with applicable codes.

- E. Manufacturer's certificates: Submit written statement(s) attesting that product or material conforms to or exceeds specified requirements.

1.5 INFORMATIONAL SUBMITTALS

- A. Test reports: Submit certified test reports showing compliance with specified performance characteristics and physical properties.

1.6 CLOSEOUT SUBMITTALS

- A. Warranties: Provide manufacturer warranties with requirements specified in "Warranties" article with submission of O&M manuals.

1.7 QUALITY ASSURANCE

- A. All materials, methods, procedures and applications shall be in accordance with appropriate industry standards including, but not necessarily limited to, the following:
1. ASTM A36 - Structural Steel.
 2. AWS D1.1 - Structural Welding Code.
 3. SSPC - Steel Structure Painting Council- Paint, Oil: Iron Oxide, Ready Mix, Red and Brown.
- B. Engineer Qualifications: Design Engineer must be a Professional Engineer, legally authorized to practice in jurisdiction where Project is located and experienced in providing engineering services relative to the design of metal stairs, including handrails and railing systems, similar to this Project in material, design, and extent.
- C. Welding Standards: Comply with applicable provisions of AWS D1.1 "Structural Welding Code - Steel" and AWS D1.3 "Structural Welding Code - Sheet Steel."

1.8 WARRANTY

- A. The Contractor shall provide a written warranty that all work furnished and installed shall be free from faulty and/or defective materials and workmanship for a period of three (3) years from the date of final acceptance.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Delivery, storage and handling shall be accomplished in such a manner as required to prevent damage, deterioration, or the intrusion of foreign matter. Damaged items that cannot be restored to their original condition will be rejected.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: For surfaces exposed to view in the completed Work, provide materials selected for their surface flatness, smoothness, and freedom from surface blemishes. Do not use materials with exposed pitting, seam marks, roller marks, rolled trade names,

- roughness, or, for steel sheet, variations in flatness exceeding those permitted by referenced standards for stretcher-leveled sheet.
- B. Steel Plates, Shapes and Bars: ASTM A36.
 - C. Cold-Formed Steel Tubing: ASTM A500, Grade B. For exterior installations, or where indicated, provide tubing with hot-dipped galvanized coating per ASTM A53.
 - D. Steel Pipe: ASTM A53, standard weight (schedule 40), unless otherwise indicated, or another weight required by structural loads. Black finish, unless otherwise indicated.
 - E. Steel Bars for Gratings: ASTM A569 or ASTM A36.
 - F. Steel Sheets: ASTM A653 for galvanized deck and accessories.
 - G. Wire Rod for Grating Cross Bars: ASTM A510.
 - H. Rolled Steel Floor Plate: ASTM A786.
 - I. Uncoated Structural Steel Sheet: Cold-Rolled Structural Steel Sheet; ASTM A611, Grade A, unless otherwise indicated or required by design loading.
 - J. Uncoated Steel Sheet: Commercial quality, cold-rolled steel sheet; ASTM A366/A366M.
 - K. Galvanized Steel Sheet: Commercial quality; ASTM A526, G 90(Z 275) coating designation, unless otherwise indicated.
 - L. Fasteners:
 - 1. Bolts and Nuts: hexagon-head type, ASTM A307, Grade A; with hex nuts, ASTM A563, and where needed, flat washers.
 - 2. Lag Bolts: ANSI B18.2.1 (B18.2.3.8M).
 - 3. Expansion Anchors: Anchor bolt and sleeve assemblies with capability to sustain, without failure, a load equal to 6 times the load imposed when installed in unit masonry and equal to 4 times the load imposed when installed in concrete as determined by testing per ASTM E488.
 - 4. Provide plated fasteners complying with ASTM B633, Class Fe/Zn 25 for electrodeposited zinc coating, for exterior use or where built into exterior walls.
 - M. Shop Primer: Fast-curing, lead and chromate-free, universal modified alkyd primer complying with FS TT-P-664, for shop application and field touch-up.
 - N. Welding Materials: AWS D1.1; type required for materials being welded.
 - O. Grout: Nonshrink, nonmetallic grout complying with ASTM C1107. For exterior and interior applications, provide specific grout products recommended by manufacturer.
 - P. Concrete Materials and Properties (for concrete fill): Comply with requirements in specification section "Cast-in-Place Concrete" for normal-weight, air-entrained, ready-mix concrete with a minimum 28-day compressive strength of 3000 psi (20 MPa) unless otherwise indicated.

2.2 STAIR FABRICATION

- A. Verify dimensions on site prior to shop fabrication.
- B. Fabricate steel stair assemblies as indicated on Drawings and as accepted on shop drawings. Preassemble in shop to greatest extent possible to minimize field splicing and assembly.
- C. Comply with "Recommended Voluntary Minimum Standards for Fixed Metal Stairs" in NAAMM "Metal Stair Manual" for commercial class of stairs
- D. Form exposed work true to line and level with accurate angles and surfaces and straight sharp edges. Fabricate items with joints tightly fitted and secured.
- E. At exposed welded connections, grind exposed welds smooth and flush so welded surface matches adjoining surfaces. Ease exposed edges to a radius of approximately 1/32 inch. Form bent-metal corners to smallest radius possible without impairing work.
- F. Form exposed connections with hairline joints, flush and smooth, using concealed fasteners wherever possible.
- G. If exposed mechanical fasteners are unavoidable, provide flush countersunk screws or bolts; unobtrusively located; consistent with design of structure, except where specifically noted otherwise.
- H. Supply components required for anchorage of metal fabrications. Fabricate anchorage and related components of same material and finish as metal fabrication, unless specifically noted otherwise.
- I. Metal-Pan Stairs: Form risers, subtread pans, and subplatforms to configurations shown from steel sheet of thickness needed to comply with performance requirements but not less than 0.067 inch (1.7 mm).
 - 1. Steel Sheet: Uncoated cold-rolled steel sheet unless otherwise indicated.
 - 2. Steel Sheet: Galvanized-steel sheet, where indicated.
 - 3. Directly weld metal pans to stringers; locate welds on top of subtreads where they will be concealed by concrete fill. Do not weld risers to stringers.
 - 4. Attach risers and subtreads to stringers with brackets made of steel angles or bars. Weld brackets to stringers and attach metal pans to brackets by welding, riveting, or bolting.
 - 5. Shape metal pans to include nosing integral with riser.
 - 6. Attach abrasive nosings to risers.
 - 7. At Contractor's option, provide stair assemblies with metal-pan subtreads filled with reinforced concrete during fabrication.
 - 8. Treads in subparagraphs below are an alternative to prefilled concrete treads.
 - 9. Provide epoxy-resin-filled treads, reinforced with glass fibers, with slip-resistant, abrasive surface.
 - 10. Provide subplatforms of configuration indicated or, if not indicated, the same as subtreads. Weld subplatforms to platform framing.

2.3 FINISH

- A. Clean surfaces of rust, scale, grease, and foreign matter prior to finishing.
- B. Prime paint metal stairs after assembly with one coat shop primer.
- C. Apply shop primer to uncoated surfaces except those with a galvanized finish or those to be in direct contact bond with concrete, sprayed-on fireproofing, or masonry, or where field welding is required.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Obtain Architect/Engineer approval prior to any site cutting or making adjustments not scheduled.
- B. Coordinate and furnish anchorages, setting templates and drawings, and instructions for installing anchorages. Coordinate delivery of such items to Project site.

3.2 INSTALLATION

- A. Provide anchorage devices where necessary for securing steel stairs to in-place construction; include threaded fasteners for concrete and masonry inserts, through-bolts, lag bolts and other connectors as required.
- B. Perform cutting, fitting, and drilling required for installing steel stairs. Set units accurately in location, alignment, and elevation; with edges and surfaces level, plumb, true and free of rack.
- C. Perform field welding in accordance with AWS D1.1.
- D. After installation, touch-up field welds and scratched or damaged surfaces with primer.
- E. Place and finish concrete fill for treads and platforms to comply with specification section "Cast-in-Place Concrete."

3.3 ADJUSTING AND CLEANING

- A. Immediately after erection, clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with same material as used for shop painting to comply with SSPC-PA 1 requirements for touching up field-painted surfaces.
- B. For galvanized surfaces, clean welds, bolted connections and abraded areas and apply galvanizing repair paint to comply with ASTM A780.

END OF SECTION 05 51 13

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SECTION 05 52 13 PIPE AND TUBE RAILINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Steel pipe and tube railings.

1.3 COORDINATION

- A. Coordinate selection of shop primers with topcoats to be applied over them. Comply with paint and coating manufacturers' written recommendations to ensure that shop primers and topcoats are compatible with one another.
- B. Coordinate installation of anchorages for railings. 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.
- C. Schedule installation so wall attachments are made only to completed walls. Do not support railings temporarily by any means that do not satisfy structural performance requirements.

1.4 ACTION SUBMITTALS

- A. Product Data: Include calculations, construction details, material descriptions, dimensions metal stairs, handrails and guardrails.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
1. Include structural analysis data signed and sealed by the qualified professional engineer responsible for their preparation registered in the state where the project is located.

1.5 QUALITY ASSURANCE

- A. Welding Qualifications: Qualify procedures and personnel in accordance with the following:
1. AWS D1.1/D1.1M, "Structural Welding Code - Steel."

1.6 PROJECT CONDITIONS

- A. Field Measurements: Verify dimensions by field measurements before fabrication and indicate measurements on Shop Drawings.
 - 1. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabrication without field measurements. Coordinate wall construction to ensure that actual dimensions correspond to established dimensions.

1.7 COORDINATION

- A. Painted Steel: Coordinate selection of shop primers with topcoats to be applied over them. Comply with paint and coating manufacturers' written recommendations to ensure that shop primers and topcoats are compatible with one another.
- B. Coordinate installation of anchorages for railings. 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.
- C. Schedule installation so wall attachments are made only to completed walls. Do not support railings temporarily by any means that do not satisfy structural performance requirements.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

1.9 FIELD CONDITIONS

- A. Field Measurements: Verify actual locations of walls and other construction contiguous with metal fabrications by field measurements before installations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design pipe and tube railings, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Structural Performance: Exterior Structural Performance: Railings, including attachment to building construction, shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated:
 - 1. Handrails and Top Rails of Guards:
 - a. Uniform load of 50 lbf/ ft. (0.73 kN/m) applied in any direction.
 - b. Concentrated load of 200 lbf (0.89 kN) applied in any direction.

- c. Uniform and concentrated loads need not be assumed to act concurrently.
 - 2. Infill of Guards:
 - a. Concentrated load of 50 lbf (0.22 kN) applied horizontally on an area of 1 sq. ft. (0.093 sq. m).
 - b. Infill load and other loads need not be assumed to act concurrently.
- C. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes.
 - 1. Temperature Change: 120 deg F (67 deg C), ambient; 180 deg F (100 deg C), material surfaces.

2.2 METALS, GENERAL

- A. Metal Surfaces, General: Provide materials with smooth surfaces, without seam marks, roller marks, rolled trade names, stains, discolorations, or blemishes.
- B. Brackets, Flanges, and Anchors: Cast or formed metal of same type of material and finish as supported rails unless otherwise indicated.
 - 1. Provide type of bracket with predrilled hole for exposed bolt anchorage and that provides 1½-inch (38-mm) clearance from inside face of handrail to finished wall surface.

2.3 STEEL AND IRON

- A. Tubing: ASTM A 500 (cold formed) or ASTM A 513.
- B. Pipe: ASTM A 53/A 53M, Type F or Type S, Grade A, Standard Weight (Schedule 40), unless another grade and weight are required by structural loads.
 - 1. Provide galvanized finish for exterior installations and where indicated.
- C. Plates, Shapes, and Bars: ASTM A 36/A 36M.

2.4 FASTENERS

- A. General: Provide the following:
 - 1. Ungalvanized-Steel Railings: Plated steel fasteners complying with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5 for zinc coating.
 - 2. Provide exposed fasteners with finish matching appearance, including color and texture, of railings.
- B. Fasteners for Anchoring Railings to Other Construction: Select fasteners of type, grade, and class required to produce connections suitable for anchoring railings to other types of construction indicated and capable of withstanding design loads.
- C. Fasteners for Interconnecting Railing Components:

1. Provide concealed fasteners for interconnecting railing components and for attaching them to other work, unless otherwise indicated.
 2. Provide concealed fasteners for interconnecting railing components and for attaching them to other work, unless exposed fasteners are unavoidable or are the standard fastening method for railings indicated.
 3. Provide tamper-resistant flat-head machine screws for exposed fasteners unless otherwise indicated.
- D. Post-Installed Anchors: Torque-controlled expansion anchors or chemical anchors capable of sustaining, without failure, a load equal to 6 times the load imposed when installed in unit masonry and 4 times the load imposed when installed in concrete, as determined by testing according to ASTM E 488/E 488M, conducted by a qualified independent testing agency.
1. Material for Interior Locations: Carbon-steel components zinc-plated to comply with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5, unless otherwise indicated.

2.5 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
- B. Universal Shop Primer: Fast-curing, lead- and chromate-free, universal modified-alkyd primer complying with MPI#79 and compatible with topcoat.
1. Use primer containing pigments that make it easily distinguishable from zinc-rich primer.
- C. Intermediate Coats and Topcoats: Provide products that comply with Division 09 for "Exterior Painting" and "Interior Painting."
- D. Epoxy Intermediate Coat: Complying with MPI #77 and compatible with primer and topcoat.
- E. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D 1187/D 1187M.
- F. Nonshrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C 1107/C 1107M. Provide grout specifically recommended by manufacturer for interior and exterior applications.
- G. Anchoring Cement: Factory-packaged, nonshrink, nonstaining, hydraulic-controlled expansion cement formulation for mixing with water at Project site to create pourable anchoring, patching, and grouting compound.
1. Water-Resistant Product: At exterior locations and where indicated provide formulation that is resistant to erosion from water exposure without needing protection by a sealer or waterproof coating and that is recommended by manufacturer for exterior use.

2.6 FABRICATION

- A. General: Fabricate railings to comply with requirements indicated for design, dimensions, member sizes and spacing, details, finish, and anchorage, but not less than that required to support structural loads.
- B. Shop assemble railings to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation. Use connections that maintain structural value of joined pieces.
- C. Cut, drill, and punch metals cleanly and accurately. Remove burrs and ease edges to a radius of approximately 1/32 inch (1 mm) unless otherwise indicated. Remove sharp or rough areas on exposed surfaces.
- D. Form work true to line and level with accurate angles and surfaces.
- E. Fabricate connections that are exposed to weather in a manner that excludes water. Provide weep holes where water may accumulate.
- F. Cut, reinforce, drill, and tap as indicated to receive finish hardware, screws, and similar items.
- G. Connections: Fabricate railings with welded connections unless otherwise indicated.
- H. Welded Connections: Cope components at connections to provide close fit, or use fittings designed for this purpose. Weld all around at connections, including at fittings.
 - 1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
 - 2. Obtain fusion without undercut or overlap.
 - 3. Remove flux immediately.
 - 4. At exposed connections, finish exposed surfaces smooth and blended so no roughness shows after finishing and welded surface matches contours of adjoining surfaces.
- I. Nonwelded Connections: Connect members with concealed mechanical fasteners and fittings. Fabricate members and fittings to produce flush, smooth, rigid, hairline joints.
 - 1. Fabricate splice joints for field connection using an epoxy structural adhesive if this is manufacturer's standard splicing method.
- J. Form Changes in Direction as Follows:
 - 1. By bending or by inserting prefabricated elbow fittings.
- K. For changes in direction made by bending, use jigs to produce uniform curvature for each repetitive configuration required. Maintain cross section of member throughout entire bend without buckling, twisting, cracking, or otherwise deforming exposed surfaces of components.

- L. Close exposed ends of railing members with prefabricated end fittings.
- M. Provide wall returns at ends of wall-mounted handrails unless otherwise indicated. Close ends of returns unless clearance between end of rail and wall is $\frac{1}{4}$ inch (6 mm) or less.
- N. Brackets, Flanges, Fittings, and Anchors: Provide wall brackets, flanges, miscellaneous fittings, and anchors to interconnect railing members to other work unless otherwise indicated.
 - 1. At brackets and fittings fastened to plaster or gypsum board partitions, provide crush-resistant fillers or other means to transfer loads through wall finishes to structural supports and prevent bracket or fitting rotation and crushing of substrate.
- O. Provide inserts and other anchorage devices for connecting railings to concrete or masonry work. Fabricate anchorage devices capable of withstanding loads imposed by railings. Coordinate anchorage devices with supporting structure.
- P. For railing posts set in concrete, provide only stainless-steel sleeves as required not less than 6 inches (150 mm) long with inside dimensions not less than $\frac{1}{2}$ inch (13 mm) greater than outside dimensions of post, with metal plate forming bottom closure.
- Q. For removable railing posts, fabricate slip-fit sockets from steel or stainless-steel tube or pipe as required whose ID is sized for a close fit with posts; limit movement of post without lateral load, measured at top, to not more than one-fortieth of post height. Provide socket covers designed and fabricated to resist being dislodged.
 - 1. Provide chain with eye, snap hook, and staple across gaps formed by removable railing sections at locations indicated. Fabricate from same metal as railings.
- R. Toe Boards: Where indicated, provide toe boards at railings around openings and at edge of open-sided floors and platforms. Fabricate to dimensions and details indicated.

2.7 STEEL AND IRON FINISHES

- A. Primer Application: Apply shop primer to prepared surfaces of railings unless otherwise indicated. Comply with requirements in SSPC-PA 1, "Shop, Field, and Maintenance Painting of Steel," for field painting.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine plaster and gypsum board assemblies, where reinforced to receive anchors, to verify that locations of concealed reinforcements are clearly marked for Installer. Locate reinforcements and mark locations if not already done.

3.2 INSTALLATION, GENERAL

- A. Fit exposed connections together to form tight, hairline joints.

- B. Perform cutting, drilling, and fitting required for installing railings. Set railings accurately in location, alignment, and elevation; measured from established lines and levels and free of rack.
1. Do not weld, cut, or abrade surfaces of railing components that are coated or finished after fabrication and that are intended for field connection by mechanical or other means without further cutting or fitting.
 2. Set posts plumb within a tolerance of 1/16 inch in 3 feet (2 mm in 1 m).
 3. Align rails so variations from level for horizontal members and variations from parallel with rake of steps and ramps for sloping members do not exceed ¼ inch in 12 feet (6 mm in 3.5 m).
- C. Control of Corrosion: Prevent galvanic action and other forms of corrosion by insulating metals and other materials from direct contact with incompatible materials.
1. Coat, with a heavy coat of bituminous paint, concealed surfaces of aluminum that are in contact with grout, concrete, masonry, wood, or dissimilar metals.
- D. Adjust railings before anchoring to ensure matching alignment at abutting joints.
- E. Fastening to In-Place Construction: Use anchorage devices and fasteners where necessary for securing railings and for properly transferring loads to in-place construction.

3.3 RAILING CONNECTIONS

- A. Welded Connections: Use fully welded joints for permanently connecting railing components. Comply with requirements for welded connections in "Fabrication" Article whether welding is performed in the shop or in the field.

3.4 ANCHORING POSTS

- A. Anchor posts to metal surfaces with oval flanges, angle type, or floor type as required by conditions, connected to posts and to metal supporting members as follows:
1. For steel pipe railings, weld flanges to post and bolt to metal supporting surfaces.

3.5 ATTACHING RAILINGS

- A. Anchor railing ends to metal surfaces with flanges bolted to metal surfaces and welded to railing ends.
- B. Attach railings to wall with wall brackets, except where end flanges are used. Locate brackets as indicated or, if not indicated, at spacing required to support structural loads.
- C. Secure wall brackets and railing end flanges to building construction as follows:
1. For concrete and solid masonry anchorage, use drilled-in expansion shields and hanger or lag bolts.
 2. For hollow masonry anchorage, use toggle bolts.

3. For steel-framed partitions, use hanger or lag bolts set into wood backing between studs. Coordinate with stud installation to locate backing members.

3.6 FIELD PAINTING

- A. Clean and paint field installed railings as specified in Section 09 91 13 "Exterior Painting".

3.7 PROTECTION

- A. Protect finishes of railings from damage during construction period with temporary protective coverings approved by railing manufacturer. Remove protective coverings at time of Substantial Completion.

END OF SECTION 05 52 13

**SECTION 06 10 53
MISCELLANEOUS ROUGH CARPENTRY**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes:
1. Wood blocking, cants, and nailers.
 2. Plywood backing panels.

1.3 DEFINITIONS

- A. Dimension Lumber: Lumber of 51 mm (2 inches) nominal or greater but less than 127 mm (5 inches) nominal in least dimension.
- B. Lumber grading agencies, and the abbreviations used to reference them, include the following:
1. NeLMA: Northeastern Lumber Manufacturers' Association.
 2. NHLA: National Hardwood Lumber Association.
 3. NLGA: National Lumber Grades Authority.
 4. SPIB: The Southern Pine Inspection Bureau.
 5. WCLIB: West Coast Lumber Inspection Bureau.
 6. WWPA: Western Wood Products Association.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.

1. Factory mark each piece of lumber with grade stamp of grading agency.

2. For exposed lumber indicated to receive a stained or natural finish, mark grade stamp on end or back of each piece.
 3. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
 4. Provide dressed lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: 15 percent for 50-mm (2-inch) nominal thickness or less, 19 percent for more than 50-mm (2-inch) nominal thickness unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED MATERIALS

- A. Preservative Treatment by Pressure Process: AWWA U1; Use Category UC4a for items in contact with the ground.
- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or does not comply with requirements for untreated material.
- C. Application: Treat items indicated on Drawings, and the following:
1. Wood sills, sleepers, blocking, stripping, and similar concealed members in contact with masonry or concrete.
 2. Wood framing and furring attached directly to the interior of below-grade exterior masonry or concrete walls.
 3. Wood framing members that are less than 18 inches above the ground in crawl spaces or unexcavated areas.
 4. Wood floor plates that are installed over concrete slabs-on-grade.

2.3 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
1. Blocking.
 2. Nailers.
 3. Rooftop equipment bases and support curbs.
 4. Cants.
- B. For items of dimension lumber size, provide Construction or No. 2 grade lumber and any of the following species:
1. Hem-fir (north); NLGA.
 2. Mixed southern pine; SPIB.
 3. Spruce-pine-fir; NLGA.
 4. Hem-fir; WCLIB or WWPA.
 5. Spruce-pine-fir (south); NeLMA, WCLIB, or WWPA.
- C. For concealed boards, provide lumber with 15 percent maximum moisture content and any of the following species and grades:

1. Mixed southern pine, No. 2 grade; SPIB.
 2. Hem-fir or hem-fir (north), Construction or No. 2 Common grade; NLGA, WCLIB, or WWPA.
 3. Spruce-pine-fir (south) or spruce-pine-fir, Construction or No. 2 Common grade; NeLMA, NLGA, WCLIB, or WWPA.
- D. For blocking not used for attachment of other construction, Utility, Stud, or No. 3 grade lumber of any species may be used provided that it is cut and selected to eliminate defects that will interfere with its attachment and purpose.
- E. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.

2.4 PLYWOOD BACKING PANELS

- A. Telephone and Electrical Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, in thickness indicated or, if not indicated, not less than 19 mm ($\frac{3}{4}$ -inch) nominal thickness.

2.5 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
1. Where carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners of Type 304 stainless steel.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Screws for Fastening to Metal Framing: ASTM C 1002 for non-load-bearing framing and ASTM C 954 for load-bearing framing, length as recommended by screw manufacturer for material being fastened.
- F. Lag Bolts: ASME B18.2.1.
- G. Bolts: Steel bolts complying with ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- H. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to 6 times the load imposed when installed in unit masonry assemblies and equal to 4 times the load imposed when installed in concrete as determined by testing per ASTM E 488 conducted by a qualified independent testing and inspecting agency.
1. Material: Stainless steel with bolts and nuts complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2.

2.6 MISCELLANEOUS MATERIALS

- A. Flexible Flashing: Composite, self-adhesive, flashing product consisting of a pliable, butyl rubber or rubberized-asphalt compound, bonded to a high-density polyethylene film, aluminum foil, or spunbonded polyolefin to produce an overall thickness of not less than 1.0-mm (0.025-inches).

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.
- B. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.

3.2 WOOD BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.

END OF SECTION 06 10 53

SECTION 07 01 53 EPDM ROOFING REPAIR

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SCOPE

- A. This Section includes the following:
1. Patching and repair of existing warrantied EPDM roofing system at new plumbing, mechanical, and electrical penetrations.

1.3 RELATED WORK

- A. Applicable provisions of Division 1 govern work under this Section.
- B. Related work specified elsewhere:
1. Section 06 10 53 - Miscellaneous Rough Carpentry
 2. Section 07 53 23 – Ethylene-Propylene-Diene- Monomer Roofing
 3. Section 07 62 00 – Sheet Metal Flashing and Trim

1.4 GUARANTEE AND WARRANTIES

- A. Roof System Guarantee: Provide written two (2) year guarantee warranting all roofing and flashing required under contract, to be watertight and free from defects in materials or workmanship for period of time, as stipulated in guarantee form.
- B. It is recommended that the Contractor take digital photos of the finished work for their files and future reference.

1.5 ACTION SUBMITTALS

- A. Product Data: Catalog sheets, specifications, installation instructions for each material specified.
- B. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
- C. Material Safety Data Sheets (MSDS): Include the MSDS in the Submittals Package.
- D. Submit all action items, except contract closeout submittals and MSDS, at one time as a complete package. Partial submittals will not be considered.

1.6 QUALITY ASSURANCE

- A. Source Limitations: Obtain each type of building insulation through one source from a single manufacturer.
- B. Fire Hazard Classification: The sheet membrane roof system shall have an Underwriters Laboratories Class A External Fire Resistance rating, as determined by tests conducted in conformity with UL-790 "Tests for Fire Resistance of Roof Covering Materials".
- C. Material Classification Identification: Materials delivered to the site that are a component of the roofing system shall bear the UL Classification mark.
 - 1. Roofing manufacturer shall be the same manufacturer that is providing the materials for the new EPDM roof system for Section 07 53 23.
 - 2. Roofing contractor/installer shall be the same contractor/installer that is providing the Work for the new EPDM roof system for Section 07 53 23.

1.7 QUALIFICATIONS

- A. Manufacturer: Comply with manufacturer's qualifications in Section 07 53 23.
- B. Contractor/Installer: Comply with Contractor/Installer's qualifications in Section 07 53 23.
 - 1. Additional Requirement for Field Labor: The supervisor or crew chief and at least one other member of the roofing crew shall have installed at least 3 EPDM sheet membrane roof systems and shall be thoroughly familiar with all aspects of the installation.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Delivery: Deliver materials to the site in the manufacturer's labeled, unbroken containers.
- B. Storage and Handling: Store materials in a dry, well-ventilated place protected from the weather.
 - 1. Do not store materials so as to overload the deck or structural assembly.
 - 2. Store all materials on raised platforms covered with properly secured breathable water resistant covers. Slit shrink wrapping to not permit condensation and cover with breathable tarp.
 - 3. Store volatile liquids in a separate storage building or trailer, or removed from the site at the end of each workday.
 - 4. Store volatile liquids at temperatures recommended by the manufacturer.
 - 5. Do not remove materials from factory packaging until ready for use.
 - 6. Store adhesives, and sealants at temperatures between 60 degrees F and 80 degrees F.

1.9 PROJECT CONDITIONS

- A. Unless otherwise directed, do not execute the work of this Section if the Owner's/Architects Representative is not present.
- B. Do not execute the work of this Section unless the repair area substrate is dry and free of dirt and debris.
- C. Moisture Protection:
 - 1. Cover, seal or otherwise protect the roof and flashings so that water cannot accumulate or flow under completed portions. When and where necessary to accomplish this, provide temporary water cut-offs in accordance with the membrane manufacturer's written specifications.
 - a. Limit the removal of existing materials to areas that can be completely repaired or temporarily protected within the same day. At the discretion of the Owner's Representative, a watertight built-up vapor barrier may be acceptable temporary protection for a maximum of 48 hours.
- D. Do not use open flames near volatile materials.

PART 2 - PRODUCTS

2.1 EPDM SHEET MEMBRANE, SHEET FLASHING, AND RELATED PRODUCTS

- A. The EPDM sheet membrane shall be visually free of streaks, particles of foreign matter, undispersed raw material, pinholes, cracks, tears, and shall be uniform in thickness. When unrolled in a relaxed position, the membrane shall be free of wrinkles, distortions, and blisters.
- B. EPDM (Ethylene, Propylene, Diene, Monomer) Sheet Membrane:
 - 1. 60 mil, unreinforced, EPDM membrane.
- C. Sheet Flashing: Membrane manufacturer's cured and uncured EPDM as specified.
- D. Inseam Tape: Membrane manufacturer's minimum 3 inch wide self-adhering tape consisting of cured butyl double sided adhesive tape, for inseam splicing of rubber to rubber.
- E. Cured EPDM Cover Tape: Membrane manufacturer's minimum 5 inch wide self-adhering tape consisting of cured butyl adhesive laminated to cured EPDM, for installation over EPDM seams, cuts in field membrane, and for stripping in metal work.
- F. Uncured EPDM Cover Tape: Membrane manufacturer's minimum 5 inch wide self-adhesive tape, consisting of, cured butyl adhesive laminated to uncured EPDM, for installation over base flashing corners, inside and outside corners, pipe flashings and other detail work.

- G. Related Products: Membrane manufacturer's bonding adhesive, splicing cement, lap sealant, water cut-off mastic, seal, pourable sealer, splice joint cleaning agent and primer, insulation adhesive, and all other products related to the sheet membrane system.

2.2 INSULATION

- A. Uniform Thickness polyisocyanurate insulation and Tapered polyisocyanurate insulation: Approved closed cell polyisocyanurate foam core insulation skinned on both sides with factory applied fiberglass facers suitable for installation with hot asphalt and cold adhesive. ASTM C1289-02, Type II, Class 1, Grade 2. UL Classified and Factory Mutual Approved for direct application over steel deck. Minimum LTTR: 5.0 per inch thickness. Match existing thickness.
- B. Tapered Insulation System: Membrane manufacturer's approved factory tapered polyisocyanurate insulation to match existing taper.
- C. Coverboard Insulation: Match existing thickness with membrane manufacturer's approved gypsum roof board.
- D. Tapered Cricket System: Membrane manufacturer's approved 1/2 inch per foot factory tapered polyisocyanurate insulation.
- E. Tapered Edge Strips: Membrane manufacturer's approved 1/2 inch per foot factory tapered polyisocyanurate insulation.
- F. Deckboard (if required): Match existing thickness with membrane manufacturer's approved gypsum roof board.
- G. Flashing: Comply with Section 07 62 00.
- H. Termination Bar and Fasteners: As recommended by membrane manufacturer.
- I. EPDM Anchor Strips: 6-inch-wide reinforced EPDM.

2.3 INSULATION ADHESIVE

- A. Insulation Adhesive: Two-Part, Lowrise polyurethane foam adhesive, or the manufacturer's recommended insulation adhesive.

2.4 MISCELLANEOUS MATERIALS

- A. Pipe Flashing: Cured premolded EPDM pipe boot.
- B. Mechanical Pipe Supports: Flashing and pre-molded boot with stainless steel draw-band clamp shall be approved and supplied by the membrane supplier.
- C. Compression Clamp: Stainless steel or cadmium plated steel worm drive clamp.
- D. Sealant: One-part, low modulus, silicone sealant: Dow Corning's 790, General Electric's Silpruf, Pecora's 864, or Tremco's TremPro 646.

2.5 MATERIALS FOR VAPOR BARRIER REPAIR

- A. Vapor Barrier: Match existing materials with membrane manufacturer's approved equivalent.

PART 3 - EXECUTION

3.1 SURFACE PREPARATION

- A. Cleaning: Before the roofing repair commences, sweep and/or vacuum all surfaces as required to remove all ballast, dirt, dust, loose aggregate, foreign matter, and debris from repair area, a minimum 6 inches beyond where the perimeter of the patch will extend. Scrub area of membrane with a solution of detergent and water such as Spic 'n Span or other detergent containing trisodium phosphate. Use warm water and a stiff bristle brush to scrub the membrane. Rinse thoroughly with clean water and allow membrane to dry. A rubber bladed squeegee and clean, absorbent, lint-free cloths may be used to facilitate drying. Dirt must be removed from area to be patched.
- B. Ensure roof drain strainers are in place and secured during removal of insulation and other debris. Provide cast iron strainers where existing strainers are missing. Do not allow debris to enter drains.

3.2 INSTALLING INFILL INSULATION

- A. Keep insulation absolutely dry at all times. Discard insulation that contains moisture.
1. Install only as much insulation as can be covered with roofing membrane the same day.
 2. Discard all units with broken corners or similar defects.
 3. At roof drains, terminate the insulation with tapered edge strips so that all flashing and coverstrip joint laps can be made within the tapered portion.
- B. Cut back the membrane at affected area to expose the insulation. Remove fasteners holding the insulation, if present. Cut the insulation and discard properly, taking care not to damage vapor barrier, if present.
- C. Installing Adhesively Secured Insulation: Set each board in insulation adhesive applied in accordance with manufacturer's printed instructions. Press insulation into the adhesive immediately and as necessary thereafter to assure proper bonding. Maintain pressure on the adhesive until the adhesive has completely set (20 to 45 minutes).
- D. Installing Insulation Board: Install each layer of insulation with joints staggered. Butt edges and ends snugly so there are no gaps between the insulation boards. Discard boards with broken corners and boards that are warped.
- E. Installing Tapered Insulation System: Install the tapered insulation to match the existing tapered insulation system. Install each layer of insulation with joints staggered. Butt edges and ends snugly so that there are no gaps between the insulation boards.
- F. Install coverboard insulation over the polyisocyanurate insulation.

3.3 MEMBRANE PREPARATION

- A. Preparing Existing Roof Membrane for patching: Cut the membrane a short distance from and parallel with the perimeter, base of the wall, curb or termination point to relieve the tension. Allow the membrane to relax for a minimum of 30 minutes.

3.4 INSTALLING EPDM REPAIR MEMBRANE

- A. Cut a piece of like membrane large enough to extend 4 inches beyond any part of the cut and to provide an expansion fold of 4 to 6 inches. Round the corners of the patch to prevent peeling of square corners.
 - 1. Apply primer to both surfaces to be mated and allow to dry.
 - 2. If the existing membrane surface is excessively degraded, insert the new patch material under the existing membrane so that adhering of the patch may be accomplished to the underside of the existing membrane.

3.5 PHASING OF MEMBRANE INSTALLATION

- A. Limit the removal of existing materials and repairs to areas that can be completely repaired within the same day.

3.6 FIELD QUALITY CONTROL

- A. As the repairs are completed or at the end of each workday, in the presence of the Owner's Representative closely examine joints in the membrane and repairs. Cut out and repair areas of the joints that are not fully bonded or that contain "fishmouths" or "wrinkles". Repair the membrane so it is restored to its full waterproof integrity. Lap patches a minimum of 6 inches beyond cuts.

END OF SECTION 07 01 53

SECTION 07 21 00 THERMAL INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Extruded polystyrene (XPS) foam-plastic board insulation.
 2. Glass-fiber blanket insulation.
 3. Spray polyurethane foam insulation.
 4. Vapor retarders.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Protect insulation materials from physical damage and from deterioration due to moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- B. Protect foam-plastic board insulation as follows:
1. Do not expose to sunlight except to necessary extent for period of installation and concealment.
 2. Protect against ignition at all times. Do not deliver foam-plastic board materials to Project site until just before installation time.
 3. Quickly complete installation and concealment of foam-plastic board insulation in each area of construction.

PART 2 - PRODUCTS

2.1 EXTRUDED POLYSTYRENE FOAM-PLASTIC BOARD

- A. Manufacturer's name and products are given to clarify the designer's intent and are not intended to limit selection of similar products from acceptable manufacturers. Qualification data for manufacturers and products not specified shall be made at time of submittal during construction. Preapproval will not be performed by the Government.
1. DiversiFoam Products; CertiFoam 25 SE.
 2. Dow Chemical Company (The); STYROFOAM™ Brand Square Edge.

3. Kingspan Insulation; GreenGuard® Type IV XPS Insulation Board.
4. Owens Corning; FOAMULAR® 250.

B. Characteristics:

1. Material: Extruded-polystyrene board (XPS) insulation
2. R-value per 25mm (1 inch) per ASTM C518: 5
3. Fire Rating per ASTM E 84: Class B – Flame spread / Smoke developed
4. Type and Minimum Compressive Strength per ASTM C 578: Type IV, 173 kPa (25 psi).
5. Water Absorption Maximum: Three-tenths (0.3) percent, volume
6. Board Edges: Square
7. Thickness: 51 mm (2 inches), unless noted otherwise on drawings.
8. Application:
 - a. As noted on the construction drawings.

2.2 GLASS-FIBER BLANKET

A. Manufacturer's name and products are given to clarify the designer's intent and are not intended to limit selection of similar products from acceptable manufacturers. Qualification data for manufacturers and products not specified shall be made at time of submittal during construction. Preapproval will not be performed by the Government.

1. CertainTeed Corporation; Sustainable Insulation.
2. Johns Manville; Formaldehyde-Free™ Fiber Glass Insulation with Bio-Based Binder
3. Knauf Insulation; EcoBatt® Insulation
4. Owens Corning; EcoTouch® PINK® FIBERGLAS™.

B. Characteristics:

1. Material: Glas-fiber blanket, unfaced insulation complying with the property requirements of ASTM C665, Type I
2. Fire Rating per ASTM E 84: Maximum Flame spread / Smoke developed indexes of 25 and 50 respectively.
3. Combustion Characteristics: Passing ASTM E 136.
4. Framing Type: Metal stud wall framing and light gauge metal stud roof trusses at attic.
5. R-Value: Per ASTM C 518 provided unfaced glass-fiber blanket insulation of the following thickness and R-Value.
 - a. Walls:
 - 1) Thickness: 89 mm (3-1/2 inches); R-Value: 13, minimum
 - 2) Thickness: 140 mm (5-1/2 inches); R-Value: 19, minimum
 - b. Attic, entire area:
 - 1) R-Value: 38, minimum

2.3 SPRAY POLYURETHANE FOAM INSULATION

- A. Closed-Cell Polyurethane Foam Insulation per ASTM C 1029, Type II.
- B. Manufacturer's name and products are given to clarify the designer's intent and are not intended to limit selection of similar products from acceptable manufacturers. Qualification data for manufacturers and products not specified shall be made at time of submittal during construction. Preapproval will not be performed by the Government.
 - 1. BASF; SPRAYTITE 81206 Series
 - 2. Certainteed; CertaSpray
 - 3. Johns Manville; JM Corbond III
 - 4. Characteristics:
 - a. Core Density: 1.9-2.2 lbs/cu. ft (ASTM D-1622),
 - b. R-Value: 6.5 per inch (ASTM C-518)
 - c. Fire Rating per ASTM E 84: Maximum flame-spread / smoke-developed indexes of 75 and 450, respectively.
 - d. Moisture Vapor transmission of 0.23 perms at 3 inches (ASTM C-518)
 - e. Air leakage rate of 0.00+/-0.01(L/s)/m² (ASTM E-96)
 - f. Fungi Resistance: Zero Rating (ASTM G-21)
 - g. Compressive Strength: 15-20 psi (ASTM D-1622)
 - h. Tensile Strength: 55-65 psi (ASTM D-1623)
 - i. Dimensional Stability: (7 days @ 158F,95%RH) 6% Vol. Change (ASTM D- 2126)

2.4 VAPOR RETARDERS

- A. Polyethylene Vapor Retarders: ASTM D 4397, 6 mils thick, with maximum permeance rating of 0.13 perm.
- B. Vapor-Retarder Tape: Pressure-sensitive tape of type recommended by vapor-retarder manufacturer for sealing joints and penetrations in vapor retarder.
- C. Single-Component Nonsag Urethane Sealant: ASTM C 920, Type I, Grade NS, Class 25, Use NT related to exposure, and Use O related to vapor-barrier-related substrates.

2.5 ACCESSORIES

- A. Insulation for Miscellaneous Voids:
 - 1. Glass-Fiber Insulation: ASTM C 764, Type II, loose fill; with maximum flame-spread and smoke-developed indexes of 5, per ASTM E 84.
- B. Adhesive for Bonding Insulation: Product compatible with insulation and air and water barrier materials, and with demonstrated capability to bond insulation securely to substrates without damaging insulation and substrates.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clean substrates of substances that are harmful to insulation, including removing projections capable of puncturing insulation or vapor retarders, or that interfere with insulation attachment.

3.2 INSTALLATION, GENERAL

- A. Comply with insulation manufacturer's written instructions applicable to products and applications.
- B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed to ice, rain, or snow at any time.
- C. Extend insulation to envelop entire area to be insulated. Fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
- D. Provide sizes to fit applications and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units unless multiple layers are otherwise shown or required to make up total thickness or to achieve R-value.

3.3 INSTALLATION OF SLAB INSULATION

- A. On vertical slab edge and foundation surfaces, set insulation units using manufacturer's recommended adhesive according to manufacturer's written instructions.
 - 1. If not otherwise indicated, extend insulation a minimum of 36 inches (915 mm) Insert dimension below exterior grade line.
- B. On horizontal surfaces, loosely lay insulation units according to manufacturer's written instructions. Stagger end joints and tightly abut insulation units.
 - 1. If not otherwise indicated, extend insulation a minimum of 24 inches (610 mm) in from exterior walls.

3.4 INSTALLATION OF FOUNDATION WALL INSULATION

- A. Butt panels together for tight fit.
- B. Adhesive Installation: Install with adhesive or press into tacky waterproofing or damp proofing according to manufacturer's written instructions.

3.5 INSTALLATION OF INSULATION IN METAL FRAMED CONSTRUCTION

- A. Blanket Insulation: Install in cavities formed by framing members according to the following requirements:
 - 1. Use insulation widths and lengths that fill the cavities formed by framing members. If more than one length is required to fill the cavities, provide lengths that will produce a snug fit between ends.

2. Place insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.
 3. Maintain 3-inch (76-mm) clearance of insulation around recessed lighting fixtures not rated for or protected from contact with insulation.
 4. Attics: Install eave ventilation troughs between roof framing members in insulated attic spaces at vented eaves.
 5. For metal-framed wall cavities where cavity heights exceed 96 inches (2438 mm), support unfaced blankets mechanically and support faced blankets by taping flanges of insulation to flanges of metal studs.
- B. Miscellaneous Voids: Install insulation in miscellaneous voids and cavity spaces where required to prevent gaps in insulation using the following materials:
1. Glass-Fiber Insulation: Compact to approximately 40 percent of normal maximum volume equaling a density of approximately 2.5 lb/cu. ft. (40 kg/cu. m).

3.6 INSTALLATION OF SPRAY POLYURETHANE FOAM INSULATION

- A. Spray-Applied Insulation: Apply spray-applied insulation according to manufacturer's written instructions. Do not apply insulation until installation of pipes, ducts, conduits, wiring, and electrical outlets in walls in completed and windows, electrical boxes, and other items not indicated to receive insulation are masked. After insulation is applied, make flush with face of studs by using method recommended by insulation manufacturer.

3.7 INSTALLATION OF VAPOR RETARDERS

- A. Place vapor retarders on side of construction indicated on Drawings. Extend vapor retarders to extremities of areas to protect from vapor transmission. Secure vapor retarders in place with adhesives or other anchorage system as indicated. Extend vapor retarders to cover miscellaneous voids in insulated substrates, including those filled with loose-fiber insulation.
- B. Seal vertical joints in vapor retarders over framing by lapping no fewer than two studs.
1. Seal overlapping joints in vapor retarders with vapor-retarder tape according to vapor-retarder manufacturer's written instructions. Seal butt joints with vapor-retarder tape. Locate all joints over framing members or other solid substrates.
- C. Seal joints caused by pipes, conduits, electrical boxes, and similar items penetrating vapor retarders with vapor-retarder tape to create an airtight seal between penetrating objects and vapor retarders.
- D. Repair tears or punctures in vapor retarders immediately before concealment by other work. Cover with vapor-retarder tape or another layer of vapor retarders.

3.8 PROTECTION

- A. Protect installed insulation from damage due to harmful weather exposures, physical abuse, and other causes. Provide temporary coverings or enclosures where insulation is

subject to abuse and cannot be concealed and protected by permanent construction immediately after installation.

END OF SECTION 07 21 00

**SECTION 07 53 23
ETHYLENE-PROPYLENE-DIENE-MONOMER (EPDM) ROOFING SYSTEM**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Furnish and install elastomeric sheeting roofing system, EPDM, including:
1. Roofing manufacturer's requirements for matching existing warranty
 2. Preparation of roofing substrates.
 3. Wood nailers and blocking for roofing attachments as stated in plans and specifications.
 4. Insulation.
 5. Elastomeric EPDM membrane roofing.
 6. Metal roof edging and coping
 7. Flashings.
 8. Ballast
 9. Other roofing –related items specified or indicated on the drawings or otherwise necessary to provide a complete weatherproof roofing system.
- B. Disposal of demolition debris and construction waste is the responsibility of the contractor. Perform disposal in a manner complying with all applications of federal, state, local regulations and sections within this project manual.
- C. Comply with the published recommendations and instruction of the roofing membrane manufacturer.
- D. Commence of work by the contractor shall constitute acknowledgement by the contractor that this specification can be satisfactorily executed, under the project conditions and with all necessary prerequisites for warranty acceptance by roofing membrane manufacturer. Any modification of the Contract Sum will be made in accordance with the stipulations of the contract Documents stated elsewhere.

1.3 DEFINITIONS

- A. Roofing Terminology: See ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definitions of terms related to roofing work in this Section.

1.4 PRE-BID AND PRE-INSTALLATION MEETINGS

- A. Pre-bid, refer to Section d for pre-bid meeting.
- B. Project meeting, Section 01 31 19 for pre-installation and project meetings.

1.5 ACTION SUBMITTALS

- A. Product Data Sheets: Provide membrane manufacturer's product data sheets for all components of the roofing system, including insulation and fasteners, comply with the specific requirements with the membrane manufacturer's requirements and recommendations for the system type specified; including data for each product used in conjunction with the roofing membrane.
- B. Installation instructions: Provide manufacturer's instruction to installer, marked up to show exactly how all components will be installed; where instructions allow installer options, clearly indicate which option will be used.
- C. Shop Drawings: Include roof plans, sections, details, and attachments to other work, including the following:
 - 1. Layout and thickness of insulation.
 - 2. Base flashings, membrane terminations, expansion joints, scupper and drain details.
 - 3. Flashing details at penetrations, wall and parapets.
- D. Samples for Verification: For the following products:
 - 1. Ballast.
 - 2. Paint samples for patching exterior through wall scupper.
 - 3. Metal flashing.

1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and Manufacturer.
- B. Manufacturer Certificates:
 - 1. Performance Requirement Certificate: Signed by roof membrane manufacturer, certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
 - a. Submit evidence of complying with performance requirements.
 - 2. Special Warranty Certificate: Signed by roof membrane manufacturer, certifying that all materials supplied under this Section are acceptable for special warranty.
- C. Product Test Reports: For components of roof membrane and insulation, for tests performed by a qualified testing agency, indicating compliance with specified requirements.
- D. Sample Warranties: For manufacturer's special warranties.

1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For roofing system to include in maintenance manuals.
 - 1. Submittals

2. As built shop drawings, including a roof plan showing areas of metal deck repair.
3. Warranties
4. Include in electronic format as specified under Section 01 78 23 "Operation and Maintenance Data."

B. Certified statement from existing roof membrane manufacturer stating that existing roof warranty has not been affected by Work performed under this Section.

1.8 QUALITY ASSURANCE

A. Installer Qualifications: A qualified firm that is approved, authorized, or licensed by roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's special warranty. The warranty shall be provided by the primary roofing contractor, not a subcontractor of the primary roofing contractor.

1.9 DELIVERY, STORAGE, AND HANDLING

A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.

B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.

1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.

C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.

D. Handle and store roofing materials, and place equipment in a manner to avoid permanent deflection of deck.

1.10 FIELD CONDITIONS

A. Special Warranty: Manufacturer agrees to repair or replace components of roofing system that fail in materials or workmanship within specified warranty period.

1. Special warranty includes roof membrane, base flashings, and other components of roofing system with a wind speed coverage rating of 55 mph.

- a. Limits of liability: No dollar limitation.
- b. Scope of Coverage: Repair leaks in the roofing system caused by:

- 1) Ordinary wear and tear on the elements.
- 2) Manufacturing defect in Manufacturer brand materials.
- 3) Defective workmanship used to install these materials.
- 4) Damage due to winds up to 55 mph.

- c. Not Covered:
 - 1) Damage due to winds in excess of 55 mph. ii.
 - 2) Damage due to hurricanes or tornados.
 - 3) Hail
 - 4) Intentional damage
 - 5) Unintentional damage due to normal rooftop inspections, maintenance, or service.
- 2. Warranty Period: Twenty (20) years from Date of Substantial Completion.
- B. Special Project Warranty: Submit roofing Installer's warranty, on warranty form at end of this Section, signed by Installer, covering the Work of this Section, including all components of roofing system such as roof membrane, base flashing, roof insulation, fasteners, roof pavers, for the following warranty period:
 - 1. Warranty Period: Two (2) years from Date of Substantial Completion.
 - 2. Existing Roof Warranty: Maly Roofing Inc., 4202 Robertson Road, Madison WI> 53714, (608) 249-7663.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed roofing system and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Roofing and flashings shall remain watertight.
 - 1. Accelerated Weathering: Roof membrane shall withstand 2000 hours of exposure when tested according to ASTM G 152, ASTM G 154, or ASTM G 155.
 - 2. Impact Resistance: Roof membrane shall resist impact damage when tested according to ASTM D 3746, ASTM D 4272, or the Resistance to Foot Traffic Test in FM Approvals 4470.
- B. Material Compatibility: Roofing materials shall be compatible with one another and adjacent materials under conditions of service and application required, as demonstrated by roof membrane manufacturer based on testing and field experience.
- C. Wind Uplift Resistance: Design roofing system to resist the following wind uplift pressures when tested according to FM Approvals 4474, UL 580, or UL 1897:
 - 1. Zone 1 (Roof Area Field): 10 lbs/square foot
 - 2. Zone 2 (Roof Area Perimeter): 12 lbs /square foot
 - a. Location: From roof edge to 12.0 feet inside roof edge.
 - 3. Zone 3 (Roof Area Corners): 12 lbs /square foot
 - a. Location: 12.0 feet in each direction from building corner

- D. Exterior Fire-Test Exposure: ASTM E 108 or UL 790, Class A; for application and roof slopes indicated; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
- E. Fire-Resistance Ratings: Comply with fire-resistance-rated assembly designs indicated. Identify products with appropriate markings of applicable testing agency.

2.2 ETHYLENE-PROPYLENE-DIENE-TERPOLYMER (EPDM) ROOFING

- A. EPDM Sheet: ASTM D 4637/D 4637M, Type I, non-reinforced EPDM sheet with factory-applied seam tape.
 - 1. Approved Manufacturer: (NO SUBSTITUTIONS) The owner recently completed a reroofing project on the bus storage facility. The roof system for the addition shall receive the same roofing manufacturer's warranty.
 - a. Firestone Building Products: RubberGard™ EPDM Ballasted Membrane Roof System.
 - 2. Thickness: 60 nominal.
 - 3. Exposed Face Color: black
 - 4. Source Limitations: Obtain roof membrane manufacturer components for roofing system from roof membrane manufacturer or manufacturers approved by roof membrane manufacturer.

2.3 AUXILIARY ROOFING MATERIALS

- A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with other roofing components.
 - 1. Adhesive and Sealants: Comply with VOC limits of authorities having jurisdiction.
- B. Sheet Flashing: 60-mil thick EPDM, partially cured or cured, according to application.
- C. Slip Sheet: Manufacturer's standard, of thickness required for application.
- D. Prefabricated Pipe Flashings: As recommended by roof membrane manufacturer.
- E. Roof Vents: As recommended by roof membrane manufacturer.
 - 1. Size: Not less than 4-inch diameter.
- F. Pourable Sealer: Two-part polyurethane, two-color for reliable mixing; Pourable Sealer by manufacturer.
- G. Bonding Adhesive: Manufacturer's standard.
- H. Seaming Material: Single-component, butyl splicing adhesive and splice cleaner or Manufacturer's standard, synthetic-rubber polymer primer and 3-inch wide minimum, butyl splice tape with release film or Factory-applied seam tape, width as recommended by manufacturer.

- I. Lap Sealant: Manufacturer's standard, single-component sealant, colored to match membrane roofing.
- J. Water Cutoff Mastic: Manufacturer's standard butyl mastic sealant.
- K. Metal Termination Bars: Manufacturer's standard, predrilled stainless steel or aluminum bars, approximately 1 by 1/8 inch thick; with anchors.
- L. Metal Battens: Manufacturer's standard, aluminum-zinc-alloy-coated or zinc-coated steel sheet, approximately 1 inch wide by 0.05 inch thick, pre-punched.
- M. Ballast Retaining Bar: Perimeter securement system consisting of a slotted extruded-aluminum retention bar with an integrated compression fastening strip.
 - 1. Fasteners: 1½ inch (38-mm) stainless steel fasteners with neoprene washers.
- N. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion- resistance provisions in FM Approvals 4470, designed for fastening components to substrate, and acceptable to roofing system manufacturer.
- O. Sheet Metal Accessories
 - 1. Metal Roof Edging and Fascia: Continuous metal edge member serving as termination of roof membrane and retainer for metal fascia; watertight with no exposed fasteners; mounted to roof edge nailer.
 - a. Wind Performance:
 - 1) Membrane Pull-Off Resistance: 100 lbs/ft. (1460 N/m), minimum, when tested in accordance with ANSI/SPRI ES-1 Test Method RE-1, current edition.
 - 2) Fascia Pull-Off Resistance: At least the minimum required when tested in accordance with ANSI/SPRI ES-1 Test Method RE-2, current edition.
 - 3) Fascia Pull-Off Resistance: At least the minimum required when tested in accordance with ANSI/SPRI ES-1 Test Method RE-2, current edition.
 - b. Description: Two-piece; 45 degree sloped galvanized steel sheet edge member securing top and bottom edges of formed metal fascia; Firestone EdgeGard or equivalent.
 - c. Fascia Face Height: Varies, field measure and refer to plans.
 - d. Fascia Material and Finish: 24 gage, 0.024 inch (0.06 mm) galvanized steel with Kynar 500 finish; matching concealed joint splice plates; factory-installed protective plastic film.
 - 1) Color: To match adjacent Metal Wall Panels – Custom Colors required.
 - e. Length: 144 inches.
 - f. Functional Characteristics: Fascia retainer supports while allowing for free thermal cycling of fascia.

- g. Aluminum Bar: Continuous 6063-T6 alloy aluminum extrusion with pre-punched slotted holes; miters welded; injection molded EPDM splices to allow thermal expansion.
 - h. Anchor Bar Cleat: 20 gage, 0.036 inch (0.9 mm) G90 coated commercial type galvanized steel with pre-punched holes.
 - i. Scuppers: Welded watertight
2. Parapet Copings: Formed metal coping with galvanized steel anchor/support cleats for capping any parapet wall; watertight, maintenance free, without exposed fasteners; butt type joints with concealed splice plates; mechanically fastened as indicated; Firestone PTCF or equivalent.
- a. Wind Performance:
 - 1) At least the minimum required when tested in accordance with ANSI/SPRI ES-1 Test Method RE-3, current edition.
 - b. Description: Coping sections allowed to expand and contract freely while locked in place on anchor cleats by mechanical pressure from hardened stainless steel springs factory attached to anchor cleats; 8 inch wide splice plates with factory applied dual non-curing sealant strips capable of providing watertight seal.
 - c. Material and Finish: 24 gage, 0.024 inch (0.06 mm) thick galvanized steel with Kynar 500 finish; matching concealed joint splice plates; factory-installed protective plastic film.
 - 1) Color: To match adjacent Metal Wall Panels – Custom Colors required.
 - d. Dimensions:
 - 1) Wall Width: As indicated on the drawings.
 - 2) Piece Length: Minimum 144 inches.
 - e. Fasteners: Factory-furnished; electrolytically compatible; minimum pull out resistance of 240 pounds for actual substrate used; no exposed fasteners.

P. Accessory Materials

- 1. Wood Nailers: PS 20 dimension lumber, Structural Grade No. 2 or better Southern Pine, Douglas Fir; or PS 1, APA Exterior Grade plywood.
 - a. Width: 3½ inches nominal minimum, as determined during demolition, as indicated on plans or as wide as the nailing flange of the roof accessory to be attached to it.
 - b. Thickness: Same as thickness of roof insulation, as determined during demolition or as indicated on plans.
- 2. Roof Drains: Cast iron body, secured cast iron dome, 15” round, bottom outlet, flashing clamp, ravel stop, underdeck clamp, bearing pan, adjustable extension to match insulation thickness, outlet size as indicated on plans.

- a. Acceptable Manufacturers: Zurn (Z-100), Smith (1010), Wade (3000), Josam (21500), Watts (RD-300), Mifab (R1200)
3. Lambs Tongue Downspout Nozzle: Bronze Body, Integral Anchoring Flange, removable Stainless Steel Screen, outlet Size 6".
 - a. Acceptable Manufacturers: Zurn (Z-199), Smith (1770), Wade (3940), Josam (25010), Watts (RD-940), Mifab (R1940)
- Q. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, molded pipe boot flashings, preformed inside and outside corner sheet flashings, reinforced EPDM securement strips, T-joint covers, in-seam sealants, termination reglets, cover strips, and other accessories.

2.4 ROOF INSULATION

- A. General: Preformed roof insulation boards manufactured or approved by EPDM roof membrane manufacturer.
- B. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, Class 1, Grade 2, felt or glass-fiber mat facer on both major surfaces.
 1. Compressive Strength: 20 psi.
 2. Size: 48 by 96 inches
- C. Thickness:
 1. Base Layer: 2 inches.
 2. Upper Layer: 2 inches.

2.5 INSULATION ACCESSORIES

- A. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatibility with other roofing system components.
- B. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion- resistance provisions in FM Approvals 4470, designed for fastening roof insulation and cover boards to substrate, and acceptable to roofing system manufacturer.
- C. Tapered Insulation: Provide factory-tapered insulation boards as required for drains.

2.6 BALLAST

- A. General: Contractor has the option to reuse existing ballast or to supply new. If reusing ballast the contractor may need to supply additional ballast material to provide stated wind uplift protection.
- B. Aggregate Ballast: Smooth, washed, riverbed gravel or other acceptable smooth-faced stone that withstands weather exposure without significant deterioration and does not contribute to membrane degradation, of the following size:

1. Size: ASTM D 448, Size 4, ranging in size from ¾ to 1½ inches.

2.7 WALKWAYS

- A. Apply at locations as shown on plans.
- B. Walkway Roof Pavers: Heavyweight, hydraulically pressed concrete units, square edged, factory cast for use as roof pavers; absorption not greater than 5 percent, ASTM C 140/C 140M; no breakage and maximum 1 percent mass loss when tested for freeze-thaw resistance, ASTM C 67; and as follows:
 1. Size: 24 by 24 inches. Manufacture pavers to dimensional tolerances of plus or minus 1/16 inch in length, height, and thickness.
 2. Weight: 18 lb. /sq. ft.
 3. Compressive Strength: 7500 psi, minimum.
 4. Colors and Textures: As selected by Owner from manufacturer's standard range.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the Work.
 1. Verify that roof openings and penetrations are in place, curbs are set and braced, and roof- drain bodies are securely clamped in place.
 2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
 3. Inspect steel decking for buckling, rusting and deterioration. Identify areas where decking may need to be replaced and consult with the City Project Manager prior to any replacement work. The City shall be responsible for retaining a Structural Engineer to evaluate any structural deck issues. Do not proceed with roof deck repairs without authorization from the City.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing system installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.

3.3 ROOFING INSTALLATION, GENERAL

- A. Install roofing system according to roofing system manufacturer's written instructions, FM Approvals' RoofNav assembly requirements, and FM Global Property Loss Prevention Data Sheet 1-29.

- B. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at end of workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.

3.4 INSULATION INSTALLATION

- A. Coordinate installing roofing system components so insulation is not exposed to precipitation or left exposed at end of workday.
- B. Comply with roofing system and insulation manufacturer's written instructions for installing roof insulation.
- C. Installation Over Metal Decking:
1. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows end joints staggered not less than 12 inches in adjacent rows and with long joints continuous at right angle to flutes of decking.
 - a. Locate end joints over crests of decking.
 - b. Where installing composite and non-composite insulation in two or more layers, install non-composite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
 - c. Where installing composite and non-composite insulation in two or more layers, install non-composite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
 - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
 - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches (except for secondary overflow roof drains).
 - 1) Trim insulation so that water flow is unrestricted.
 - f. Fill gaps exceeding 1/4 inch with insulation.
 - g. Cut and fit insulation within 1/4 inch (6 mm) of nailers, projections, and penetrations.
 - h. Loosely lay base layer of insulation units over substrate.
 2. Install upper layers of insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
 - a. Staggered end joints within each layer not less than 24 inches in adjacent rows.
 - b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
 - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
 - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.

- e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches (except for secondary overflow roof drains).
- f. Trim insulation so that water flow is unrestricted.
- g. Fill gaps exceeding ¼ inch with insulation.
- h. Cut and fit insulation within ¼ inch of nailers, projections, and penetrations.
- i. Loosely lay each layer of insulation units over substrate.

3.5 LOOSELY LAID AND BALLASTED MEMBRANE ROOFING INSTALLATION

- A. Loosely lay roof membrane over area to receive roofing according to roofing system manufacturer's written instructions.
- B. Unroll roof membrane and allow to relax before installing.
- C. Comply with requirements in SPRI RP-4 for System 1.
- D. Accurately align roof membrane, without stretching, and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- E. Apply roof membrane with side laps shingled with slope of deck where possible.
- F. Adhesive Seam Installation: Clean both faces of splice areas, apply splicing cement.
 - 1. Firmly roll side and end laps of overlapping roof membrane to ensure a watertight seam installation.
 - 2. Apply lap sealant and seal exposed edges of roofing terminations.
 - 3. Apply a continuous bead of in-seam sealant before closing splice if required by roofing system manufacturer.
- G. Tape Seam Installation: Clean and prime both faces of splice areas, apply splice tape.
 - 1. Firmly roll side and end laps of overlapping roof membrane to ensure a watertight seam installation.
 - 2. Apply lap sealant and seal exposed edges of roofing terminations.
- H. Factory-Applied Seam Tape Installation: Clean and prime surface to receive tape.
 - 1. Firmly roll side and end laps of overlapping roof membrane to ensure a watertight seam installation.
 - 2. Apply lap sealant and seal exposed edges of roofing terminations.
- I. Leave seams uncovered until inspected by roofing system manufacturer.
- J. Repair tears, voids, and lapped seams in roof membrane that do not comply with requirements.
- K. Spread sealant or mastic bed over deck-drain flange at roof drains, and securely seal roof membrane in place with clamping ring.

- L. Aggregate Ballast: Apply uniformly over roof membrane at the rate required by roofing system manufacturer, but not less than the following, spreading with care to minimize possibility of damage to roofing system. Lay ballast as roof membrane is installed, leaving roof membrane ballasted at end of workday.
1. Ballast Weight: Size 4 aggregate, 10 lb. /sq. ft. at field.
 2. Ballast Weight: Size 2 4aggregate, 12 lb. /sq. ft. at corners and perimeter.
- M. Roof-Paver: Install roof-paver according to manufacturer's written instructions and at locations noted on plans.

3.6 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories, and adhere to substrates according to roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate, and allow to partially dry. Do not apply to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
- D. Clean splice areas, apply splicing cement, and firmly roll side and end laps of overlapping sheets to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of sheet flashing terminations.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

3.7 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion, in presence of City Project Manager, and to prepare inspection report.
- B. Repair or remove and replace components of roofing system where inspections indicate that they do not comply with specified requirements.

3.8 PROTECTING AND CLEANING

- A. Protect roofing system from damage and wear during remainder of construction period. When remaining construction does not affect or endanger roofing system, inspect roofing system for deterioration and damage, describing its nature and extent in a written report, with copies to City Project Manager and Owner.
- B. Correct deficiencies in or remove roofing system that does not comply with requirements, repair substrates, and repair or reinstall roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

3.9 MANUFACTURER'S WARRANTY

A. Provide manufacturer's twenty (20) year warranty as stated above.

3.10 ROOFING INSTALLER'S WARRANTY

A. WHEREAS _____ of _____, herein called the "Roofing Installer," has performed roofing and associated work ("work") on the following project:

1. Owner: City of Madison
2. Address: 210 Martin Luther King Jr. Blvd. Madison WI 53703
3. Building Name/Type: Madison Metro Bus Garage
4. Address: 1101 East Washington Ave. Madison WI 53703
Area of Work: EPDM Roofing System Patching
5. Acceptance Date:
6. Warranty Period 2 years.
7. Expiration Date:

B. AND WHEREAS Roofing Installer has contracted (either directly with Owner or indirectly as a subcontractor) to warrant said work against leaks and faulty or defective materials and workmanship for designated Warranty Period,

C. NOW THEREFORE Roofing Installer hereby warrants, subject to terms and conditions herein set forth, that during Warranty Period Roofing Installer will, at Roofing Installer's own cost and expense, make or cause to be made such repairs to or replacements of said work as are necessary to correct faulty and defective work and as are necessary to maintain said work in a watertight condition.

D. This Warranty is made subject to the following terms and conditions:

1. Specifically excluded from this Warranty are damages to work and other parts of the building, and to building contents, caused by:
 - a. lightning;
 - b. peak gust wind speed exceeding 55 mph;
 - c. fire;
 - d. failure of roofing system substrate, including cracking, settlement, excessive deflection, deterioration, and decomposition;
 - e. faulty construction of parapet walls, copings, chimneys, skylights, vents, equipment supports, and other edge conditions and penetrations of the work;
 - f. vapor condensation on bottom of roofing; and
 - g. activity on roofing by others, including construction contractors, maintenance personnel, other persons, and animals, whether authorized or unauthorized by Owner.
2. When work has been damaged by any of foregoing causes, Warranty shall be null and void until such damage has been repaired by Roofing Installer and until cost and expense thereof have been paid by Owner or by another responsible party so designated.

3. Roofing Installer is responsible for damage to work covered by this Warranty but is not liable for consequential damages to building or building contents resulting from leaks or faults or defects of work.
4. During Warranty Period, if Owner allows alteration of work by anyone other than Roofing Installer, including cutting, patching, and maintenance in connection with penetrations, attachment of other work, and positioning of anything on roof, this Warranty shall become null and void on date of said alterations, but only to the extent said alterations affect work covered by this Warranty. If Owner engages Roofing Installer to perform said alterations, Warranty shall not become null and void unless Roofing Installer, before starting said work, shall have notified Owner in writing, showing reasonable cause for claim, that said alterations would likely damage or deteriorate work, thereby reasonably justifying a limitation or termination of this Warranty.
5. During Warranty Period, if original use of roof is changed and it becomes used for, but was not originally specified for, a promenade, work deck, spray-cooled surface, flooded basin, or other use or service more severe than originally specified, this Warranty shall become null and void on date of said change, but only to the extent said change affects work covered by this Warranty.
6. Owner shall promptly notify Roofing Installer of observed, known, or suspected leaks, defects, or deterioration and shall afford reasonable opportunity for Roofing Installer to inspect work and to examine evidence of such leaks, defects, or deterioration.
7. This Warranty is recognized to be the only warranty of Roofing Installer on said work and shall not operate to restrict or cut off Owner from other remedies and resources lawfully available to Owner in cases of roofing failure. Specifically, this Warranty shall not operate to relieve Roofing Installer of responsibility for performance of original work according to requirements of the Contract Documents, regardless of whether Contract was a contract directly with Owner or a subcontract with Owner's General Contractor.

E. IN WITNESS THEREOF, this instrument has been duly executed this _____ day of _____, _____.

1. Authorized Signature: _____.
2. Name: _____.
3. Title: _____.

END OF SECTION 07 53 23

**SECTION 07 62 00
SHEET METAL FLASHING AND TRIM**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Sheet metal flashings and trim work.
- B. Formed low-slope roof sheet metal fabrications.

1.3 QUALITY ASSURANCE

- A. Sheet metal fabricator and installer shall have minimum five (5) years experience of shop fabrication and installation of shop fabricated roofing metals and flashings.
- B. Reference Standards
1. ASTM A525 Spec. for Steel Sheet, Zinc Coated (Galvanized) by the Hot Dip Process, Commercial Quality
 2. ASTM B209 Spec. for Aluminum and Aluminum Alloy Sheet and Plate
 3. ASTM C920 Spec. for Elastomeric Joint Sealants
 4. ASTM D746 Test Method for Brittleness Temperature of Plastics and Elastomers by Impact
 5. SMACNA Sheet Metal and Air Conditioning Contractor's National Association Architectural Sheet Metal Manual.

1.4 SUBMITTALS

- A. Refer to Division 01 for General Submittal Requirements.
- B. Product Data: Manufacturer's descriptive literature with technical data indicating materials, tests and installation and storage instructions.
- C. Shop Drawings: Plan layout with dimensions, details indicating profiles, fastening and connection methods and joints. Indicate all components, materials, and finishes.
- D. Samples:
1. Two (2) samples for color and profile approval, printed color samples not allowed. Material samples shall be 4" wide x 12" long.
- E. Warranty.

1.5 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Delivery, storage, and handling shall be accomplished in such a manner as required to prevent damage to components and their finishes.
- B. Materials shall be carefully handled to prevent damage to the surfaces, edges, ends, and shall be stored at the site above the ground in a covered and dry location. Damaged items that cannot be restored to original condition will be rejected.
- C. Factory fabricated items shall be delivered in manufacturer's original unopened containers with brand names and material designation clearly marked thereon.

1.6 WARRANTY

- A. Contractor shall guarantee materials and workmanship to be watertight for two (2) years, along with roofing system.
- B. Manufacturer's twenty (20) year guarantee for colorfastness and finish of standard color prefinished materials and five (5) year guarantee for special custom colors.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Shop fabricated flashings (other than prefabricated parapet copings):
 - 1. Peterson Aluminum Company "Pac-Clad" .040 anodized aluminum stock, thickness as required for application.
 - a. Matching watertight fasteners where exposed.
 - b. Color:
 - 1) As selected from manufacturer's full range. Custom color as required.
 - 2) Metal Panel to concrete flashing: Custom Color to match Metro Navy Blue - Pantone 540.
- B. Prefabricated Coping System
 - 1. Metal Era Company "Perma-Tite" anodized aluminum coping system. Full snap-on design tapered style.
 - a. One piece galvanized metal wall cap with anchor clips both sides.
 - b. Concealed splice plate: Galvanized steel with factory applied sealant.
 - c. Cover: .050" aluminum.
 - d. Color: As selected from manufacturer's full range. Custom color as required to match existing cream color.
 - e. Custom fabricate to dimensions and profile indicated on drawings.
- C. Shop Fabricated Counter Flashings and Reglets

1. Shop fabricate counter flashings to sizes and profile shown on the drawings.
 - a. Concealed: Aluminum .032" thick, mill finish.
 - b. Exposed to view: Anodized Aluminum .032" thick. Color to match coping and/or gravel stop.
 - c. Fabricate all flashings to lock into reglets and have spring pressure onto membrane flashings. Fabricate exposed counterflashings with concealed joint covers.
 - d. Fabricate reglets to accept counterflashings.

D. Shop Fabricated Counter Flashings

1. Shop fabricate counter flashings to sizes and profile shown on the drawings.
 - a. Concealed: Aluminum mill finish.
 - b. Exposed to view: Finish to match gravel stop and coping system.

E. Miscellaneous

1. Fasteners shall be as recommended by manufacturer for type and size for each application except as specified herein.
 - a. Stainless steel fasteners at aluminum - concealed.
 - b. Custom color finish to match aluminum finish at exposed fasteners.
 - c. Expansion anchors shall be drill in type, Tapcon, Phillips, or Rawl.
2. Sealants: Clear silicone GE, Dow, or approved equal.
3. Miscellaneous: Provide all necessary miscellaneous materials required for complete watertight installation as recommended by the manufacturer.

2.2 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
1. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
 2. Obtain field measurements for accurate fit before shop fabrication.
 3. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
 4. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.
- B. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of ¼ inch in 20 feet (6 mm in 6 m) on slope and location lines indicated on Drawings and within 1/8-inch (3-mm) offset of adjoining faces and of alignment of matching profiles.

- C. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to tolerances specified in MCA's "Guide Specification for Residential Metal Roofing."
- D. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
 - 1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch (25 mm) deep, filled with butyl sealant concealed within joints.
 - 2. Use lapped expansion joints only where indicated on Drawings.
- E. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.
- F. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
- G. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard and by FM Global Property Loss Prevention Data Sheet 1-49 for application, but not less than thickness of metal being secured.
- H. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.
- I. Seams: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use.
- J. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer.
- K. Do not use graphite pencils to mark metal surfaces.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General Requirements
 - 1. Entire roofing and flashing systems shall be sealed against moisture penetration.
 - 2. Shop fabricate counter flashings only from approved shop drawings in conformance with the bidding documents.
- B. Workmanship: Design and anchor so work will not be objectionable, distorted, nor flashings seriously stressed from expansion and contraction of metal.
- C. Miscellaneous Roofing Flashings
 - 1. Comply with drawings and roofing manufacturer's requirements for metal flashing and counter flashings.
 - 2. Lap counter flashings minimum of 1" and provide clear sealant at all laps.

D. Gravel Stop/Fascia and Coping Systems

1. In accordance with manufacturer's printed instructions and approved shop drawings.
 - a. Accurate and straight in line with deviation of plane or edges of fascia.
 - b. Allow for expansion and contraction of coping cover.
 - c. Seal all joints beneath face metals to concealed joint covers except expansion joints.
2. Fasten galvanized metal wall cover into wood blocking thru membrane flashing with galvanized roofing nails.

3.2 ADJUST AND CLEAN

- A. Touch up paint all abraded exposed surfaces of prefinished metal.
- B. Clean premises of all litter, dirt and debris created by work of this Section.

END OF SECTION 07 62 00

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SECTION 07 84 13 PENETRATION AND JOINT FIRESTOPPING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Penetrations in fire-resistance-rated walls.
 2. Joints in or between fire-resistance-rated constructions.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Product Schedule: For each penetration firestopping system. Include location, illustration of firestopping system, and design designation of qualified testing and inspecting agency.
1. Engineering Judgments: Where Project conditions require modification to a qualified testing and inspecting agency's illustration for a particular penetration firestopping system, submit illustration, with modifications marked, approved by penetration firestopping system manufacturer's fire-protection engineer as an engineering judgment or equivalent fire-resistance-rated assembly. Obtain approval of authorities having jurisdiction prior to submittal.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For each penetration firestopping system, for tests performed by a qualified testing agency.

1.5 CLOSEOUT SUBMITTALS

- A. Installer Certificates: From Installer indicating that penetration firestopping systems have been installed in compliance with requirements and manufacturer's written instructions.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: A firm that has been approved by FM Approval according to FM Approval 4991, "Approval Standard for Firestop Contractors," or been evaluated by UL and found to comply with its "Qualified Firestop Contractor Program Requirements."

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install penetration firestopping system when ambient or substrate temperatures are outside limits permitted by penetration firestopping system manufacturers or when substrates are wet because of rain, frost, condensation, or other causes.
- B. Install and cure penetration firestopping materials per manufacturer's written instructions using natural means of ventilations or, where this is inadequate, forced-air circulation.

1.8 COORDINATION

- A. Coordinate construction of openings and penetrating items to ensure that penetration firestopping systems can be installed according to specified firestopping system design.
- B. Coordinate sizing of sleeves, openings, core-drilled holes, or cut openings to accommodate penetration firestopping systems.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Fire-Test-Response Characteristics:
 - 1. Perform penetration firestopping system tests by a qualified testing agency acceptable to authorities having jurisdiction.
 - 2. Test per testing standards referenced in "Penetration Firestopping Systems" Article. Provide rated systems complying with the following requirements:
 - a. Penetration firestopping systems shall bear classification marking of a qualified testing agency.
 - 1) UL in its "Fire Resistance Directory."
 - 2) Intertek Group in its "Directory of Listed Building Products."
 - 3) FM Approval in its "Approval Guide."

2.2 PENETRATION FIRESTOPPING SYSTEMS

- A. Penetration Firestopping Systems: Systems that resist spread of fire, passage of smoke and other gases, and maintain original fire-resistance rating of construction penetrated. Penetration firestopping systems shall be compatible with one another, with the substrates forming openings, and with penetrating items if any.
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
 - a. 3M Fire Protection Products.
 - b. Grabber Construction Products.
 - c. Hilti, Inc.
 - d. STC Sound Control.

- e. Tremco, Inc.
- B. Penetrations in Fire-Resistance-Rated Walls: Penetration firestopping systems with ratings determined per ASTM E814 or UL 1479, based on testing at a positive pressure differential of 0.01-inch wg (2.49 Pa).
 - 1. F-Rating: Not less than the fire-resistance rating of constructions penetrated.
- C. Exposed Penetration Firestopping Systems: Flame-spread and smoke-developed indexes of less than 25 and 450, respectively, per ASTM E84.
- D. Accessories: Provide components for each penetration firestopping system that are needed to install fill materials and to maintain ratings required. Use only those components specified by penetration firestopping system manufacturer and approved by qualified testing and inspecting agency for conditions indicated.
 - 1. Permanent forming/damming/backing materials.
 - 2. Substrate primers.
 - 3. Collars.
 - 4. Steel sleeves.

2.3 JOINT FIRESTOPPING SYSTEMS

- A. Joint Firestopping Systems: Systems that resist spread of fire, passage of smoke and other gases, and maintain original fire-resistance rating of assemblies in or between which joint firestopping systems are installed. Joint firestopping systems shall accommodate building movements without impairing their ability to resist the passage of fire and hot gases.
- B. Joints in or between Fire-Resistance-Rated Construction: Provide joint firestopping systems with ratings determined per ASTM E1966 or UL 2079.
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to the following:
 - a. 3M Fire Protection Products.
 - b. ClarkDietrich.
 - c. Hilti, Inc.
 - d. Nelson Firestop; a brand of Emerson Industrial Automation.
 - e. Rockwool International.
 - f. Thermafiber, Inc.; an Owens Corning company.
 - g. Tremco, Inc.
 - 2. Fire-Resistance Rating: Equal to or exceeding the fire-resistance rating of the wall, floor, or roof in or between which it is installed.
- C. Exposed Joint Firestopping Systems: Flame-spread and smoke-developed indexes of less than 25 and 450, respectively, as determined per ASTM E84.

- D. Accessories: Provide components of joint firestopping systems, including primers and forming materials, that are needed to install elastomeric fill materials and to maintain ratings required. Use only components specified by joint firestopping system manufacturer and approved by the qualified testing agency for conditions indicated.

2.4 FILL MATERIALS

- A. Cast-in-Place Firestop Devices: Factory-assembled devices for use in cast-in-place concrete floors and consisting of an outer sleeve lined with an intumescent strip, a flange attached to one end of the sleeve for fastening to concrete formwork, and a neoprene gasket.
- B. Latex Sealants: Single-component latex formulations that do not re-emulsify after cure during exposure to moisture.
- C. Firestop Devices: Factory-assembled collars formed from galvanized steel and lined with intumescent material sized to fit specific diameter of penetrant.
- D. Intumescent Composite Sheets: Rigid panels consisting of aluminum-foil-faced intumescent elastomeric sheet bonded to galvanized-steel sheet.
- E. Intumescent Putties: Nonhardening, water-resistant, intumescent putties containing no solvents or inorganic fibers.
- F. Intumescent Wrap Strips: Single-component intumescent elastomeric sheets with aluminum foil on one side.
- G. Mortars: Prepackaged dry mixes consisting of a blend of inorganic binders, hydraulic cement, fillers and lightweight aggregate formulated for mixing with water at Project site to form a nonshrinking, homogeneous mortar.
- H. Pillows/Bags: Reusable heat-expanding pillows/bags consisting of glass-fiber cloth cases filled with a combination of mineral-fiber, water-insoluble expansion agents, and fire-retardant additives. Where exposed, cover openings with steel-reinforcing wire mesh to protect pillows/bags from being easily removed.
- I. Silicone Foams: Multicomponent, silicone-based liquid elastomers that, when mixed, expand and cure in place to produce a flexible, nonshrinking foam.
- J. Silicone Sealants: Single-component, silicone-based, neutral-curing elastomeric sealants.

2.5 MIXING

- A. Penetration Firestopping Materials: For those products requiring mixing before application, comply with penetration firestopping system manufacturer's written instructions for accurate proportioning of materials, water (if required), type of mixing equipment, selection of mixer speeds, mixing containers, mixing time, and other items or procedures needed to produce products of uniform quality with optimum performance characteristics for application indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Installer present, for compliance with requirements for opening configurations, penetrating items, substrates, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning: Before installing penetration firestopping systems, clean out openings immediately to comply with manufacturer's written instructions and with the following requirements:
 - 1. Remove from surfaces of opening substrates and from penetrating items foreign materials that could interfere with adhesion of penetration firestopping materials.
 - 2. Clean opening substrates and penetrating items to produce clean, sound surfaces capable of developing optimum bond with penetration firestopping materials. Remove loose particles remaining from cleaning operation.
 - 3. Remove laitance and form-release agents from concrete.
- B. Prime substrates where recommended in writing by manufacturer using that manufacturer's recommended products and methods. Confine primers to areas of bond; do not allow spillage and migration onto exposed surfaces.

3.3 INSTALLATION

- A. General: Install penetration and joint firestopping systems to comply with manufacturer's written installation instructions and published drawings for products and applications.
- B. Install forming materials and other accessories of types required to support fill materials during their application and in the position needed to produce cross-sectional shapes and depths required to achieve fire ratings.
 - 1. After installing fill materials and allowing them to fully cure, remove combustible forming materials and other accessories not forming permanent components of firestopping.
- C. Install fill materials by proven techniques to produce the following results:
 - 1. Fill voids and cavities formed by openings, forming materials, accessories and penetrating items to achieve required fire-resistance ratings.
 - 2. Apply materials so they contact and adhere to substrates formed by openings and penetrating items.
 - 3. For fill materials that will remain exposed after completing the Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.

3.4 IDENTIFICATION

- A. Wall Identification: Permanently label walls containing penetration firestopping systems with the words "FIRE AND/OR SMOKE BARRIER - PROTECT ALL OPENINGS," using lettering not less than 3 inches (76 mm) high and with minimum 0.375-inch (9.5-mm) strokes.
1. Locate in accessible concealed floor, floor-ceiling, or attic space at 15 feet (4.57 m) from end of wall and at intervals not exceeding 30 feet (9.14 m).
- B. Penetration Identification: Identify each penetration firestopping system with legible metal or plastic labels. Attach labels permanently to surfaces adjacent to and within 6 inches (150 mm) of penetration firestopping system edge so labels are visible to anyone seeking to remove penetrating items or firestopping systems. Use mechanical fasteners or self-adhering-type labels with adhesives capable of permanently bonding labels to surfaces on which labels are placed. Include the following information on labels:
1. The words "Warning - Penetration Firestopping - Do Not Disturb. Notify Building Management of Any Damage."
 2. Contractor's name, address, and phone number.
 3. Designation of applicable testing and inspecting agency.
 4. Date of installation.
 5. Manufacturer's name.
 6. Installer's name.
- C. Joint Identification: Identify joint firestopping systems with legible metal or plastic labels. Attach labels permanently to surfaces adjacent to and within 6 inches (150 mm) of joint edge so labels are visible to anyone seeking to remove or joint firestopping system. Use mechanical fasteners or self-adhering-type labels with adhesives capable of permanently bonding labels to surfaces on which labels are placed. Include the following information on labels:
1. The words "Warning - Joint Firestopping - Do Not Disturb. Notify Building Management of Any Damage."
 2. Contractor's name, address, and phone number.
 3. Designation of applicable testing agency.
 4. Date of installation.
 5. Manufacturer's name.
 6. Installer's name.

3.5 FIELD QUALITY CONTROL

- A. Where deficiencies are found or penetration firestopping system is damaged or removed because of testing, repair or replace penetration firestopping system to comply with requirements.
- B. Proceed with enclosing penetration firestopping systems with other construction only after inspection reports are issued and installations comply with requirements.

3.6 CLEANING AND PROTECTION

- A. Clean off excess fill materials adjacent to openings as the Work progresses by methods and with cleaning materials that are approved in writing by penetration firestopping system manufacturers and that do not damage materials in which openings occur.
- B. Provide final protection and maintain conditions during and after installation that ensure that penetration firestopping systems are without damage or deterioration at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, immediately cut out and remove damaged or deteriorated penetration firestopping material and install new materials to produce systems complying with specified requirements.

END OF SECTION 07 84 13

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SECTION 07 92 00 JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Silicone joint sealants.
 2. Urethane joint sealants.
 3. Latex joint sealants.

1.3 ACTION SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Installer's Qualifications: Provide manufacturer's letter indicating the installer meets the requirements of the "Quality Assurance" Article in this Section.

1.4 CLOSEOUT SUBMITTALS

- A. Warranty: Provide special warranties noted in "Quality Assurance" Article in this Section as part of the Operation and Maintenance Manual as specified in Section 01 78 23.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
- B. Source Limitations: Obtain each kind of joint sealant from single source from single manufacturer.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to Project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration date, pot life, curing time, and mixing instructions for multicomponent materials.
- B. Store and handle materials in compliance with manufacturer's written instructions to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.7 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F (5 deg C).
 2. When joint substrates are wet.
 3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
 4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

1.8 WARRANTY

- A. Special Installer's Warranty: Manufacturer's standard form in which Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Two (2) years from date of Substantial Completion.
- B. Manufacturer's Warranty: Manufacturer's standard form in which joint-sealant manufacturer agrees to furnish joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Two (2) years from date of Substantial Completion.
- C. Warranties specified in this article exclude deterioration or failure of joint sealants from the following:
1. Movement of the structure caused by structural settlement or errors attributable to design or construction resulting in stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
 2. Disintegration of joint substrates from natural causes exceeding design specifications.
 3. Mechanical damage caused by individuals, tools, or other outside agents.
 4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 - PRODUCTS

2.1 PRODUCTS AND MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the products specified. Manufacturers' names and products are given to clarify the designer's intent and are not intended to limit selection of similar products from acceptable manufacturers.

2.2 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- C. Stain-Test-Response Characteristics: Where sealants are specified to be nonstaining to porous substrates, provide products that have undergone testing according to ASTM C 1248 and have not stained porous joint substrates indicated for Project.
- D. Colors of Exposed Joint Sealants: As selected by COR from manufacturer's full range.

2.3 SILICONE JOINT SEALANTS

- A. (JS-1) Single-Component, Nonsag, Neutral-Curing Silicone Joint Sealant: ASTM C 920, Type S, Grade NS, Class 50, for Use NT.
 - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Dow Corning Corporation; 799.
 - b. Polymeric Systems, Inc.; PSI-631.
 - c. Pecora Corporation; 898
 - d. Tremco Incorporated; Tremsil 600.

2.4 URETHANE JOINT SEALANTS

- A. (JS-2) Multicomponent, Nonsag, Urethane Joint Sealant: ASTM C 920, Type M, Grade NS, Class 50, for Use NT, M, A, and O.
 - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Pecora Corporation; Dynatrol II.
 - b. Polymeric Systems, Inc.; PSI-270.
 - c. Tremco Incorporated; Dymeric 240.
- B. (JS-3) Multicomponent, Nonsag, Traffic-Grade, Urethane Joint Sealant: ASTM C 920, Type M, Grade NS, Class 25, for Use NT, T, M, A, and O.
 - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. BASF Building Systems; Sonolastic NP 2.
 - b. Pecora Corporation; Dynatred.

- c. Tremco Incorporated; Vulkem 227.

2.5 LATEX JOINT SEALANTS

- A. (JS-4) Latex Joint Sealant: Acrylic latex or siliconized acrylic latex, mildew-resistant, ASTM C 834, Type OP, Grade NF.
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. BASF Building Systems; Sonolac.
 - b. Bostik, Inc.; Chem-Calk 600.
 - c. Pecora Corporation; AC-20+.
 - d. Schnee-Morehead, Inc.; SM 8200.
 - e. Tremco Incorporated; Tremflex 834.

2.6 JOINT SEALANT BACKING

- A. General: Provide sealant backings of material that are nonstaining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin) Type O (open-cell material, not for horizontal applications) Type B (bicellular material with a surface skin, not for horizontal applications) or any of the preceding types, as approved in writing by joint-sealant manufacturer for joint application indicated, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
 - a. Concrete.
 - b. Masonry.
 - 3. Remove laitance and form-release agents from concrete.
 - 4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
 - a. Metal.
 - b. Glass.
 - c. Porcelain enamel.
 - d. Glazed surfaces of ceramic tile.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint profile per Figure 8A in ASTM C 1193, unless otherwise indicated.
- F. Acoustical Sealant Installation: At sound-rated assemblies and elsewhere as indicated, seal construction at perimeters, behind control joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and with manufacturer's written recommendations.

3.4 FIELD QUALITY CONTROL

- A. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:
 - 1. Extent of Testing: Test completed and cured sealant joints as follows:
 - a. Perform 10 tests for the first 1000 feet (300 m) of joint length for each kind of sealant and joint substrate.

- b. For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
 2. Inspect tested joints and report on the following:
 - a. Whether sealants filled joint cavities and are free of voids.
 - b. Whether sealant dimensions and configurations comply with specified requirements.
 - c. Whether sealants in joints connected to pulled-out portion failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. Compare these results to determine if adhesion passes sealant manufacturer's field-adhesion hand-pull test criteria.
 3. Record test results in a field-adhesion-test log. Include dates when sealants were installed, names of persons who installed sealants, test dates, test locations, whether joints were primed, adhesion results and percent elongations, sealant fill, sealant configuration, and sealant dimensions.
 4. Repair sealants pulled from test area by applying new sealants following same procedures used originally to seal joints. Ensure that original sealant surfaces are clean and that new sealant contacts original sealant.
- B. Evaluation of Field-Adhesion Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates during testing or to comply with other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.

3.5 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.6 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

3.7 JOINT-SEALANT SCHEDULE

- A. Joint-Sealant Application: Exterior and interior joints in horizontal traffic surfaces. (JS-3)
 1. Joint Locations:
 - a. Isolation and contraction joints in cast-in-place concrete slabs.

- b. Control joints between concrete slabs and foundation walls, or other slab penetrations.
 - c. Joints between different materials listed above.
 - d. Other joints as indicated.
 2. Urethane Joint Sealant: Multicomponent, nonsag, traffic grade, Class 25.
 3. Joint-Sealant Color: As selected by COR from manufacturer's full range of colors.
- B. Joint-Sealant Application: Exterior joints in vertical surfaces and horizontal nontraffic surfaces. (JS-2)
 1. Joint Locations:
 - a. Construction joints in cast-in-place concrete, non-traffic conditions.
 - b. Control and expansion joints in unit masonry.
 - c. Joints between metal panels, where indicated.
 - d. Joints at perimeter of aluminum storefront and window assemblies
 - e. Sealed joints associated with terra cotta rainscreen systems.
 - f. Joints between different materials listed above and at exterior wall penetrations through the above materials and assemblies.
 - g. Perimeter joints between materials listed above and frames of doors, windows, and louvers.
 - h. Control and expansion joints in soffits and other overhead surfaces.
 - i. Other joints as indicated.
 2. Urethane Joint Sealant: Multicomponent, nonsag, Class 50.
 3. Joint-Sealant Color: As selected by COR from manufacturer's full range of colors.
- C. Joint-Sealant Application: Interior joints in vertical surfaces and horizontal nontraffic surfaces (JS-1).
 1. Joint Locations:
 - a. Control and expansion joints on exposed interior surfaces of exterior walls.
 - b. Perimeter joints of exterior openings where indicated.
 - c. Tile control and expansion joints.
 - d. Vertical joints on exposed surfaces of interior unit masonry walls and partitions.
 - e. Perimeter joints between interior wall surfaces and frames of interior doors windows, and mechanical/electrical components.
 - f. Other joints as indicated.
 2. Silicone Joint Sealant: Single component, nonsag, neutral curing, Class 50.
 3. Joint-Sealant Color: As selected by COR from manufacturer's full range of colors.
- D. Joint-Sealant Application: Mildew-resistant interior joints in vertical surfaces and horizontal nontraffic surfaces (JS-4).
 1. Joint Sealant Location:

- a. Joints between plumbing fixtures and adjoining walls, floors, and counters.
 - b. Other joints as indicated.
 2. Joint Sealant: Acrylic latex or siliconized acrylic latex.
 3. Joint-Sealant Color: As selected by COR from manufacturer's full range of colors.
- E. Joint-Sealant Application: Interior acoustical joints in vertical surfaces and horizontal nontraffic surfaces (JS-5).
1. Joint Location:
 - a. Acoustical joints where indicated.
 - b. Other joints as indicated.
 2. Joint Sealant: Acoustical.
 3. Joint-Sealant Color: As selected by COR from manufacturer's full range.

END OF SECTION 07 92 00

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**SECTION 09 22 16
NON-STRUCTURAL METAL FRAMING**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
1. Non-load-bearing steel framing systems for interior partitions.
 2. Suspension systems for interior ceilings and soffits.
 3. Grid suspension systems for gypsum board ceilings.

1.3 PERFORMANCE REQUIREMENTS

- A. Delegated Design: The design of wall studs over nine feet high, including comprehensive engineering analysis shall be completed by a qualified professional engineer.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Delivery: In original unopened packaging or bundles, with manufacturer's labels intact and legible.
- B. Storage: For metal studs, in enclosed shelter providing protection from damage and exposure to weather, elevated above soil and concrete on wood sleepers.
- C. Handling: Promptly remove damaged or deteriorated products from site.

1.6 PROJECT CONDITIONS

- A. Environmental Conditions: In cold weather and during gypsum board application and finishing, maintain temperature within building between 55 degrees F and 70 degrees F.

PART 2 - PRODUCTS

2.1 NON-LOAD-BEARING STEEL FRAMING, GENERAL

- A. Framing Members, General: Comply with ASTM C 754 for conditions indicated.

1. Steel Sheet Components: Comply with ASTM C 645 requirements for metal, unless otherwise indicated.
2. Protective Coating: ASTM A 653/A 653M, G40, hot-dip galvanized, unless otherwise indicated.

2.2 SUSPENSION SYSTEM COMPONENTS

- A. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- diameter wire, or double strand of 0.0475-inch- diameter wire. B. Hanger Attachments to Concrete:
1. Anchors: Fabricated from corrosion-resistant materials with holes or loops for attaching wire hangers and capable of sustaining, without failure, a load equal to 5 times that imposed by construction as determined by testing according to ASTM E 488 by an independent testing agency.
 - a. Type: Cast-in-place anchor, designed for attachment to concrete forms.
- B. Wire Hangers: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.162-inch diameter.
- C. Flat Hangers: Steel sheet, 1 by 3/16 inch by length indicated.
- D. Carrying Channels: Cold-rolled, commercial-steel sheet with a base-metal thickness of 0.0538 inch and minimum 1/2-inch- wide flanges.
1. Depth: As indicated on Drawings or 2½ inches.
- E. Furring Channels (Furring Members):
1. Cold-Rolled Channels: 0.0538-inch bare-steel thickness, with minimum 1/2-inch-wide flanges, 3/4 inch deep.
 2. Steel Studs: ASTM C 645.
 - a. Minimum Base-Metal Thickness: 0.0179 inch.
 - b. Depth: As indicated on Drawings.
 3. Hat-Shaped, Rigid Furring Channels: ASTM C 645, 7/8 inch deep.
 - a. Minimum Base Metal Thickness: As indicated on Drawings or 0.0179 inch.
 4. Resilient Furring Channels: ½-inch- deep members designed to reduce sound transmission.
 - a. Configuration: Asymmetrical or hat shaped.
- F. Grid Suspension System for Ceilings: ASTM C 645, direct-hung system composed of main beams and cross-furring members that interlock.

2.3 STEEL FRAMING FOR FRAMED ASSEMBLIES

- A. Steel Studs and Runners: ASTM C 645.
1. Minimum Base-Metal Thickness: 0.0179 inch or to suite size per manufacturer standard.
 2. Depth: As indicated on Drawings.
- B. Slip-Type Head Joints: Where indicated, provide one of the following:
1. Single Long-Leg Runner System: ASTM C 645 top runner with 2-inch- deep flanges in thickness not less than indicated for studs, installed with studs friction fit into top runner and with continuous bridging located within 12 inches of the top of studs to provide lateral bracing.
 2. Double-Runner System: ASTM C 645 top runners, inside runner with 2-inch-deep flanges in thickness not less than indicated for studs and fastened to studs, and outer runner sized to friction fit inside runner.
 3. Deflection Track: Steel sheet top runner manufactured to prevent cracking of finishes applied to interior partition framing resulting from deflection of structure above; in thickness not less than indicated for studs and in width to accommodate depth of studs.
- C. Firestop Tracks: Top runner manufactured to allow partition heads to expand and contract with movement of the structure while maintaining continuity of fire-resistance-rated assembly indicated; in thickness not less than indicated for studs and in width to accommodate depth of studs.
- D. Flat Strap and Backing Plate: Steel sheet for blocking and bracing in length and width indicated.
1. Minimum Base-Metal Thickness: 0.0179 inch.
- E. Cold-Rolled Channel Bridging: 0.0538-inch bare-steel thickness, with minimum 1/2-inch-wide flanges.
1. Depth: As indicated on Drawings.
 2. Clip Angle: Not less than 1-1/2 by 1-1/2 inches, 0.068-inch- thick, galvanized steel.
- F. Hat-Shaped, Rigid Furring Channels: ASTM C 645.
1. Minimum Base Metal Thickness: 0.0179 inch.
 2. Depth: As indicated on Drawings.
- G. Resilient Furring Channels: 1/2-inch- deep, steel sheet members designed to reduce sound transmission.
1. Configuration: Asymmetrical or hat shaped.
- H. Cold-Rolled Furring Channels: 0.0538-inch bare-steel thickness, with minimum 1/2-inch-wide flanges.

1. Depth: As indicated on Drawings.
 2. Furring Brackets: Adjustable, corrugated-edge type of steel sheet with minimum bare-steel thickness of 0.0312 inch.
 3. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch-diameter wire, or double strand of 0.0475-inch-diameter wire.
- I. Z-Shaped Furring: With slotted or nonslotted web, face flange of 1-1/4 inches, wall attachment flange of 7/8 inch, minimum bare-metal thickness of 0.0179 inch, and depth required to fit insulation thickness indicated.

2.4 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards.
1. Fasteners for Metal Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.
 2. Isolation Strip at Exterior Walls: Provide one of the following:
 1. Asphalt-Saturated Organic Felt: ASTM D 226, Type I (No. 15 asphalt felt), nonperforated.
 2. Foam Gasket: Adhesive-backed, closed-cell vinyl foam strips that allow fastener penetration without foam displacement, 1/8 inch thick, in width to suit steel stud size.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Suspended Assemblies: Coordinate installation of suspension systems with installation of overhead structure to ensure that inserts and other provisions for anchorages to building structure have been installed to receive hangers at spacing required to support the Work and that hangers will develop their full strength.
1. Furnish concrete inserts and other devices indicated to other trades for installation in advance of time needed for coordination and construction.
- B. Coordination with Sprayed Fire-Resistive Materials:
1. Before sprayed fire-resistive materials are applied, attach offset anchor plates or ceiling tracks to surfaces indicated to receive sprayed fire-resistive materials. Where offset anchor plates are required, provide continuous plates fastened to building structure not more than 24 inches (610 mm) o.c.

2. After sprayed fire-resistive materials are applied, remove them only to extent necessary for installation of non-load-bearing steel framing. Do not reduce thickness of fire-resistive materials below that are required for fire-resistance ratings indicated. Protect adjacent fire-resistive materials from damage.

3.3 INSTALLATION, GENERAL

- A. Installation Standard: ASTM C 754, except comply with framing sizes and spacing indicated.
 1. Gypsum Board Assemblies: Also comply with requirements in ASTM C 840 that apply to framing installation.
- B. Install framing and accessories plumb, square, and true to line, with connections securely fastened.
- C. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- D. Install bracing at terminations in assemblies.
- E. Do not bridge building control and expansion joints with non-load-bearing steel framing members. Frame both sides of joints independently.

3.4 INSTALLING SUSPENSION SYSTEMS

- A. Install suspension system components in sizes and spacings indicated on Drawings, but not less than those required by referenced installation standards for assembly types and other assembly components indicated.
- B. Isolate suspension systems from building structure where they abut or are penetrated by building structure to prevent transfer of loading imposed by structural movement.
- C. Suspend hangers from building structure as follows:
 1. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or suspension system.
 - a. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
 2. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with locations of hangers required to support standard suspension system members, install supplemental suspension members and hangers in the form of trapezes or equivalent devices.
 - a. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced installation standards.

3. Wire Hangers: Secure by looping and wire tying, either directly to structures or to inserts, eye screws, or other devices and fasteners that are secure and appropriate for substrate, and in a manner that will not cause hangers to deteriorate or otherwise fail.
 4. Flat Hangers: Secure to structure, including intermediate framing members, by attaching to inserts, eye screws, or other devices and fasteners that are secure and appropriate for structure and hanger, and in a manner that will not cause hangers to deteriorate or otherwise fail.
 5. Do not attach hangers to steel roof deck.
 6. Do not attach hangers to permanent metal forms. Furnish cast-in-place hanger inserts that extend through forms.
 7. Do not attach hangers to rolled-in hanger tabs of composite steel floor deck.
 8. Do not connect or suspend steel framing from ducts, pipes, or conduit.
- D. Seismic Bracing: Sway-brace suspension systems with hangers used for support.
- E. Installation Tolerances: Install suspension systems that are level to within 1/8 inch in 12 feet measured lengthwise on each member that will receive finishes and transversely between parallel members that will receive finishes.

3.5 INSTALLING FRAMED ASSEMBLIES

- A. Where studs are installed directly against exterior masonry walls or dissimilar metals at exterior walls, install isolation strip between studs and exterior wall.
- B. Install studs so flanges within framing system point in same direction.
- C. Install tracks (runners) at floors and overhead supports. Extend framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Continue framing around ducts penetrating partitions above ceiling.
1. Slip-Type Head Joints: Where framing extends to overhead structural supports, install to produce joints at tops of framing systems that prevent axial loading of finished assemblies.
 2. Door Openings: Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.
 - a. Install two studs at each jamb, unless otherwise indicated.
 - b. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch clearance from jamb stud to allow for installation of control joint in finished assembly.
 - c. Extend jamb studs through suspended ceilings and attach to underside of overhead structure.
 3. Other Framed Openings: Frame openings other than door openings the same as required for door openings, unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
 4. Curved Partitions:

- a. Bend track to uniform curve and locate straight lengths so they are tangent to arcs.
- b. Begin and end each arc with a stud, and space intermediate studs equally along arcs. On straight lengths of not less than 2 studs at ends of arcs, place studs 6 inches o.c.

D. Z-Furring Members:

1. Erect insulation (specified in Division 07 Section "Thermal Insulation") vertically and hold in place with Z-furring members spaced 24 inches o.c.
 2. Except at exterior corners, securely attach narrow flanges of furring members to wall with concrete stub nails, screws designed for masonry attachment, or powder-driven fasteners spaced 24 inches o.c.
 3. At exterior corners, attach wide flange of furring members to wall with short flange extending beyond corner; on adjacent wall surface, screw-attach short flange of furring channel to web of attached channel. At interior corners, space second member no more than 12 inches from corner and cut insulation to fit.
- E. Installation Tolerance: Install each framing member so fastening surfaces vary not more than 1/8 inch from the plane formed by faces of adjacent framing.

END OF SECTION 09 22 16

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SECTION 09 91 13 EXTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes surface preparation and the application of paint systems on the following exterior substrates:

1. Steel.
2. Galvanized metal.
3. Wood.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Verification: For each type of paint system and each color and gloss of topcoat indicated.
1. Submit Samples on rigid backing, 200 mm (8 inches) square.
 2. Step coats on Samples to show each coat required for system.
 3. Label each coat of each Sample.
 4. Label each Sample for location and application area.

1.4 QUALITY ASSURANCE

- A. MPI Standards:
1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
 2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less 7 deg C (45 deg F).
1. Maintain containers in clean condition, free of foreign materials and residue.
 2. Remove rags and waste from storage areas daily.

1.6 PROJECT CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C (50 and 95 deg F).
- B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 3 deg C (5 deg F) above the dew point; or to damp or wet surfaces.

1.7 EXTRA MATERIALS

- A. Furnish extra materials described below that are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.
 - 1. Quantity: Furnish an additional 5 percent, but not less than 3.8 L (1 gal.) of each material and color applied.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers' products that may be incorporated into the Work include, but are not limited to the following:
 - 1. Hallman Lindsay.
 - 2. Sherwin-Williams Company (The).
 - 3. Benjamin Moore & Co.

2.2 PAINT, GENERAL

- A. Material Compatibility:
 - 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- B. Colors: See Architectural Finish Schedule.

2.3 PRIMERS/SEALERS

- A. Alkali-Resistant Primer: MPI #3.
 - 1. VOC Content: E Range of E1.
- B. Bonding Primer (Solvent Based): MPI #69.
 - 1. VOC Content: E Range of E1.

- C. Wood-Knot Sealer: Sealer recommended in writing by topcoat manufacturer for use in paint system indicated.

2.4 METAL PRIMERS

- A. Alkyd Anticorrosive Metal Primer: MPI #79.

- 1. VOC Content: E Range of E1.

- B. Quick-Drying Alkyd Metal Primer: MPI #76.

- 1. VOC Content: E Range of E1.

2.5 WOOD PRIMERS

- A. Exterior Alkyd Wood Primer: MPI #5.

- 1. VOC Content: E Range of E2.

- B. Exterior Oil Wood Primer: MPI #7.

- 1. VOC Content: E Range of E2.

2.6 EXTERIOR ALKYD PAINTS

- A. Exterior Alkyd Enamel (Flat): MPI #8 (Gloss Level 1).

- 1. VOC Content: E Range of E1.

- B. Exterior Alkyd Enamel (Semigloss): MPI #94 (Gloss Level 5).

- 1. VOC Content: E Range of E1.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.

- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:

- 1. Concrete: 12 percent.
 - 2. Masonry (Clay and CMU): 12 percent.
 - 3. Wood: 15 percent
 - 4. Gypsum Board: 12 percent

- C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.

- D. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
 - 1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.
- B. Remove plates, machined surfaces, and similar items already in place that are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
 - 2. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- C. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible printers and reprime substrate with compatible primers as required to produce paint systems indicated.
- D. Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or mortar joints exceeds that permitted in manufacturer's written instructions.
- E. Steel Substrates: Remove rust and loose mill scale. Clean using methods recommended in writing by paint manufacturer but not than the following.
 - 1. SSPC-SP 2, "Hand Tool Cleaning."
 - 2. SSPC-SP 3, "Power Tool Cleaning."
 - 3. SSPC-SP 7/NACE No. 4, "Brush-off Blast Cleaning."
 - 4. SSPC-SP 11, "Power Tool Cleaning to Bare Metal."
- F. Shop-Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.
- G. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- H. Aluminum Substrates: Remove loose surface oxidation.
- I. Wood Substrates:

1. Scrape and clean knots. Before applying primer, apply coat of knot sealer recommended in writing by topcoat manufacturer for exterior use in paint system indicated.
2. Sand surfaces that will be exposed to view, and dust off.
3. Prime edges, ends, faces, undersides, and backsides of wood.
4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Manual."
 1. Use applicators and techniques suited for paint and substrate indicated.
 2. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
 3. Paint both sides and edges of exterior doors and entire exposed surface of exterior door frames.
 4. Paint entire exposed surfaces of window frames and sashes that are not factory finished.
 5. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
 6. Primers specified in paint schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturer.
- B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- E. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
 1. Paint the following work where exposed to view:
 - a. Equipment, including panelboards and switch gear.
 - b. Uninsulated metal piping.
 - c. Uninsulated plastic piping.
 - d. Pipe hangers and supports.
 - e. Metal conduit.
 - f. Plastic conduit.
 - g. Tanks that do not have factory-applied final finishes.

3.4 FIELD QUALITY CONTROL

- A. Testing of Paint Materials: Architect reserves the right to invoke the following procedure at any time and as often as Architect deems necessary during the period when paints are being applied:
1. Contractor will engage the services of a qualified testing agency to sample paint materials being used. Samples of material delivered to Project site will be taken, identified, sealed, and certified in presence of Contractor.
 2. Testing agency will perform tests for compliance of paint materials with product requirements.
 3. Architect may direct Contractor to stop applying paints if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying-paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.6 EXTERIOR PAINTING SCHEDULE

- A. CMU Substrates
1. Latex System: MPI EXT 4.2A
 - a. Prime Coat: Block filler, latex/interior exterior, MPI #4.
 - b. Intermediate Coat: Latex, exterior, matching topcoat.
 - c. Topcoat: Latex, exterior, semi-gloss (Gloss Level 5), MPI #11.
 2. Latex over Alkali-Resistant Primer System: MPI EXT 4.2L
 - a. Prime Coat: Primer, alkali resistant, water based, MPI #3
 - b. Topcoat: Latex, exterior, semi-gloss (Gloss Level 5), MPI #11.
- B. Steel Substrates:

1. Alkyd System: MPI EXT 5.1D.
 - a. Prime Coat: Alkyd anticorrosive metal primer.
 - b. Intermediate Coat: Exterior alkyd enamel matching topcoat.
 - c. Topcoat: Exterior alkyd enamel (semigloss).

- C. Galvanized-Metal Substrates:
 1. Alkyd System: MPI EXT 5.3B.
 - a. Prime Coat: Cementitious galvanized-metal primer.
 - b. Intermediate Coat: Exterior alkyd enamel matching topcoat.
 - c. Topcoat: Exterior alkyd enamel (semigloss).

- D. Dressed Lumber Substrates: Including architectural woodwork, doors.
 1. Alkyd System: MPI EXT 6.3B.
 - a. Prime Coat: Exterior alkyd wood primer.
 - b. Intermediate Coat: Exterior alkyd enamel matching topcoat.
 - c. Topcoat: Exterior alkyd enamel (semigloss).

END OF SECTION 09 91 13

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SECTION 09 91 23 INTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes surface preparation and application of paint systems on the following interior substrates:
1. Steel
 2. Concrete
 3. Concrete Masonry Units
 4. Galvanized metal
 5. Wood and PVC foam (Fypon).
 6. Gypsum board

1.3 ACTION SUBMITTALS

- A. Product Data: For each product indicated.
- B. Samples for Verification: For each type of paint system and in each color and gloss of topcoat indicated.
1. Submit Samples on rigid backing, 200 mm (8 inches) square.
 2. Step coats on Samples to show each coat required for system.
 3. Label each coat of each Sample.
 4. Label each Sample for location and application.

1.4 QUALITY ASSURANCE

- A. MPI Standards:
1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
 2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
1. Maintain containers in clean condition, free of foreign materials and residue.
 2. Remove rags and waste from storage areas daily.

1.6 PROJECT CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 10 and 35 deg C (50 and 95 deg F).
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 3 deg C (5 deg F) above the dew point; or to damp or wet surfaces.

1.7 EXTRA MATERIALS

- A. Furnish extra materials described below are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.
 - 1. Quantity: Furnish an additional 5 percent, but not less than 3.8 L (1 gal) of each material and color applied.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers' products that may be incorporated into the Work include, but are not limited to the following:
 - 1. Hallman Lindsay
 - 2. Sherwin Williams Company (The)
 - 3. Benjamin Moore & Co.

2.2 PAINT, GENERAL

- A. Material Compatibility:
 - 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- B. VOC Content: Products shall comply with VOC limits of authorities having jurisdiction and, for interior paints and coatings applied at Project site, the following VOC limits, exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 - 1. Flat Paints and Coatings: 50 g/L.
 - 2. Nonflat Paints and Coatings: 150 g/L.
 - 3. Dry-Fog Coatings: 400 g/L.
 - 4. Primers, Sealers, and Undercoaters: 200 g/L.
 - 5. Anticorrosive and Antirust Paints Applied to Ferrous Metals: 250 g/L.
 - 6. Zinc-Rich Industrial Maintenance Primers: 340 g/L.
 - 7. Pretreatment Wash Primers: 420 g/L.

- 8. Floor Coatings: 100 g/L.
- 9. Shellacs, Clear: 730 g/L.
- 10. Shellacs, Pigmented: 550 g/L

C. Colors: See Architectural Finish Schedule.

2.3 BLOCK FILLERS

A. Interior/Exterior Latex Block Filler: MPI #4.

2.4 PRIMERS/SEALERS

A. Interior Latex Primer/Sealer: MPI #50.

B. Interior Alkyd Primer/Sealer: MPI #45.

C. Interior Low Permeability Latex Primer/Sealer: MPI #61. (Vapor Barrier)

D. Wood-Knot Sealer: Sealer recommended in writing by topcoat manufacturer for use in paint systems indicated.

2.5 METAL PRIMERS

A. Alkyd Anticorrosive Metal Primer: MPI #79.

2.6 WOOD AND PVC FOAM PRIMERS

A. Interior Latex-Based Wood Primer: MPI #39.

2.7 LATEX PAINTS

A. Interior Latex (Eggshell): MPI #52 (Gloss Level 3).

B. Interior Latex (Satin): MPI #43 (Gloss Level 4).

2.8 SOLVENT BASED EPOXY COATING

A. Solvent Based Epoxy: MPI #108

2.9 ALKYD PAINTS

A. Interior Alkyd (Semigloss): MPI #47 (Gloss Level 5).

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.

- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Wood: 15 percent.
 - 2. Gypsum Board: 12 percent.
 - 3. Plaster: 12 percent.
- C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- D. Begin coating application only after unsatisfactory conditions have been corrected and surfaces are dry.
 - 1. Beginning coating application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates indicated.
- B. Remove plates, machined surfaces, and similar items already in place that are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
 - 2. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- C. Clean substrates that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.
- D. Steel Substrates: Remove rust and loose mill scale. Clean using methods recommended in writing by paint manufacturer.
- E. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- F. Wood and PVC Foam Substrates:
 - 1. Scrape and clean knots, and apply coat of knot sealer before applying primer.
 - 2. Sand surfaces that will be exposed to view, and dust off.
 - 3. Prime edges, ends, faces, undersides, and backsides of wood.
 - 4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

G. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.

H. Plaster Substrates: Do not begin paint application until plaster is fully cured and dry.

3.3 APPLICATION

A. Apply paints according to manufacturer's written instructions.

1. Use applicators and techniques suited for paint and substrate indicated.
2. Paint surfaces behind moveable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.

B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.

C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.

D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

E. Painting Mechanical and Electrical Work: Paint items exposed in equipment rooms and occupied spaces including, but not limited to, the following:

1. Mechanical Work:

- a. Uninsulated metal piping.
- b. Uninsulated plastic piping.
- c. Pipe hangers and supports.
- d. Tanks that do not have factory-applied final finishes.
- e. Visible portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets.
- f. Mechanical equipment that is indicated to have a factory-primed finish for field painting.

2. Electrical Work:

- a. Switchgear.
- b. Panelboards.
- c. Electrical equipment that is indicated to have a factory-primed finish for field painting.

3.4 FIELD QUALITY CONTROL

- A. Testing of Paint Materials: Architect reserves the right to invoke the following procedures at any time and as often as Architect deems necessary during the period when paints are being applied:
1. Architect will engage the services of a qualified testing agency to sample paint materials being used. Samples of material delivered to Project site will be taken, identified, sealed, and certified in presence of Contractor.
 2. Testing agency will perform tests for compliance with product requirements.
 3. Architect may direct Contractor to stop applying paints if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying-paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

3.5 CLEANING AND PROTECTION

- A. At the end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities or other trades, touch up and restore damaged or defaced painted surfaces.

3.6 INTERIOR PAINTING SCHEDULE

- A. Concrete Substrates, Nontraffic Surfaces:
1. Institutional Low-Odor/VOC Latex System: MPI INT 3.1M.
 - a. Prime Coat: Institutional low-odor/VOC interior latex matching topcoat.
 - b. Intermediate Coat: Institutional low-odor/VOC interior latex matching topcoat.
 - c. Topcoat: Institutional low-odor/VOC interior latex (eggshell).
 2. Institutional - Vapor Retarder at Exterior Precast Concrete walls – Epoxy system:
 - a. Prime Coat: Interior/exterior latex block filler
 - b. Intermediate Coat: Epoxy, high-build, low gloss
 - c. Finish Coat: Epoxy, high-build, low gloss.
- B. CMU Substrates:

1. Institutional Low-Odor/VOC Latex System: MPI INT 4.2E.
 - a. Prime Coat: Interior/exterior latex block filler.
 - b. Intermediate Coat: Institutional low-odor/VOC interior latex matching topcoat.
 - c. Topcoat: Institutional low-odor/VOC interior latex (eggshell).
 - d. Toilet/shower room Topcoat: Latex, interior, institutional low odor/VOC, semi-gloss (MPI Gloss Level 5) MPI #147.
 2. Institutional - Vapor Retarder – Epoxy system:
 - a. Prime Coat: Interior/exterior latex block filler
 - b. Intermediate Coat: Epoxy, high-build, low gloss
 - c. Finish Coat: Epoxy, high-build, low gloss.
- C. Steel Substrates:
1. Prime Coat: Alkyd anticorrosive metal primer.
 2. Intermediate Coat: Interior alkyd matching topcoat.
 3. Topcoat: Interior alkyd semigloss.
- D. Galvanized-Metal Substrates:
1. Prime Coat: Cementitious galvanized-metal primer.
 - a. Prime Coat: Cementitious galvanized-metal primer.
 - b. Intermediate Coat: Interior alkyd matching topcoat.
 - c. Topcoat: Interior alkyd semigloss.
- E. Dressed Lumber and PVC Foam Substrates: Including architectural woodwork, doors and wall base.
1. Alkyd System: MPI INT 6.3B.
 - a. Prime Coat: Interior alkyd primer/sealer.
 - b. Intermediate Coat: Interior alkyd semigloss.
 - c. Topcoat: Interior alkyd semigloss.
- F. Gypsum Board Substrates:
1. Institutional Low-Odor/VOC Latex System: MPI INT 9.2M.
 - a. Prime Coat: Interior latex primer/sealer.
 - b. Intermediate Coat: Institutional low-odor/VOC interior latex matching topcoat.
 - c. Topcoat: Institutional low-odor/VOC interior latex (eggshell).
 - d. Toilet/shower room Topcoat: Latex, interior, institutional low odor/VOC, semi-gloss (MPI Gloss Level 5) MPI #147.

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& Hunt**