

**PROJECT GENERAL NOTES**

- 1. ALL WORK SHALL COMPLY WITH APPLICABLE FEDERAL AND LOCAL AND MUNICIPAL BUILDING CODES, AS WELL AS ANY AND ALL REGULATORY AGENCIES, INCLUDING, BUT NOT LIMITED TO, ANSI, OSHA, ETC. GENERAL NOTES SHALL APPLY TO ALL DRAWINGS.
2. THE TERMS "CONSTRUCTION CONTRACTOR" - "GENERAL CONTRACTOR, G.C.", "CONSTRUCTION MANAGER/MANAGEMENT" AND "CONTRACTOR" SHALL BE UNDERSTOOD TO BE THE SAME UNLESS SPECIFICALLY NOTED OTHERWISE.
3. THE GENERAL CONTRACTOR SHALL VERIFY ALL JOB CONDITIONS, DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION, AND AS ANTICIPATED OR INFERRED PRIOR TO PRICING OR BIDDING.
4. MEISTER-COX ARCHITECTS, PC, HEREINAFTER REFERRED TO AS "ARCHITECT", SHALL BE NOTIFIED OF ANY DISCREPANCIES OR OMISSIONS WHICH WOULD INTERFERE WITH THE SATISFACTORY COMPLETION OF THE WORK, PRIOR TO THE START OF ANY AND ALL WORK.
5. THE CONTRACTOR SHALL HAVE EXPERIENCE ON AT LEAST THREE PROJECTS INVOLVING QUALITIES AND COMPLEXITIES AT LEAST EQUAL TO THOSE REQUIRED UNDER ALL DIVISIONS DETAILED IN THESE DRAWINGS.
6. ALL CONSTRUCTION LABORERS PERFORMING UNDER THIS WORK SHALL BE SKILLED WORKERS WITH THEIR RESPECTIVE TRADES.
7. ALL WORK, WHETHER SHOWN OR IMPLIED, UNLESS SPECIFICALLY QUESTIONED, SHALL BE CONSIDERED FULLY UNDERSTOOD IN ALL RESPECTS BY THE GENERAL CONTRACTOR, AND THEY WILL BE RESPONSIBLE FOR ANY MISINTERPRETATIONS OR CONSEQUENCES THEREOF FOR ALL WORK ON ALL DRAWINGS.
8. GENERAL CONTRACTOR SHALL REVIEW AND FAMILIARIZE THEMSELVES WITH THE GENERAL NOTES AND SPECIFICATIONS DRAWING AND DETERMINE WHICH NOTES APPLY DIRECTLY TO THEIR RESPONSIBILITY. EACH SUB-TRADE WILL BE RESPONSIBLE FOR REVIEWING THE ENTIRE SET OF DRAWINGS AND NOTING THEIR WORK AS APPLICABLE. ALL WORK INDICATED OR INFERRED ON THE DRAWINGS WILL BE ACCOUNTED AND INCLUDED IN ALL CONTRACTORS' COSTS.
9. THE OWNER SHALL BE RESPONSIBLE TO PICK UP THE BUILDING PERMIT AT THE BUILDING DEPARTMENT OFFICES AND PAY ALL OUTSTANDING FEES, UNLESS OTHERWISE NOTED.
10. G.C. SHALL PROVIDE ALL THE DRAWINGS, COMPLETED PAPERWORK AND CERTIFICATES OF INSPECTION AND SHALL PERFORM ALL THE CONTROLLED INSPECTIONS AS REQUIRED FOR BUILDING DEPARTMENT SIGN OFF.
11. UPON COMPLETION OF THE JOB, THE GENERAL CONTRACTOR SHALL SUBMIT CERTIFICATES OF INSPECTION AND A CERTIFICATE OF SUBSTANTIAL COMPLETION (A.I.A. DOCUMENT RG-704) INCLUDING ALL AS-BUILT DRAWINGS.
12. THE GENERAL CONTRACTOR SHALL SUBMIT IN WRITING ALL PROPOSALS FOR ADDITIONAL WORK TO THE ARCHITECT FOR REVIEW AND APPROVAL. NO WORK IS TO PROCEED UNTIL A SIGNED AUTHORIZATION TO PROCEED IS RETURNED TO THE GENERAL CONTRACTOR.
13. THE ARCHITECT AND THE OWNER RESERVES THE RIGHT TO ALLOW OTHER CONTRACTS TO BE PERFORMED ON THE PROJECT. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF WORK AND ESTABLISHING SCHEDULES FOR ALL TRADES; THEY SHALL AFFORD OTHER CONTRACTORS REASONABLE OPPORTUNITY FOR THE INTRODUCTION AND STORAGE OF THEIR MATERIALS AND EQUIPMENT AND THE EXECUTION OF THEIR WORK.
14. CONTRACTOR SHALL SCHEDULE ALL WORK TO CONFORM TO THE GENERAL CONSTRUCTION SCHEDULE AND SHALL COOPERATE WITH OTHER CONTRACTORS IN THE REQUIRED SEQUENTIAL INSTALLATION SCHEDULE AS APPROVED BY THE ARCHITECT.
15. DRAWINGS ARE NOT TO BE SCALED. DIMENSIONS GOVERN.
16. ALL WORK IS TO CONFORM TO ARCHITECT'S DRAWINGS, IBC BRAND STANDARDS AND SPECIFICATIONS AND SHALL BE NEW AND BEST QUALITY OF THE KINDS SPECIFIED.
17. NO MATERIAL SUBSTITUTIONS SHALL BE MADE. THE ARCHITECT WILL CONSIDER MATERIAL CHANGE REQUESTS ON AN INDIVIDUAL BASIS. CONTRACTOR SHALL SUBMIT SAMPLES AND CUTS FOR WRITTEN APPROVAL PRIOR TO THE START OF ANY WORK.
18. ALL MATERIALS AND EQUIPMENT SPECIFIED SHALL BE SUPPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED, AND CONDITIONED AS DIRECTED BY THE SUPPLIER/MANUFACTURER, IN ACCORDANCE WITH ACCEPTED INDUSTRY STANDARD PRACTICE AND IN COMPLIANCE WITH PRODUCT WARRANTY.
19. ALL SUBCONTRACTORS' SHOP DRAWINGS SHALL BE SUBMITTED TO THE ARCHITECT FOR APPROVAL THROUGH THE GENERAL CONTRACTOR PRIOR TO WORK BEING PERFORMED, UNLESS OTHERWISE NOTED.
20. THE CONTRACTOR SHALL IN ALL RESPECTS COMPLY WITH ALL REGULATIONS OF THE BUILDING DEPARTMENT. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN SUCH REGULATIONS FROM THE BUILDING OWNER, IN THE EVENT OF CONFLICT BETWEEN BUILDING REGULATIONS AND OTHER CONTRACT DOCUMENTS, THE ARCHITECT SHALL BE CONSULTED PRIOR TO PROCEEDING.
21. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ARRANGING WITH BUILDING MANAGEMENT THE USE OF ELEVATOR OR OTHER HOISTING FACILITIES FOR HANDLING THE DELIVERY OF MATERIALS. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING ALL SUB-TRADES OF CONDITIONS REGARDING ELEVATOR CAB SIZE, DOOR OPENING WIDTHS AND LOADING WEIGHT CAPACITIES.
22. ALL PUBLIC AREAS SUCH AS ELEVATOR LOBBIES, CORRIDORS, TOILETS, AND SERVICE HALLS SHALL BE PROTECTED TO THE SATISFACTION OF THE BUILDING MANAGEMENT. EQUIPMENT AND OTHER PROPERTY BELONGING TO THE BUILDING SHALL ALSO RECEIVE PROTECTION AND REFRUBISHING IF DAMAGED IN THE COURSE OF CONSTRUCTION. MUST BE REPAIRED TO THE SATISFACTION OF BUILDING MANAGEMENT.
23. DEMOLITION AND OTHER WORK WHICH CREATES DISTURBING NOISE MUST BE SCHEDULED WITH BUILDING MANAGEMENT AND PERFORMED DURING PERMITTED HOURS. THE DELIVERY, HANDLING, AND INSTALLATION OF MATERIALS, EQUIPMENT, AND DEBRIS MUST BE ARRANGED TO AVOID ANY INCONVENIENCE.
24. THE G.C. SHALL CONFORM TO BUILDING STANDARD PROCEDURES FOR THE SCHEDULING OF DEMOLITION AND CORE DRILLING, AND FOR THE CARTING OF RUBBISH THROUGH THE BUILDING. ANY OVERTIME COST FOR SUCH WORK SHALL BE BORNE BY THE G.C.
25. PRIOR TO REMOVING ANY BUILDING STANDARD MATERIALS, I.E. METAL PARTITIONS, & LIGHTING FIXTURES, A PROPER RELEASE MUST BE SECURED FROM THE BUILDING MANAGER.
26. THE GENERAL CONTRACTOR SHALL MAINTAIN AND OPERATE AN ON SITE FIELD OFFICE, TELEPHONE, FAX MACHINE AND EMAIL ACCESS AT ALL TIMES DURING THE COURSE OF CONSTRUCTION WORK.
27. WORKERS WILL BE ASSIGNED ONE TOILET AREA WHICH THE GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR CLEANING, MAINTAINING AND, UPON COMPLETION OF THE WORK, RESTORING TO ITS ORIGINAL CONDITION.
28. CONSTRUCTION PERSONNEL MUST CARRY PROPER IDENTIFICATION AT ALL TIMES.
29. ALL LADDERS, SCAFFOLDING, AND/OR OTHER CONSTRUCTION TOOLS/EQUIPMENT SHALL BE IN GOOD OPERATING CONDITION. ALL DAMAGED LADDERS, BAKERS, ROLLING SCAFFOLDING, AND/OR CONSTRUCTION TOOLS/EQUIPMENT WILL BE IMMEDIATELY REMOVED FROM THE JOB SITE.
30. ALL ELECTRIC HAND TOOLS MUST BE GROUNDED PROPERLY.
31. PROTECTIVE EYE GOGGLES, CONSTRUCTION HARD HATS AND PROPER CLOTHING MATERIALS MUST BE WORN DURING ANY CUTTING, WHETHER BY HAND OR BY MECHANICAL MEANS, OF FLOORS AND WALLS.

- 32. ALL WINDOWS SHALL BE KEPT CLOSED IN THE WORK AREAS.
33. ALL FIRE EXITS SHALL BE KEPT CLEAR AND ACCESSIBLE AT ALL TIMES.
34. FIRE EXTINGUISHERS MUST BE KEPT ON THE JOB SITE DURING CONSTRUCTION. PLUS, CONTRACTOR TO HAVE PROPER MEDICAL EMERGENCY KIT AVAILABLE AT JOB SITE PER ALL APPLICABLE CODES AND REGULATIONS.
35. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE CLEANLINESS OF THE WORK AREA AND THE AREAS INVOLVED IN THE DELIVERY OF THEIR MATERIALS.
36. GENERAL CONTRACTOR IS RESPONSIBLE TO CLEAN UP AND REMOVE FROM THE PREMISES ALL WASTE MATERIALS, RUBBISH, WRAPPINGS, AND SALVAGES AS GENERATED BY THE CONSTRUCTION, DEMOLITION AND/OR THE DELIVERY AND INSTALLATION OF ANY PRODUCTS, MATERIALS, OR EQUIPMENT WHICH IS PART OF THEIR CONTRACT.
37. GENERAL CONTRACTOR IS RESPONSIBLE TO THOROUGHLY VACUUM CLEAN ALL CARPETED AREAS, CLEAN ALL FLOORING, MILLWORK, ETC. AND UNCOVER AND VACUUM OUT ALL CONVEYOR UNITS AFTER THE INSTALLATION IS COMPLETED, AND MAINTAIN CONDITION THROUGH THE TENANT'S MOVE IN THE ENTIRE POST-CONSTRUCTION SITE IS TO BE DUST FREE AND ALL STAINS REMOVED FROM ANY FLOORING, WALLS AND/OR CEILINGS.
38. GENERAL CONTRACTOR IS RESPONSIBLE TO PROTECT, AS REQUIRED, ALL TENANT OCCUPIED AREAS WHERE FINISH WORK OR GENERAL CONSTRUCTION IS TO BE PERFORMED. GENERAL CONTRACTOR TO INSTALL ADEQUATE PROTECTION OF BUILDING PAPER, MASONRY, OR OTHER APPROVED MATERIAL ON ALL FINISHED SURFACES AS DIRECTED BY THE ARCHITECT PRIOR TO THE OWNER'S MOVING DATE, AND SHALL REMOVE SAME FOLLOWING COMPLETION OF THE MOVE.
39. THE GENERAL CONTRACTOR WILL BE RESPONSIBLE FOR ALL COSTS INCURRED FOR DAMAGES CAUSED BY THEIR SUBCONTRACTORS.
40. ALL WORK SHALL CONFORM WITH THE REQUIREMENTS OF THE LOCAL ZONING CODES, NATIONAL ELECTRIC CODE, N.F.P.A. RECOMMENDATIONS, OSHA, A.D.A. AND ALL OTHER APPLICABLE CODES, RULES AND REGULATIONS ALL IN THEIR LATEST EDITION OF ALL AUTHORITIES HAVING JURISDICTION OVER WORK OF THIS TYPE, INCLUDING THE RULES AND REGULATIONS OF THE BUILDING MANAGEMENT.
41. SELECTION OF SUBCONTRACTORS IS SUBJECT TO THE OWNER'S REVIEW PRIOR TO AWARDING OF CONTRACT. THE GENERAL CONTRACTOR MUST SUBMIT A LIST OF THEIR PROPOSED SUBCONTRACTORS WITH THE SUBMISSION OF THIS BID, AS WELL AS EVIDENCE THAT THOSE SUBCONTRACTORS REQUESTED TO BE AFFORDED THE OPPORTUNITY TO BID HAVE HAD THAT OPPORTUNITY AND HAVE RESPONDED.
42. ALL WORK, AS EITHER IMPLIED OR REASONABLY INFERABLE FROM THE CONTRACT DOCUMENTS, DRAWINGS AND SPECIFICATIONS, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. ALL DRAWINGS AND SPECIFICATIONS ARE DIRECTED TO THE ATTENTION OF THE CONTRACTOR AND THE INCLUSION OF ANY WORK BY MENTION, NOTE, DETAIL, ITEMIZATION OR IMPLICATION, HOWEVER BRIEF, MEANS THAT THE CONTRACTOR SHALL PROVIDE AND INSTALL SAME. ALL WORK PERFORMED SHALL INCLUDE ALL APPURTENANCES AND APPLICABLE TRADES SHALL BE PART OF A COMPLETED PACKAGE WITHIN THE DEFINITIONS OF NORMAL INDUSTRY STANDARDS.
43. ALL WORK, COMPLETED OR OTHERWISE, SHALL BE PROPERLY PROTECTED AT ALL TIMES. CONTRACTOR SHALL PROVIDE ALL ACCESS METHODS OF SAFETY PRACTICE AND PROVIDE ALL FENCES, BARRICADES, ETC. AS MAY BE NEEDED TO PROTECT LIFE AND PROPERTY AND AS MAY BE REQUIRED BY AUTHORITIES HAVING JURISDICTION OVER THIS WORK. THEY SHALL REPAIR, AT THEIR OWN COST, ANY DAMAGES TO THE PREMISES OR ADJACENT WORK CAUSED BY THEIR OPERATION.
44. THE CONTRACTOR SHALL FAMILIARIZE THEMSELVES WITH THE PROJECT THROUGH INSPECTION OF THE SITE, DRAWINGS, AND SPECIFICATIONS, SO AS TO THOROUGHLY UNDERSTAND THE WORK. ANY AND ALL DISCREPANCIES AND OMISSIONS SHALL BE REPORTED TO THE ARCHITECT PRIOR TO COMMENCEMENT OF ANY WORK. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE THAT DISCREPANCIES OR OMISSIONS ARE REPORTED AND CLARIFICATION OBTAINED FROM THE ARCHITECT PRIOR TO WORK BEING DONE. ANY WORK THAT PROCEEDS OTHERWISE SHALL BE, IF INCORRECTLY PERFORMED, REPLACED OR REPAIRED WITH THE COST FOR SAME BEING BORNE BY THE CONTRACTOR. THEY SHALL VERIFY ALL DIMENSIONS FOR COORDINATION.
45. BEFORE COMMENCING WITH ANY WORK, THE CONTRACTOR SHALL FILE WITH THE OWNER AND/OR BUILDING MANAGEMENT CURRENT INSURANCE CERTIFICATES IN THE AMOUNTS REQUESTED BY THE OWNER AND/OR BUILDING MANAGEMENT FOR WORKER'S COMPREHENSIVE GENERAL LIABILITY, BODILY INJURY AND PROPERTY DAMAGE. THE OWNER AND/OR BUILDING MANAGEMENT SHALL BE NAMED "ADDITIONAL INSURED" ON ALL CERTIFICATES OF INSURANCE, INCLUDING THE ARCHITECT.
46. THE CONTRACTOR AND ALL THEIR SUBCONTRACTORS SHALL INDEMNIFY, DEFEND, AND SAVE HARMLESS THE OWNER, ITS EMPLOYEES, AGENTS AND SUBSIDIARIES, AND THE ARCHITECT, THEIR EMPLOYEES, AND AGENTS, AGAINST AND FROM ANY AND ALL CLAIMS, DEMANDS, ACTIONS BY LAW, LIABILITIES, PENALTIES, LOSSES, EXPENSES, COSTS (INCLUDING ATTORNEY'S FEES) AND JUDGMENTS OF EVERY CHARACTER WHATSOEVER FOR OR RESULTING FROM DAMAGE TO PROPERTY (INCLUDING BUT NOT LIMITED TO PROPERTY OF THE CONTRACTOR, THE OWNER, OR THE ARCHITECT) AND THEIR RESPECTIVE AGENTS, SERVANTS, AND EMPLOYEES) AND FOR OR RESULTING FROM AND EMPLOYEES) AND FOR OR RESULTING FROM PERSONAL INJURIES, SICKNESS, AND DISEASE (INCLUDING DEATH) TO OR SUSTAINED BY ANY PERSON (INCLUDING BUT NOT LIMITED TO THE CONTRACTOR, THE OWNER, AND THE ARCHITECT AND THEIR RESPECTIVE AGENTS, SERVANTS, AND EMPLOYEES) OCCURRING IN OR ABOUT THE CONSTRUCTION SITE, OR ARISING OUT OF OR SUFFERED WHILE ENGAGED IN OR CAUSED IN WHOLE OR IN PART BY THE PERFORMANCE OF OR FAILURE TO PERFORM THE WORK. THE FOR GOING AGREEMENT SHALL NOT EXTEND TO THE OWNER IN THE CASE OF DAMAGE OR INJURIES CAUSED BY OR RESULTING FROM THE SOLE NEGLIGENCE OF THE OWNER, ITS AGENTS, SERVANTS, OR EMPLOYEES) AND SHALL NOT EXTEND TO THE ARCHITECT, HIS AGENTS, SERVANTS, OR EMPLOYEES) IN THE CASE OF DAMAGE OR INJURIES CAUSED BY OR RESULTING FROM THE SOLE NEGLIGENCE OF THE ARCHITECT, THEIR AGENTS, SERVANTS, OR EMPLOYEES) OR CAUSED BY DEFECTS IN MAPS, PLANS, DESIGNS, OR SPECIFICATIONS, REPAIRS ACQUIRED, OR CAUSED BY THE ARCHITECT, THEIR AGENTS, SERVANTS, OR EMPLOYEES. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO OBTAIN AND AGREE THAT FOR THE PURPOSES OF THIS SENTENCE, EITHER THE CONTRACTOR OR ANY OF ITS AGENTS, SERVANTS, OR EMPLOYEES SHALL BE DEEMED TO BE AN AGENT, SERVANT, OR EMPLOYEE OF EITHER THE OWNER OR THE ARCHITECT AND NEITHER THE ARCHITECT NOR ANY OF THEIR AGENTS, SERVANTS, OR EMPLOYEES SHALL BE DEEMED TO BE AN AGENT, SERVANT, OR EMPLOYEE OF THE OWNER.
47. THE CONTRACTOR SHALL ENSURE THAT WHERE TWO TRADE OR JURISDICTIONAL DISPUTES THROUGH THE USE OF LABOR OR METHODS OF INSTALLATION, INCLUDING THOSE OF CONTRACTORS WHO HAVE BEEN SEPARATELY CONTRACTED BY THE OWNER, SHOULD ANY DELAYS OCCUR ON THE JOB SITE THROUGH NONCOMPLIANCE WITH THIS CLAUSE, THE CONTRACTOR WILL REIMBURSE THE OWNER FOR ALL COSTS AND DAMAGES.
48. THE CONTRACTOR IS TO PROVIDE A FULL-TIME COMPETENT SUPERINTENDENT ON THE PROJECT TO COORDINATE ALL SUBCONTRACTORS' WORK AND SUPERVISE THE DAILY ACTIVITIES OF THE PROJECT AS WELL AS MAINTAIN THE SITE IN A SAFE, CLEAN MANNER.
49. THE CONTRACTOR SHALL BE AVAILABLE TO ATTEND A WEEKLY JOB MEETING DURING THE COURSE OF THE PROJECT. CONTRACTOR SHALL PREPARE AND DISTRIBUTE ALL JOB MEETING MINUTES, (3) DAYS PRIOR TO THE NEXT MEETING.
50. THE CONTRACTOR SHALL LEAVE ALL CHASES, HOLES, OR OPENINGS TRUE AND OF PROPER SIZE IN THEIR OWN WORK, OR CUT SAME IN EXISTING WORK AS MAY BE NECESSARY FOR PROPER INSTALLATION OF THEIR OWN OR OTHER CONTRACTOR'S WORK, INCLUDING THOSE WHICH HAVE BEEN SEPARATELY CONTRACTED BY THE OWNER, CONSULTING WITH OTHER CONTRACTORS CONCERNED REGARDING PROPER LOCATION AND SIZE OF SAME. IN CASE OF THEIR PROPER FAILURE TO LEAVE OR CUT SAME IN THE PROPER PLACE, THEY SHALL CUT THEM AFTERWARDS AT THEIR OWN EXPENSE. NO EXCESSIVE CUTTING WILL BE PERMITTED NOR SHALL ANY STRUCTURAL MEMBERS BE CUT WITHOUT THE CONSENT OF THE ARCHITECT. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR THE COORDINATION, REPAIR AND PREPARATION FOR THE WORK OF ANY OTHER TRADES THAT WILL BE SUBSEQUENTLY LET UNDER SEPARATE CONTRACT BY THE OWNER OR THE ARCHITECT.
51. THE CONTRACTOR SHALL ASSUME THE FULL RESPONSIBILITY FOR THE INSTALLATION OF ALL TRADE CONTRACTS ASSIGNED BY THE CLIENT, INCLUDING GENERAL CONDITIONS, OVERHEAD AND PROFIT.

- 52. ALL CONTRACTOR'S WORK SHALL BE PERFORMED IN A FIRST-CLASS, SKILLFUL MANNER, MATCHING AND ALIGNING ALL SURFACES WHERE APPLICABLE TO AFFORD A FINISHED NEAT APPEARANCE. CONTRACTOR SHALL CLEAN ALL SURFACES FREE OF ALL DIRT AND REFUSE CAUSED BY DEBRIS FROM ALL INSTALLATION TECHNIQUES OF THE TRADE. ALL ADJACENT SURFACES TO THEIR WORK SHALL BE LEFT AS THEY APPEAR PRIOR TO THE COMMENCEMENT OF THE CONTRACTOR'S WORK TO BE DONE. CONTRACTOR SHALL PROPERLY PROTECT ALL ADJACENT SURFACES DURING THE COURSE OF THIS INSTALLATION, ALL NEW AND EXISTING GLASS, HARDWARE, AND/OR CONSTRUCTION SHALL BE THOROUGHLY CLEANED IN A MANNER ACCEPTABLE TO THE OWNER.
53. THE GENERAL CONTRACTOR SHALL CAREFULLY EXAMINE THE DRAWINGS AND SPECIFICATIONS REGARDING THE LOCATIONS AND EXTENT OF BLOCKING OR GROUNDS, AS WELL AS ANY STRUCTURAL STEEL OR METAL ANGLES AS MAY BE REQUIRED INSIDE WALLS FOR PURPOSES OF SUPPORTING MILLWORK. THE GENERAL CONTRACTOR SHALL ENSURE THAT THE COSTS OF SUCH BLOCKING, GROUNDS, AND/OR STRUCTURAL SUPPORTS ARE CARRIED IN THE CARPENTRY OR ARCHITECTURAL METALS SUBCONTRACTORS' SCOPE OF WORK.
54. BOTH THE ARCHITECT AND THE OWNER'S REPRESENTATIVE SHALL HAVE ACCESS TO THE DEMISED PREMISES AT ALL TIMES, AND TO THE FACTORY OR SHOP OF ANY OF THE SUBCONTRACTORS.
55. ANY INFERIOR MATERIAL OR WORKMANSHIP SHALL BE REMOVED UPON DEMAND AND WORK SHALL BE RECONSTRUCTED AS APPROVED BY THE ARCHITECT OR THE OWNER AT THE CONTRACTOR'S SOLE EXPENSE.
56. A COPY OF THE LATEST SET OF CONSTRUCTION DRAWINGS SHALL BE KEPT AT THE JOB SITE FOR REVIEW BY THE ARCHITECT.
57. ALL REQUESTIONS FOR PAYMENTS FROM THE CONTRACTOR TO THE OWNER SHALL BE SUBMITTED TO THE ARCHITECT FOR PRIOR APPROVAL.
58. SUBSTITUTIONS FOR MATERIALS, METHOD AND/OR SEQUENCE OF CONSTRUCTION SHALL BE REVIEWED WITH THE ARCHITECT AND OWNER PRIOR TO AWARDING OF THE CONTRACT AND ALL SUCH SUBSTITUTIONS MUST RECEIVE WRITTEN APPROVAL FROM THE ARCHITECT/OWNER.
59. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL OF THEIR OWN SECURITY, TEMPORARY HEAT, WATER, ELECTRICAL POWER, LIGHTING, AND HOISTING IF NEEDED COORDINATE THESE SERVICES WITH THE BUILDING MANAGEMENT.
60. ALL CONTRACTORS SHALL SUBMIT ALL SHOP DRAWINGS FOR APPROVAL TO THE ARCHITECT PRIOR TO COMMENCEMENT OF WORK. SHOP DRAWING SUBMITTALS SHALL BE IN ELECTRONIC FORMAT OR (4) BLACK AND WHITE PRINTS OF EACH DRAWING. APPROVAL OF SHOP DRAWING SHALL INDICATE ONLY THAT SUCH DRAWINGS GENERALLY EXPRESS THE INTENT OF THE CONTRACT DOCUMENTS AND SHALL NEITHER BE CONSTRUED AS A COMPLETE CHECK NOR RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR QUANTITIES AND DIMENSIONS. ALL CONTRACTORS SHALL SUBMIT CUTS, SAMPLES AND FINISHES FOR WRITTEN APPROVAL PRIOR TO ORDERING OF FABRICATION.
61. THE OWNER RESERVES THE RIGHT TO MAKE CHANGES IN THE DRAWINGS AND SPECIFICATIONS AS THE WORK PROGRESSES. BULLETINS, CHANGE ORDERS, DRAWINGS, SPECIFICATIONS OR INSTRUCTIONS COVERING SUCH CHANGES WILL BE ISSUED TO THE CONTRACTOR WHOSE RESPONSIBILITY IT WILL BE TO DISTRIBUTE THESE IMMEDIATELY AND TO NOTIFY THE FIELD OFFICE AND ALL SUBCONTRACTORS AFFECTED TO TAKE SUCH MEASURES AS MAY BE NECESSARY TO AVOID ERRORS IN THE WORK WHICH MAY OCCUR DUE TO THE USE OF SUPERSEDED DRAWINGS. WORK AFFECTED BY CHANGES PROPOSED IN ANY REVISED DRAWINGS OR OTHER DOCUMENTS ISSUED TO THE CONTRACTOR SHALL NOT BE EXECUTED UNLESS CHANGES ARE ACCOMPANIED BY LETTER OF AUTHORIZATION TO PROCEED ACCORDINGLY. IN CASES WHERE INSTRUCTIONS ACCOMPANYING ANY ISSUE OF REVISED DRAWINGS OR SPECIFICATIONS REQUEST ESTIMATES OF COSTS INVOLVED, SUCH ESTIMATES SHALL BE PREPARED AND SUBMITTED PROMPTLY AND SHALL NOT TO UNDULY EFFECT THE PROGRESS OF THE WORK.
62. THE OWNER RESERVES THE RIGHT TO REQUEST AND APPROVE OVERTIME AT THE DISCRETION, OVERTIME REQUESTED BY THE OWNER WILL BE PAID AT THE ADDITIONAL HOURLY RATE, PLUS INSURANCES AND BENEFITS WITH OUT OVERHEAD AND PROFIT. THE CONTRACTOR SHALL BE RESPONSIBLE TO DISTRIBUTE TO ALL SUBCONTRACTORS A COPY OF THE STRAIGHT TIME PORTION WITH INSURANCES, ETC., OF THE OVERTIME PAYMENT. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE BUILDING MANAGEMENT TO CONFIRM BUILDING RULES, REGULATIONS, AND CONDITIONS WHICH MAY REQUIRE OVERTIME, AND INCLUDE THAT COST.
63. ALL EXTRA WORK MUST BE WRITTEN UP BY THE GENERAL CONTRACTOR IN THE FORM OF A CHANGE ORDER. IF APPROVED, IT MUST BE A FIRM PRICE FOR THE WORK. ALL CHANGE ORDERS MUST BE SUBMITTED TO THE CLIENT FOR APPROVAL PRIOR TO THE COMMENCEMENT OF WORK.
64. THE CONTRACTOR SHALL GUARANTEE IN WRITTEN FORM, AS ACCEPTABLE TO THE OWNER, ALL LABOR AND MATERIALS INSTALLED BY THEM FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR AFTER DATE OF ACCEPTANCE OF THE WORK BY THE OWNER. EXCEPT AS MODIFIED HEREIN OR ON OTHER DRAWINGS, SHOULD DEFECTS OCCUR, ALL WORK SHALL BE REPLACED OR PROPERLY REPAIRED AT NO ADDITIONAL COST TO THE OWNER.
65. THE CONTRACTOR SHALL MAINTAIN ALL SUCH INSURANCES THAT ARE REQUIRED BY LAWS AND BY THE BUILDING MANAGEMENT/LANDLORD WHERE THE WORK IS BEING PERFORMED. THE CONTRACTOR SHALL LIST BOTH THE OWNER AND THE ARCHITECT AS ADDITIONAL INSURERS FOR THE DURATION OF THE PROJECT AND THE APPLICABLE STATUTE OF LIMITATIONS.
66. ALL APPLICABLE PERMITS, INSPECTIONS/APPROVALS, SIGN OFFS AND CONTROLLED INSPECTIONS SHALL BE APPLIED FOR AND PAID BY THE SUBCONTRACTORS IN ALL FIELDS OF THEIR WORK AS REQUIRED PER BUILDING DEPARTMENTS CODE, INCLUDING COORDINATION OF INSPECTIONS, APPROVAL AND PICKING UP OF BUILDING PERMITS BY THE CONTRACTOR, UNLESS OTHERWISE NOTED.
67. GENERAL CONTRACTOR IS RESPONSIBLE TO INSTALL ALL FIREBLOCKING AS PER IBC 717.2.

**MILLWORK GENERAL NOTES**

- 1. ALL ITEMS OF MILLWORK INDICATED ON THE DRAWINGS AND/OR SPECIFICATIONS SHALL BE PERFORMED BY SKILLED MECHANICS USING THE BEST TECHNIQUES KNOWN TO THE TRADE AND IN CONFORMANCE WITH ALL TRADE STANDARDS, SPECIFICALLY THE "PREMIUM GRADE" QUALITY STANDARDS AND THE GUIDELINES FOR "HIGH PRESSURE LAMINATE" OF THE ARCHITECTURAL WOODWORK INSTITUTE.
2. MILLWORK SUBCONTRACTOR TO SUBMIT (4) SETS OF SHOP DRAWINGS PLUS (3) SAMPLES OF ALL WOOD VENEERS TO THE ARCHITECT'S OFFICE FOR REVIEW AND APPROVAL PRIOR TO FABRICATION OF ANY WORK.
3. MILLWORK SUBCONTRACTOR IS RESPONSIBLE FOR COORDINATING AND SCHEDULING THEIR WORK WITH THE GENERAL CONTRACTOR.
4. MILLWORK SUBCONTRACTOR SHOULD INSPECT THE ALIGNMENT OF ALL GYPSUM BOARD CONSTRUCTION AND SHOULD NOTIFY THE ARCHITECT OF ANY CONDITION THAT WOULD PREVENT THEM FROM COMPLETING THEIR WORK.
5. ALL MILLWORK SHALL HAVE A FINE, SMOOTH FINISH, FREE FROM MACHINE OR TOOL MARKS, ABRASIONS OR RAISED GRAIN ON EXPOSED SURFACES. JOINTS SHALL BE TIGHT AND SO FORMED AS TO CONCEAL SHRINKAGE. MITERS OR MORE FROM HEEL TO POINT SHALL BE GLUED 4" AND FEATHERED, LOCKED, SPLINED, AND DOWELED. TENONS AND DOWELS SHALL BE OF HARDWOOD AND SPACED NOT LESS THAN 3" ON CENTER. JOINTS SHALL BE MADE WITH WATER-RESISTANT GLUE OR HOT GLUED UNDER PRESSURE. ALL EXPOSED WORK SHALL BE FULLY ASSEMBLED IN THE SHOP IN AS LARGE A UNIT AS PRACTICAL, THEN DELIVERED AND INSTALLED.
6. SCREW AND GLUE ALL JOINTS AND CONNECTIONS. NO NAILING PERMITTED.
7. MILLWORK CONTRACTOR SHALL USE ONLY FIRE-RETARDANT WOOD.
8. ALL HIGH-PRESSURE PLASTIC LAMINATE WORK SHALL BE SOLID, IN ONE PIECE AND WITHOUT SPLICE JOINTS (EXCEPT WHERE PROHIBITED BY THE MAXIMUM AVAILABLE SIZE OF THE MANUFACTURED PLASTIC LAMINATE MATERIALS) AND SHALL BE BONDED TO THE CORE STOCK USING THE "HOT PLATE" PRESS METHOD. ALL EDGES AND EXPOSED CORNERS TO BE FINELY JOINED. UNSIGHTLY JOINTS, NICKS, SCRATCHES, CHIPS, DEFECTS, WAVY OR UNEVEN LAMINATION WILL BE REJECTED. IF JOINTS ARE REQUIRED DUE TO LENGTH OF UNIT, JOINTS TO BE CENTERED SYMMETRICALLY OVER THE LENGTH OF THE UNIT.
9. ALL SURFACES TO BE LAMINATED (PLASTIC LAMINATE OR VENEERED) SHALL BE WITH THE SAME TYPE OF MATERIAL ON THE BOTH SIDES (BACKING) WHETHER VISIBLE OR NOT. PA AND PLYWOOD BACKS NOT EXPOSED TO VIEW SHALL BE VENEERED WITH THE SAME SPECIES AND THICKNESS OF VENEER USED FOR THE FACE. FOR BALANCED CONSTRUCTION, HOWEVER, THE VENEERED SURFACES NOT EXPOSED TO VIEW NEED NOT BE MATCHED.
10. MILLWORK CABINETS WHERE THE DOORS HAVE PLASTIC LAMINATE FACED DOORS, SHALL ALSO HAVE BACKS AND EDGES OF THE PLASTIC LAMINATE AS THE FACE. DRAWERS HAVING PLASTIC LAMINATE FACED DOORS SHALL HAVE VENEERED SOLID COMPOSITE OR CONSTRUCTION (BOTH TOP AND SIDES) WITH A CLEAR LAQUER FINISH. DRAWER FRONT AND SIDES TO BE GROOVED TO RECEIVE (3) PLY BOTTOM PANELS.
11. MILLWORK SUBCONTRACTOR SHALL COORDINATE WITH THE GENERAL CONTRACTOR ON THE LOCATION AND INSTALLATION OF ALL GROUNDS AND BLOCKING INSIDE THE WALL CONNECTION RELATED TO CABINETRY.
12. WHERE ELECTRICAL WORK IS SPECIFIED IN CABINETS, LAMPS AND FIXTURES ARE TO BE PROVIDED BY THE GENERAL CONTRACTOR. CUTOUTS FOR SWITCHES, OUTLETS, AND WIRING DEVICES TO BE INSTALLED BY CABINETRY IN THE FIELD ARE BY THE MILLWORK SUBCONTRACTOR AND SHALL BE COORDINATED BY THE GENERAL CONTRACTOR.
13. MILLWORK SUBCONTRACTOR SHALL PROVIDE ALL HARDWARE REQUIRED FOR FINISHED INSTALLATION OF CABINETS.
14. FIELD VERIFY LOCATION OF ALL HOLES THROUGH ALL NEW COUNTERTOPS AND MILLWORK. PROVIDE A GROMMET INSERT AT EACH LOCATION WHERE ELECTRICAL, VOICE/DATA OUTLETS OCCUR. SEE DETAILS FOR SIZES, LOCATIONS AND FINISHES OF GROMMET.
15. MILLWORK SUBCONTRACTOR SHALL SHIM AND LEVEL ALL COUNTERS TO BE LOCATED OVER FILES, AND PROVIDE A STABLE TEMPORARY SUPPORT UNTIL FILES ARE DELIVERED FOR INSTALLATION. CONTRACTOR TO PROVIDE FILLER STRIPS AS REQUIRED BETWEEN FILE CABINETS AND COUNTERTOPS, AND BETWEEN CABINETS AND SURROUNDING WALLS AND CEILINGS.
16. MILLWORK SUBCONTRACTOR IS RESPONSIBLE TO CLEAN AND POLISH AND TOUCH UP AS REQUIRED ALL WOODWORK AFTER THE INSTALLATION IS COMPLETED.
17. THE GENERAL CONTRACTOR SHALL INSPECT THE PREMISES WITH THE CARPET CONTRACTOR TO ESTABLISH THE DEGREE AND SCOPE OF FLASH PATCHING REQUIRED. FLASH PATCHING AND LEVELING REQUIRED FOR A BASIC LEVEL CONSTRUCTION SURFACES (I.E. CORRECTING GROSS DIFFERENCES IN EXCESS OF 3/4" IN SLAB LEVEL) SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR, WHO SHALL CARRY THE COST OF SUCH LEVELING UNDER GENERAL CONDITIONS. FLASHING REQUIRED BY THE CARPET CONTRACTOR FOR SIMPLE LEVELING OR AT POINTS OF FLOORING MATERIAL CHANGES, WHICH ARE LESS THAN 3/4" IN DIFFERENCE SHALL BE THE RESPONSIBILITY OF THE CARPET CONTRACTOR.

**PLAN NOTES**

- 1. THE GENERAL CONTRACTOR IS RESPONSIBLE TO PROVIDE AND INSTALL ALL BLOCKING AND GROUNDS AS REQUIRED FOR THE INSTALLATION OF WINDOW BLINDS, DRAPERIES, CURTAINS, MILLWORK AND ANY HANGING OBJECTS AS REQUIRED.
2. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.
3. DO NOT SCALE OFF OF PLANS. CONTACT ARCHITECT WITH DIMENSION QUESTIONS.
4. ALIGN NEW PARTITION WITH FACE OF EXISTING PARTITION OR COLUMN, UNLESS NOTED OTHERWISE.
5. CONTRACTOR SHALL VISIT THE SITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS PRIOR TO SUBMISSION OF BID.
6. THE CONTRACTOR SHALL TAKE OUT ALL NECESSARY PERMITS, INSURANCE, LICENSEES AND CERTIFICATES AND PAY ALL FEES CONNECTED THEREWITH.
7. CONTRACTOR TO PROVIDE DUST PROOF, RIGID, BARRIERS, AS APPROPRIATE TO DEFINE VARIOUS SEGMENTS. BARRIERS TO MAINTAIN EXISTING SECURITY, MECHANICAL, FIRE-LIFE SAFETY REQUIREMENTS FOR BUILDING OCCUPANTS.
8. THE CONTRACTOR AT ALL TIMES SHALL KEEP PREMISES FREE FROM WASTE MATERIALS AND RUBBISH CAUSED BY THE WORK.
9. ALL DOORS AND HARDWARE WILL BE IN COMPLIANCE WITH APPLICABLE ACCESSIBILITY CODES AND ORDINANCES. ALL WORK SHALL BE DONE IN COMPLIANCE WITH THE LATEST LOCAL AND STATE BUILDING CODES AND ORDINANCES.
10. REFER TO ENGINEER'S DRAWINGS FOR MECHANICAL, ELECTRICAL, PLUMBING AND SPRINKLER LAYOUTS.
11. SET FLOOR DRAIN AND FLOOR SINKS WITH TOP OF FINISH TILE/POURED FLOOR. SEE MECHANICAL DRAWINGS FOR DETAILS.
12. SLOPE CONCRETE FLOOR 1:50 TOWARDS FLOOR DRAINS AND AWAY FROM ALL WALLS.
13. 24"x24" AREA AT FLOOR DRAINS TO SLOPE AT 1/4" PER FOOT.
- ALL WORK TO BE BUILDING STANDARD UNLESS OTHERWISE NOTED.
- NEW DOORS, FRAMES AND HARDWARE TO BE BUILDING STANDARD. LEVER LATCHES AND LOCK SETS, TO BE USED THROUGHOUT, FINISH TO BE BUILDING STANDARD.
- ALL PUBLIC AREA FINISHES AND FIXTURES ARE TO CONFORM TO BUILDING STANDARDS. COORDINATE REQUIREMENTS WITH BUILDING OWNER.
- AT EACH RESTROOM PROVIDE THE FOLLOWING:
- (1) SOAP DISPENSER FOR EACH LAVATORY.
  - (1) TOILET PAPER HOLDER FOR EACH WATER CLOSET.
  - (2) RECESSED PAPER TOWEL HOLDERS.
- (1) SANITARY NAPKIN DISPENSER FOR EACH WOMENS ROOM.
- (1) SANITARY NAPKIN RECEPTACLE FOR EACH WOMENS WATER CLOSET.
- TOILET PARTITIONS, GRAB BARS, ETC. AS INDICATED ON PLANS AND ELEVATIONS.

**REFLECTED CEILING PLAN GENERAL NOTES**

- 1. SEE M.E.P. DRAWINGS FOR SPECIFICATIONS AND CONFIGURATION OF MECHANICAL, ELECTRICAL & PLUMBING ITEMS.
2. ALL CEILING MATERIAL MUST HAVE CLASS "A" FIRE RATING.
3. SUPPORT WIRES FOR CEILING SUSPENSION SHALL BE ANCHORED TO STRUCTURE ABOVE AND AS REQUIRED. SUPPORT WIRES SHALL NOT BE CONNECTED TO ANY MECHANICAL, ELECTRICAL, PLUMBING OR FIRE PROTECTION PIPING OR EQUIPMENT.
4. SPRINKLER HEADS AT GYPSUM BOARD CEILINGS MUST BE FULLY RECESSED AND COVERED WITH METAL PLATES FINISHED TO MATCH ADJACENT SURFACE.
5. CENTER SPRINKLER HEADS, DIFFUSERS, LIGHT FIXTURES, AND OTHER RECESSED OR SURFACE MOUNTED ITEMS IN CEILING TILES.
6. PAINT OUT ALL DIFFUSERS, SPEAKERS, TRIM RINGS, AND EXPOSED DUCTS TO MATCH CEILING FINISH.
7. ALL GYP. BD. CEILINGS & SOFFITS SHALL HAVE LEVEL 5 FINISH & SHALL BE PAINTED.
8. SEE FINISH PLAN AND SCHEDULE FOR FINISH SPECIFICATIONS.
9. CENTER CEILING GRID IN ROOM UNLESS NOTED OTHERWISE.

No.	Description	Date

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GENERAL PROJECT REQUIREMENTS

HOLIDAY INN EXPRESS & SUITES

INTERSECTION OF HAYNES PLACE & LAMM RD.  
WILSON, NC 27789

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SCALE: 1/2" = 1'-0"