SECTION 00 7200 – GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS
AIA Document A201, General Conditions of the Contract for Construction, 2007 Edition.

SECTION 01 2000 – PRICE AND PAYMENT PROCEDURES

1.01 SCHEDULE OF VALUES
A. Submit a printed schedule on AIA Form G703 – Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.
1.02 APPLICATIONS FOR PROGRESS PAYMENTS
A. Form: AIA G702 Application and Certificate for Payment and AIA G703 – Continuation Sheet including continuation sheets when required.
1.03 MODIFICATION PROCEDURES
A. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions as specified.
1.04 APPLICATION FOR FINAL PAYMENT
A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
B. Application for Final Payment will not be considered until the following have been accomplished:
1. All closeout procedures specified.
2. Final waivers of lien shall be submitted.

SECTION 01 3000 – ADMINISTRATIVE REQUIREMENTS

1.02 PROJECT COORDINATION
A. Provide for mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities. During construction, coordinate use of site and facilities.
B. Establish procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
C. Coordinate the use of temporary utilities and construction facilities.
D. Coordinate field engineering and layout work.
F. Make the submittals to Architect, where required by the Contract Documents, through the General Contractor.
1. Allow 10 business days for Architect's review.

2.01 PROJECT MEETINGS
A. Schedule and administer meetings throughout progress of the Work.
B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings. Distribute meeting minutes to Owner and Architect.
2.02 CONSTRUCTION PROGRESS SCHEDULE
A. Prepare detailed construction schedule.
2.03 PROGRESS PHOTOGRAPHS
A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
2.04 REQUESTS FOR INFORMATION (RFI)
A. A standard RFI form shall be utilized, and an electronic version of the RFI form is available from the architect.
B. Response to an RFI is not authorization for a change in Contract Sum or a change in Contract Time. If either are affected, indicate on the RFI or attached documentation, and proceed in accordance with provisions of Section 01 2000 for Modification Procedures.
2.05 SUBMITTALS FOR REVIEW
A. When the following are specified in individual sections, submit them for review:
1. Product data, Shop drawings, Samples for selection, Samples for verification.
B. Samples will be reviewed only for aesthetic, color, or finish selection.
2.06 SUBMITTALS FOR INFORMATION
A. When the following are specified in individual sections, submit them for information:
1. Design data, Certificates, Test reports, Inspection reports, Manufacturer's instructions, Manufacturer's field reports.
B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.
2.07 NUMBER OF COPIES OF SUBMITTALS
A. Documents for Review: Submit one copy electronically in.pdf file format.
B. Documents for Information: Submit one copy electronically in.pdf format.
C. Samples: Submit the number specified in individual specification sections, but not less than 3; one of which will be retained by Architect.
2.08 SUBMITTAL PROCEDURES
A. Transmit electronic submittals via e-mail. Include in the e-mail identification of the attachments as a submittal for review or for information. Do not include questions, comments, information or attachments pertaining to other than the submittal being sent in any submittal e-mail.
1. MAXIMUM 8MB ATTACHMENT SIZE.
2. Scans are to be of suitable resolution so as to be legible in all respects, but not less than 200 x 200 DPI
3. Information originally in color is to be scanned and submitted in color.
B. Transmit samples and other submittals that cannot be converted to electronic format with the Contractor's standard transmittal form.
C. The Architect and the architect's consultants will not accept submittals from subcontractors and suppliers
D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
1. Submittals not bearing the contractor's approval will be returned with no action taken.
E. Make submittals that require field verification or field measurements only when progress of the work is complete to the point where verification and measurements can be performed and such information is included on the submittal.
F. For each submittal for review, allow 10 days for response.
G. Clearly identify variations from Contract Documents on the submittal.
H. Identify Product or system limitations which may be detrimental to successful performance of the completed Work.
I. When revised for resubmission, identify all changes made since previous submission.
J. Submittals not requested in the specifications will not be recognized or processed, and may be returned or discarded at the Architect's option.

SECTION 01 4000 – QUALITY REQUIREMENTS

1.01 REFERENCES AND STANDARDS
A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
B. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
1.02 TESTING AND INSPECTION AGENCIES
A. Owner will employ services of an independent testing agency to perform certain code required special testing and inspection.
B. Contractor shall employ and pay for services of an independent testing agency to perform other specified testing and inspection.

3.01 CONTROL OF INSTALLATION
A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
B. Comply with manufacturers' instructions, including each step in sequence.
C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
E. Have Work performed by persons qualified to produce required and specified quality.
F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
3.02 TOLERANCES
A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
B. Comply with manufacturers' tolerances except where industry standard tolerances are more restrictive. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
3.03 TESTING AND INSPECTION
A. See individual specification sections for testing and inspection required.
B. Testing Agency Duties:
1. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
2. Perform specified sampling and testing of products in accordance with specified standards.
3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
4. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products.
5. Perform additional tests and inspections required by Architect.
6. Submit reports of all tests/inspections specified.
C. Limits on Testing/Inspection Agency Authority:
1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
2. Agency may not approve or accept any portion of the Work.
3. Agency has no authority to stop the Work.
D. Contractor Responsibilities:
1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
3. Provide testing and inspection agency sufficient notice prior to expected time for operations requiring testing/inspection services.
E. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency.
F. Re-testing required because of non-conformance to specified requirements shall be paid for by Contractor.
3.05 MANUFACTURERS' FIELD SERVICES
A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
3.06 CORRECTION
A. Replace Work or portions of the Work not conforming to specified requirements.

SECTION 01 5000 – TEMPORARY FACILITIES, CONTROLS & SIGNS

1.01 TEMPORARY UTILITIES
A. Provide and pay for electrical power, lighting, water, heating and cooling, and ventilation required for construction purposes.
B. Provide, maintain, and pay for telecommunications services including internet connection to field office, through duration of project.
1.02 BARRIERS
A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
B. Provide barricades and covered walkways for public rights-of-way and to maintain safe public access to and egress from existing building.
C. Provide protection for plants designated to remain. Replace damaged plants.
1.03 FENCING
A. Commercial grade chain link fence. Provide 6 foot high.
1.04 EXTERIOR ENCLOSURES
A. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.
1. When the project site or portions there-of is to be occupied during construction, provide temporary insulated weather tight closure.
1.06 SECURITY
A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
1.07 VEHICULAR ACCESS AND PARKING
A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
B. Coordinate access and haul routes with governing authorities and Owner.
C. Provide and maintain access to fire hydrants.
D. Provide means of removing mud from vehicle wheels before entering streets.
E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.
1.08 WASTE REMOVAL
A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
B. Provide containers with lids. Remove trash from site periodically.
C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.
1.09 FIELD OFFICES
A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack and drawing display table.
B. Provide space for Project meetings, with table and chairs to accommodate 10 persons.
1.10 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS
A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
B. Clean and repair damage caused by installation or use of temporary work.
C. Restore existing facilities used during construction to original condition.
D. Restore new permanent facilities used during construction to specified condition.
1.11 PROJECT IDENTIFICATION SIGN
A. One painted sign, 48 sq ft area, bottom 6 feet above ground.
B. Content:
1. Project title, logo and name of Owner as indicated on Contract Documents.
2. Names and titles of Architect and Consultants.
3. Name of Prime Contractor.

SECTION 01 6000 – PRODUCT REQUIREMENTS

2.01 PRODUCTS
A. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
B. Provide new products unless specifically required or permitted by the Contract Documents.
2.02 PRODUCT OPTIONS
A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.
D. Specifications are, in general, written to be non-proprietary, however; where specific products are required, for example a certain size, color, texture, configuration or other characteristic, manufacturer and product information are provided on the drawings in the form of notes or schedules as appropriate.
1. Substitutions for products so indicated will be considered in accordance with "Substitution Procedures" of this specification Section.
2.03 MAINTENANCE MATERIALS
A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections. Deliver and place in location as directed; obtain receipt prior to final payment.

3.01 SUBSTITUTION PROCEDURES
A. A request for substitution constitutes a representation that the submitter:
1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
2. Will provide the same warranty for the substitution as for the specified product.
3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
4. Waives claims for additional costs or time extension that may subsequently become apparent.
5. Will reimburse Owner and Architect for review or redesign services associated with substitution.
B. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without prior written request, or when acceptance will require revision to the Contract Documents.
C. Substitution Submittal Procedure:
1. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
2. The Architect will notify Contractor in writing of decision to accept or reject request.
3.02 OWNER-SUPPLIED PRODUCTS
A. Owner's Responsibilities:
1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
2. Arrange and pay for product delivery to site.
3. Submit claims for transportation damage and replace damaged, defective, or deficient items.
4. Arrange for manufacturers' warranties, inspections, and service.
B. Contractor's Responsibilities:
1. Review Owner reviewed shop drawings, product data, and samples.
2. Receive and unload products at site; inspect for completeness or damage and report damaged, defective, or deficient items to Owner.
3. Handle, store, install and finish products.
4. Repair or replace items damaged after receipt.
3.03 TRANSPORTATION AND HANDLING
A. Transport and handle products in accordance with manufacturer's instructions.
B. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
3.04 STORAGE AND PROTECTION
A. Store and protect products in accordance with manufacturers' instructions.
B. Store with seals and labels intact and legible.
C. Prevent contact with material that may cause corrosion, discoloration, or staining.

SECTION 01 7000 – EXECUTION REQUIREMENTS

1.01 QUALIFICATIONS
A. For demolition work, employ a firm specializing in the type of work required. Minimum of 5 years of experience.
B. For survey work, employ a land surveyor registered in Enter State Name Only Here.
C. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in Enter State Name Only Here.
D. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in Enter State Name Only Here.
1.02 PROJECT CONDITIONS
A. Comply with Safeguards During Construction requirements as outlined in the International Building Code, Chapter 33, edition as adopted at the project location.
B. For demolition work comply with ANSI A10.6.
C. Protect site from puddling or running water.
D. Protect areas not undergoing alteration as specified for protection of installed work.
E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
F. Dust Control: Execute work by methods to minimize raising dust from demolition or construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
G. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
1. Minimize amount of bare soil exposed at one time.
2. Provide temporary measures such as berms, dikes, and drains, to manage water flow.
3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
I. Noise Control: Provide methods, means, and facilities to minimize noise produced by demolition or construction operations. Comply with local requirements for noise control.
J. Pest and Insect Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
K. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
L. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by demolition or construction operations.
1.03 COORDINATION
A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
B. Notify affected utility companies and comply with their requirements.
C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
F. Coordinate completion and clean-up of work of separate sections.
G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
2.01 PATCHING MATERIALS
A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
3.01 EXAMINATION
A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
C. Examine and verify specific conditions described in individual specification sections.
D. Take field measurements before confirming product orders or beginning fabrication
E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.
3.02 PREPARATION
A. Clean substrate surfaces prior to applying next material or substance.
B. Seal cracks or openings of substrate prior to applying next material or substance.
C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.
3.03 PREINSTALLATION MEETINGS
A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
B. Require attendance of parties directly affecting, or affected by, work of the specific section.
3.04 LAYING OUT THE WORK
A. Verify locations of survey control points prior to starting work.
B. Do not scale drawings. Request clarifications from the Architect.
C. Promptly notify Architect of any discrepancies discovered.
D. Contractor shall locate and protect survey control and reference points.
E. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
F. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
G. Utilize recognized engineering survey practices.
H. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
2. Grid or axis for structures.
3. Building foundation, column locations, ground floor elevations.
3.05 GENERAL INSTALLATION REQUIREMENTS
A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
F. Make neat transitions between different surfaces, maintaining texture and appearance.
G. Do not install products that are defective, including warped, bowed, dented, chipped, cracked or broken members and members with damaged finishes.

3.06 ALTERATIONS AND SELECTIVE DEMOLITION
A. Perform an engineering survey of buildings to determine whether demolition operations might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures.
B. Drawings showing existing construction and utilities are based on existing record documents only.
1. Verify that construction and utility arrangements are as shown.
2. Report discrepancies to Architect before disturbing existing installation.
3. Beginning of alterations work constitutes acceptance of existing conditions.
C. Keep areas in which alterations are being conducted separated from other areas that are still occupied. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 5000.
D. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
E. Remove existing work as indicated and as required to accomplish new work.
1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
2. Remove items indicated on drawings.
3. Relocate items indicated on drawings.
4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces to receive new finish; remove existing finish if necessary for successful application of new finish.
5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces.
F. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, Telecommunications, and Alarm systems): Remove, relocate, and extend existing systems to accommodate new construction.
1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
b. Coordinate timing of service interruptions and shut-downs with the owner and affected occupants.
c. Provide temporary connections to maintain existing systems in service.
4. Verify that abandoned services serve only abandoned facilities.
5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
G. Protect existing work to remain.
1. Prevent movement of structure; provide shoring and bracing if necessary.
2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
3. Repair adjacent construction and finishes damaged during removal work.
H. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
3. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
I. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
J. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
K. Clean existing systems and equipment.
L. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
M. Comply with all other applicable requirements of this section.

3.07 CUTTING AND PATCHING
A. Perform whatever cutting and patching is necessary to:
1. Complete the work.
2. Fit products together to integrate with other work.
3. Provide openings for penetration of mechanical, electrical, and other services.
4. Match work that has been cut to adjacent work.
5. Repair areas adjacent to cuts to required condition.
6. Repair new work damaged by subsequent work.
7. Remove samples of installed work for testing when requested.
8. Remove and replace defective and non-conforming work.
B. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
C. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements; employ skilled and experienced installer to perform cutting for other sight exposed surfaces.
D. Examine areas to be cut or core drilled for presence of concealed utilities and structural elements including piping, electrical distribution, reinforcing steel and post-tensioning cables. Utilize x-ray equipment where necessary.
E. Cut rigid materials using masonry saw or core drill.
F. Restore work with new products in accordance with requirements of Contract Documents.
G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material to maintain fire rating.
I. Patching:
1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
2. Match color, texture, and appearance.
3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.
4. When finish cannot be matched, refinish entire surface to nearest intersections.

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

3.09 PROTECTION OF INSTALLED WORK
A. Protect installed work from damage by construction operations.
B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
F. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.
3.10 SYSTEM STARTUP
A. Coordinate schedule for start-up of various equipment and systems.
B. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
D. Verify that wiring and support components for equipment are complete and tested.
E. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
3.11 DEMONSTRATION AND INSTRUCTION
A. Demonstrate operation and maintenance of products to Owner's personnel prior to date of Substantial Completion.
B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
D. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of owner personnel.
E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
3.12 ADJUSTING
A. Adjust operating products and equipment to ensure smooth and unhindered operation.
3.13 FINAL CLEANING
A. Execute final cleaning prior to Substantial Completion. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
B. Use cleaning materials that are nonhazardous.
C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
F. Replace filters of operating equipment.
G. Clean debris from roofs, gutters, downspouts, and drainage systems.
H. Clean site; sweep paved areas, rake clean landscaped surfaces.
I. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.
3.14 CLOSEOUT PROCEDURES
A. In addition to the requirements of AIA A201, General Conditions of the Contract for Construction, comply with the following:
1. Make submittals that are required by governing or other authorities. Provide copies to Owner.
2. Comply with requirements of Section 01780, Closeout Submittals.
3. Notify Architect when work is considered ready for Substantial Completion.
4. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for review.
5. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Owner-occupied areas.
6. Complete items of work determined by final inspection.
3.15 MAINTENANCE
A. Provide service and maintenance of components indicated in specification sections.
B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
C. Furnish service and maintenance of components indicated in specification sections.
D. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
E. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
F. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

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LifeStance HEALTH
TENANT IMPROVEMENT
649 CHARITY COURT
FRANKFORT, KY 40601

Project No.:	16632
Drawn By:	BCR
Date	Issue
08-29-18	Owner Review
09-05-18	Bid & Permit

A5.0

SPECIFICATIONS

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Drawn By:Bethany Roman

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