



Fire Alarm System Upgrades at
Glendale Terrace
3200 Glendale Avenue,
Toledo, Ohio
IFB24-B002

Specifications

Prepared by:

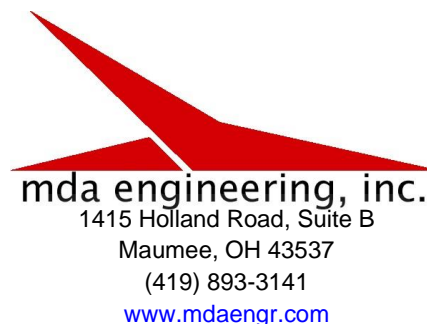


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DOCUMENT 003143 - PERMIT APPLICATION

1.1 PERMIT APPLICATION INFORMATION

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of the Bidders' own investigations.
- B. General Permit Application: Contractor is responsible for submitting plans, paying fees and organizing required inspections with the proper authority having jurisdiction for the project.
- C. Inspection Fees: Inspections and related fees are to be scheduled by and paid for by the Contractor.
- D. Specific Permits and Fees: Contractor is responsible for submitting plans, paying fees, and organizing the required inspections to complete the Scope of Work for all other permits and inspections including but not limited to:
 - 1. Ohio Department of Commerce Inspections.
 - 2. City/County Building Inspection.
 - 3. Electrical Inspection.
 - 4. Local Fire Department or Authority Inspection.
 - 5. Owner's Risk/Loss Insurer Inspections.
- E. Provide copies of all building permits to the Owner and Engineer prior to the start of work.

END OF DOCUMENT 003143

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Project information.
 - 2. Contractor's use of site and premises.
 - 3. Coordination with occupants.
 - 4. Work restrictions.
 - 5. Specification and Drawing conventions.

1.3 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

1.4 PROJECT INFORMATION

- A. Project Identification: Lucas County Metropolitan Housing – Fire Alarm System Upgrades at Glendale Terrace Apartments.
 - 1. Project Location:
 - a. Glendale Terrace Apartments: 3200 Glendale Avenue, Toledo, OH 43614.

1.5 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:
 - 1. Replacement of existing fire alarm system control panel (FACP).
 - 2. Replacement of existing fire alarm system remote annunciator (ANN).
 - 3. Installation of carbon monoxide (CO) detection in existing boiler rooms.
 - 4. Installation of carbon monoxide (CO) detection on existing make-up air units supply ductwork serving apartments.

5. Installation of carbon monoxide (CO) detection on existing roof-top units supply ductwork serving administration offices.

1.6 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: 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. Limits on Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Driveways, Walkways and Entrances: Keep driveways parking garage, loading areas, and entrances serving premises clear and available to Owner, Owner's tenants, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.7 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy Project site and adjacent building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day 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 approval of authorities having jurisdiction.
 2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

1.8 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work to between 8:30 a.m. to 5:00 p.m., Monday through Friday, unless otherwise agreed to in writing by the Property Manager. Work hours may be modified to meet Project requirements if approved by Owner.
 - 1. Weekend Hours: As pre-approved in writing by Property Manager.
 - 2. Early Morning Hours: As pre-approved in writing by Property Manager.
- 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 arranging for temporary utility services according to requirements indicated:
 - 1. Notify Owner not less than seven (7) days in advance of proposed utility interruptions.
 - 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify Owner not less than seven (7) days in advance of proposed disruptive operations.
 - 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Owner's property is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.

1.9 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. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.
 3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. 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 scheduled on Drawings.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

- d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of Engineers and Owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from City of Toledo.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
2. Engineer's Action: If necessary, Engineer will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Engineer will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Engineer's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Engineer does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

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

1.6 PROCEDURES

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

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Engineer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided.
 - c. Substitution request is fully documented and properly submitted.
 - d. Requested substitution will not adversely affect Contractor's construction schedule.
 - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Engineer will consider requests for substitution if received within 10 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Engineer.
1. Conditions: Engineer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Engineer for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Requested substitution provides sustainable design characteristics that specified product provided.
 - e. Substitution request is fully documented and properly submitted.

- f. Requested substitution will not adversely affect Contractor's construction schedule.
- g. Requested substitution has received necessary approvals of authorities having jurisdiction.
- h. Requested substitution is compatible with other portions of the Work.
- i. Requested substitution has been coordinated with other portions of the Work.
- j. Requested substitution provides specified warranty.
- k. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Engineer will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Engineer will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Work Change Proposal Requests issued by Engineer are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 15 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.

- d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - e. Quotation Form: Use forms acceptable to Engineer.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Engineer.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 4. Include costs of labor and supervision directly attributable to the change.
 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 6. Comply with requirements in Section 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 7. Proposal Request Form: Use form acceptable to Engineer.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Owner will issue a Change Order.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Work Change Directive: Owner may issue a Work Change Directive. Work Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Work Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Work Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

Lucas Metropolitan Housing
Fire Alarm System Upgrades at
Glendale Terrace

(Bidding & Permits) 01/2024
IFB24-B002
MDA Project Number: 21071

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Reference HUD-5370, Article 27

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.3 DEFINITIONS

- A. Schedule of Value/Amounts: A form furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES (HUD-51000 form: Schedule of Amounts for Contract Payments)

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Provide a cost breakdown with the following minimum subcategories:
 - a. Bond and Insurance
 - b. General Conditions
 - c. Mobilization
 - d. Punch List Items
 - e. Close Out Items
 - f. Asbestos Abatement
 - g. Demolition
 - h. General Trades Work.
 - i. Fire alarm Equipment.
 - j. Fire alarm Installations.
 - k. Testing and Adjusting.
 - 2. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 3. Submit the schedule of values to Engineer at earliest possible date, but no later than 14 days after Notice to Proceed.

4. Provide a list of all subcontractors and suppliers with the Schedule of Values.
 5. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
 6. Submit Certificates of Insurance, Insurance Policies and Performance and Payment Bonds prior to the start of work.
 7. And all other applicable items as indicated in the Project IFB.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section, unless otherwise indicated or required.
1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Owner's name.
 - c. Owner's Project number.
 - d. Name of Engineer.
 - e. Engineer 's Project number.
 - f. Contractor's name and address.
 - g. Date of submittal.
 2. Arrange schedule of values consistent with format of HUD 51000 or other approved form.
 3. On separate document, arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
 5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site (HUD-51003 & 51004).

6. Overhead Costs, Separate Line Items: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
7. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
8. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
9. Change Orders are to be submitted on form HUD-51002 with the Application for Payment.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments, as certified by Engineer and paid for by Owner.
- B. Submit certified payrolls and Davis-Bacon and Related Acts (DBRA) Submittals as required by the Owner using LCP Tracker.
- C. Payment Application Times: Submit Application for Payment to Engineer by the fifteenth of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
 1. Submit draft copy of Application for Payment seven days prior to due date for review by Engineer .
- D. Application for Payment Forms: Use HUD-51000 series forms for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Execute by a person authorized to sign legal documents on behalf of Contractor. Engineer will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application (HUD-51002 Schedule of Change Orders).
 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include with the Application for Payment and HUD forms 51003 & 51004 indicating amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.

2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. Transmittal: Submit electronic copies of each Application for Payment to Engineer. Include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. Waivers: Prior to submitting final Application for Payment, submit Contractor's Release and Certification form.
- I. Prior to submitting the Initial Application for Payment provide the following:
1. Certified Payroll Reports (CPR's) for period.
 2. Signature Authorization Letter (if applicable).
 3. Union Wage Sheets and required Journeyman/Apprentice ratio.
 4. Documentation of the Deductions listed in the "Other" category on CPR's and Employee Authorization form.
- J. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. Schedule of values/amounts.
 2. Contractor's construction schedule.
 3. Products list (preliminary if not final).
 4. Submittal schedule (preliminary if not final).
 5. List of Contractor's staff assignments.
 6. List of Contractor's principal consultants.
 7. Initial progress report.
 8. And all other applicable items as indicated in the IFB.
- K. Application for Payment at Substantial Completion: After Engineer issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - a. Complete administrative actions, submittals, and Work preceding this application, as described in Section 017700 "Closeout Procedures."

2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- L. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Certification of completion of final punch list items.
 3. AIA Document G707.
 4. Evidence that claims have been settled.
 5. Final liquidated damages settlement statement.
 6. Proof that taxes, fees, and similar obligations are paid.
 7. Contractor's Release & Certification.
 8. Final Wage Payment Affidavit.

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawing accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable;

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request for Information. Request from Owner, Engineer, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

- B. Key Personnel Names: Within 7 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses, cellular telephone numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
 - 1. Post copies of list in temporary field office, and in prominent location in each built facility. Keep list current at all times.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordination of Multiple Contracts: Each contractor shall cooperate with Prime Contractor, who shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each contractor shall coordinate its own operations with operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled activities of other contractors and direction of Prime Contractor to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's construction schedule.

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

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
 - b. Coordinate the addition of trade-specific information to coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
 - c. Indicate functional and spatial relationships of components of Architectural , structural, civil, mechanical, and electrical systems.
 - d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
 - e. Show location and size of access doors required for access to concealed devices, equipment, and other controls.
 - f. Indicate required installation sequences.
 - g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Engineer indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
1. Floor Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Supplement plan drawings with section drawings where required to adequately represent the Work.
 2. Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.

3. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
 4. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.
 5. Review: Engineer will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Engineer determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Engineer will so inform Contractor, who shall make suitable modifications and resubmit.
 6. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Drawing Process: Prepare coordination drawings in the following manner:
1. Schedule submittal and review of existing conditions, Electrical and Fire Alarm Shop Drawings to make required changes prior to preparation of coordination drawings.
 2. Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Engineer to review and resolve conflicts on the coordination drawings.
- D. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format:
 - a. Same digital data software program, version, and operating system as original Drawings.
 - b. DWG, Version AutoCAD (latest release), operating in Microsoft Windows operating system.
 2. File Submittal Format: Submit or post coordination drawing files using PDF format.
 3. Engineer will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
 - b. Digital Data Software Program: Drawings are available in AutoCAD (latest release).
 - c. Contractor shall execute a data licensing agreement.

1.7 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Engineer will return without response those RFIs submitted to Engineer by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Owner name.
 3. Owner's Project number.
 4. Name of Engineer.
 5. Engineer's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Engineer.
1. Attachments shall be electronic files in PDF format.
- D. Engineer's Action: Engineer will review each RFI, determine action required, and respond. Allow seven days for Engineer's response for each RFI. RFIs received by Engineer after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.

- d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Engineer's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
2. Engineer's action may include a request for additional information, in which case Engineer's time for response will date from time of receipt by Engineer of additional information.
 3. Engineer's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal.
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Engineer in writing within 5 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Engineer.
 4. RFI number, including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Engineer's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.
- F. On receipt of Engineer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Engineer within three days if Contractor disagrees with response.

1.8 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Engineer's Digital Data Files: Digital data files of Engineer's CAD drawings (background drawings only) will be provided by Engineer for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 2. Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in AutoCAD (latest release).
 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Engineer.
 - a. Subcontractors and other parties granted access by Contractor to Engineer's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Engineer.
 5. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
- B. PDF Document Preparation: Where PDFs are required to be submitted to Engineer, prepare as follows:
1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.9 PROJECT MEETINGS

- A. General: Engineer/Owner will schedule and conduct bi-weekly meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting.
 2. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Engineer will distribute the meeting minutes to everyone concerned, including Owner and Engineer, within five days of the meeting.
- B. Preconstruction Conference: Engineer/Owner will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Engineer, but no later than 10 days after Notice to Proceed.

1. Attendees: Authorized representatives of Owner, Engineer and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Information to be provided to the Owner prior to the Preconstruction Conference:
 - a. Signed Contract.
 - b. Contractor's License No.
 - c. GLI Certificate (with Owner listed as additionally insured).
 - d. BWC Certificate.
 - e. Prime Contractor's Section 3 paperwork.
 - f. List of Additional Work Classifications (Preliminary, if not final).
3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Procedures for processing field decisions and Change Orders.
 - h. Procedures for RFIs.
 - i. Procedures for testing and inspecting.
 - j. Procedures for processing Applications for Payment.
 - k. Distribution of the Contract Documents.
 - l. Submittal procedures.
 - m. Preparation of Record Documents.
 - n. Use of the premises.
 - o. Work restrictions.
 - p. Working hours.
 - q. Owner's occupancy requirements.
 - r. Responsibility for temporary facilities and controls.
 - s. Procedures for moisture and mold control.
 - t. Procedures for disruptions and shutdowns.
 - u. Construction waste management and recycling.
 - v. Parking availability.
 - w. Office, work, and storage areas.
 - x. Equipment deliveries and priorities.
 - y. First aid.
 - z. Security.
 - aa. Progress cleaning.
 - bb. Owner's procedures, processes and submittals.
4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
5. Information to be provided to the Owner within 48 hours of the start of work (by Contractor and/or subs):
 - a. Performance Bond.
 - b. Permits.

- c. Subcontractors List.
- d. Subcontractor Submittals (Min. Section 3, Sub Agreement/Checklist, Insurance Certificates, Apprentice Certificates & Period).

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Contractor's Construction Schedule.
 - 2. Construction schedule updating reports.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for schedule of values and requirements for Applications for Payment.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. Cost Loading: The allocation of the schedule of values for completing an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum.
- C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine the critical path of Project and when activities can be performed.
- D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- E. Event: The starting or ending point of an activity.
- F. Float: The measure of leeway in starting and completing an activity.

1. Float time belongs to Owner.
2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

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

1.4 INFORMATIONAL SUBMITTALS

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

1. Working electronic copy of schedule file.
2. PDF file.

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

1. Submit a working digital copy of schedule, using software indicated, and labeled to comply with requirements for submittals.

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

1.5 QUALITY ASSURANCE

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

1.6 COORDINATION

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

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

1.7 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
 - 1. Use Microsoft Project or Primavera for current Windows operating system.
- B. Scheduling Consultant: Engage a consultant to provide planning, evaluation, and reporting, using CPM scheduling.
 - 1. In-House Option: Owner may waive requirement to retain a consultant if Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
 - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- C. Time Frame: Extend schedule from date established for the Notice of Award to date of Substantial Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- D. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
 - 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
 - 2. Temporary Facilities: Indicate start and completion dates for the following as applicable:
 - a. Securing of approvals and permits required for performance of the Work.
 - b. Temporary facilities.
 - c. Owner interfaces and furnishing of items.
 - d. Interfaces with Separate Contracts.
 - e. Regulatory agency approvals.
 - f. Punch list.
 - 3. Procurement Activities: Include procurement process activities for the following long lead-time items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - 4. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 - 5. Startup and Testing Time: Include no fewer than 7 days for startup and testing.
 - 6. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Engineer's administrative procedures necessary for certification of Substantial Completion.

7. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and Final Completion.
- E. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
 2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use-of-premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
 4. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Fabrication.
 - e. Sample testing.
 - f. Deliveries.
 - g. Installation.
 - h. Tests and inspections.
 - i. Adjusting.
 - j. Curing.
 - k. Building flush-out.
 - l. Startup and placement into final use and operation.
 5. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Completion of fire alarm/electrical installation.
 - b. Substantial Completion.
- F. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion.
- G. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
1. Unresolved issues.

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

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

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

I. Recovery Schedule: When periodic update indicates the Work is 7 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.

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

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

1.8 GANTT-CHART SCHEDULE REQUIREMENTS

A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within 10 days of date established for the Notice to Proceed.

1. Base schedule on the startup construction schedule and additional information received since the start of Project.
2. Include project activities listed in 1-7, Contractor's construction schedule.

B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

Lucas Metropolitan Housing
Fire Alarm System Upgrades at
Glendale Terrace

(Bidding & Permits) 01/2024
IFB24-B002
MDA Project Number: 21071

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013200

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

- 1. Submittal schedule requirements.
- 2. Administrative and procedural requirements for submittals.

- B. Related Requirements:

- 1. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
- 2. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
- 3. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
- 4. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.3 DEFINITIONS

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

1.4 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Engineer and additional time for handling and reviewing submittals required by those corrections.

- 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.

2. Initial Submittal Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
3. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Engineer's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled date of fabrication.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.5 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Engineer.
4. Name of Contractor.
5. Name of firm or entity that prepared submittal.
6. Names of subcontractor, manufacturer, and supplier.
7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
8. Category and type of submittal.
9. Submittal purpose and description.
10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
11. Drawing number and detail references, as appropriate.
12. Indication of full or partial submittal.
13. Location(s) where product is to be installed, as appropriate.
14. Other necessary identification.
15. Remarks.
16. Signature of transmitter.

B. Options: Identify options requiring selection by Engineer.

- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Engineer on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.6 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package and transmit to Engineer and Owner by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Engineer.
 - a. Engineer will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow 15 days for review of each resubmittal.

- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's action stamp.

1.7 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 - 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.

- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
- D. Test and Research Reports:
1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.8 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor or Contractors Vendor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
- B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit design drawings to authority having jurisdiction necessary for obtaining approval and applicable permits. Drawings to be signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
- C. Refer to individual sections for design professional required qualifications.

1.9 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 1. Engineer will not review submittals received from Contractor that do not have Contractor's review and approval.

1.10 ENGINEER'S REVIEW

- A. Action Submittals: Engineer will review each submittal, indicate corrections or revisions required, and return.
 - 1. PDF Submittals: Engineer will indicate, via markup on each submittal, the appropriate action.
- B. Informational Submittals: Engineer will review each submittal and or will return it if it does not comply with requirements. Engineer will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Engineer.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Engineer will return without review submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Engineer without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.4 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

- C. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.
1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
 2. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
 3. Indicate methods to be used to avoid trapping water in finished work.
- D. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
1. Locations of dust-control partitions at each phase of work.
 2. HVAC system isolation schematic drawing.
 3. Waste-handling procedures.
 4. Other dust-control measures.
- E. Noise and Vibration Control Plan: Identify construction activities that may impact the occupancy and use of existing spaces within the building or adjacent existing buildings, whether occupied by others, or occupied by the Owner. Include the following:
1. Methods used to meet the goals and requirements of the Owner.
 2. Concrete cutting method(s) to be used.
 3. Location of construction devices on the site.
 4. Show compliance with the use and maintenance of quieted construction devices for the duration of the Project.
 5. Indicate activities that may disturb building occupants and that are planned to be performed during non-standard working hours as coordinated with the Owner.
 6. Indicate locations of sensitive equipment areas or other areas requiring special attention as identified by Owner. Indicate means for complying with Owner's requirements.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10-mil minimum thickness, with flame-spread rating of 15 or less in accordance with ASTM E84 and passing NFPA 701 Test Method 2.
- B. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats, minimum 36 by 60 inches.
- C. Insulation: Unfaced mineral-fiber blanket, manufactured from glass, slag wool, or rock wool; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively.

2.2 TEMPORARY FACILITIES

- A. Field Offices: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Storage and Fabrication Sheds: Provide sheds or trailers sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating, Cooling, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

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

3.2 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 1. Locate facilities to limit site disturbance.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- C. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed.
 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
 3. Perform daily construction cleanup and final cleanup.

3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 1. Arrange with Owner, for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
- C. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- D. Sanitary Facilities: Contractor may use the restrooms on site. Provide safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.

- F. Electric Power Service: Connect to Owner's existing electrical power service. Maintain equipment in a condition acceptable to the Owner.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241, if required.
 - 2. Utilize designated area within existing building for temporary field offices.
 - 3. Maintain support facilities until Engineer schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- C. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- D. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.

3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Section 011000 "Summary."
- C. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- D. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

- E. Temporary Egress: Provide temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction. Provide signage directing occupants to temporary egress.
- F. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- G. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner and tenants from fumes and noise as required.
 - 1. Construct dustproof partitions with gypsum wallboard, with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
 - 2. Construct dustproof partitions with two layers of 6-mil polyethylene sheet on each side. Cover floor with two layers of 6-mil polyethylene sheet, extending sheets 18 inches up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant-treated plywood.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches between doors. Maintain water-dampened foot mats in vestibule.
 - 3. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 - 4. Provide walk-off mats at each entrance through temporary partition.
- H. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
 - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Exposed Construction Period: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:

1. Protect porous materials from water damage.
 2. Protect stored and installed material from flowing or standing water.
 3. Keep porous and organic materials from coming into prolonged contact with concrete.
 4. Remove standing water from decks.
 5. Keep deck openings covered or dammed.
- C. Partially Enclosed Construction Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install porous materials or components, or items with high organic content, into partially enclosed building.
 2. Keep interior spaces reasonably clean and protected from water damage.
 3. Periodically collect and remove waste containing cellulose or other organic matter.
 4. Discard or replace water-damaged material.
 5. Do not install material that is wet.
 6. Discard and replace stored or installed material that begins to grow mold.
 7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.
- D. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.7 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 015000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

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

- B. Related Requirements:

1. Section 011000 "Summary" for limits on use of Project site.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

1.4 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 1. Structural Elements: When cutting and patching structural elements, notify Engineer of locations and details of cutting and await directions from Engineer before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Fire-suppression systems.
 - d. Plumbing piping systems.
 - e. Mechanical systems piping and ducts.
 - f. Control systems.
 - g. Communication systems.
 - h. Fire-detection and -alarm systems.
 - i. Electrical wiring systems.
 - j. Operating systems of special construction.
 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Owner's/Engineer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.

- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Owner/Engineer for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work.
 - 2. List of detrimental conditions, including substrates.
 - 3. List of unacceptable installation tolerances.
 - 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

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

- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Engineer.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings. If discrepancies are discovered, notify Engineer promptly.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Where possible, select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Engineer.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Repair or remove and replace damaged, defective, or nonconforming Work.
 - 1. Comply with Section 017700 "Closeout Procedures" for repairing or removing and replacing defective Work.

3.5 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 5. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.7 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.8 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

SECTION 017419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Disposing of nonhazardous demolition and construction waste.

1.3 DEFINITIONS

- A. Construction Waste: Building, structure, and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building, structure, and site improvement materials resulting from demolition operations.
- C. Disposal: Removal of demolition or construction waste and subsequent salvage, sale, recycling, or deposit in landfill, incinerator acceptable to authorities having jurisdiction, or designated spoil areas on Owner's property.

1.4 MATERIALS OWNERSHIP

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 DISPOSAL OF WASTE

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

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

END OF SECTION 017419

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 017900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.3 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Engineer's use prior to Engineer's inspection, to determine if the Work is substantially complete.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.5 CLOSEOUT SUBMITTALS

- A. Record Drawings.
- B. O&M Data and Warranties.
- C. Final Payroll Reports/Certification and supporting documents.
- D. Final Wage Payment & Affidavit.
- E. Contractors Release & Certification.
- F. Certificates of Release: From authorities having jurisdiction.
- G. Certificate of Insurance: For continuing coverage.
- H. Consent of Surety.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.7 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Engineer. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 5. Submit testing, adjusting, and balancing records.
 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment. Fire Alarm system must be fully functioning and operating on automatic controls.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
 6. Terminate and remove temporary facilities from Project site, along with construction tools, and similar elements.
 7. Complete final cleaning requirements.
 8. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection and will notify Contractor of items, either on Contractor's list or additional items identified by Engineer, that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.8 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Engineer's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Engineer. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit Final Completion photographic documentation.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer/Owner will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.9 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order,, listed by room or space number.
 2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Engineer.
 - d. Name of Contractor.
 - e. Page number.
 4. Submit list of incomplete items in the following format:
 - a. PDF Electronic File: Engineer will return annotated file.

1.10 SUBMITTAL OF PROJECT WARRANTIES

- A. As a condition precedent to the final payment, the contractor shall execute to the owner a guarantee in a form approved by the owner. Guarantee shall warrant that all work will remain in serviceable and perfect condition (ordinary wear and tear, abuse and causes beyond the control of the contractor excluded) for a period of one year from date of final completion and acceptance of work and that the contractor will make good at his own expense, without cost to the owner, any imperfections in whole or in part which may develop in this work during the period above specified, including any damage to other work caused by such imperfections or repairing of same.
- B. Time of Submittal: Submit written warranties on request of Engineer for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- C. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- D. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- E. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 - 1. Submit on digital media acceptable to Engineer by email to Engineer.
- F. Warranties in Paper Form:
 - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- G. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLOSEOUT ITEMS

- A. Provide Closeout submittals included in Part 1.5.
- B. Complete the following:
 - 1. Return keys and fobs to Maintenance Supervisor.
 - 2. Tools, spare parts, maintenance, and extra products in quantities specified.
 - 3. Startup testing of systems and instruction of Property Management employees on the operation of new equipment and maintenance.
 - 4. Remove all temporary facilities & utilities.
 - 5. Notification for insurance changeover.
 - 6. Utility changeover.

3.2 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.

- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
- f. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- g. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
- h. Vacuum and mop concrete.
- i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- k. Remove labels that are not permanent.
- l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- m. Clean strainers.
- n. Leave Project clean and ready for occupancy.

3.3 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Product maintenance manuals.
- B. Related Requirements:
 - 1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Engineer will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Engineer. Enable reviewer comments on draft submittals.

- C. Initial Manual Submittal: Submit draft copy of each manual at least 7 days before commencing demonstration and training. Engineer will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 7 days before commencing demonstration and training. Engineer will return copy with comments.
 - 1. Correct or revise each manual to comply with Engineer's comments. Submit copies of each corrected manual within 7 days of receipt of Engineer's comments and prior to commencing demonstration and training.
- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.5 FORMAT OF OPERATION AND MAINTENANCE MANUALS

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

1.6 REQUIREMENTS FOR OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name and contact information for Contractor.
 - 6. Name and contact information for Engineer.

7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
 - D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
 - E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.7 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Product Information: Include the following, as applicable:
 1. Product name and model number.
 2. Suppliers name and contact information.
 3. Manufacturer's name.
 4. Color, pattern, and texture.
 5. Material and chemical composition.
 6. Reordering information for specially manufactured products.
 7. Approved product submittals.
- E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.

3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for final property survey.
 - 2. Section 017700 "Closeout Procedures" for general closeout procedures.
 - 3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set of marked-up record prints.
 - 2. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit one paper-copy set of marked-up record prints.
 - 2) Engineer will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit one paper-copy set of marked-up record prints.
 - 2) Print each drawing, whether or not changes and additional information were recorded.

1.4 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Locations and depths of underground utilities.
 - d. Revisions to routing of piping and conduits.
 - e. Revisions to electrical circuitry.
 - f. Actual equipment locations.
 - g. Duct size and routing.
 - h. Locations of concealed internal utilities.
 - i. Changes made by Change Order or Construction Change Directive.
 - j. Changes made following Engineer written orders.
 - k. Details not on the original Contract Drawings.
 - l. Field records for variable and concealed conditions.
 - m. Record information on the Work that is shown only schematically.
 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Engineer.
 - e. Name of Contractor.

1.5 MAINTENANCE OF RECORD DOCUMENTS

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017839

SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS

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

1.4 QUALITY ASSURANCE

- A. Instructor Qualifications: A factory-authorized service representative, experienced in operation and maintenance procedures and training.
- B. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 - 1. Inspect and discuss locations and other facilities required for instruction.
 - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 - 3. Review required content of instruction.
 - 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Engineer.

1.6 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 - 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 - 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. Maintenance service agreements and similar continuing commitments.
 - 3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.

- c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning.
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.

- e. Review of spare parts needed for operation and maintenance.

1.7 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.8 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
- B. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner, through Engineer, with at least seven days' advance notice.
- C. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017900

SECTION 02 82 00 - ASBESTOS ABATEMENT

1.1 SECTION INCLUDES

- A. General
- B. Supplementary Conditions, Asbestos Abatement
- C. Project Identification and Scope of Work, Asbestos Abatement
- D. Asbestos Abatement Technical Specifications
- E. Asbestos Work Area Photographs

1.2 GENERAL

- A. This work is subject to the provisions of the Contract Document as they pertain to and affect the work specified in this section.

1.3 SUPPLEMENTARY CONDITIONS, ASBESTOS ABATEMENT

- A. **REQUIREMENTS:** Refer to the Instructions to Bidders, General Conditions, and the Specifications. The following requirements of the Supplementary Conditions, Asbestos Abatement, when not in agreement, take precedent over the requirements of Instructions to Bidders and General Conditions which are a part of this Contract.
- B. **ABATEMENT CONTRACTOR QUALIFICATIONS:** To demonstrate qualifications to perform the Work, the abatement contractor must be prepared to submit within five days of Owner's request written evidence of the following:
 - 1. Evidence of current status as an Ohio EPA Asbestos Abatement Contractor.
 - 2. Evidence of required insurance coverage.
- C. **SITE SECURITY**
 - 1. During Asbestos Abatement activities, the Contractor is responsible for fencing, barricades, signs, and warnings such that a reasonable person would be aware that they should not enter the regulated area or the work site.
- D. **EMPLOYEE CONDUCT**
 - 1. All of the Contractor's employees shall abide by Federal, State, and Local laws while on the work site.
 - 2. Employees of the Contractor are restricted to only those areas of the building directly impacted by the project.
- E. **PROJECT COORDINATION**
 - 1. No other Contractors will be allowed in the asbestos work area until the removal

is completed.

2. The Asbestos Contractor shall coordinate with the Owner, Architect, and Consultant the work schedule and staging of the work areas.

F. **STOP WORK ORDER**

1. The Owner or Owner's Representative is authorized to issue a "Stop Work Order" to the Contractor at any time it is determined that the Contractors work practices have compromised (or may compromise) the health and/or safety of any individual or the Owner's facility; or if the work is persistently and substantially in violation of the Specifications.

1.4 **PROJECT IDENTIFICATION, SUMMARY, AND WORK COVERED UNDER THIS SECTION**

- A. **PROJECT NAME:** Fire System Upgrades
- PROJECT LOCATIONS:** **GLENDALE TERRACE APARTMENTS**
3200 Glendale Ave., Toledo, OH 43614
- ASBESTOS PROJECT** Brumbaugh-Herrick, Inc.
- DESIGNER:** 7920 N. Woodbridge Rd.
Monclova, OH 43542
419-382-9574
Contact: Brett Brumbaugh
Asbestos Project Designer
Certifications: AHES #ES3488, AHPD #PD60095
E-mail: brett@brumbaugh-herrick.com
- PROJECT OWNER:** Lucas Metropolitan Housing (LMH)
424 Jackson
Toledo, OH 43604
Contact: Craig Bartley

B. **SCOPE OF WORK, ASBESTOS ABATEMENT ACTIVITIES:**

Provide all labor and material for the asbestos abatement of materials affected by the installation of electrical boxes and conduit for the installation of fire system electronic accessories (by other trades) at the Glendale Terrace LMH housing facility. All abatement work shall be in accordance with current OSHA and Ohio EPA asbestos requirements in accordance with the applicable OSHA work practices for each type of material. Measurements, locations, and quantities are approximate and Contractor is to field verify all information prior to submitting a Bid.

WORK AREA	ASBESTOS ABATEMENT SCOPE OF WORK	ESTIMATED QUANTITY
Boiler Room #1	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Boiler Room #2	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Boiler Room #3	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Boiler Room #4	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Boiler Room #5	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Maintenance/Elec. Room	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	4 boxes (2"x3" ea.) 16 hangers
Front Lobby	Install electrical junction boxes, drill holes for wiring through drywall/mud, and attach wall mounted conduit straps/hangers at areas marked by GC	1 box (2"x3" ea.)

1.5 ASBESTOS ABATEMENT

A. General Requirements

1. Potential Asbestos Hazard

- a. The disturbance or dislocation of asbestos-containing materials may cause asbestos fibers to be released into the building's atmosphere, thereby creating a potential health hazard to workers and building occupants. Apprise all workers, supervisory personnel, subcontractors and consultants who will be at the jobsite of the seriousness of the hazard and of proper work procedures which must be followed.
- b. Where in the performance of the work, workers, supervisory personnel, subcontractors, or consultants may encounter, disturb, or otherwise function in the immediate vicinity of any identified asbestos-containing materials, take appropriate continuous measures as necessary to protect all building occupants from the potential hazard of exposure to airborne asbestos. Such measures shall include the procedures and methods described herein, and compliance with regulations of applicable federal, state and local agencies.

2. Asbestos Abatement Work, Contractor Use of Premises

- a. Water, both hot and cold, will be available to the contractor. Sewer facilities to receive properly filtered project waste water will be available. Electric power, 110V, is available for Contractor use. Contractor shall be prepared for the possible temporary interruption of electrical service and either pull power for a nearby unit or use generator
- b. Contractor employees are forbidden from smoking on the premises.

3. Clean-up

- a. Contractor or Sub-contractor shall remove from the project site all his waste materials and rubbish resulting from his/her operations. If Contractor fails to clean up within seven (7) days after completion, the Owner may do so and the cost thereof shall be charged to the Contractor as a deduction in the contract price.

4. Electrical Safety

- a. The importance of electrical safety cannot be overemphasized. It is a project requirement that all electrical equipment be powered from circuits that are ground fault circuit interrupter (GFCI or GFI) protected at their source, which must be outside any negative pressure regulated area. Ground fault circuit interrupters are to be supplied by the Contractor.

5. Fire Safety

- a. The contractor is to abide by the OSHA fire safety requirements as outlined in 29CFR:1926.24, 1926.150 and 151.

6. Protection of the Work

- a. The Contractor is responsible for restoring the work area and auxiliary areas utilized during the project to conditions equal to or better than original. Any excessive damages caused by the Contractor during the performance of the project (paint damage, water damage, broken glass) shall be repaired by the Contractor at no additional cost to the Owner.

7. Site Security

- a. During asbestos abatement activities, the Contractor is responsible for such barricades, signs and warnings such that a reasonable person would be aware that they should not enter regulated areas.

B. Project Coordination

1. Related Documents

- a. Drawings, general provisions of the Contract, including General and Supplementary Conditions, and other Specification sections apply to the work of this section.

2. Description of Work

- a. Minimum administrative and supervisory requirements necessary for coordination of work on the project include but are not necessarily limited to the following:

- 2) Supervisory personnel
- 3) Special reports
- 4) Contingency plan
- 5) Submittals

3. Administrative and Supervisory Personnel

- a. Provide a General Superintendent who is experienced in the administration and supervision of asbestos abatement projects including regulations, work practices, protective measures for building and personnel, disposal practices, etc. This person must have had at least two years' experience in asbestos abatement work. This person must meet the 29 CFR 1926.1001 qualifications as Competent Person and the Ohio EPA qualifications as an Asbestos Supervisor.

4. Special Reports

- a. In addition to routine reporting, provide Reports of Unusual Events whenever an event of unusual and significant nature occurs at the site. These are events such as rupture of temporary enclosures, bursting of a water line, etc. Prepare and submit a special report listing the chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. When such events are known or predictable in advance, advise Consultant in advance at the earliest opportunity.
- b. Prepare and submit Accident Reports for significant accidents at the work site and anywhere else project work is in progress. Record and document data and actions; comply with industry standards. For this purpose, a significant accident is defined to include events where personal injury is sustained, or property loss of substance is sustained, or where the event posed a significant threat of loss or personal injury.

5. Contingency Plan

- a. Prepare a Contingency Plan for emergencies including fire, accident, power failure, negative air system failure, supplied air system failure, or any other event that may require modification or abridgment of decontamination or work area isolation procedures. Include in the plan specific procedures for decontamination or work area isolation. List the telephone numbers and locations of the emergency services, including but not limited to fire, ambulance, doctor, hospital, police, power company and telephone company. Note that nothing in this specification should impede safe exiting or providing adequate medical attention in the event of an emergency.
- b. Post the Contingency Plan in the clean room of the Personnel Decontamination Unit.

6. Notifications

- a. Notify other entities at the Project Site of the nature of the asbestos abatement activities, location of asbestos containing materials, and requirements relative to asbestos set forth in these specifications and applicable regulations.

7. Permits and Licenses

- a. Contractor is responsible for obtaining such permits as necessary to conduct the work.

8. Submittals Before the Start of Work

- a. Submit the following to the Consultant for review and approval:
 - 1) Evidence of satisfactory completion of required training and satisfactory physical exams for all workers for this project.
 - 2) The Action Plan
 - 3) The Contingency Plan

- 4) Copies of Regulatory Notifications (to be submitted to Consultant prior to the start date)
- b. No work shall begin until these submittals are returned by Consultant, with written authorization to proceed.

1.6 CODES AND REGULATIONS

A. Description of the Work

1. This section sets forth governmental regulations and industry standards which are included and incorporated herein by reference and made a part of the specification. This section also sets forth those notices and permits which are known to the Owner and which either must be applied for and received, or which must be given to governmental agencies before start of work.

B. Codes & Regulations

1. General Applicability of Codes, Regulations, and Standards: Except to the extent that more explicit or more stringent requirements are written directly into the Contract documents, all applicable codes, regulations, and standards have the same force and effect (and are made part of the contract documents by reference) as if copied directly into the contract documents, or as if published copies are bound herewith.
2. Contractor Responsibility: The Contractor shall assume full responsibility and liability for the compliance with all applicable Federal, State, and local regulations pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying areas adjacent to the site.
3. The Contractor is responsible for providing medical examinations and maintaining medical records of personnel as required by the applicable Federal, State, and local regulations. The Contractor shall hold the Owner and Owner's Representative harmless for failure to comply with any applicable work, hauling, disposal, safety, health, or other regulation on the part of himself, his employees, or his subcontractors.

4. Federal Requirements which govern asbestos abatement work or the hauling and disposal of asbestos waste materials include but are not limited to:
 - a. Occupational Safety and Health Administration:
 - 1) 29 CFR 1910 - General Industry Standards
 - 2) 29 CFR 1926 - Construction Industry Standards
 - 3) Especially:
 - a) 29 CFR 1910.20 - Access to Employee Exposure Medical Records
 - b) 29 CFR 1910.134 - Respiratory Protection
 - c) 29 CFR 1910.145 - Specifications for Accident Prevention, Signs and Tags
 - d) 29 CFR 1910.1200 - Hazard Communication
 - e) 29 CFR 1926.1101 - Asbestos Standard for Construction (final rules)
 - b. Environmental Protection Agency:
 - 1) 40 CFR 61, Subpart A - National Emission Standard for Hazardous Air Pollutants (NESHAPS)
 - 2) 40 CFR 61, Subpart M - NESHAPS Asbestos Regulation
 - 3) 40 CFR 763, Subpart E - Asbestos-Containing Materials in Schools
 - c. Department of Transportation:
 - 1) 49 CFR 107, et seq. - Hazardous Material Regulations
 - 2) 49 CFR 171-180 - Hazardous Material Regulations
 - d. State Requirements which govern asbestos abatement work or the hauling and disposal of asbestos waste materials include but are not limited to:
 - 1) Ohio EPA regulations as issued in the Ohio Administrative Code and the Ohio Revised Code.

B. Standards

1. Standards which govern asbestos abatement work or hauling and disposal of asbestos waste materials include but are not limited to:
 - a. Compressed Gas Association
 - 1) Compressed Air for Human Respiration - Pamphlet G-7
 - 2) Commodity Specification for Air - Specification G-7.1
 - b. American National Standards Institute
 - 1) American National Standard Practice for Respiratory Protection - ANSI Z88.2-1980

C. Notices, State and Local Agencies

1. Notifications: Not required.
2. Licenses: Maintain current licenses as required for the removal, transporting, disposal, or other regulated activity relative to the work of this Contract.
3. Posting: Post certification cards of all workers and the Supervisor at the site during work hours.

1.7 AIR MONITORING - LABORATORY SERVICES

A. General Requirements

1. This section describes air monitoring carried out by the Owner to verify that the building beyond the work area and outside environment remain uncontaminated.
2. Air monitoring within the work area is required of the Contractor by OSHA. It is not covered in this section and is not the purpose of the Owner's air monitoring.

B. Air Monitoring

1. The purpose of the Owner's air monitoring will be to produce a definitive record showing that the non-work areas of the building have not been contaminated by the work.
2. Should any event occur that would reasonably be expected to cause such contamination, Contractor shall immediately stop work and implement the pre-approved Contingency Plan. Examples of such events are the failure of the filtration system or a breach in the containment barrier.

C. Sampling and Analytical Methods

1. PCM air samples will be collected on 25 mm cassette-mounted filters at sampling rate between 4 and 16 liters per minute. The filter medium will be mixed cellulose ester having a pore size less than or equal to 1.2 micrometers. They will be analyzed according to NIOSH Method 7400A.

D. Laboratory Testing by Owner

1. An On-Site Laboratory may be operated by the Consultant to perform analysis of the PCM air samples. A complete record of all air monitoring tests and results will be furnished to the Owner's Representative, the Owner, and the Contractor.

E. Final Air Clearance Testing

1. PCM Clearance Areas: Testing will be done in accordance with AHERA and OEPA regulations. All 3 PCM clearance air samples taken inside the work area must be below 0.01 f/cc as analyzed according to NIOSH method 7400A.

1.8 WORK AREA CLEARANCE - REGULATED AREAS

A. Description of Requirements

1. This section describes the procedures that will be used for determining the acceptability of the Work as determined by the concentration of airborne asbestos fibers within the work area.

B. Work Activity Sequence

1. Final air samples will be collected after a specific sequence of activities have taken place. These activities are intended to assure that the work area will be satisfactorily cleaned so that the area will pass the air test. The final visual inspection shall be conducted in accordance with the ASTM Standard E-1368-90 (Standard Practice for Visual Inspection of Asbestos Abatement Projects).
2. Negative air machines are to be operated until a sufficient amount of room air volumes have been HEPA filtered. After this "air flushing" of the work area, the Owner's Representative will conduct aggressive air sampling. Aggressive techniques such as the active use of a 1 HP leaf blower over all exposed surfaces in the work area will be used. Fans may or may not be used for continued air circulation.
3. Sampling will start no later than four hours after the aggressive procedure is completed. Negative air is to be continuously maintained in the work area until the results of the air sampling have been received.

C. Final Air Sampling

1. Final air sampling will be conducted by the Owner's Representative.
2. PCM Clearance Areas: Sampling and analysis will be conducted by the Consultant with on-site analysis. All sampling will be conducted in accordance with AHERA regulations with all 3 clearance samples being below 0.01 f/cc for clearance.

D. Release Criterion

1. PCM clearance samples: The protocol of 763.90 of AHERA will be followed. If all sample results are below 0.01 f/cc the clearance requirements have been met and the work area can be prepared for re-occupancy by the Owner.
2. If any PCM sample(s) exceed 0.01 f/cc the clearance requirements have not been achieved the entire work area must be re-cleaned and re-tested.

E. Contractor's Responsibility

1. In the event that re-testing is required, the Contractor shall pay such Owner's Representative's fees as necessary so that no added cost accrues to the Owner as a result of the aborted test and subsequent re-testing.

1.9 ABATEMENT ACTIVITY WORK CLOSE-OUT

A. Description of Requirements

1. This section describes the submissions that will be required from the Contractor before the Work will be considered complete. Requirements for final cleanup, after work area clearance has been achieved, are described.

B. Prerequisites to Substantial Completion

1. Submit the following:

- a. A copy of the Contractor's project log book, including daily log form and sign in sheets.
- b. A set of red-lined prints of Contract drawings, to show where the installed work differs substantially from the work as originally shown.
- c. A complete set of copies of Reports of Unusual Events and Accident Reports.
- d. A record of each Contractor employee working on the project *including* a completed Worker Qualification Form, a copy of the most recent physical examination, Ohio Asbestos Worker or Supervisor Certification Card, AHERA approved training certificates (initial and most recent refresher), and the most recent respirator fit test.
- e. A complete set of landfill receipts and EPA Waste Manifest forms for each load of asbestos containing waste.
- f. Copies of any and all regulatory agency notifications, inquiries, complaints, warrants, or any other communications relating to the project from governmental agencies.
- g. Complete set of Contractor's personal air monitoring records for the project.

2. Complete the following:

- a. Final cleanup requirements & repair or touch-up as necessary.
- b. Restoration of Owner's utilities to the condition in which they were received.

3. Inspection Procedures:

- a. Upon receipt of Contractor's Request for Inspection, Owner's Representative will either advise the Contractor of unfulfilled prerequisites or proceed with the inspection. Following initial inspection, Owner's Representative will either prepare the Certificate of Substantial Completion, or will advise the Contractor of work which must be performed before the certificate will be issued (the punch list). The Owner's Representative will repeat the inspection when requested and when assured that the Work has been substantially completed.

C. Final Cleanup Requirements

1. Clean exposed hard-surfaced finishes affected by the work to a dirt-free condition, free of dust, stains, films, and similar distracting substances.
2. Clean the Project Site, including yards and grounds, of litter and foreign substances left during the course of this work.

D. Prerequisites for Final Acceptance

1. Complete the following before requesting the Owner's Representative's final inspection for Certification of Final Acceptance, and final payment as required by the General Conditions. List known exceptions, if any, in the request.
 - a. Submit the final payment request with final releases and supporting documentation not previously submitted and accepted.
 - b. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
 - c. Submit waivers of lien from every entity (including Contractor) who could lawfully and possibly file a lien arising out of the Contract and related to work covered by the payment. Owner reserves the right to designate which entities involved in the work must submit waivers.
 - d. Submit a certified copy of the Owner's Representative's final punch-list of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
 - e. Reinspection Procedure: The Owner's Representative will reinspect the Work upon receipt of the Contractor's notice that the work, including punch-list items resulting from earlier inspections, has been completed, except for those items whose completion has been delayed because of circumstances that are acceptable to the Owner's Representative.
 - f. Upon completion of reinspection, the Owner's Representative will either prepare a Certificate of Final Acceptance, or will advise the Contractor of work that is incomplete or of obligations that have not been fulfilled, but are required for final acceptance.
 - g. If necessary, the reinspection procedure will be repeated.

1.10 ABATEMENT PROCEDURES

A. Related Documents

1. Drawings, general provisions of the Contract, including General and Supplementary Conditions, and other Specification sections apply to the work of this section.

B. Description of Requirements

1. This section describes the procedures that will be used for determining the acceptability of the Work as determined by:
 - a. Adherence to OSHA work procedures,
 - b. Visual inspection, and
 - c. Final PCM air clearance sampling.
2. All abatement work must be done in accordance with the OSHA asbestos standard 29 CFR 1926.1101 for Class 1 and Class 2 asbestos materials.

C. Release Criteria

1. There are three criteria for acceptability of this removal work. They are:
 - a. The work procedures meet the requirements.
 - b. The Visual Inspection is satisfactory.
 - c. The PCM final air clearance samples are below the AHERA clearance level.
2. If any of these requirements are not met the Contractor shall reclean as necessary to achieve the required results.

1.11 ISOLATION AREAS

A. Description of Requirements

1. The Contractor shall set up the work area isolation/decontamination facilities in accordance with current OSHA regulations.
2. Class 2 or Class 1 Areas <25 lf or 10 sf of ACM
 - a. The Contractor shall set up the work area isolation/decontamination facilities consisting of one equipment room as follows:
 - 1) The equipment room or area shall be adjacent to the regulated area for the decontamination of employees and their equipment which is contaminated with asbestos and shall consist of an area covered with an impermeable drop cloth on the floor.
 - 2) The equipment area shall be of sufficient size as to accommodate cleaning of equipment and removing personal protective equipment without spreading contamination beyond the area as determined by visible accumulations of dust or debris.

- 3) The disposable work clothing shall be cleaned with a HEPA vacuum before it is removed, then placed immediately in a proper disposal bag and wetted with amended water.
 - 4) All equipment and surfaces of containers filled with ACM shall be cleaned prior to removing them from the equipment room or area.
 - 5) The competent person shall ensure that all employees enter and exit the regulated area through the equipment room or area.
3. Class 1 Areas > 25 lf or 10 sf of ACM
- a. A summary of the requirements is as follows:
 - 1) The equipment room shall be an area of sufficient size so as to accommodate at least one worker (allowing enough room to remove protective clothing), a 6-mil disposal bag and container, and any equipment which the Contractor wishes to store when not in use.
 - 2) The wash room shall have two curtained doorways of opaque polyethylene film, one to the work area and one to the uncontaminated area. At least one shower with shower head supplied with hot and cold water or warm water shall be installed in this room for personnel decontamination. This room shall also be equipped with high pressure, low volume sprays to be used for the decontamination of disposal containers and equipment. The wash room shall be constructed so that all waste water is collected and pumped through a five (5) micron filter system.
 - 3) Filtrate shall be disposed of as contaminated waste. From the filter, wastewater shall be drained off in any conventional manner to a sanitary wastewater system. Careful attention shall be paid to the construction of the shower to ensure that it is watertight. No leakage shall be permitted. The Contractor shall supply and maintain soap, shampoo and disposable towels at all times in the shower area.
 - 4) The clean room shall be of sufficient size to accommodate at least one worker, towels for the workers, and storage for street clothing. The clean room shall be in the uncontaminated area.
 - b. If the work area isolation structure fails to prevent air flow out of the work area during personnel or equipment movement through the isolation structure, additional air locks shall be installed until air flow is eliminated.
- B. Construction of Work Area Isolation Structures:
1. The wash room shall be constructed of 6 mil polyethylene and suitable framing so as to make it as airtight as possible. Where joining separate sheets of polyethylene is necessary, taping alone shall not be sufficient. The sheets of polyethylene shall be overlapped at least 3 inches and joined with an unbroken line of adhesive in such a manner as to prohibit air movement; tape shall then be used to further seal the joint on both the inside and outside of the chamber.

2. Work area isolation structure shall be constructed to prohibit passers-by from casually observing activities within the work area isolation structure or dressing areas in the uncontaminated area. The clean room and equipment room shall be constructed to permit workers to privately dress and undress.
3. Other work area isolation systems shall be considered as long as they maintain the intended integrity of this system. Any proposed changes must be submitted in writing (with drawings) prior to commencement of work and must be approved in writing.

C. Maintenance of Isolation Systems and Barriers:

1. Ensure that barriers are effectively sealed and taped. Repair damaged barriers and remedy defects immediately upon discovery.
2. Visually inspect all enclosures at the beginning of each work period, and intermittently thereafter.
3. Smoke test methods may be used by the Owner's Representative to test work areas from the time a negative pressure is first established until final clearance tests are accepted. The Contractor is required by OSHA to conduct smoke testing of the containment area at least twice daily.
4. The negative pressure shall be maintained 24 hours a day, 7 days per week. At no time shall the Contractor allow air to flow from the work area (including periods when asbestos hazard abatement work is not in progress) except through an AFD exhausting HEPA-filtered air outside the building.
5. The Contractor shall provide local exhaust and ventilation within the work area with the flow of air away from the workers.
6. Local Exhaust and Ventilation (LEV) means to extract contaminated air from the immediate vicinity of the workers with uncontaminated air, so as to reduce the worker's exposure to concentrations of airborne fiber during the work.

1.12 EMERGENCY PROTECTION

A. Description of Requirements:

1. Prepare a contingency plan for emergencies including fire, accident, power failure, negative pressure system failure, supplied air system failure, or any other event that may require modification or abridgment of decontamination or work area isolation procedures. Include in plan specific procedures for decontamination or work area isolation. Note that nothing in this plan should impede safe exiting or providing of adequate medical attention in the event of an emergency.
2. The Contractor shall establish emergency and fire entrances and exits to work areas. All emergency entrances shall be equipped with two (2) full sets of protective clothing and respirators at all times. The Contractor shall mark all exits from the work area so that they are readily visible in the event of an emergency.

3. Local medical emergency personnel, both ambulance crews and hospital emergency room staff, shall be notified prior to commencement of asbestos hazard abatement operations as to the possibility of having to handle contaminated or injured workers and shall be advised on safe decontamination.
4. The Contractor shall be prepared to administer first aid to injured personnel after decontamination. Seriously injured personnel shall be treated immediately or evacuated without delay for decontamination. When an injury occurs, the Contractor shall stop work and implement fiber reduction techniques (e.g., wetting asbestos-containing materials) until the injured person has been removed from the work area.
5. Before the Contractor begins stripping of the asbestos containing material, the local police and fire department shall be notified as to the dangers of entering the work areas and they shall be invited to attend an informal training program to be conducted by the Contractor which will provide information regarding asbestos hazard abatement activities, decontamination practices, etc. The Contractor shall make every effort to help these agencies form plans of action should their personnel need to enter contaminated areas, and assist during emergency procedures.
6. The Contractor shall post in the clean room the numbers and locations of emergency services including but not limited to fire, ambulance, doctor, hospital, police, power company, and telephone company.

1.13 FACILITY PROTECTION

A. Description of Requirements

1. The Contractor shall comply with OSHA and EPA regulations concerning signs and labeling.

B. Facility Protection

1. Existing facilities and functions in adjacent areas may remain in use throughout the asbestos hazard abatement process. All existing services to these adjacent areas shall be maintained throughout this period. All existing fire protection and alarm systems, both within and without the work area, shall be maintained in proper working order throughout the asbestos hazard abatement project.
2. Protect all existing furniture and equipment, existing building finishes that are to remain, and existing systems and functions from damage during asbestos hazard abatement work. Extra precautions are to be taken in protecting: doors and trim, fire protection equipment, equipment and controls, etc. Any damage to building, services, finishes and/or equipment shall be remedied by the Contractor at his cost.
3. In the event that any area of the building or any area outside the building is contaminated by Contractor activities (except the isolated work areas after asbestos hazard abatement work commences and the disposal

landfill), the Contractor shall bear all expenses for determination of the contamination and necessary decontamination as determined by the Owner.

1.14 DISPOSAL OF ASBESTOS-CONTAINING WASTE MATERIALS

A. Description of Requirements

1. Comply with the multiple codes and regulations which apply to this work.

B. Submittals

1. In addition to the submittals required by regulation, provide to Owners Representative:
 - a. Prior to the start of work, a copy of the EPA or State asbestos landfill permit.

C. Removal Activities

1. Actual configuration of disposal containers will comply with local EPA District and/or landfill requirements, but as a minimum disposal containers shall be two 6-mil polyethylene bags (one inside the other, both separately sealed).
2. All polyethylene film, tape, cleaning material, and all other disposable material or items used in the work area shall be treated as contaminated waste.
3. As disposal containers are filled, they shall be sealed and moved to a staging area adjacent to the work area isolation structure. The Contractor shall remove waste materials from within the work area on a regular basis, and not permit accumulation of disposal containers to obstruct work progress or building exit ways.
4. Disposal containers may be temporarily stored at the site, outside the work area, if secured in a van-type or semi-trailer truck that is completely and securely lined with polyethylene film, including a curtained doorway at the opening. A similarly sealed, enclosed and locked container is also acceptable.
5. Disposal containers shall not be loaded so as to make handling unduly difficult or unsafe, or threaten the integrity of the container, polyethylene barriers or building structures.
6. Warning labels, having waterproof print and permanent adhesive, shall be affixed to the sides of the disposal containers (unless the containers have pre-printed labels). Warning labels shall be conspicuous and legible, and they shall be in accordance with EPA, OSHA and DOT regulations. All disposal bags or containers shall also have the Generator name, address, etc. in accordance with current NESHAP regulations.
7. All waste disposal containers shall be decontaminated and removed from the work area before final clean-up is started and the isolation barrier is taken down.

1.15 CONTINGENCY PLAN

A. Plan Submittals:

1. Prepare a Contingency Plan for emergencies including fire, accident, power failure, negative air system failure, supplied air system failure, or any other event that may require modification or abridgment of decontamination or work area isolation procedures. Include in the plan specific procedures for decontamination or work area isolation. List the telephone numbers and locations of the emergency services, including but not limited to fire, ambulance, doctor, hospital, police, power company and telephone company. Note that nothing in this specification should impede safe exiting or providing adequate medical attention in the event of an emergency. Post the Contingency Plan in the Clean Room or on the job site.

B. Notifications

1. Notify other entities at the Project Site of the nature of the asbestos abatement activities, location of asbestos containing materials, and requirements relative to asbestos set forth in these specifications and applicable regulations.

1.16 FORMS

A. Description of Requirements:

1. Pursuant to good recordkeeping, final documentation, and job management, the Owner's Representative requires the attached forms to be utilized as necessary during the Project.

B. Explanation:

1. Waiver of Liability Form to be completed for each person entering the work area not employed by the Contractor or the Owner's Representative.
2. Certification of Visual Inspection Form to be completed by the Contractor's Competent Person and the Owner's Representative to verify each cleared area.
3. Daily Inspection Form to be completed by Owner's Field Representative each day for each site.
4. Worker Qualification Form to be submitted for each Contractor employee working on the site. (Contractor's Form with same information may be substituted.) The form *must* be accompanied by a copy of the most recent physical examination, Asbestos Worker or Asbestos Hazard Abatement Specialist Card, AHERA approved training certificates (initial and most recent refresher), and most recent respirator fit test.
5. Contractor Personal Air Sampling Form to be submitted with final documents. (Contractor's form with same information may be substituted.)
6. Contractor Personal Air Sample Log form to be submitted with final documents. (Contractor's form with same information may be substituted.)

7. Waste Shipment Record (Ohio EPA) to be completed for each load of asbestos material.

ASBESTOS WORKER QUALIFICATION FORM

EMPLOYEE NAME: _____

EMPLOYEE ADDRESS: _____

NAMES OF PERSONS TO CONTACT IN AN EMERGENCY (2 REQUIRED)

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

MEDICAL EXAMINATION & PULMONARY FUNCTION TEST:

Latest Physical Date _____

Provider _____

ASBESTOS TRAINING PROGRAMS ATTENDED:

Initial Course Provider _____ Date _____

Refresher Course Provider _____ Date _____

EXPERIENCE AND DATES OF ASBESTOS-RELATED WORK:

Project _____ Date _____

Project _____ Date _____

Project _____ Date _____

Do you now have, or have you had, any respiratory problems? YES NO
Have you worked in the past with asbestos or fiberglass type materials? YES NO

This project involves the handling, removal, and disposal of asbestos from the building.
Asbestos is considered a health hazard.

I certify that my statements and answers are true and that I am familiar with all applicable OSHA, EPA, and State regulations concerning the handling, removal, and disposal of friable asbestos-containing material.

EMPLOYEE SIGNATURE _____ DATE _____

I certify that the above information is true, to the best of my knowledge, and that this worker has had the necessary medical examination and training required for asbestos abatement work.

EMPLOYER SIGNATURE _____ DATE _____

CERTIFICATE OF WORKER'S ACKNOWLEDGMENT

PROJECT NAME: _____ DATE: _____

PROJECT ADDRESS: _____

CONTRACTOR'S NAME: _____

Working with asbestos can be dangerous. Inhaling asbestos fibers has been linked with various types of cancer. If you smoke and inhale asbestos fibers, the chance that you will develop lung cancer is greater than that of the non-smoking public.

Your employer's Contract with the Owner for the above referenced project requires that:

- 1) You be supplied with the proper respirator and be trained in its use;
- 2) You be trained in safe work practices and in the use of equipment found on the job;
- 3) You receive a medical examination. These things have been done at no cost to you.

RESPIRATORY PROTECTION: You must have been trained in the proper use of respirators and informed of the type of respirator to be used on the above referenced project. You must be given access to a copy of the written respiratory protection program issued by your employer. You must be equipped, at no cost, with the respirator to be used on the above project.

TRAINING COURSE: You must have been trained in the dangers inherent in handling asbestos and breathing asbestos dust, and in proper work procedures, and in personal and area protective measures. The topics covered in the course must have included the following:

- Physical characteristics of asbestos
- Health hazards associated with asbestos
- Respiratory protection
- Use of protective equipment
- Pressure Differential Systems
- Work practices including hands-on or on-the job training
- Personal Decontamination procedures
- Air monitoring, personal and area

MEDICAL EXAMINATION: You must have had a medical examination within the past 12 months at no cost to you. This examination must have included: health history and pulmonary function tests, and may have included an evaluation of a chest X-ray.

By signing this document, you are acknowledging only that the Owner of the building you are about to work in has advised you of your rights to training and protection relative to your employer, the Contractor.

Signature _____ SSN (last 4) _____

Printed Name _____

CERTIFICATION OF FINAL VISUAL INSPECTION for ASBESTOS ABATEMENT PROJECTS

OWNER: **Lucas Metropolitan Housing**
BUILDING: _____

CONTRACTOR'S REPRESENTATIVE CERTIFICATION

In accordance with the project specifications, the Contractor's Representative hereby certifies that they have visually inspected the entire asbestos work area including all applicable surfaces (pipes, ledges, walls, ceilings, floors, decon unit, poly, etc.) and have found no visible dust, debris, or residue.

NAME: _____ DATE: _____

SIGNATURE: _____

COMPANY: _____

OWNER'S REPRESENTATIVE CERTIFICATION

The Owner's Representative hereby certifies that they have conducted a final visual inspection of the work area at the request of the Contractor's Representative, and verifies that this inspection has been thorough and, to the best of their knowledge and belief, the Contractor's certification above is a true and honest one.

NAME: _____ DATE: _____

SIGNATURE: _____

Ohio EPA

Recommended Asbestos Medical Examination Determination

Information to the Examining Physician: Please complete this form in order to assist the employer to comply with the Chapter 3710 of the Ohio Revised Code. This chapter requires that licensed asbestos hazard abatement contractors possesses a worker protection program consistent with the requirements of the United States Occupational Safety and Health Administration Asbestos Construction Standard 29 CFR 1926.1101.

Name of Individual Examined: _____

Employer: _____

Home Address of Individual: _____

Date of Examination: _____

Based upon the results of my examination of the above-named individual, I hereby declare that he or she (check and complete as necessary);

	Is physically able to perform work as required by OSHA 29 CFR 1926.1101 and wear a negative pressure respirator.
	Is physically able to perform work as required by OSHA 29 CFR 1926.1101 and wear a negative pressure respirator under the following limitations: _____
	Is not physically able to perform work as required by OSHA 29 CFR 1926.1101 and wear a negative pressure respirator.

Name of Medical Facility: _____

Address of Medical Facility: _____



Telephone Number of Medical Facility: _____

Printed Name of Examining Physician: _____


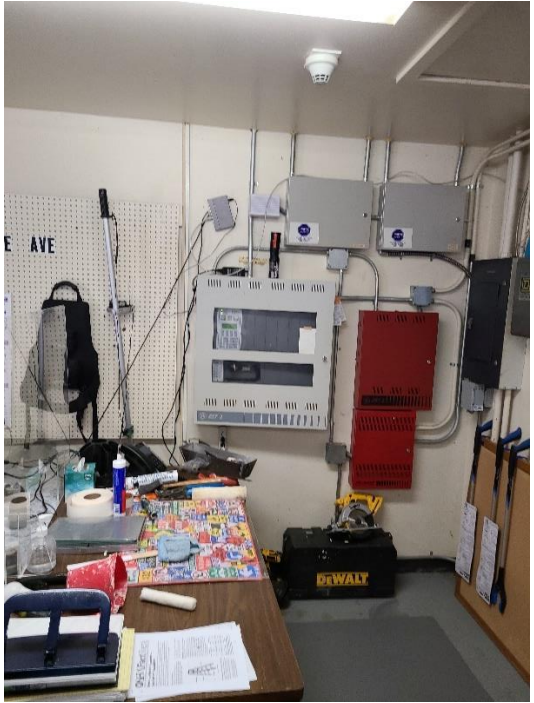
Signature of Examining Physician: _____



PHOTOGRAPHS OF WORK AREAS

<p>Photo 1 Typical picture of boiler room ceiling where electrical boxes are to be installed</p>	 A photograph showing the ceiling of a boiler room. Several metal electrical conduits are visible, running across the ceiling and down the walls. A white smoke detector is mounted on the ceiling. The ceiling is made of white acoustic tiles.
<p>Photo 2 Typical picture of boiler room wall where electrical boxes are to be installed</p>	 A photograph showing a wall in a boiler room. Several metal electrical conduits are visible, running vertically and horizontally. A yellow pipe is visible at the bottom of the frame. The wall is made of white acoustic tiles.

PHOTOGRAPHS OF WORK AREAS

<p>Photo 3 Front Lobby wall where an electrical box or penetration is to be performed</p>	
<p>Photo 4 Custodial storage room/office where an electrical box or penetration is to be performed</p>	

SECTION 078413 - PENETRATION 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. Penetration firestopping systems for the following applications:
 - a. Penetrations in fire-resistance-rated walls.
 - b. Penetrations in horizontal assemblies.
 - c. Penetrations in smoke barriers.

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, provide products by one of the following:
 - a. 3M Fire Protection Products.
 - b. A/D Fire Protection Systems Inc.
 - c. Everkem Diversified Products, Inc.
 - d. Grabber Construction Products.
 - e. Hilti, Inc.
 - f. HoldRite; Reliance Worldwide Company.
 - g. International Fireproof Technology Inc.
 - h. NUCO Inc.
 - i. Passive Fire Protection Partners.
 - j. RectorSeal Firestop; a CSW Industrials Company.
 - k. Roxtec.
 - l. Specified Technologies, Inc.
 - m. STC Sound Control.
 - n. 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.
1. F-Rating: Not less than the fire-resistance rating of constructions penetrated.
- C. Penetrations in Horizontal Assemblies: 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.
1. F-Rating: At least one hour, but not less than the fire-resistance rating of constructions penetrated.
 2. T-Rating: At least one hour, but not less than the fire-resistance rating of constructions penetrated except for floor penetrations within the cavity of a wall.
 3. W-Rating: Provide penetration firestopping systems showing no evidence of water leakage when tested according to UL 1479.
- D. Penetrations in Smoke Barriers: Penetration firestopping systems with ratings determined per UL 1479, based on testing at a positive pressure differential of 0.30-inch wg.
1. L-Rating: Not exceeding 5.0 cfm/sq. ft. of penetration opening at and no more than 50-cfm cumulative total for any 100 sq. ft. at both ambient and elevated temperatures.

- E. **Manufactured Piping Penetration Firestopping System:** 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.
1. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 - a. ProVent Systems, Inc.
 - b. RectorSeal Firestop; a CSW Industrials Company.
 2. **F-Rating:** At least one hour, but not less than the fire-resistance rating of constructions penetrated.
 3. **T-Rating:** At least one hour, but not less than the fire-resistance rating of constructions penetrated except for floor penetrations within the cavity of a wall.
 4. **W-Rating:** Provide penetration firestopping systems showing no evidence of water leakage when tested according to UL 1479.
 5. **Sleeve:** Molded-PVC plastic, of length to match slab thickness and with integral nailing flange on one end for installation in cast-in-place concrete slabs.
 6. **Stack Fitting:** ASTM A48/A48M, gray-iron, hubless-pattern wye branch with neoprene O-ring at base and gray-iron plug in thermal-release harness. Include PVC protective cap for plug.
 7. **Special Coating:** Corrosion resistant on interior of fittings.
- F. **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 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.

2.4 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 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 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.

3.5 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 078413

SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

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. Copper building wire.
 - 2. Metal-clad cable, Type MC.
 - 3. Fire-alarm wire and cable.
 - 4. Connectors and splices.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Product Schedule: Indicate type, use, location, and termination locations.

1.4 INFORMATIONAL SUBMITTALS

- A. Field quality-control reports.

PART 2 - PRODUCTS

2.1 COPPER BUILDING WIRE

- A. Description: Flexible, insulated and uninsulated, drawn copper current-carrying conductor with an overall insulation layer or jacket, or both, rated 600 V or less.
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Alpha Wire Company.
 - 2. American Bare Conductor.
 - 3. Belden Inc.
 - 4. Cerro Wire LLC.
 - 5. Encore Wire Corporation.

6. General Cable Technologies Corporation.
7. Okonite Company (The).
8. Service Wire Co.
9. Southwire Company.
10. WESCO.

C. Standards:

1. Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and use.
2. RoHS compliant.
3. Conductor and Cable Marking: Comply with wire and cable marking according to UL's "Wire and Cable Marking and Application Guide."

D. Conductors: Copper, complying with ASTM B3 for bare annealed copper and with ASTM B8 or ASTM B496 for stranded conductors.

E. Conductor Insulation:

1. Type NM: Comply with UL 83 and UL 719.
2. Type THHN and Type THWN-2: Comply with UL 83.

2.2 METAL-CLAD CABLE, TYPE MC

A. Description: A factory assembly of one or more current-carrying insulated conductors in an overall metallic sheath.

B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. AFC Cable Systems; a part of Atkore International.
2. Alpha Wire Company.
3. American Bare Conductor.
4. Belden Inc.
5. Encore Wire Corporation.
6. General Cable Technologies Corporation.
7. Okonite Company (The).
8. Service Wire Co.
9. Southwire Company.
10. WESCO.

C. Standards:

1. Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and use.
2. Comply with UL 1569.
3. RoHS compliant.
4. Conductor and Cable Marking: Comply with wire and cable marking according to UL's "Wire and Cable Marking and Application Guide."

- D. Circuits:
 - 1. Single circuit.
 - 2. Power-Limited Fire-Alarm Circuits: Comply with UL 1424.
- E. Conductors: Copper, complying with ASTM B3 for bare annealed copper and with ASTM B8 for stranded conductors.
- F. Ground Conductor: Insulated
- G. Conductor Insulation:
 - 1. Type TFN/THHN/THWN-2: Comply with UL 83.
 - 2. Type XHHW-2: Comply with UL 44.
- H. Armor: Steel or Aluminum, interlocked.

2.3 FIRE-ALARM WIRE AND CABLE

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Allied Wire & Cable Inc.
 - 2. CommScope, Inc.
 - 3. Comtran Corporation.
 - 4. Draka Cableteq USA; a Prysmian Group company.
 - 5. Genesis Cable Products; Honeywell International, Inc.
 - 6. Radix Wire.
 - 7. Rockbestos-Suprenant Cable Corp.
 - 8. Superior Essex Inc.
 - 9. West Penn Wire.
- B. General Wire and Cable Requirements: NRTL listed and labeled as complying with NFPA 70, Article 760.
- C. Signaling Line Circuits: Twisted, shielded pair, size as recommended by system manufacturer.
 - 1. Circuit Integrity Cable: Twisted shielded pair, NFPA 70, Article 760, Classification CI, for power-limited fire-alarm signal service Type FPL. NRTL listed and labeled as complying with UL 1424 and UL 2196 for a two-hour rating.
- D. Non-Power-Limited Circuits: Solid-copper conductors with 600-V rated, 75 deg C, color-coded insulation, and complying with requirements in UL 2196 for a two-hour rating.
 - 1. Low-Voltage Circuits: No. 16 AWG, minimum, in pathway.
 - 2. Line-Voltage Circuits: No. 12 AWG, minimum, in pathway.
 - 3. Multiconductor Armored Cable: NFPA 70, Type MC, copper conductors, Type TFN/THHN conductor insulation, copper drain wire, copper armor with red identifier stripe, NRTL listed for fire-alarm and cable tray installation, plenum rated.

2.4 CONNECTORS AND SPLICES

- A. Description: Factory-fabricated connectors, splices, and lugs of size, ampacity rating, material, type, and class for application and service indicated; listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and use.
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. 3M Electrical Products.
 - 2. AFC Cable Systems; a part of Atkore International.
 - 3. Gardner Bender.
 - 4. Hubbell Power Systems, Inc.
 - 5. Ideal Industries, Inc.
 - 6. ILSCO.
 - 7. NSi Industries LLC.
 - 8. O-Z/Gedney; a brand of Emerson Industrial Automation.
 - 9. Service Wire Co.
 - 10. TE Connectivity Ltd.
 - 11. Thomas & Betts Corporation; A Member of the ABB Group.
- C. Jacketed Cable Connectors: For steel and aluminum jacketed cables, zinc die-cast with set screws, designed to connect conductors specified in this Section.
- D. Lugs: One piece, seamless, designed to terminate conductors specified in this Section.
 - 1. Material: Copper or Aluminum
 - 2. Type: One hole with standard barrels.
 - 3. Termination: Compression or Crimp.

PART 3 - EXECUTION

3.1 CONDUCTOR MATERIAL APPLICATIONS

- A. Branch Circuits:
 - 1. Copper. Solid for No. 12 AWG and smaller; stranded for No. 10 AWG and larger.
- B. Power-Limited Fire Alarm and Control: Solid for No. 12 AWG and smaller.

3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS

- A. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN/THWN-2, single conductors in raceway or Metal-clad cable, Type MC.
- B. Cord Drops and Portable Appliance Connections: Type SO, hard service cord with stainless steel, wire-mesh, strain relief device at terminations to suit application.

3.3 INSTALLATION, GENERAL

- A. Conceal cables in finished walls, ceilings, and floors unless otherwise indicated.
- B. Complete raceway installation between conductor and cable termination points according to Section 260533 "Raceways and Boxes for Electrical Systems" prior to pulling conductors and cables.
- C. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
- D. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.
- E. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.
- F. Support cables according to Section 260529 "Hangers and Supports for Electrical Systems."

3.4 INSTALLATION OF FIRE-ALARM WIRE AND CABLE

- A. Comply with NECA 1 and NFPA 72.
- B. Wiring Method: Install wiring in metal pathway according to Section 260529 "Hangers and Supports for Electrical Systems."
 - 1. It is acceptable to utilize open type plenum cable where installed concealed above accessible ceilings parallel and perpendicular to the building structure on j-hooks or bridle rings. This includes environmental air spaces and plenum ceilings.
 - 2. Install plenum cable in environmental airspaces, including plenum ceilings.
 - 3. Fire-alarm circuits and equipment control wiring associated with fire-alarm system shall be installed in a dedicated pathway system.
 - a. Cables and pathways used for fire-alarm circuits, and equipment control wiring associated with fire-alarm system, may not contain any other wire or cable.
 - 4. Signaling Line Circuits: Power-limited fire-alarm cables may be installed in the same cable or pathway as signaling line circuits.
- C. Wiring within Enclosures: Separate power-limited and non-power-limited conductors as recommended by manufacturer. Install conductors parallel with or at right angles to sides and back of the enclosure. Bundle, lace, and train conductors to terminal points with no excess. Connect conductors that are terminated, spliced, or interrupted in any enclosure associated with fire-alarm system to terminal blocks. Mark each terminal according to system's wiring diagrams. Make all connections with approved crimp-on terminal spade lugs, pressure-type terminal blocks, or plug connectors.

- D. Cable Taps: Use numbered terminal strips in junction, pull, and outlet boxes; cabinets; or equipment enclosures where circuit connections are made.
- E. Color-Coding: Color-code fire-alarm conductors differently from the normal building power wiring. Use one color-code for alarm circuit wiring and another for supervisory circuits. Color-code audible alarm-indicating circuits differently from alarm-initiating circuits. Use different colors for visible alarm-indicating devices. Paint fire-alarm system junction boxes and covers red.

3.5 CONNECTIONS

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A-486B.
- B. Make splices, terminations, and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.
 - 1. Use oxide inhibitor in each splice, termination, and tap for aluminum conductors.
- C. Wiring at Outlets: Install conductor at each outlet, with at least 12 inches of slack.
- D. Comply with requirements in Section 284621.11 "Addressable Fire-Alarm Systems" for connecting, terminating, and identifying wires and cables.

3.6 IDENTIFICATION

- A. Identify and color-code conductors and cables according to code and industry standards.
- B. Identify each spare conductor at each end with identity number and location of other end of conductor, and identify as spare conductor.

3.7 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly according to Section 078413 "Penetration Firestopping."

3.8 FIELD QUALITY CONTROL

- A. Tests and Inspections:
 - 1. Perform each of the following visual and electrical tests:
 - a. Inspect exposed sections of conductor and cable for physical damage and correct connection according to the single-line diagram.

- b. Test bolted connections for high resistance using one of the following:
 - 1) A low-resistance ohmmeter.
 - 2) Calibrated torque wrench.
 - 3) Thermographic survey.
 - c. Inspect compression-applied connectors for correct cable match and indentation.
 - d. Inspect for correct identification.
 - e. Inspect cable jacket and condition.
 - f. Insulation-resistance test on each conductor for ground and adjacent conductors. Apply a potential of 500-V dc for 300-V rated cable and 1000-V dc for 600-V rated cable for a one-minute duration.
 - g. Continuity test on each conductor and cable.
 - h. Uniform resistance of parallel conductors.
- B. Cables will be considered defective if they do not pass tests and inspections.
- C. Prepare test and inspection reports to record the following:
- 1. Procedures used.
 - 2. Results that comply with requirements.
 - 3. Results that do not comply with requirements, and corrective action taken to achieve compliance with requirements.

END OF SECTION 260519

SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

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 slotted support systems.
- 2. Aluminum slotted support systems.
- 3. Conduit and cable support devices.
- 4. Mounting, anchoring, and attachment components, including powder-actuated fasteners, mechanical expansion anchors, concrete inserts, clamps, through bolts, toggle bolts, and hanger rods.

1.3 ACTION SUBMITTALS

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

- 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for the following:
 - a. Slotted support systems, hardware, and accessories.
 - b. Clamps.
 - c. Hangers.
 - d. Sockets.
 - e. Eye nuts.
 - f. Fasteners.
 - g. Anchors.
 - h. Brackets.
- 2. Include rated capacities and furnished specialties and accessories.

PART 2 - PRODUCTS

2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

- A. Steel Slotted Support Systems: Preformed steel channels and angles with minimum 13/32-inch-diameter holes at a maximum of 8 inches o.c. in at least one surface.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Allied Tube & Conduit; a part of Atkore International.
 - b. B-line, an Eaton business.
 - c. CADDY; a brand of nVent.
 - d. Flex-Strut Inc.
 - e. Gripple Inc.
 - f. GS Metals Corp.
 - g. G-Strut.
 - h. Haydon Corporation.
 - i. Metal Ties Innovation.
 - j. MIRO Industries.
 - k. Thomas & Betts Corporation; A Member of the ABB Group.
 - l. Unistrut; Part of Atkore International.
 - m. Wesanco, Inc.
 2. Standard: Comply with MFMA-4 factory-fabricated components for field assembly.
 3. Material for Channel, Fittings, and Accessories: Plain steel
 4. Painted Coatings: Manufacturer's standard painted coating applied according to MFMA-4.
 5. Protect finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- B. Conduit and Cable Support Devices: Steel and malleable-iron hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.
- C. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:
1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
 - a. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1) Hilti, Inc.
 - 2) ITW Ramset/Red Head; Illinois Tool Works, Inc.
 - 3) MKT Fastening, LLC.
 - 4) Simpson Strong-Tie Co., Inc.

2. Mechanical-Expansion Anchors: Insert-wedge-type, [zinc-coated] [stainless] steel, for use in hardened portland cement concrete, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
 - a. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1) B-line, an Eaton business.
 - 2) Empire Tool and Manufacturing Co., Inc.
 - 3) Hilti, Inc.
 - 4) ITW Ramset/Red Head; Illinois Tool Works, Inc.
 - 5) MKT Fastening, LLC.
3. Concrete Inserts: Steel or malleable-iron, slotted support system units are similar to MSS Type 18 units and comply with MFMA-4 or MSS SP-58.
4. Clamps for Attachment to Steel Structural Elements: MSS SP-58 units are suitable for attached structural element.
5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM F3125/F3125M, Grade A325.
6. Toggle Bolts: All-steel springhead type.
7. Hanger Rods: Threaded steel.

PART 3 - EXECUTION

3.1 APPLICATION

- A. Comply with the following standards for application and installation requirements of hangers and supports, except where requirements on Drawings or in this Section are stricter:
 1. NECA 1.
 2. NECA 101
 3. NECA 102.
 4. NECA 105.
 5. NECA 111.
- B. Comply with requirements in Section 078413 "Penetration Firestopping" for firestopping materials and installation for penetrations through fire-rated walls, ceilings, and assemblies.
- C. Comply with requirements for raceways and boxes specified in Section 260533 "Raceways and Boxes for Electrical Systems."
- D. Maximum Support Spacing and Minimum Hanger Rod Size for Raceways: Space supports for EMT, IMC, and RMC as required by NFPA 70. Minimum rod size shall be 1/4 inch in diameter.
- E. Spring-steel clamps designed for supporting single conduits without bolts may be used for 1-1/2-inch and smaller raceways serving branch circuits and communication systems above suspended ceilings, and for fastening raceways to trapeze supports.

3.2 SUPPORT INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this article.
- B. Raceway Support Methods: In addition to methods described in NECA 1, EMT and RMC may be supported by openings through structure members, according to NFPA 70.
- C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb.
- D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:
 - 1. To Wood: Fasten with lag screws or through bolts.
 - 2. To New Concrete: Bolt to concrete inserts.
 - 3. To Masonry: Approved toggle-type bolts on hollow masonry units and expansion anchor fasteners on solid masonry units.
 - 4. To Existing Concrete: Expansion anchor fasteners.
 - 5. Instead of expansion anchors, powder-actuated driven threaded studs provided with lock washers and nuts may be used in existing standard-weight concrete 4 inches thick or greater. Do not use for anchorage to lightweight-aggregate concrete or for slabs less than 4 inches thick.
 - 6. To Steel: Beam clamps (MSS SP-58, Type 19, 21, 23, 25, or 27), complying with MSS SP-69.
 - 7. To Light Steel: Sheet metal screws.
 - 8. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.
- E. Drill holes for expansion anchors in concrete at locations and to depths that avoid the need for reinforcing bars.

END OF SECTION 260529

SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

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. Metal conduits and fittings.
- 2. Metal wireways and auxiliary gutters.
- 3. Surface raceways.
- 4. Boxes, enclosures, and cabinets.

- B. Related Requirements:

- 1. Section 078413 "Penetration Firestopping" for firestopping at conduit and box entrances.

1.3 DEFINITIONS

- A. ARC: Aluminum rigid conduit.
- B. GRC: Galvanized rigid steel conduit.
- C. IMC: Intermediate metal conduit.

1.4 ACTION SUBMITTALS

- A. Product Data: For surface raceways, wireways and fittings, floor boxes, hinged-cover enclosures, and cabinets.

PART 2 - PRODUCTS

2.1 METAL CONDUITS AND FITTINGS

- A. Metal Conduit:

- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. AFC Cable Systems; a part of Atkore International.

- b. Allied Tube & Conduit; a part of Atkore International.
 - c. Anamet Electrical, Inc.
 - d. Calconduit.
 - e. Electri-Flex Company.
 - f. FSR Inc.
 - g. Korkap.
 - h. NEC, Inc.
 - i. Opti-Com Manufacturing Network, Inc (OMNI).
 - j. O-Z/Gedney; a brand of Emerson Industrial Automation.
 - k. Patriot Aluminum Products, LLC.
 - l. Perma-Cote.
 - m. Picoma Industries, Inc.
 - n. Plasti-Bond.
 - o. Republic Conduit.
 - p. Southwire Company.
 - q. Thomas & Betts Corporation; A Member of the ABB Group.
 - r. Topaz Electric; a division of Topaz Lighting Corp.
 - s. Western Tube and Conduit Corporation.
 - t. Wheatland Tube Company.
- 2. Listing and Labeling: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 - 3. GRC: Comply with ANSI C80.1 and UL 6.
 - 4. ARC: Comply with ANSI C80.5 and UL 6A.
 - 5. IMC: Comply with ANSI C80.6 and UL 1242.
 - 6. EMT: Comply with ANSI C80.3 and UL 797.
 - 7. FMC: Comply with UL 1; zinc-coated steel or aluminum.
 - 8. LFMC: Flexible steel conduit with PVC jacket and complying with UL 360.

B. Metal Fittings:

- 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. AFC Cable Systems; a part of Atkore International.
 - b. Allied Tube & Conduit; a part of Atkore International.
 - c. Anamet Electrical, Inc.
 - d. Calconduit.
 - e. Electri-Flex Company.
 - f. FSR Inc.
 - g. Korkap.
 - h. NEC, Inc.
 - i. NewBasis.
 - j. Opti-Com Manufacturing Network, Inc (OMNI).
 - k. O-Z/Gedney; a brand of Emerson Industrial Automation.
 - l. Patriot Aluminum Products, LLC.
 - m. Perma-Cote.
 - n. Picoma Industries, Inc.
 - o. Plasti-Bond.

- p. Republic Conduit.
 - q. Southwire Company.
 - r. Thomas & Betts Corporation; A Member of the ABB Group.
 - s. Topaz Electric; a division of Topaz Lighting Corp.
 - t. Western Tube and Conduit Corporation.
 - u. Wheatland Tube Company.
- 2. Comply with NEMA FB 1 and UL 514B.
 - 3. Listing and Labeling: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 - 4. Fittings, General: Listed and labeled for type of conduit, location, and use.
 - 5. Fittings for EMT:
 - a. Material: Steel.
 - b. Type: Setscrew or compression.
 - 6. Expansion Fittings: PVC or steel to match conduit type, complying with UL 651, rated for environmental conditions where installed, and including flexible external bonding jumper.
- C. Joint Compound for IMC, GRC, or ARC: Approved, as defined in NFPA 70, by authorities having jurisdiction for use in conduit assemblies, and compounded for use to lubricate and protect threaded conduit joints from corrosion and to enhance their conductivity.

2.2 METAL WIREWAYS AND AUXILIARY GUTTERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
- 1. B-line, an Eaton business.
 - 2. Hoffman; a brand of Pentair Equipment Protection.
 - 3. MonoSystems, Inc.
 - 4. Square D.
- B. Description: Sheet metal, complying with UL 870 and NEMA 250, Type 1 unless otherwise indicated, and sized according to NFPA 70.
- 1. Metal wireways installed outdoors shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. Fittings and Accessories: Include covers, couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.
- D. Wireway Covers: Screw-cover type unless otherwise indicated.
- E. Finish: Manufacturer's standard enamel finish.

2.3 SURFACE RACEWAYS

- A. Listing and Labeling: Surface raceways and tele-power poles shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Surface Metal Raceways: Galvanized steel with snap-on covers complying with UL 5. Manufacturer's standard enamel finish in color selected by Architect.
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Hubbell Incorporated; Wiring Device-Kellems.
 - b. MonoSystems, Inc.
 - c. Panduit Corp.
 - d. Wiremold / Legrand.
 - e. Wiremold / Legrand.

2.4 BOXES, ENCLOSURES, AND CABINETS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Adalet.
 - 2. Crouse-Hinds, an Eaton business.
 - 3. EGS/Appleton Electric.
 - 4. Erickson Electrical Equipment Company.
 - 5. FSR Inc.
 - 6. Hoffman; a brand of Pentair Equipment Protection.
 - 7. Hubbell Incorporated.
 - 8. Hubbell Incorporated; Wiring Device-Kellems.
 - 9. Kraloy.
 - 10. Milbank Manufacturing Co.
 - 11. MonoSystems, Inc.
 - 12. Oldcastle Enclosure Solutions.
 - 13. O-Z/Gedney; a brand of Emerson Industrial Automation.
 - 14. Plasti-Bond.
 - 15. RACO; Hubbell.
 - 16. Spring City Electrical Manufacturing Company.
 - 17. Stahlin Non-Metallic Enclosures.
 - 18. Thomas & Betts Corporation; A Member of the ABB Group.
 - 19. Topaz Electric; a division of Topaz Lighting Corp.
 - 20. Wiremold / Legrand.
- B. General Requirements for Boxes, Enclosures, and Cabinets: Boxes, enclosures, and cabinets installed in wet locations shall be listed for use in wet locations.
- C. Sheet Metal Outlet and Device Boxes: Comply with NEMA OS 1 and UL 514A.

- D. Cast-Metal Outlet and Device Boxes: Comply with NEMA FB 1, ferrous alloy, Type FD, with gasketed cover.
- E. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.
- F. Cast-Metal Access, Pull, and Junction Boxes: Comply with NEMA FB 1 and UL 1773, cast aluminum with gasketed cover.
- G. Box extensions used to accommodate new building finishes shall be of same material as recessed box.
- H. Device Box Dimensions: 4 inches square by 2-1/8 inches deep and 4 inches by 2-1/8 inches by 2-1/8 inches deep.
- I. Gangable boxes are allowed.

PART 3 - EXECUTION

3.1 RACEWAY APPLICATION

- A. Outdoors: Apply raceway products as specified below unless otherwise indicated:
 - 1. Exposed Conduit: GRC.
 - 2. Concealed Conduit, Aboveground: GRC.
 - 3. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFMC.
 - 4. Boxes and Enclosures, Aboveground: NEMA 250, Type 3R.
- B. Indoors: Apply raceway products as specified below unless otherwise indicated:
 - 1. Exposed, Not Subject to Physical Damage: EMT.
 - 2. Exposed, Not Subject to Severe Physical Damage: EMT.
 - 3. Exposed and Subject to Severe Physical Damage: GRC
 - 4. Concealed in Ceilings and Interior Walls and Partitions: EMT.
 - 5. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC, except use LFMC in damp or wet locations.
 - 6. Damp or Wet Locations: GRC.
 - 7. Boxes and Enclosures: NEMA 250, Type 1
- C. Minimum Raceway Size: 3/4-inch trade size.
- D. Raceway Fittings: Compatible with raceways and suitable for use and location.
 - 1. Rigid and Intermediate Steel Conduit: Use threaded rigid steel conduit fittings unless otherwise indicated. Comply with NEMA FB 2.10.
 - 2. EMT: Use setscrew or compression, steel fittings. Comply with NEMA FB 2.10.

3. Flexible Conduit: Use only fittings listed for use with flexible conduit. Comply with NEMA FB 2.20.

E. Do not install aluminum conduits, boxes, or fittings in contact with concrete or earth.

3.2 INSTALLATION

A. Comply with requirements in Section 260529 "Hangers and Supports for Electrical Systems" for hangers and supports.

B. Comply with NECA 1 and NECA 101 for installation requirements except where requirements on Drawings or in this article are stricter. Comply with NECA 102 for aluminum conduits. Comply with NFPA 70 limitations for types of raceways allowed in specific occupancies and number of floors.

C. Do not install raceways or electrical items on any "explosion-relief" walls or rotating equipment.

D. Do not fasten conduits onto the bottom side of a metal deck roof.

E. Keep raceways at least 6 inches away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.

F. Complete raceway installation before starting conductor installation.

G. Arrange stub-ups so curved portions of bends are not visible above finished slab.

H. Install no more than the equivalent of three 90-degree bends in any conduit run except for control wiring conduits, for which fewer bends are allowed. Support within 12 inches of changes in direction.

I. Make bends in raceway using large-radius preformed ells. Field bending shall be according to NFPA 70 minimum radii requirements. Use only equipment specifically designed for material and size involved.

J. Conceal conduit within finished walls, ceilings, and floors unless otherwise indicated. Install conduits parallel or perpendicular to building lines.

K. Support conduit within 12 inches of enclosures to which attached.

L. Stub-Ups to Above Recessed Ceilings:

1. Use EMT, IMC, or RMC for raceways.

2. Use a conduit bushing or insulated fitting to terminate stub-ups not terminated in hubs or in an enclosure.

M. Threaded Conduit Joints, Exposed to Wet, Damp, Corrosive, or Outdoor Conditions: Apply listed compound to threads of raceway and fittings before making up joints. Follow compound manufacturer's written instructions.

- N. Raceway Terminations at Locations Subject to Moisture or Vibration: Use insulating bushings to protect conductors including conductors smaller than No. 4 AWG.
- O. Terminate threaded conduits into threaded hubs or with locknuts on inside and outside of boxes or cabinets. Install bushings on conduits up to 1-1/4-inch trade size and insulated throat metal bushings on 1-1/2-inch trade size and larger conduits terminated with locknuts. Install insulated throat metal grounding bushings on service conduits.
- P. Install raceways square to the enclosure and terminate at enclosures with locknuts. Install locknuts hand tight plus 1/4 turn more.
- Q. Do not rely on locknuts to penetrate nonconductive coatings on enclosures. Remove coatings in the locknut area prior to assembling conduit to enclosure to assure a continuous ground path.
- R. Cut conduit perpendicular to the length. For conduits 2-inch trade size and larger, use roll cutter or a guide to make cut straight and perpendicular to the length.
- S. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches of slack at each end of pull wire. Cap underground raceways designated as spare above grade alongside raceways in use.
- T. Surface Raceways:
 - 1. Install surface raceway with a minimum 2-inch radius control at bend points.
 - 2. Secure surface raceway with screws or other anchor-type devices at intervals not exceeding 48 inches and with no less than two supports per straight raceway section. Support surface raceway according to manufacturer's written instructions. Tape and glue are not acceptable support methods.
- U. Install raceway sealing fittings at accessible locations according to NFPA 70 and fill them with listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway sealing fittings according to NFPA 70.
- V. Install devices to seal raceway interiors at accessible locations. Locate seals so no fittings or boxes are between the seal and the following changes of environments. Seal the interior of all raceways at the following points:
 - 1. Where conduits pass from warm to cold locations, such as boundaries of refrigerated spaces.
 - 2. Where an underground service raceway enters a building or structure.
 - 3. Conduit extending from interior to exterior of building.
 - 4. Conduit extending into pressurized duct and equipment.
 - 5. Conduit extending into pressurized zones that are automatically controlled to maintain different pressure set points.
 - 6. Where otherwise required by NFPA 70.
- W. Comply with manufacturer's written instructions for solvent welding RNC and fittings.

- X. Flexible Conduit Connections: Comply with NEMA RV 3. Use a maximum of 36 inches flexible conduit for equipment subject to vibration, noise transmission, or movement; and for transformers and motors.
 - 1. Use LFMC in damp or wet locations subject to severe physical damage.
 - 2. Use LFMC in damp or wet locations not subject to severe physical damage.
- Y. Mount boxes at heights indicated on Drawings. If mounting heights of boxes are not individually indicated, give priority to ADA requirements. Install boxes with height measured to bottom of box unless otherwise indicated.
- Z. Recessed Boxes in Masonry Walls: Saw-cut opening for box in center of cell of masonry block, and install box flush with surface of wall. Prepare block surfaces to provide a flat surface for a raintight connection between box and cover plate or supported equipment and box.
- AA. Horizontally separate boxes mounted on opposite sides of walls so they are not in the same vertical channel.
- BB. Locate boxes so that cover or plate will not span different building finishes.
- CC. Support boxes of three gangs or more from more than one side by spanning two framing members or mounting on brackets specifically designed for the purpose.
- DD. Fasten junction and pull boxes to or support from building structure. Do not support boxes by conduits.

3.3 FIRESTOPPING

- A. Install firestopping at penetrations of fire-rated floor and wall assemblies. Comply with requirements in Section 078413 "Penetration Firestopping."

3.4 PROTECTION

- A. Protect coatings, finishes, and cabinets from damage and deterioration.
 - 1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.

END OF SECTION 260533

SECTION 284621.11 - ADDRESSABLE FIRE-ALARM SYSTEMS

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. Existing fire-alarm system to be modified.
2. Addressable fire-alarm system.
3. Fire-alarm control unit (FACU).
4. Carbon monoxide detectors.
5. Fire-alarm notification appliances.
6. Exit-marking audible notification appliances.
7. Firefighters' two-way telephone communication service.
8. Fire-alarm remote annunciators.
9. Fire-alarm addressable interface devices.
10. Digital alarm communicator transmitters (DACTs).
11. Fire-alarm cellular communicator.

- B. Related Requirements:

1. Section 260519 "Low-Voltage Electrical Power Conductors and Cables"

1.3 DEFINITIONS

- A. DACT: Digital alarm communicator transmitter.
- B. EMT: Electrical metallic tubing.
- C. FACU: Fire-alarm control unit.
- D. Mode: The terms "Active Mode," "Off Mode," and "Standby Mode" are used as defined in the 2007 Energy Independence and Security Act (EISA).
- E. NICET: National Institute for Certification in Engineering Technologies.
- F. PC: Personal computer.

- G. Voltage Class: For specified circuits and equipment, voltage classes are defined as follows:
1. Control Voltage: Listed and labeled for use in remote-control, signaling, and power-limited circuits supplied by a Class 2 or Class 3 power supply having rated output not greater than 150 V and 5 A, allowing use of alternate wiring methods complying with NFPA 70, Article 725.
 2. Low Voltage: Listed and labeled for use in circuits supplied by a Class 1 or other power supply having rated output not greater than 1000 V, requiring use of wiring methods complying with NFPA 70, Article 300, Part I.

1.4 SEQUENCING AND SCHEDULING

- A. Existing Fire-Alarm Equipment: Maintain existing equipment fully operational until new equipment has been tested and accepted. When new equipment is installed, label it "NOT IN SERVICE" until it is accepted. Remove labels from new equipment when put into service, and label existing fire-alarm equipment "NOT IN SERVICE" until removed from building.
- B. Equipment Removal: After acceptance of new fire-alarm system, remove existing disconnected fire-alarm equipment and wiring.

1.5 ACTION SUBMITTALS

- A. Approved Permit Submittal: Submittals must be approved by authorities having jurisdiction prior to submitting them to Architect.
- B. Product Data: For each type of product, including furnished options and accessories.
1. Include construction details, material descriptions, dimensions, profiles, and finishes.
 2. Include rated capacities, operating characteristics, and electrical characteristics.
- C. Shop Drawings: For fire-alarm system.
1. Comply with recommendations and requirements in "Documentation" section of "Fundamentals" chapter in NFPA 72.
 2. Include plans, elevations, sections, and details, including details of attachments to other Work.
 3. Include details of equipment assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and locations. Indicate conductor sizes, indicate termination locations and requirements, and distinguish between factory and field wiring.
 4. Annunciator panel details as required by authorities having jurisdiction.
 5. Detail assembly and support requirements.
 6. Include voltage drop calculations for notification-appliance circuits.
 7. Include battery-size calculations.
 8. Include input/output matrix.
 9. Include written statement from manufacturer that equipment and components have been tested as a system and comply with requirements in this Section and in NFPA 72.

10. Include performance parameters and installation details for each detector.
 11. Verify that each duct detector is listed for complete range of air velocity, temperature, and humidity possible when air-handling system is operating.
 12. Provide control wiring diagrams for fire-alarm interface to HVAC; coordinate location of duct smoke detectors and access to them.
 - a. Show critical dimensions that relate to placement and support of sampling tubes, detector housing, and remote status and alarm indicators.
 - b. Show field wiring and equipment required for HVAC unit shutdown on alarm.
 - c. Locate detectors in accordance with manufacturer's written instructions.
 13. Include voice/alarm signaling-service equipment rack or console layout, grounding schematic, amplifier power calculation, and single-line connection diagram.
 14. Include floor plans to indicate final outlet locations showing address of each addressable device. Show size and route of cable and conduits and point-to-point wiring diagrams.
- D. Delegated Design Submittal: For fire alarm system, in addition to submittals listed above, indicate compliance with performance requirements and design criteria:
1. Submit drawings complete with necessary information in accordance with NFPA 72 to the authority having jurisdiction for obtaining approval and permits.
 2. Design to include battery calculations and sequence of operations.
 3. Design professional must be trained and certified by manufacturer, be certified by NICET as fire alarm Level III technician and licensed or certified by authorities having jurisdiction.

INFORMATIONAL SUBMITTALS

- A. Field quality-control reports.
- B. Qualification Statements: For Installer.
- C. Sample Warranty: Submittal must include line item pricing for replacement parts and labor.

1.7 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For fire-alarm systems and components to include in emergency, operation, and maintenance manuals.
 1. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following and deliver copies to authorities having jurisdiction:
 - a. Comply with "Records" section of "Inspection, Testing and Maintenance" chapter in NFPA 72.
 - b. Provide "Fire-Alarm and Emergency Communications System Record of Completion Documents" in accordance with "Completion Documents" Article in "Documentation" section of "Fundamentals" chapter in NFPA 72.

- c. Complete wiring diagrams showing connections between devices and equipment. Each conductor must be numbered at every junction point with indication of origination and termination points.
- d. Riser diagram.
- e. Device addresses.
- f. Record copy of site-specific software.
- g. Provide "Inspection and Testing Form" in accordance with "Inspection, Testing and Maintenance" chapter in NFPA 72, and include the following:
 - 1) Equipment tested.
 - 2) Frequency of testing of installed components.
 - 3) Frequency of inspection of installed components.
 - 4) Requirements and recommendations related to results of maintenance.
 - 5) Manufacturer's user training manuals.
- h. Manufacturer's required maintenance related to system warranty requirements.
- i. Abbreviated operating instructions for mounting at FACU and each annunciator unit.

B. Software and Firmware Operational Documentation:

- 1. Software operating and upgrade manuals.
- 2. Program Software Backup: On USB media and approved online or cloud solution.
- 3. Device address list.
- 4. Printout of software application and graphic screens.

1.8 QUALITY ASSURANCE

A. Installer Qualifications:

- 1. Personnel must be trained and certified by manufacturer for installation of units required for this Project.
- 2. Installation must be under the supervision by personnel certified by NICET as fire-alarm Level III designer installed by a Level II installer.
- 3. Obtain certification by NRTL in accordance with NFPA 72.
- 4. Licensed or certified by authorities having jurisdiction.

1.9 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace fire-alarm system equipment and components that fail because of defects in materials or workmanship within specified warranty period.
- 1. Warranty Period: One year from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 EXISTING FIRE-ALARM SYSTEM TO BE MODIFIED

- A. Description: Existing main fire alarm system panel is a EST2 panel and associated components.
- B. Source Limitations for Fire-Alarm System and Components: Components must be compatible with, and operate as extension of, existing system. Provide system manufacturer's certification that components provided have been tested as, and will operate as, a system.

2.2 ADDRESSABLE FIRE-ALARM SYSTEM

- A. Description:
 - 1. Noncoded, UL-certified addressable system, with multiplexed signal transmission and voice-and-strobe notification for evacuation.
- B. Performance Criteria:
 - 1. Regulatory Requirements:
 - a. Fire-Alarm Components, Devices, and Accessories: Listed and labeled by a NRTL in accordance with NFPA 70 for use with selected fire-alarm system and marked for intended location and application.
 - 2. General Characteristics:
 - a. Automatic sensitivity control of certain smoke detectors.
 - b. Fire-alarm signal initiation must be by one or more of the following devices and systems:
 - 1) Manual stations.
 - 2) Heat detectors.
 - 3) Smoke detectors.
 - 4) Duct smoke detectors.
 - 5) Carbon monoxide detectors.
 - 6) Existing devices and systems.
 - c. Fire-alarm signal must initiate the following actions:
 - 1) Continuously operate alarm notification appliances ,including voice evacuation notices.
 - 2) Identify alarm and specific initiating device at FACU, connected network control panels, off-premises network control panels, and remote annunciators.
 - 3) Transmit alarm signal to remote alarm receiving station.
 - 4) Unlock electric door locks in designated egress paths.
 - 5) Release fire and smoke doors held open by magnetic door holders.

- 6) Activate voice/alarm communication system.
 - 7) Switch HVAC equipment controls to fire-alarm mode.
 - 8) Record events in system memory.
 - 9) Indicate device in alarm on graphic annunciator.
- d. Supervisory signal initiation must be by one or more of the following devices and actions:
- 1) Existing supervisory signals.
 - 2) Independent fire-detection and -suppression systems.
 - 3) Zones or individual devices have been disabled.
 - 4) FACU has lost communication with network.
- e. System trouble signal initiation must be by one or more of the following devices and actions:
- 1) Open circuits, shorts, and grounds in designated circuits.
 - 2) Opening, tampering with, or removing alarm-initiating and supervisory signal-initiating devices.
 - 3) Loss of communication with addressable sensor, input module, relay, control module, remote annunciator, printer interface, or Ethernet module.
 - 4) Loss of primary power at FACU.
 - 5) Ground or single break in internal circuits of FACU.
 - 6) Abnormal ac voltage at FACU.
 - 7) Break in standby battery circuitry.
 - 8) Failure of battery charging.
 - 9) Abnormal position of switch at FACU or annunciator.
 - 10) Voice signal amplifier failure.
 - 11) Carbon Monoxide detector end of life signal.
- f. System Supervisory Signal Actions:
- 1) Match existing.
- g. Network Communications:
- 1) Provide network communications for fire-alarm system in accordance with fire-alarm manufacturer's written instructions.
 - 2) Provide network communications pathway per manufacturer's written instructions and requirements in NFPA 72 and NFPA 70.
- h. Document Storage Box:
- 1) Description: Enclosure to accommodate standard 8-1/2-by-11 inch manuals and loose document records. Legend sheet will be permanently attached to door for system required documentation, key contacts, and system information. Provide two key ring holders with location to mount standard business cards for key contact personnel.

- 2) Material and Finish: 18-gauge cold-rolled steel; four mounting holes.
- 3) Color: Red powder-coat epoxy finish.
- 4) Labeling: Permanently screened with 1 inch high lettering "SYSTEM RECORD DOCUMENTS" with white indelible ink.
- 5) Security: Locked with 3/4 inch barrel lock. Provide solid 12 inch stainless steel piano hinge.

2.3 FIRE-ALARM CONTROL UNIT (FACU)

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Edwards Systems Technology (EST)
- B. Description: Field-programmable, microprocessor-based, modular, power-limited design with electronic modules.
- C. Performance Criteria:
 1. Regulatory Requirements: Comply with NFPA 72 and UL 864.
 2. General Characteristics:
 - a. System software and programs must be held in nonvolatile flash, electrically erasable, programmable, read-only memory, retaining information through failure of primary and secondary power supplies.
 - b. Include real-time clock for time annotation of events on event recorder and printer.
 - c. Provide communication between FACU and remote circuit interface panels, annunciators, and displays.
 - d. FACU must be listed for connection to central-station signaling system service.
 - e. Provide nonvolatile memory for system database, logic, and operating system and event history. System must require no manual input to initialize in the event of complete power down condition. FACU must provide minimum 500-event history log.
 - f. Addressable Initiation Device Circuits: FACU must indicate which communication zones have been silenced and must provide selective silencing of alarm notification appliance by building communication zone.
 - 1) Addressable Control Circuits for Operation of Notification Appliances and Mechanical Equipment: FACU must be listed for releasing service.
 - g. Fire-Alarm Annunciator: Arranged for interface between human operator at FACU and addressable system components including annunciation and supervision. Display alarm, supervisory, and component status messages and programming and control menu.
 - 1) Annunciator and Display: LCD
 - 2) Keypad: Arranged to permit entry and execution of programming, display, and control commands.
 - 3) Connected to main FACU over fiber optic cable.

- h. Initiating-Device, Notification-Appliance, and Signaling-Line Circuits:
 - 1) Pathway Class Designations: NFPA 72, Class B
 - 2) Pathway Survivability: Level 0.
 - 3) Install fault circuit isolators to comply with circuit performance requirements of NFPA 72 or with manufacturer's written instructions, whichever is more conservative.
- i. Serial Interfaces:
 - 1) Match existing installation.
- j. Smoke-Alarm Verification:
 - 1) Initiate audible and visible indication of "alarm-verification" signal at FACU.
 - 2) Activate approved "alarm-verification" sequence at FACU and detector.
 - 3) Record events by system printer.
 - 4) Sound general alarm if alarm is verified.
 - 5) Cancel FACU indication and system reset if alarm is not verified.
- k. Notification-Appliance Circuit:
 - 1) Compatible with existing devices and functionality.
- l. Door Controls: Door hold-open devices that are controlled by smoke detectors at doors in smoke-barrier walls must be connected to fire-alarm system.
- m. Transmission to Remote Alarm Receiving Station: Automatically transmit alarm, supervisory, and trouble signals to remote alarm station.
- n. Voice/Alarm Signaling Service: Central emergency communication system with redundant microphones, preamplifiers, amplifiers, and tone generators provided as special module that is part of FACU.
- o. Indicate number of alarm channels for automatic, simultaneous transmission of different announcements to different zones or for manual transmission of announcements by use of central-control microphone. Amplifiers must comply with UL 1711.
 - 1) Allow application of, and evacuation signal to, indicated number of zones and simultaneously allow voice paging to other zones selectively or in combination.
 - 2) Programmable tone and message sequence selection.
 - 3) Standard digitally recorded messages for "Evacuation" and "All Clear."
 - 4) Generate tones to be sequenced with audio messages of type recommended by NFPA 72 and that are compatible with tone patterns of notification-appliance circuits of FACU.
- p. Status Annunciator: Indicate status of various voice/alarm speaker zones and status of firefighters' two-way telephone communication zones.
- q. Preamplifiers, amplifiers, and tone generators must automatically transfer to backup units, on primary equipment failure.

- r. Storing of Events: On receipt of signal, store alarm, supervisory, and trouble events. Identify zone, device, and function. Include type of signal (alarm, supervisory, or trouble) and date and time of occurrence. Differentiate alarm signals from other printed indications. Also, store system reset event, including same information for device, location, date, and time. Commands initiate printing of list of existing alarm, supervisory, and trouble conditions in system and historical log of events.
- s. Primary Power: 24 V(dc) obtained from 120 V(ac) service and power-supply module. Initiating devices, notification appliances, signaling lines, trouble signals, and supervisory signals, supervisory and DACT must be powered by 24 V(dc) source.
- t. Alarm current draw of entire fire-alarm system must not exceed 80 percent of power-supply module rating.
- u. Secondary Power: 24 V(dc) supply system with batteries, automatic battery charger, and automatic transfer switch.
- v. Batteries: Sealed lead calcium

2.4 CARBON MONOXIDE DETECTORS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:
 - 1. Edwards – United Technologies
 - 2. Air Products and Controls
- B. Description: Carbon monoxide detector listed for connection to fire-alarm system.
- C. Performance Criteria:
 - 1. Regulatory Requirements:
 - a. NFPA 72
 - b. NFPA 720.
 - c. UL 2075.
 - 2. Ceiling Mounted General Characteristics:
 - a. Mounting: Adapter plate for outlet box mounting.
 - b. Powered by the fire alarm system.
 - c. Testable by introducing test carbon monoxide into sensing cell.
 - d. Detector must provide alarm contacts and trouble contacts.
 - e. Detector must send trouble alarm when nearing end-of-life, power supply problems, or internal faults.
 - f. Locate, mount, and wire in accordance with manufacturer's written instructions.
 - g. Provide means for addressable connection to fire-alarm system.
 - h. Test button simulates alarm condition.
 - 3. Duct Mounted General Characteristics:

- a. Mounting: Template hardware for duct mounting.
- b. Powered by the fire alarm system.
- c. Testable by introducing test carbon monoxide into sensing cell.
- d. Detector must provide alarm contacts and trouble contacts.
- e. Detector must send trouble alarm when nearing end-of-life, power supply problems, or internal faults.
- f. Locate, mount, and wire in accordance with manufacturer's written instructions.
- g. Provide means for addressable connection to fire-alarm system.
- h. Remote indicator and test/reset station.

2.5 FIRE-ALARM REMOTE ANNUNCIATORS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:
 1. Edwards.
- B. Performance Criteria:
 1. Regulatory Requirements:
 - a. NFPA 72.
 2. General Characteristics:
 - a. Annunciator functions must match those of FACU for alarm, supervisory, and trouble indications. Manual switching functions must match those of FACU, including acknowledging, silencing, resetting, and testing.
 - 1) Mounting: Flush/Semi Flush cabinet, NEMA 250, Type 1.
 - b. Display Type and Functional Performance: Alphanumeric display and LED indicating lights must match those of FACU. Provide controls to acknowledge, silence, reset, and test functions for alarm, supervisory, and trouble signals.

2.6 FIRE-ALARM ADDRESSABLE INTERFACE DEVICES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Edwards System Technologies
- B. Performance Criteria:
 1. Regulatory Requirements:
 - a. NFPA 72.

2. General Characteristics:

- a. Include address-setting means on module.
- b. Store internal identifying code for control panel use to identify module type.
- c. Listed for controlling HVAC fan motor controllers.
- d. Monitor Module: Microelectronic module providing system address for alarm-initiating devices for wired applications with normally open contacts.
- e. Integral Relay: Capable of providing direct signal to controlled equipment.
 - 1) Allow control panel to switch relay contacts on command.
 - 2) Have minimum of two normally open and two normally closed contacts available for field wiring.
- f. Control Module:
 - 1) Operate notification devices.

2.7 DIGITAL ALARM COMMUNICATOR TRANSMITTERS (DACTs)

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

1. United Technologies Corporation (UTC Climate, Controls & Security - Edwards).

B. Performance Criteria:

1. Regulatory Requirements:

- a. NFPA 72.

2. General Characteristics:

- a. Match existing connections.
- b. DACT must be acceptable to remote central station and must be listed for fire-alarm use.
- c. Functional Performance: Unit must receive alarm, supervisory, or trouble signal from FACU and automatically capture two telephone line(s) and dial preset number for remote central station. When contact is made with central station(s), signals must be transmitted. If service on either line is interrupted for longer than 45 seconds, transmitter must initiate local trouble signal and transmit signal indicating loss of telephone line to remote alarm receiving station over remaining line. Transmitter must automatically report telephone service restoration to central station. If service is lost on both telephone lines, transmitter must initiate local trouble signal.
- d. Local functions and display at DACT must include the following:
 - 1) Verification that both telephone lines are available.

- 2) Programming device.
 - 3) LED display.
 - 4) Manual test report function and manual transmission clear indication.
 - 5) Communications failure with central station or FACU.
- e. Digital data transmission must include the following:
- 1) Address of alarm-initiating device.
 - 2) Address of supervisory signal.
 - 3) Address of trouble-initiating device.
 - 4) Loss of ac supply.
 - 5) Loss of power.
 - 6) Low battery.
 - 7) Abnormal test signal.
 - 8) Communication bus failure.
- f. Secondary Power: Integral rechargeable battery and automatic charger.
- g. Self-Test: Conducted automatically every 24 hours with report transmitted to central station.

2.8 FIRE-ALARM CELLUAR COMMUNICATOR

A. Manufacturers: Napco Starlink or equal.

B. Performance Criteria:

1. Regulatory Requirements:

- a. NFPA 72.
- b. UL 864.

2. General Characteristics:

- a. Must be factory assembled, wired, and tested; ready for installation and operation.
- b. Packaging: Single, Type 1 metal enclosure with hinged door.
- c. Signal Transmission Mode: LTE Cellular coordinated with operating characteristics of established remote alarm receiving station designated by Owner.
- d. Normal Power Input: 120 V(ac).
- e. Secondary Power: Integral-sealed, rechargeable, 12 V battery and charger. Comply with NFPA 72 requirements for battery capacity; submit calculations.
 - 1) Antenna: Dual antenna with signal boost.
 - 2) Alarm Interface Devices: Circuit boards, modules, and other auxiliary devices, integral to transmitter, matching fire-alarm and other system outputs to message-generating inputs of transmitter that produce required message transmissions.

- f. Functional Performance: Unit must receive alarm, supervisory, or trouble signal from FACU or from its own internal sensors or controls and must automatically transmit signal along with unique code that identifies transmitting station to remote alarm receiving station. Transmitted messages must correspond to standard designations for fire-reporting system to which signal is being transmitted and must include separately designated messages in response to the following events or conditions:
- 1) Transmitter Low-Battery Condition: Sent when battery voltage is below 85 percent of rated value.
 - 2) System Test Message: Initiated manually by test switch within transmitter cabinet, or automatically at optionally preselected time, once every 24 hours, with transmission time controlled by programmed timing device integral to transmitter controls.
 - 3) Transmitter Trouble Message: Actuated by failure, in excess of one-minute duration, of transmitter normal power source, derangement of wiring of transmitter, or alarm input interface circuit or device connected to it.
 - 4) Local Fire-Alarm-System Trouble Message: Initiated by events or conditions that cause trouble signal to be indicated on building system.
 - 5) Local Fire-Alarm-System Alarm Message: Actuated when building system goes into alarm state. Identifies device that initiated alarm.
 - 6) Local Fire-Alarm-System, Supervisory-Alarm Message: Actuated when building alarm system indicates supervisory alarm.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions for compliance with requirements for ventilation, temperature, humidity, and other conditions affecting performance of the Work.
 1. Verify that manufacturer's written instructions for environmental conditions have been permanently established in spaces where equipment and wiring are installed, before installation begins.
- B. Examine roughing-in for electrical connections to verify actual locations of connections before installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Preinstallation Testing: Perform verification of functionality of installed components of existing system prior to starting work. Document equipment or components not functioning as designed.
- B. Interruption of Existing Fire-Alarm Service: Do not interrupt fire-alarm service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary guard service in accordance with requirements indicated:
 - 1. Notify Owner no fewer than two weeks in advance of proposed interruption of fire-alarm service.
 - 2. Do not proceed with interruption of fire-alarm service without Owner's written permission.
- C. Protection of In-Place Conditions: Protect devices during construction unless devices are placed in service to protect facility during construction.

3.3 INSTALLATION OF EQUIPMENT

- A. Comply with NECA 305, NFPA 72, NFPA 101, and requirements of authorities having jurisdiction for installation and testing of fire-alarm equipment. Install electrical wiring to comply with requirements in NFPA 70 including, but not limited to, Article 760, "Fire Alarm Systems."
 - 1. Devices placed in service before other trades have completed cleanup must be replaced.
 - 2. Devices installed, but not yet placed, in service must be protected from construction dust, debris, dirt, moisture, and damage in accordance with manufacturer's written storage instructions.
- B. Connecting to Existing Equipment: Verify that existing fire-alarm system is operational before making changes or connections.
 - 1. Connect existing equipment to new fire alarm control unit..
 - 2. Connect new equipment to new fire alarm control unit..
 - 3. Expand, modify, and supplement existing control and monitoring equipment as necessary to extend existing control monitoring functions to new points. New components must be capable of merging with existing configuration without degrading performance of either system.
- C. Install wall-mounted equipment, with tops of cabinets not more than 78 inch above finished floor.
- D. Remote Status and Alarm Indicators: Install in visible location near each smoke detector, sprinkler water-flow switch, and valve-tamper switch that is not readily visible from normal viewing position.

- E. Audible Alarm-Indicating Devices: Install not less than 6 inch below ceiling. Install bells and horns on flush-mounted back boxes with device-operating mechanism concealed behind grille. Install devices at same height unless otherwise indicated.
- F. Device Location-Indicating Lights: Locate in public space near device they monitor.

3.4 ELECTRICAL CONNECTIONS

- A. Connect wiring in accordance with Section 260519 "Low-Voltage Electrical Power Conductors and Cables."
- B. Install electrical devices furnished by manufacturer, but not factory mounted, in accordance with NFPA 70 and NECA 1.

3.5 CONTROL CONNECTIONS

- A. Install control and electrical power wiring to field-mounted control devices.

3.6 PATHWAYS

- A. Pathways above recessed ceilings and in inaccessible locations may be routed exposed.
 - 1. Exposed pathways must be installed in EMT.

3.7 CONNECTIONS

- A. Make addressable connections with supervised interface device to the following devices and systems. Install interface device less than 36 inch from device controlled. Make addressable confirmation connection when such feedback is available at device or system being controlled.

3.8 IDENTIFICATION

- A. Identify system components, wiring, cabling, and terminals.
- B. Install framed instructions in location visible from FACU.

3.9 GROUNDING

- A. Ground FACU and associated circuits in accordance with the NEC.
- B. Ground shielded cables at control panel location only. Insulate shield at device location.

3.10 FIELD QUALITY CONTROL

- A. Field tests must be witnessed by authorities having jurisdiction and owner.
- B. Tests and Inspections:
 - 1. Visual Inspection: Conduct visual inspection prior to testing.
 - a. Inspection must be based on completed record Drawings and system documentation that is required by "Completion Documents, Preparation" table in "Documentation" section of "Fundamentals" chapter in NFPA 72.
 - b. Comply with "Visual Inspection Frequencies" table in "Inspection" section of "Inspection, Testing and Maintenance" chapter in NFPA 72; retain "Initial/Reacceptance" column and list only installed components.
 - 2. System Testing: Comply with "Test Methods" table in "Testing" section of "Inspection, Testing and Maintenance" chapter in NFPA 72.
 - 3. Test audible appliances for public operating mode in accordance with manufacturer's written instructions. Perform test using portable sound-level meter complying with Type 2 requirements in ASA S1.4 Part 1/IEC 61672-1.
 - 4. Test audible appliances for private operating mode in accordance with manufacturer's written instructions.
 - 5. Test visible appliances for public operating mode in accordance with manufacturer's written instructions.
 - 6. Factory-authorized service representative must prepare "Fire Alarm System Record of Completion" in "Documentation" section of "Fundamentals" chapter in NFPA 72 and "Inspection and Testing Form" in "Records" section of "Inspection, Testing and Maintenance" chapter in NFPA 72.
- C. Reacceptance Testing: Perform reacceptance testing to verify proper operation of added or replaced devices and appliances.
- D. Fire-alarm system will be considered defective if it does not pass tests and inspections.
- E. Prepare test and inspection reports.
- F. Annual Test and Inspection: One year after date of Substantial Completion, test fire-alarm system complying with visual and testing inspection requirements in NFPA 72. Use forms developed for initial tests and inspections.

3.11 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain fire-alarm system. Allow Owner to record training.

3.12 SOFTWARE SERVICE AGREEMENT

- A. Comply with UL 864.

- B. Technical Support: Beginning at Substantial Completion, service agreement must include software support for two years.
- C. Upgrade Service: At Substantial Completion, update software to latest version. Install and program software upgrades that become available within two years from date of Substantial Completion. Upgrading software must include operating system and new or revised licenses for using software.
 - 1. Upgrade Notice: At least 30 days to allow Owner to schedule access to system and to upgrade computer equipment if necessary.

END OF SECTION 284621.11