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2225 FISHERMAN BAY ROAD
LOPEZ ISLAND, WA 98261

PROJECT NO. 736

PROJECT MANUAL
BID SET

October 29, 2026

architects

MOUNT VERNON
P: **(360) 336-2155**
204 West Montgomery Street
Mount Vernon, WA 98273
www.hkpa.com

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SECTION 00 01 01
PROJECT TITLE PAGE

1.1 PROJECT MANUAL VOLUME 1

A. Lopez Island Library Reroof

B. Lopez Island Library
2225 Fisherman Bay Rd.
Lopez Island, WA 98261

C. Architect Project No. 736.

D. HKP Architects, PLLC
204 W. Montgomery Street
Mount Vernon, WA 98273

E. Phone: (360) 336-2155.

F. Website: www.hkpa.com.

G. Issued: October 29, 2026.

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SECTION 00 01 15
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1.1 LIST OF DRAWINGS

A. Drawings: Drawings consist of the Contract Drawings and other drawings listed on in the Drawing Index of the separately bound drawing set titled Lopez Island Library Reroof Bid Set, dated October 29, 2026, and as modified by subsequent Addenda and Contract modifications.

END OF SECTION

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SECTION 00 11 13
ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.

B. Regulatory Requirements: The Contractor shall be familiar with, and shall comply with the following:
   1. RCW 9.18.120 through RCW 9.18.150, prohibiting suppression of competitive bidding.
   2. RCW 18.27, relating to Contractor's Registration, especially RCW 18.27.111, prohibiting contracts with unregistered contractors, and RCW 18.27.110, relating to issuance of building permits.
   3. RCW 36.32.240 through RCW 36.32.250, relating to competitive bidding on public works materials and supplies, and contractor's bond.
   4. RCW 39.04, relating to public works.
   5. RCW 39.06, relating to public works registration and licensing of contractors.
   6. RCW 39.08, relating to contractor's bonds.
   7. RCW 39.12 and RCW 49.46, relating to minimum and prevailing wages, resident employees, and penalties.
   8. RCW 49.12 and RCW 49.28, relating to hours of labor, and female and child labor.
   9. RCW 49.60, relating to discrimination.
   10. RCW 50.04, relating to unemployment of certain aliens.
   11. RCW 51.12, relating to workmen's compensation, and employment covered under State Industrial Insurance, especially RCW 51.12.050 and 51.12.070, relating to liability for payments into Industrial Insurance accident fund; and RCW 50.24.130, as to unemployment compensation contributions.
   12. RCW 60.28, relating to liens for labor, materials, taxes and retained percentage in connection with public works projects. All costs incurred as a result of compliance with Federal, State, and local rules and regulations shall be paid by the Contractor and all such costs, including taxes, permit, and other fees, shall be included in the respective bid item amounts.

C. Project Identification: Lopez Island Library Reroof, HKP Project No. 736.
   1. Project Location: 2225 Fisherman Bay Rd, Lopez Island, WA 98261.

D. Owner: Lopez Island Library.
   1. Owner's Representative: Darren Hoerner, Library Director.

E. Architect: HKP Architects, PLLC, 204 W. Montgomery Street, Mount Vernon, WA 98273, (360) 336-2155.
   1. Please direct questions regarding this project to the Project Architect, Becca Wolfe, HKP Architects, PLLC, 204 W. Montgomery Street, Mount Vernon, WA 98273, (360) 336-2155.

F. Project Description: Project consists of demolition of existing asphalt shingles, asphalt low slope roofing, and thermoplastic polyolefin roofing down to existing roof

sheathing. Demolition also includes removal of associated flashings, gutters, and downspouts. Project includes installation of asphalt shingles, modified bitumen low slope roofing assembly, associated flashings, downspouts and gutters and minor interior repairs.

1. Project cost range is anticipated to be between $665,000 and $735,000.

G. Construction Contract: Bids will be received for the following Work:
   1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
   1. Bid Date: Friday, November 20, 2026.
   2. Bid Time: 1:00 p.m., local time.
   3. Location: Lopez Island Library, Community Room, 2225 Fisherman Bay Rd, Lopez Island, WA 98261.

B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

A. Prebid Meeting: A Prebid meeting for all bidders will be held at Lopez Island Library on Wednesday, November 4, 2026 at 11:45 a.m., local time. Prospective prime bidders are encouraged to attend. Attendance is not mandatory.

1.5 DOCUMENTS

A. Contractors may obtain electronic plans and specifications from the Owner’s website, https://lopezlibrary.org/reroof/.

1.6 TIME OF COMPLETION AND LIQUIDATED DAMAGES

A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Work is subject to liquidated damages.

1.7 BIDDER'S QUALIFICATIONS

A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF SECTION

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SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

A. AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.
   1. A copy of AIA Document A701, "Instructions to Bidders," is bound in this Project Manual.

END OF SECTION

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AIA® Document A701® – 2018

Instructions to Bidders

for the following Project:
(Name, location, and detailed description)

Lopez Island Library Reroof
225 Fisherman Bay Rd., Lopez Island, WA 98261
Reroof of Existing Library Building

THE OWNER:
(Name, legal status, address, and other information)

Lopez Island Library
225 Fisherman Bay Rd., Lopez Island, WA 98261
(360) 468-2265

THE ARCHITECT:
(Name, legal status, address, and other information)

HKP Architects PLLC
204 W. Montgomery Street, Mount Vernon, WA 98273
(360) 336-2155

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1 DEFINITIONS

2 BIDDER'S REPRESENTATIONS

3 BIDDING DOCUMENTS

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6 POST-BID INFORMATION

7 PERFORMANCE BOND AND PAYMENT BOND

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ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

FEDERAL, STATE, AND LOCAL LAWS MAY IMPOSE REQUIREMENTS ON PUBLIC PROCUREMENT CONTRACTS. CONSULT LOCAL AUTHORITIES OR AN ATTORNEY TO VERIFY REQUIREMENTS APPLICABLE TO THIS PROCUREMENT BEFORE COMPLETING THIS FORM.

It is intended that AIA Document G612™–2017, Owner's Instructions to the Architect, Parts A and B will be completed prior to using this document.

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ARTICLE 1 DEFINITIONS

§ 1.1 Bidding Documents include the Bidding Requirements and the Proposed Contract Documents. The Bidding Requirements consist of the advertisement or invitation to bid, Instructions to Bidders, supplementary instructions to bidders, the bid form, and any other bidding forms. The Proposed Contract Documents consist of the unexecuted form of Agreement between the Owner and Contractor and that Agreement's Exhibits, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, all Addenda, and all other documents enumerated in Article 8 of these Instructions.

§ 1.2 Definitions set forth in the General Conditions of the Contract for Construction, or in other Proposed Contract Documents apply to the Bidding Documents.

§ 1.3 Addenda are written or graphic instruments issued by the Architect, which, by additions, deletions, clarifications, or corrections, modify or interpret the Bidding Documents.

§ 1.4 A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

§ 1.5 The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents, to which Work may be added or deleted by sums stated in Alternate Bids.

§ 1.6 An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from, or that does not change, the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

§ 1.7 A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, as described in the Bidding Documents.

§ 1.8 A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

§ 1.9 A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment, or labor for a portion of the Work.

ARTICLE 2 BIDDER'S REPRESENTATIONS

§ 2.1 By submitting a Bid, the Bidder represents that:

- **.1** the Bidder has read and understands the Bidding Documents;
- **.2** the Bidder understands how the Bidding Documents relate to other portions of the Project, if any, being bid concurrently or presently under construction;
- **.3** the Bid complies with the Bidding Documents;
- **.4** the Bidder has visited the site, become familiar with local conditions under which the Work is to be performed, and has correlated the Bidder's observations with the requirements of the Proposed Contract Documents;
- **.5** the Bid is based upon the materials, equipment, and systems required by the Bidding Documents without exception; and
- **.6** the Bidder has read and understands the provisions for liquidated damages, if any, set forth in the form of Agreement between the Owner and Contractor.

ARTICLE 3 BIDDING DOCUMENTS

§ 3.1 Distribution

§ 3.1.1 Bidders shall obtain complete Bidding Documents, as indicated below, from the issuing office designated in the advertisement or invitation to bid, for the deposit sum, if any, stated therein.

Bid Documents shall be obtained from the Owner's Project Website: https://lopezlibrary.org/reroof/.

Contractors shall send email notification to Architect notifying them of having received complete Bidding Documents and a request to be added to the Plan Holder's List.

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§ 3.1.2 Not used.

§ 3.1.3 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the advertisement or invitation to bid, or in supplementary instructions to bidders.

§ 3.1.4 Bidders shall use complete Bidding Documents in preparing Bids. Neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete Bidding Documents.

§ 3.1.5 The Bidding Documents will be available for the sole purpose of obtaining Bids on the Work. No license or grant of use is conferred by distribution of the Bidding Documents.

§ 3.2 Modification or Interpretation of Bidding Documents

§ 3.2.1 The Bidder shall carefully study the Bidding Documents, shall examine the site and local conditions, and shall notify the Architect of errors, inconsistencies, or ambiguities discovered and request clarification or interpretation pursuant to Section 3.2.2.

§ 3.2.2 Requests for clarification or interpretation of the Bidding Documents shall be submitted by the Bidder in writing and shall be received by the Architect at least seven days prior to the date for receipt of Bids.
(Paragraph deleted)
Contractors shall submit requests for clarification or interpretation of the Bidding Documents via email to the Project Architect, Rebecca (Becca) Wolfe, at rwolfe@hkpa.com.

§ 3.2.3 Modifications and interpretations of the Bidding Documents shall be made by Addendum. Modifications and interpretations of the Bidding Documents made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3 Substitutions

§ 3.3.1 The materials, products, and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

§ 3.3.2 Substitution Process

§ 3.3.2.1 Written requests for substitutions shall be received by the Architect at least ten days prior to the date for receipt of Bids. Requests shall be submitted in the same manner as that established for submitting clarifications and interpretations in Section 3.2.2.

§ 3.3.2.2 Bidders shall submit substitution requests on a Substitution Request Form provided in the Bidding Documents.

(Paragraph deleted)

§ 3.3.3 The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect's decision of approval or disapproval of a proposed substitution shall be final.

§ 3.3.4 If the Architect approves a proposed substitution prior to receipt of Bids, such approval shall be set forth in an Addendum. Approvals made in any other manner shall not be binding, and Bidders shall not rely upon them.

§ 3.3.5 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

§ 3.4 Addenda

§ 3.4.1 Addenda will be transmitted to Bidders known by the issuing office to have received complete Bidding Documents.
(Indicate how, such as by email, website, host site/platform, paper copy, or other method Addenda will be transmitted.)

Email notification will be provided by Architect to Bidders known by Architect to have received complete Bidding Documents.

Addenda will be posted to the Owner's Project Website https://lopezlibrary.org/reroof/.

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§ 3.4.2 Addenda will be available where Bidding Documents are on file.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids, except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Prior to submitting a Bid, each Bidder shall ascertain that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

ARTICLE 4 BIDDING PROCEDURES

§ 4.1 Preparation of Bids

§ 4.1.1 Bids shall be submitted on the forms included with or identified in the Bidding Documents.

§ 4.1.2 All blanks on the bid form shall be legibly executed. Paper bid forms shall be executed in a non-erasable medium.

§ 4.1.3 Sums shall be expressed in both words and numbers, unless noted otherwise on the bid form. In case of discrepancy, the amount entered in words shall govern.

§ 4.1.4 Edits to entries made on paper bid forms must be initialed by the signer of the Bid.

§ 4.1.5 All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change" or as required by the bid form.

§ 4.1.6 Not used.

§ 4.1.7 Each copy of the Bid shall state the legal name and legal status of the Bidder. As part of the documentation submitted with the Bid, the Bidder shall provide evidence of its legal authority to perform the Work in the jurisdiction where the Project is located. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further name the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached, certifying the agent's authority to bind the Bidder.

§ 4.1.8 A Bidder shall incur all costs associated with the preparation of its Bid.

§ 4.2 Bid Security

§ 4.2.1 Each Bid shall be accompanied by the following bid security:
(Paragraph deleted)
AIA Document A310™, Bid Bond, 5% of the Base Bid amount.

§ 4.2.2 The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and shall, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. In the event the Owner fails to comply with Section 6.2, the amount of the bid security shall not be forfeited to the Owner.

§ 4.2.3 If a surety bond is required as bid security, it shall be written on AIA Document A310™, Bid Bond, unless otherwise provided in the Bidding Documents. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of an acceptable power of attorney. The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 4.2.4 The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until (a) the Contract has been executed and bonds, if required, have been furnished; (b) the specified time has elapsed so that Bids may be withdrawn; or (c) all Bids have been rejected. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning 30 days after the opening of Bids, withdraw its Bid and request the return of its bid security.

§ 4.3 Submission of Bids

§ 4.3.1 A Bidder shall submit its Bid as indicated below:

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(Paragraph deleted)

Bidder shall submit a paper copy of their Bid to the Lopez Island Library.

§ 4.3.2 Paper copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address, and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

§ 4.3.3 Bids shall be submitted by the date and time and at the place indicated in the invitation to bid. Bids submitted after the date and time for receipt of Bids, or at an incorrect place, will not be accepted.

§ 4.3.4 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

§ 4.3.5 A Bid submitted by any method other than as provided in this Section 4.3 will not be accepted.

§ 4.4 Modification or Withdrawal of Bid

§ 4.4.1 Prior to the date and time designated for receipt of Bids, a Bidder may submit a new Bid to replace a Bid previously submitted, or withdraw its Bid entirely, by notice to the party designated to receive the Bids. Such notice shall be received and duly recorded by the receiving party on or before the date and time set for receipt of Bids. The receiving party shall verify that replaced or withdrawn Bids are removed from the other submitted Bids and not considered. Notice of submission of a replacement Bid or withdrawal of a Bid shall be worded so as not to reveal the amount of the original Bid.

§ 4.4.2 Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids in the same format as that established in Section 4.3, provided they fully conform with these Instructions to Bidders. Bid security shall be in an amount sufficient for the Bid as resubmitted.

§ 4.4.3 After the date and time designated for receipt of Bids, a
(Paragraphs deleted)
Bid may not be modified, withdrawn or canceled by the Bidder during a thirty (30) day period following the Bid Date, and each Bidder so agrees by virtue of submitting its Bid.

ARTICLE 5 CONSIDERATION OF BIDS

§ 5.1 Opening of Bids

If stipulated in an advertisement or invitation to bid, or when otherwise required by law, Bids properly identified and received within the specified time limits will be publicly opened and read aloud. A summary of the Bids may be made available to Bidders.

§ 5.2 Rejection of Bids

Unless otherwise prohibited by law, the Owner shall have the right to reject any or all Bids.

§ 5.3 Acceptance of Bid (Award)

§ 5.3.1 It is the intent of the Owner to award a Contract to the lowest responsive and responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents. Unless otherwise prohibited by law, the Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's best interests.

§ 5.3.2 Unless otherwise prohibited by law, the Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the lowest responsive and responsible Bidder on the basis of the sum of the Base Bid and Alternates accepted.

ARTICLE 6 POST-BID INFORMATION

§ 6.1 Contractor's Qualification Statement

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request and within the timeframe specified by the Architect, a properly executed AIA Document A305™, Contractor's Qualification Statement.

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§ 6.2 Owner's Financial Capability

A Bidder to whom award of a Contract is under consideration may request in writing, fourteen days prior to the expiration of the time for withdrawal of Bids, that the Owner furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Contract. The Owner shall then furnish such reasonable evidence to the Bidder no later than seven days prior to the expiration of the time for withdrawal of Bids. Unless such reasonable evidence is furnished within the allotted time, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

§ 6.3 Submittals

§ 6.3.1 After notification of selection for the award of the Contract, the Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, submit in writing to the Owner through the Architect:

.1 a designation of the Work to be performed with the Bidder's own forces;

.2 names of the principal products and systems proposed for the Work and the manufacturers and suppliers of each; and

.3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

§ 6.3.2 The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

§ 6.3.3 Prior to the execution of the Contract, the Architect will notify the Bidder if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder's option, withdraw the Bid or submit an acceptable substitute person or entity. The Bidder may also submit any required adjustment in the Base Bid or Alternate Bid to account for the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

§ 6.3.4 Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

§ 7.1 Bond Requirements

§ 7.1.1 If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder.

§ 7.1.2 If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

§ 7.1.3 The Bidder shall provide surety bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 7.1.4 Unless otherwise indicated below, the Penal Sum of the Payment and Performance Bonds shall be the amount of the Contract Sum.

(Paragraph deleted)

§ 7.2 Time of Delivery and Form of Bonds

§ 7.2.1 The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to commence sooner in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

§ 7.2.2 Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond.

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User Notes: (930764610)

§ 7.2.3 The bonds shall be dated on or after the date of the Contract.

§ 7.2.4 The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix to the bond a certified and current copy of the power of attorney.

ARTICLE 8 ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

§ 8.1 Electronic copies of the proposed Contract Documents have been made available to the Bidder and consist of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor, unless otherwise stated below.

(Paragraph deleted)

.2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds, unless otherwise stated below.

.3 AIA Document A201™–2017, General Conditions of the Contract for Construction, unless otherwise stated below.

.4

(Paragraphs deleted)

Drawings

Number	Title	Date
All Sheets	Bid Set	10/29/2026

.5 Specifications

Section	Title	Date	Pages
All Sections	Bid Set	10/29/2026	All Pages

.6 Addenda:

Number	Date	Pages
All Addenda	As Published	All Pages

.7 Other Exhibits:

(Paragraphs deleted)

[ ] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

(Paragraphs deleted)

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User Notes: (930764610)

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SECTION 00 31 00
AVAILABLE PROJECT INFORMATION

1.1 EXISTING CONDITION 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. They are made available for Bidders' convenience and information, but are not a warranty of existing conditions. This Document and its attachments are not part of the Contract Documents.

B. Existing drawings that include information on existing conditions including previous construction at Project site are available for viewing on Project Web Site.
   1. Lopez Island Library Interior Renovation and Addition
      Buffalo Design Architecture & Interiors
      1501 Western, Suite 500
      Seattle, WA 98101
      (206) 467-6303
      Dated: December 14,1999
   2. Lopez Island Library Courtyard Addition
      Wardell Architects
      509 W. Chestnut
      Yakima, WA 98902
      (509) 453-3693
      Dated: August 9, 2010

C. Related Requirements:
   1. Document 00 21 13 "Instructions to Bidders" for the Bidder's responsibilities for examination of Project site and existing conditions.
   2. Document 00 31 26 "Existing Hazardous Material Information" for hazardous materials reports that are made available to bidders.

END OF SECTION

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SECTION 00 31 26
EXISTING HAZARDOUS MATERIAL INFORMATION

1.1 EXISTING HAZARDOUS MATERIAL 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 Bidders' own investigations. They are made available for Bidders' convenience and information, but are not a warranty of existing conditions. This Document and its attachments are not part of the Contract Documents.

B. An existing asbestos report for Project, prepared by ALL4 LLC, dated September 11, 2026, is available for viewing as appended to this Document.

C. An existing lead report for Project, prepared by ALL4 LLC, dated September 11, 2026, is available for viewing as appended to this Document.

D. Related Requirements:
   1. Document 00 21 13 "Instructions to Bidders" for the Bidder's responsibilities for examination of Project site and existing conditions.
   2. Document 00 31 00 "Available Project Information" for information about existing conditions that is made available to bidders.

END OF SECTION

September 11, 2026

Mr. Darren Hoerner
Lopez Island Library
2225 Fisherman Bay Rd
Lopez Island, WA 98261

Re: Asbestos Containing Material and Lead Based Paint Survey – Lopez Island Library – 2225 Fisherman Bay Road, Lopez Island, WA

Mr. Hoerner:

ALL4 LLC has performed an asbestos containing material (ACM) and lead based paint (LBP) survey at the Lopez public library property located at 2225 Fisherman Bay Road on Lopez Island, Washington (Subject Property). The survey was conducted as part of a "good faith inspection" prior to remodel work planned at the property. The property is also known as the Lopez Island Library.

This survey only evaluated exterior building components on one structure (a one-story building with attic) for potential asbestos containing material and lead based paint. The intent of this survey was to comply with the requirement of a "good faith inspection" in conjunction with window replacement and roofing work being planned at the subject property. The inspection results also provide information to workers that may disrupt suspected materials. The survey was conducted by visually evaluating building materials in all accessible areas and then collecting samples for laboratory analysis. All sample locations and a summary of results are presented in Figure 1.

SCOPE OF WORK

The survey was conducted on August 18, 2026, by Mr. Thomas Davis. Mr. Davis is a registered AHERA Asbestos Building Inspector (Cert. #201284) and a Certified Lead Inspector (Cert. #6063). Visual observations were made on exterior building materials in all accessible areas. Representative materials were sampled and analyzed for potential ACM and LBP. The survey was limited to 'visible and accessible' materials.

Potential ACM samples were analyzed using Polarized Light Microscopy by EPA Method 600/R-93/116 at NVL Laboratories in Seattle, Washington. For samples containing more than one layer of material, the laboratory identified each layer individually and provided a total percentage of asbestos contained in each layer.

Potential LBP samples were collected as paint chips from exterior painted surfaces. The paint-chip samples were analyzed at NVL Laboratories in Seattle, Washington using EPA Method 7000B.

ALL4
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STRATEGY WITH SOLUTION. PARTNERSHIP WITH A PURPOSE.

ASBESTOS CONTAINING MATERIAL RESULTS

Twenty-one bulk asbestos samples were collected from miscellaneous materials (roofing, caulk, glazing putty, sealant, etc.).

ACM was identified in two of the twenty-one samples collected at the library. Samples *Glazing-1* and *Glazing-2* were collected from exterior window glazing compound located on the two older wood-framed windows at the front entrance of the library. The two samples were found to contain between 2% to 3% Chrysotile asbestos. An asbestos containing material (ACM) is defined as a building material that contains greater than 1% asbestos by volume (29 CFR § 1910.1001(b)).

All other samples collected did not contain any detectable asbestos fibers.

The original Method 600/R-93/116 asbestos analytical data report is included in Appendix A. ACM sample descriptions and results are presented in Table 1.

LEAD BASED PAINT RESULTS

Five exterior paint chip samples were collected from the structure located at the subject property.

LBP was identified in two of the five samples collected. Sample *PC-1* was collected from white window trim paint located on the trim between the two older wood-framed windows located on the front of the library. The trim paint was determined by the laboratory to contain 1.0% lead by volume and is considered LBP by the Federal definition which is a paint containing 0.5% or greater lead by volume (15 U.S. Code § 2681(9)).

In addition, sample *PC-2* was collected from white sill paint located on the older wood-framed windows at the front entrance area. The white sill paint was determined to contain 0.64% lead by volume and is considered LBP.

All other paint chip samples collected contained lead at concentrations that did not exceed the federal definition of LBP and are considered “lead containing” but not designated LBP.

The original Method 7000B lead based paint analytical data report is included in Appendix B. LBP sample descriptions and results are presented in Table 2.

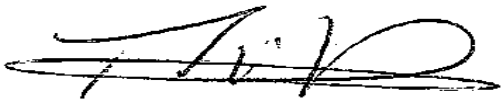
CONCLUSIONS

ACM was identified in 2 of 21 miscellaneous material samples collected from the library exterior. Window glazing compound located on the older wood-framed windows at the front of the library is considered ACM.

LBP was identified in 2 of 5 samples collected from the two primary paint colors at the subject property. The white trim paint located on exterior areas that are associated with the older, wood-framed windows is considered LBP. Other paint was also determined to contain lead at concentrations that did not designate it as LBP, but it should still be considered "lead containing" for worker protection.

On behalf of ALL4 LLC, I appreciate the opportunity to provide Lopez Island Library with this ACM/LBP survey for the library property located in Lopez Island, Washington. If you have any questions regarding the report's findings, please call me at (360) 752-9571.

Sincerely,

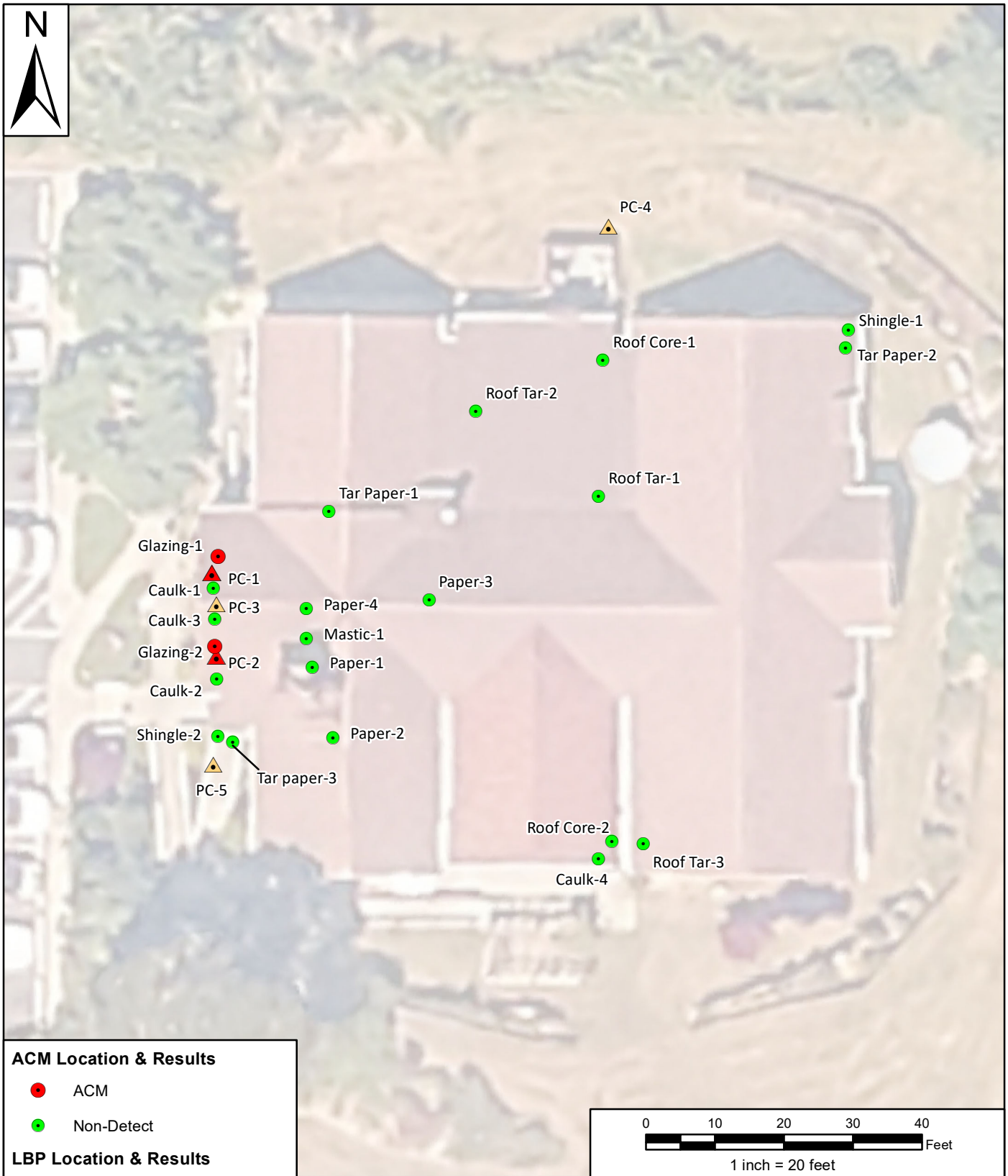


Thomas Davis, L.G. - **ALL4 LLC**
AHERA Building Inspector Certification #201284
Lead Inspector Certification #6063

LIMITATIONS

No ACM/LBP sampling effort can wholly eliminate uncertainty regarding the potential for ACM/LBP to be present at a property. Collection of the samples by ALL4 LLC is intended to reduce, but not eliminate, uncertainty regarding the potential for ACM/LBP being present at the subject property. No warranty, express or implied, is given regarding the presence of hidden or unidentified sources of ACM/LBP at the subject property. There is no obligation or liability to any third party.

The ACM/LBP survey was limited to visible and accessible materials located at the subject property. ACM/LBP may be hidden in walls, attic spaces, or crawl spaces. It is possible that during the remodel or demolition of the structures suspect material may be discovered. The contractor should be aware of the possibility of encountering hidden ACM/LBP and should request a sample of any suspect material upon discovery. During demolition and construction work, the property owner is responsible for making this document available to all concerned parties who may be handling the building materials.



ACM Location & Results

- ACM
- Non-Detect

LBP Location & Results

- LBP
- Not LBP - Contains Lead

0 10 20 30 40 Feet

1 inch = 20 feet

All data are approximate and should be used for relative location reference only.

Sample Location and Results Summary Map

Prepared for:

Lopez Island Library

Lopez Island Library

Prepared by:

ALL4

2225 Fisherman Bay Road
Lopez Island, WA

Lopez Island Library
ACM/LBP

09/08/2026

Figure 1

Table 1
ACM Sample Analytical Results
2225 Fisherman Bay Rd, Lopez Island, WA
Lopez Island Library

Sample ID	Date	Sample Location and Description	Analytical Result (%)	Designation[(a)]
Samples listed in the order collected.				
Paper-1	8/18/2026	Collected from off-white painted fibrous paper glued onto wood located in the Attic space	ND	Not ACM
Paper-2	8/18/2026	Collected from dark green brittle fabric like wall covering or vapor barrier located on the attic side of a former window frame	ND	Not ACM
Paper-3	8/18/2026	Collected from light green painted fibrous glued on wall covering material located in the attic	ND	Not ACM
Paper-4	8/18/2026	Collected from remnant paper on wood where mastic may remain under the paper located near Paper-1 sample location	ND	Not ACM
Mastic-1	8/18/2026	Collected from brittle brown mastic located on paper in the attic space	ND	Not ACM
Tar Paper-1	8/18/2026	Collected from tar paper roofing material located on an old area of roof- line located in the attic area	ND	Not ACM
Caulk-1	8/18/2026	Collected from what appeared to be caulk located at the bottom of the window noted above. May be a thickness of paint	ND	Not ACM
Glazing-1	**8/18/2026**	**Collected from window glazing compound located on the windows at the front of the Library**	**2% Chrysotile**	**ACM**
Glazing-2	**8/18/2026**	**Collected from glazing compound located on smaller windows in the upper frame on the front of the Library**	**3% Chrysotile**	**ACM**
Caulk-2	8/18/2026	Collected from caulking or thick paint located between the bottom of the window frame and the sill on the front of the library	ND	Not ACM
Caulk-3	8/18/2026	Collected from older caulking material located between red painted trim boards located on the front of the Library under the two windows.	ND	Not ACM
Roof Core-1	8/18/2026	Collected from the sheet roofing material located above the offices. Full profile to foam insulation layer. Foam layer is thick and did not feel tar paper	ND	Not ACM
Roof Tar-1	8/18/2026	Collected from roof tar located at a seam where it squeezed out between sheet layers	ND	Not ACM

Table 1
ACM Sample Analytical Results
2225 Fisherman Bay Rd, Lopez Island, WA
Lopez Island Library

Sample ID	Date	Sample Location and Description	Analytical Result (%)	Designation[(a)]
Roof Tar-2	8/18/2026	Collected from roof tar located at a seam where it squeezed out between sheet layers	ND	Not ACM
Roof Tar-3	8/18/2026	Collected from patch area located at the end of long thin flat roof	ND	Not ACM
Roof Core-2	8/18/2026	Collected full profile core from the long thin flat roof area located on the south side of the Library	ND	Not ACM
Caulk-4	8/18/2026	Collected from caulking material located at the edge of the long thin flat roof on the south side if the Library	ND	Not ACM
Tar Paper-2	8/18/2026	Collected from roofing tar paper located at the NE corner of the Library	ND	Not ACM
Shingle-1	8/18/2026	Collected from composite shingle material located at the NE corner of the Library	ND	Not ACM
Tar paper-3	8/18/2026	Collected from stuck on tar paper material located on the roof area above the entrance	ND	Not ACM
Shingle-2	8/18/2026	Collected from composite shingle material located on the roof area above the entrance	ND	Not ACM

[(a)] Asbestos containing material is defined as a building material containing 1.0%, or greater, asbestos by volume.

ND - indicates that no asbestos was detected by the laboratory in the specified sample.

BOLD and Shaded - indicates that the detected concentration exceeded the definition of a LBP

Table 2
LBP Sample Analytical Results
2225 Fisherman Bay Rd, Lopex Island, WA
Lopez Island Library

Sample ID	Date	Sample Location and Description	Analytical Result mg/Kg	Analytical Result (%)[a]	Designation
PC-1	**8/18/2026**	**Collected from white window trim paint located on the sill between windows on the front of the Library**	**10,000**	**1.00%**	**LBP**
PC-2	**8/18/2026**	**Collected from white sill paint - full profile to wood - located on the right side window at the entrance area**	**6,400**	**0.64%**	**LBP**
PC-3	8/18/2026	Collected from red colored paint located on trim boards located below the windows on the front of the library	1,400	0.14%	Non-LBP Contains lead
PC-4	8/18/2026	Collected from the red main color located on the top of the half wall at the offices	110	0.01%	Non-LBP Contains lead
PC-5	8/18/2026	Collected from white paint located on the railing at the front entry	57	0.01%	Non-LBP Contains lead

[a] Lead based paint is defined as a surface coating containing 0.5% lead by volume or greater

BOLD and Shaded - indicates that the detected concentration exceeded the definition of a LBP

ND - indicates analyte was Not Detected at level above reporting limit (shown in parentheses)

APPENDIX A

Asbestos Containing Material Laboratory Analytical Report
(Method EPA 600/R-93/116)

August 31, 2026

NVL
INDUSTRIAL HYGIENE SERVICES
LABORATORY + MANAGEMENT + TRAINING

Thomas Davis
All4 LLC
228 E Champion St #101
Bellingham, WA 98225

RE: Bulk Asbestos Fiber Analysis; NVL Batch # 2613809.00

Client Project: 006744-0001.00 Lopez Island Library ACM-LBP
Location: Lopez Island, Washington

Dear Mr. Davis,

Enclosed please find test results for the 21 sample(s) submitted to our laboratory for analysis on 8/21/2026.

Examination of these samples was conducted for the presence of identifiable asbestos fibers using polarized light microscopy (PLM) with dispersion staining in accordance with **U. S. EPA 40 CFR Appendix E to Subpart E of Part 763**, Interim Method for the Determination of Asbestos in Bulk Insulation Samples and **EPA 600/R-93/116**, Method for the Determination of Asbestos in Bulk Building Materials.

For samples containing more than one separable layer of materials, the report will include findings for each layer (labeled Layer 1 and Layer 2, etc. for each individual layer). The asbestos concentration in the sample is determined by calibrated visual estimation.

For those samples with asbestos concentrations between 1 and 10 percent based on visual estimation, the EPA recommends a procedure known as point counting (NESHAPS, 40 CFR Part 61). Point counting is a statistically more accurate means of quantification for samples with low concentrations of asbestos.

The detection limit for the calibrated visual estimation is <1%, 400 point counts is 0.25% and 1000 point counts is 0.1%

Samples are archived for 30 days following analysis. Samples that are not retrieved by the client are discarded after 30 days.

Thank you for using our laboratory services. Please do not hesitate to call if there is anything further we can assist you with.

Sincerely,

Munaf Khan, President/Laboratory Director

NVLAP
Testing
Lab Code: 102063-0

Enc.: Sample Results

Phone: 206 547.0100 | Fax: 206 634.1936 | Toll Free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North | Seattle, WA 98103-6516

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Lab ID: 260166722 **Client Sample #: Caulk-1**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** White soft material with paint and debris

Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
Synthetic/Binder, Paint, Caulking compound	Wood fibers	7%	**None Detected ND**
Debris, Fine particles	Cellulose	4%	

Lab ID: 260166723 **Client Sample #: Caulk-2**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** White soft material with paint and debris

Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
Synthetic/Binder, Paint, Caulking compound	Wood fibers	12%	**None Detected ND**
Wood, Fine particles, Debris	Cellulose	6%	

Lab ID: 260166724 **Client Sample #: Caulk-3**

Location: Lopez Island, Washington

Layer 1 of 2 **Description:** White soft material with paint and debris

Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
Synthetic/Binder, Paint, Caulking compound	None Detected	ND	**None Detected ND**

Layer 2 of 2 **Description:** Brown soft material with paint and debris

Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
Synthetic/Binder, Paint, Caulking compound	None Detected	ND	**None Detected ND**

Lab ID: 260166725 **Client Sample #: Caulk-4**

Location: Lopez Island, Washington

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

ASB-02

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Layer 1 of 1	**Description:** Clear soft material with debris			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Synthetic/Binder, Debris, Fine particles	None Detected	ND	**None Detected ND**

Lab ID: 260166726 **Client Sample #: Glazing-1**
Location: Lopez Island, Washington

Layer 1 of 1	**Description:** Off-white crumbly material with paint and debris			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Binder/Filler, Paint, Debris	None Detected	ND	**Chrysotile 2%**

Lab ID: 260166727 **Client Sample #: Glazing-2**
Location: Lopez Island, Washington

Layer 1 of 1	**Description:** Off-white crumbly material with paint and debris			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Binder/Filler, Paint, Debris	None Detected	ND	**Chrysotile 3%**

Lab ID: 260166728 **Client Sample #: Mastic-1**
Location: Lopez Island, Washington

Layer 1 of 2	**Description:** Brown compressed fibrous material			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Binder/Filler, Debris, Fine particles	Cellulose	92%	**None Detected ND**
Layer 2 of 2	**Description:** Brown crumbly material with debris			
	Non-Fibrous Materials:	Other Fibrous Materials:	%	**Asbestos Type: %**
	Binder/Filler, Debris, Wood	Wood fibers	4%	**None Detected ND**
	Fine particles	Cellulose	3%	
		Organic fibers	<1%	

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Lab ID: 260166729 **Client Sample #: Paper-1**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Tan compressed fibrous material with paint

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Paint, Fine particles	Cellulose 86%	**None Detected ND**

Lab ID: 260166730 **Client Sample #: Paper-2**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** White woven fibrous mesh with paint

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Paint, Debris	Cellulose 81%	**None Detected ND**

Lab ID: 260166731 **Client Sample #: Paper-3**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Tan compressed fibrous material with paint and debris

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Paint, Debris	Cellulose 80%	**None Detected ND**
	Glass fibers 9%	

Lab ID: 260166732 **Client Sample #: Paper-4**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Tan compressed fibrous material with debris

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Debris, Fine particles	Cellulose 77%	**None Detected ND**
	Synthetic fibers 8%	
	Wood fibers 5%	

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Lab ID: 260166733 **Client Sample #: Roof Core-1**

Location: Lopez Island, Washington

Layer 1 of 7	**Description:** Black asphaltic fibrous built-up material with granules			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Granules	Synthetic fibers	53%	**None Detected ND**
Layer 2 of 7	**Description:** Black asphaltic mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**
Layer 3 of 7	**Description:** Black asphaltic fibrous material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	Glass fibers	62%	**None Detected ND**
Layer 4 of 7	**Description:** Black asphaltic material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**
Layer 5 of 7	**Description:** White woven fibrous material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Glass, Debris	Glass fibers	98%	**None Detected ND**
Layer 6 of 7	**Description:** White crumbly material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Glass, Debris	Glass fibers	17%	**None Detected ND**
Layer 7 of 7	**Description:** Brown compressed fibrous material with foam			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Binder/Filler, Synthetic foam, Debris	Cellulose	58%	**None Detected ND**
	Fine particles	Glass fibers	18%	

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Lab ID: 260166734 **Client Sample #: Roof Core-2**

Location: Lopez Island, Washington

Layer 1 of 2 **Description:** Gray and black soft material with fibrous mesh

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Synthetic/Binder, Debris, Fine particles	Synthetic fibers 20%	**None Detected ND**

Layer 2 of 2 **Description:** Brown compressed fibrous material with foam

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Binder/Filler, Synthetic foam, Debris	Cellulose 67%	**None Detected ND**
	Glass fibers 11%	

Lab ID: 260166735 **Client Sample #: Roof Tar-1**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Black asphaltic material with granules

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Granules	Cellulose 3%	**None Detected ND**

Lab ID: 260166736 **Client Sample #: Roof Tar-2**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Black asphaltic material with granules

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Granules	Cellulose 2%	**None Detected ND**

Lab ID: 260166737 **Client Sample #: Roof Tar-3**

Location: Lopez Island, Washington

Layer 1 of 2 **Description:** Black asphaltic material

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Debris	Cellulose 65%	**None Detected ND**

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Layer 2 of 2	**Description:** Black asphaltic mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**

Lab ID: 260166738 **Client Sample #: Shingle-1**

Location: Lopez Island, Washington

Layer 1 of 4	**Description:** Black asphaltic material with granules			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers	43%	**None Detected ND**
Layer 2 of 4	**Description:** Black asphaltic mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**
Layer 3 of 4	**Description:** Black asphaltic fibrous material with granules			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers	57%	**None Detected ND**
Layer 4 of 4	**Description:** Black asphaltic material			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**

Lab ID: 260166739 **Client Sample #: Shingle-2**

Location: Lopez Island, Washington

Layer 1 of 3	**Description:** Black asphaltic material with granules			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers	38%	**None Detected ND**
Layer 2 of 3	**Description:** Black asphaltic mastic			
	Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
	Asphalt/Binder, Asphaltic Particles, Debris	None Detected	ND	**None Detected ND**

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: Mr. Thomas Davis
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Layer 3 of 3 **Description:** Black asphaltic fibrous material with granules and debris

Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Granules	Glass fibers	61%	**None Detected ND**
Debris	Spider silk	4%	

Lab ID: 260166740 **Client Sample #: Tar Paper-1**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Black asphaltic fibrous material with debris

Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Debris	Cellulose	66%	**None Detected ND**
Wood	Wood fibers	8%	
	Glass fibers	3%	

Lab ID: 260166741 **Client Sample #: Tar Paper-2**

Location: Lopez Island, Washington

Layer 1 of 1 **Description:** Black asphaltic fibrous material with debris

Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Debris	Cellulose	64%	**None Detected ND**
Wood, Insect parts	Wood fibers	4%	

Lab ID: 260166742 **Client Sample #: Tar Paper-3**

Location: Lopez Island, Washington

Layer 1 of 2 **Description:** Black asphaltic material

Non-Fibrous Materials:	Other Fibrous Materials:%		**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Debris	Glass fibers	31%	**None Detected ND**

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

Bulk Asbestos Fibers Analysis

By Polarized Light Microscopy

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: **Mr. Thomas Davis**
Project Location: Lopez Island, Washington

Batch #: 2613809.00
Client Project #: 006744-0001.00 Lopez Island Library ACM-LBP
Date Received: 8/21/2026
Samples Received: 21
Samples Analyzed: 21
Method: EPA/600/R-93/116

Layer 2 of 2 **Description:** Black asphaltic mastic

Non-Fibrous Materials:	Other Fibrous Materials:%	**Asbestos Type: %**
Asphalt/Binder, Asphaltic Particles, Debris	None Detected ND	**None Detected ND**

Sampled by: Client
Analyzed by: Hieu Ta **Date:** 08/28/2026
Reviewed by: Munaf Khan **Date:** 08/31/2026

Munaf Khan, President/Laboratory Director

Note: If samples are not homogeneous, then subsamples of the components were analyzed separately. All bulk samples are analyzed using both EPA 600/R-93/116 and EPA 40 CFR Appendix E to Subpart E of Part 763 with the following measurement uncertainties for the reported % Asbestos (1%=0-3%, 5%=1-9%, 10%=5-15%, 20%=10-30%, 50%=40-60%). This report relates only to the items tested. If sample was not collected by NVL personnel, then the accuracy of the results is limited by the methodology and acuity of the sample collector. This report shall not be reproduced except in full, without written approval of NVL Laboratories, Inc. It shall not be used to claim product endorsement by NVLAP or any other agency of the US Government

ASBESTOS LABORATORY SERVICES

Company	All4 LLC	**NVL Batch Number**	**2613809.00**
Address	228 E Champion St #101 Bellingham, WA 98225	**TAT** 5 Days	**AH** No
		Rush TAT	
Project Manager	Mr. Thomas Davis	**Due Date** 8/28/2026	**Time** 1:20 PM
Phone	(360) 752-9571	**Email**	tdavis@all4inc.com
Cell	(253) 906-6648	**Fax**	(360) 752-9573

Project Name/Number: 006744-0001.00 Lopez Island Library **Project Location:** Lopez Island, Washington

Subcategory PLM Bulk

Item Code ASB-02 EPA 600/R-93-116 Asbestos by PLM <bulk>

Total Number of Samples 21 Rush Samples

	Lab ID	Sample ID	Description	A/R
1	260166722	Caulk-1		A
2	260166723	Caulk-2		A
3	260166724	Caulk-3		A
4	260166725	Caulk-4		A
5	260166726	Glazing-1		A
6	260166727	Glazing-2		A
7	260166728	Mastic-1		A
8	260166729	Paper-1		A
9	260166730	Paper-2		A
10	260166731	Paper-3		A
11	260166732	Paper-4		A
12	260166733	Roof Core-1		A
13	260166734	Roof Core-2		A
14	260166735	Roof Tar-1		A
15	260166736	Roof Tar-2		A
16	260166737	Roof Tar-3		A
17	260166738	Shingle-1		A
18	260166739	Shingle-2		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	UPS				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Kelly AuVu		NVL	8/21/26	1320
Analyzed by	Hieu Ta		NVL	8/28/26	
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 8/21/2026
Time: 1:46 PM
Entered By: Kelly AuVu

ASBESTOS LABORATORY SERVICES

Company	All4 LLC	**NVL Batch Number**	**2613809.00**
Address	228 E Champion St #101 Bellingham, WA 98225	**TAT** 5 Days **AH** No **Rush TAT**	
Project Manager	Mr. Thomas Davis	**Due Date** 8/28/2026 **Time** 1:20 PM	
Phone	(360) 752-9571	**Email**	tdavis@all4inc.com
Cell	(253) 906-6648	**Fax**	(360) 752-9573

Project Name/Number: 006744-0001.00 Lopez Island Library **Project Location:** Lopez Island, Washington

Subcategory PLM Bulk

Item Code ASB-02 EPA 600/R-93-116 Asbestos by PLM <bulk>

Total Number of Samples 21 Rush Samples

	Lab ID	Sample ID	Description	A/R
19	260166740	Tar Paper-1		A
20	260166741	Tar Paper-2		A
21	260166742	Tar Paper-3		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	UPS				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Kelly AuVu		NVL	8/21/26	1320
Analyzed by	Hieu Ta		NVL	8/28/26	
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 8/21/2026
Time: 1:46 PM
Entered By: Kelly AuVu

2613809

NVL
INDUSTRIAL HYGIENE SERVICES
LABORATORY • MANAGEMENT • TRAINING

ASBESTOS CHAIN OF CUSTODY

Turn Around Time
- ☐ 1 Hour
- ☒ 24 Hours
- ☐ 4 Days
- ☐ 2 Hours
- ☐ 2 Days
- ☐ 5 Days
- ☐ 4 Hours
- ☐ 3 Days
- ☐ 10 Days

Please call for TAT less than 24 Hours

Company ALL4 Inc.
Address 228 East Champion Street, Suite #101
Bellingham, WA 98225
Phone (360) 752-9571

Project Manager Thom Davis
Cell (253) 906 - 6648
Email tdavis@all4inc.com
Fax ( ) -

Project Name/ Number: Lopez Island Library ACM-LBP Proj. #: 006744-0001.00
Project Location: Lopez Island Washington

- ☐ PCM Air (NIOSH 7400)
- ☒ PLM (EPA 600/R-93-116)
- ☐ PLM Gravimetry (600/R-93-116)
- ☐ Asbestos Friable/Non-Friable (EPA 600/R-93/116)
- ☐ TEM (NIOSH 7402)
- ☐ EPA 400 Points (600/R-93-116)
- ☐ Asbestos in Vermiculite (EPA 600/R-04/004)
- ☐ TEM (AHERA)
- ☐ Other
- ☐ TEM (EPA Level II Modified)
- ☐ EPA 1000Points (600/R-93-116)
- ☐ Asbestos in Sediment (EPA 1900 Points)

Reporting Instructions
☐ Call ( ) - ☐ Fax ( ) - ☒ Email

Total Number of Samples 21

	Sample ID	Description	A/R
1	Caulk-1		
2	Caulk-2		
3	Caulk-3		
4	Caulk-4		
5	Glazing-1		
6	Glazing-2		
7	Mastic-1		
8	Paper-1		
9	Paper-2		
10	Paper-3		
11	Paper-4		
12	Roof Core-1		
13	Roof Core-2		
14	Roof Tar-1		
15	Roof Tar-2		

	Print Name	Signature	Company	Date	Time
Sampled by	Thom Davis		ALL4	Aug. 19, 2024 Dec. 5, 2024	1100
Relinquish by					

Office Use Only

	Print Name	Signature	Company	Date	Time
Received by					
Analyzed by					
Called by					
Faxed/Email by					

2613809

NVL
INDUSTRIAL HYGIENE SERVICES
LABORATORY + MANAGEMENT + TRAINING

ASBESTOS CHAIN OF CUSTODY

Turn Around Time
- ☐ 1 Hour
- ☒ 24 Hours
- ☐ 4 Days
- ☐ 2 Hours
- ☐ 2 Days
- ☐ 5 Days
- ☐ 4 Hours
- ☐ 3 Days
- ☐ 10 Days

Please call for TAT less than 24 Hours

Company ALL4 Inc.
Address 228 East Champion Street, Suite #101
Bellingham, WA 98225
Phone (360) 752-9571

Project Manager Thom Davis
Cell (253) 906 - 6648
Email tdavis@all4inc.com
Fax ( ) -

Project Name/ Number: Lopez Island Library ACM-LBP Proj. #: 006744-0001.00
Project Location: Lopez Island Washington

- ☐ PCM Air (NIOSH 7400)
- ☒ PLM (EPA 600/R-93-116)
- ☐ PLM Gravimetry (600/R-93-116)
- ☐ Asbestos Friable/Non-Friable (EPA 600/R-93/116)
- ☐ TEM (NIOSH 7402)
- ☐ EPA 400 Points (600/R-93-116)
- ☐ Asbestos in Vermiculite (EPA 600/R-04/004)
- ☐ TEM (AHERA)
- ☐ Other
- ☐ TEM (EPA Level II Modified)
- ☐ EPA 1000Points (600/R-93-116)
- ☐ Asbestos in Sediment (EPA 1900 Points)

Reporting Instructions
☐ Call ( ) - ☐ Fax ( ) - ☒ Email

Total Number of Samples 21

	Sample ID	Description	A/R
1	Roof Tar-3		
2	Shingle-1		
3	Shingle-2		
4	Tar Paper-1		
5	Tar Paper-2		
6	Tar paper-3		
7			
8			
9			
10			
11			
12			
13			
14			
15			

	Print Name	Signature	Company	Date	Time
Sampled by	Thom Davis		ALL4	~~Dec. 5, 2024~~ Aug. 19, 2026	1100
Relinquish by					

Office Use Only

	Print Name	Signature	Company	Date	Time
Received by				8/21/26	1320
Analyzed by					
Called by					
Faxed/Email by					

2613809

Kelly Au Vu

From: Thom Davis <tdavis@all4inc.com>
Sent: Friday, August 21, 2026 2:16 PM
To: Client Services
Subject: Re: Project Lopez Island Library

Confirmed. Five day turn, please.

Thank you!

Get Outlook for iOS

From: Client Services <ClientServices@nvllabs.com>
Sent: Friday, 21 August 2026 14:13:43
To: Thom Davis <tdavis@all4inc.com>
Cc: Client Services <ClientServices@nvllabs.com>
Subject: Project Lopez Island Library

Hi Thom!

Thank you for taking my call. Per our phone conversation, can you please confirm this is meant to be a 5 day TAT?

Thank you!
Thanks & Regards,

Client Services

NVL
INDUSTRIAL HYGIENE SERVICES
LABORATORY + CONSULTING + TRAINING

www.nvllabs.com

Your feedback is very important to us!

ph: 206.547.0100 | fax: 206.634.1936
toll free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North, Seattle, WA 98103

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APPENDIX B

Lead Based Paint Laboratory Analytical Report
(Method EPA 7000B)

August 24, 2026

Thomas Davis
All4 LLC
228 E Champion St #101
Bellingham, WA 98225

NVL Batch # 2613826.00

RE: Total Metal Analysis
Method: EPA 7000B Lead by FAA <paint>
Item Code: FAA-02

Client Project: 006744-0001.00 Lopez Island Library ACM-LBP
Location: Lopez Island, Washington

Dear Mr. Davis,

NVL Labs received 5 sample(s) for the said project on 8/21/2026. Preparation of these samples was conducted following protocol outlined in EPA 3051/7000B , unless stated otherwise. Analysis of these samples was performed using analytical instruments in accordance with EPA 7000B Lead by FAA <paint>. The results are usually expressed in mg/Kg and percentage (%). Test results are not blank corrected.

For recent regulation updates pertaining to current regulatory levels or permissible exposure levels, please call your local regulatory agencies for more detail.

At NVL Labs all analyses are performed under strict guidelines of the Quality Assurance Program. If samples were collected by the customer, then the reported test results apply only to the samples as received by NVL Labs. This report is considered highly confidential and will not be released without your approval. Samples are archived after two weeks from the analysis date. Please feel free to contact us at 206-547-0100, in case you have any questions or concerns.

Sincerely,

Shalini Patel, Technical Manager

Enc.: Sample results

Phone: 206 547.0100 | Fax: 206 634.1936 | Toll Free: 1.888.NVL.LABS (685.5227)
4708 Aurora Avenue North | Seattle, WA 98103-6516

Analysis Report

Total Lead (Pb)

Client: All4 LLC
Address: 228 E Champion St #101
Bellingham, WA 98225

Attention: **Mr. Thomas Davis**
Project Location: Lopez Island, Washington

Batch #: 2613826.00
Matrix: Paint
Method: EPA 3051/7000B
Client Project #: 006744-0001.00 Lopez Island
Date Received: 8/21/2026
Samples Received: 5
Samples Analyzed: 5

Lab ID	Client Sample #	Sample Weight (g)	RL in mg/Kg	Results in mg/Kg	Results in percent
260166855	PC-1	0.1949	51	10000	1.0
260166856	PC-2	0.1897	53	6400	0.64
260166857	PC-3	0.1927	52	1400	0.14
260166858	PC-4	0.1934	52	110	0.011
260166859	PC-5	0.2095	48	57	0.0057

Sampled by: Client
Analyzed by: Yasuyuki Hida
Reviewed by: Shalini Patel

Date Analyzed: 08/24/2026
Date Issued: 08/24/2026

Shalini Patel, Technical Manager

mg/ Kg =Milligrams per kilogram
Percent = Milligrams per kilogram / 10000
Note : Method QC results are acceptable unless stated otherwise.
Unless otherwise indicated, the condition of all samples was acceptable at time of receipt.

RL = Reporting Limit
'<' = Below the reporting Limit

Bench Run No: 2026-0824-09
FAA-02

LEAD LABORATORY SERVICES

Company	All4 LLC	**NVL Batch Number**	**2613826.00**
Address	228 E Champion St #101 Bellingham, WA 98225	**TAT** 5 Days	**AH** No
		Rush TAT	
Project Manager	Mr. Thomas Davis	**Due Date** 8/28/2026	**Time** 1:20 AM
Phone	(360) 752-9571	**Email**	tdavis@all4inc.com
Cell	(253) 906-6648	**Fax**	(360) 752-9573

Project Name/Number: 006744-0001.00 Lopez Island Library **Project Location:** Lopez Island, Washington

Subcategory Flame AA (FAA)

Item Code FAA-02 EPA 7000B Lead by FAA <paint>

Total Number of Samples 5 Rush Samples

	Lab ID	Sample ID	Description	A/R
1	260166855	PC-1		A
2	260166856	PC-2		A
3	260166857	PC-3		A
4	260166858	PC-4		A
5	260166859	PC-5		A

	Print Name	Signature	Company	Date	Time
Sampled by	Client				
Relinquished by	UPS				

Office Use Only	Print Name	Signature	Company	Date	Time
Received by	Kelly AuVu		NVL	8/21/26	120
Analyzed by	Yasuyuki Hida		NVL	8/24/26	
Results Called by					
☐ **Faxed** ☐ **Emailed**					

Special Instructions:

Date: 8/21/2026
Time: 3:29 PM
Entered By: Kelly AuVu

2613826

NVL
INDUSTRIAL HYGIENE SERVICES
LABORATORY + MANAGEMENT + TRAINING

METALS CHAIN OF CUSTODY

Turn Around Time
- ☐ 2 Hour
- ☐ 4 Hours
- ☐ 24 Hours
- ☐ 2 Days
- ☐ 3 Days
- ☐ 4 Days
- ☒ 5 Days
- ☐ 6-10 Days

Please call for TAT less than 24 Hours

Company ALL4 LLC

Address 228 E Champion #101
Bellingham, WA 98225

Phone (360) 752-9571

Project Manager Thom Davis

Cell (253) 906 - 6648

Email tdavis@whatcom-es.com

Fax ( ) -

Project Name Lopez Island Library ACM-LBP
Proj. Number Proj. #: 006744-0001.00

Project Location Lopez Island Washington

- ☒ Total Metals
- ☐ TCLP
- ☒ FAA (ppm
- ☐ ICP (PPM
- ☐ GFAA (ppb)
- ☐ CVAA (ppb)
- ☐ Air Filter
- ☐ Paint Chips (cm)
- ☐ Drinking Water
- ☐ Other
- ☒ Paint Chips (%)
- ☐ Dust Wipes
- ☐ Waste Water
- ☐ Soil

RCRA 8
- ☐ Barium
- ☐ Chromium
- ☐ Silver
- ☐ Arsenic
- ☐ Mercury
- ☒ Lead
- ☐ Selenium
- ☐ Cadmium

RCRA 11
- ☐ Copper
- ☐ Zinc
- ☐ Other

Reporting Instructions

☐ Call ( ) - ☐ Fax ( ) - ☐ Email

Total Number of Samples

	Sample ID	Description	A/R
1	PC-1		
2	PC-2		
3	PC-3		
4	PC-4		
5	PC-5		
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

	Print Name	Signature	Company	Date	Time
Sampled by	Thom Davis		All4 Inc.	August 19, 2026	1115
Relinquish by					

Office Use Only

	Print Name	Signature	Company	Date	Time
Received by			NVL	8/21/26	1320
Analyzed by					
Called by					
Faxed/Email by					

SECTION 00 41 13
BID FORM

1.1 BID INFORMATION

A. Bidder: _____.

B. Project Name: Lopez Island Library Reroof.

C. Project Location: 2225 Fisherman Bay Rd., Lopez Island, WA 98261.

D. Owner: Lopez Island Library.

E. Owner Project Number: Not Applicable.

F. Architect: HKP Architects PLLC.

G. Architect Project Number: 736.

1.2 CERTIFICATIONS AND BASE BID

A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by HKP Architects PLLC and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. _____ Dollars ($_____).
2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 00 43 22 "Unit Prices Form."

1.3 BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 30 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. _____ Dollars ($_____).

B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 SUBCONTRACTORS AND SUPPLIERS

A. The following companies shall execute subcontracts for the portions of the Work indicated:

1. Roofing Work:
_____.
2. Sheet Metal Flashing and Trim Work:
_____.

1.5 TIME OF COMPLETION

A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall be Substantially Complete the Work within 129 calendar days.

1.6 LIQUIDATED DAMAGES:

A. The Contractor agrees, if awarded the Contract, that the Owner may retain from the compensation otherwise due, the liquidated damages for each calendar day that the work remains not substantially completed, Five Hundred Dollars ($500.00) per day.

1.7 SALES AND USE TAXES

A. Prices quoted in the Proposal shall NOT include local and state sales taxes applied to the Owner’s payments. The Owner will pay the local and state sales taxes directly to the Contractor based on the monthly progress pay estimate. All other taxes as required by the laws and statutes of the State and its political subdivision shall be paid by the Contractor.

1.8 ACKNOWLEDGMENT OF ADDENDA

A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated _____.
2. Addendum No. 2, dated _____.
3. Addendum No. 3, dated _____.
4. Addendum No. 4, dated _____.

1.9 BID SUPPLEMENTS

A. The following supplements are a part of this Bid Form and are attached hereto.
1. Bid Form Supplement - Unit Prices.
2. Bid Form Supplement - Allowances.
3. Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

1.10 CONTRACTOR'S LICENSE

A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Washington State and San Juan County, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.11 CONTRACT EXECUTION, BONDS & INSURANCE

A. The Bidder agrees that its Proposal shall not be withdrawn for a period of 45 days after bid opening. The Bidder further agrees that if this Proposal is accepted, it will, within 10 calendar days after receipt of Notice of Award, sign the Contract and deliver to the Owner evidence of its ability to obtain the required Performance and Payment Bonds and Certificates of Insurance, and will, to the extent of its Proposal, furnish all machinery, tools, apparatus, and other means of construction and do the work and furnish all the materials necessary to complete all work as specified or indicated in the Contract Documents. Within three days after execution of the Contract, the Contractor shall deliver the required bonds to the Owner.

1.12 SUBMISSION OF BID

A. Respectfully submitted this ____ day of _____, 2026.

B. Submitted By: _____
(Name of bidding firm or corporation).

C. Street Address: _____

D. City, State, Zip: _____

E. Contact Person: _____

F. Phone: _____

G. Email: _____

H. License No.: _____

I. Federal ID No.: _____

J. Contractor’s Washington Registration No.: _____

K. Department of Labor and Industries Reg. No.: _____

L. Washington State Department of Revenue No.:_____

M. _____Sole Proprietor _____Partnership _____Corporation _____Other

N. **If Sole Proprietor or Partnership**

IN WITNESS hereto the undersigned has set his/her hand

this _____ day of _____, 20___.

_____
Handwritten Signature

_____
Type or Print Name

_____
Title

O. **If Corporation**

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed by its duly authorized officers

this _____ day of _____, 20___.

_____
Name of Corporation

_____
By

_____
Title

END OF SECTION

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

OWNER:
(Name, legal status and address)

BOND AMOUNT:

PROJECT:
(Name, location or address, and Project number, if any)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Sample

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this day of

(Witness)	*(Contractor as Principal)* *(Seal)*
	(Title)
(Witness)	*(Surety)* *(Seal)*
	(Title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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SECTION 00 43 21
ALLOWANCE FORM

1.1 BID INFORMATION

A. Bidder: _____.

B. Project Name: Lopez Island Library Reroof.

C. Project Location: 2225 Fisherman Bay Rd., Lopez Island, WA 98261.

D. Owner: Lopez Island Library.

E. Architect: HKP Architects, PLLC.

F. Architect Project Number: 736.

1.2 BID FORM SUPPLEMENT

A. This form is required to be attached to the Bid Form.

B. The undersigned Bidder certifies that Base Bid submission to which this Bid Supplement is attached includes those allowances described in the Contract Documents and scheduled in Section 01 21 00 "Allowances."

1.3 SUBMISSION OF BID SUPPLEMENT

A. Respectfully submitted this ____ day of _____, 2026.

B. Submitted By: _____
(Insert name of bidding firm or corporation)

C. Authorized Signature: _____
(Handwritten signature)

D. Signed By: _____
(Type or print name)

E. Title: _____
(Owner/Partner/President/Vice President)

END OF SECTION

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SECTION 00 43 22
UNIT PRICES FORM

1.1 BID INFORMATION

A. Bidder: _____.

B. Project Name: Lopez Island Library Reroof.

C. Project Location: 2225 Fisherman Bay Rd., Lopez Island, WA 98261.

D. Owner: Lopez Island Library.

E. Architect: HKP Architects, PLLC.

F. Architect Project Number: 736.

1.2 BID FORM SUPPLEMENT

A. This form is required to be attached to the Bid Form.

B. The undersigned Bidder proposes the amounts below be added to or deducted from the Contract Sum on performance and measurement of the individual items of Work and for adjustment of the quantity given in the Unit-Price Allowance for the actual measurement of individual items of the Work.

1.3 UNIT PRICES

A. Unit-Price No. 1: Plywood roof sheathing removal and replacement.

1. _____ dollars ($_____) per unit.

1.4 SUBMISSION OF BID SUPPLEMENT

A. Respectfully submitted this ____ day of _____, 2026.

B. Submitted By: _____
(Insert name of bidding firm or corporation).

C. Authorized Signature: _____
(Handwritten signature).

D. Signed By: _____
(Type or print name).

E. Title: _____
(Owner/Partner/President/Vice President).

END OF SECTION

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SECTION 00 61 13
PERFORMANCE BOND AND PAYMENT BOND

PART 1 - GENERAL

1.1 GENERAL

A. The "Performance Bond", AIA Document A312, 2010 Edition, and “Payment Bond”, AIA Document A312, 2010 Edition, are a part of these Contract Documents and is incorporated as fully as if bound herein.

B. The Performance Bond and Payment Bond may be obtained from the American Institute of Architects, 421 7th St NW, Washington, DC 20004; Seattle Chapter, American Institute of Architects, 1010 Western Ave, Seattle, WA 98104.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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AIA® Document A201® – 2017

General Conditions of the Contract for Construction

for the following PROJECT:

Lopez Island Library Reroof
2225 Fisherman Bay Rd., Lopez Island, WA 98261

THE OWNER:

Lopez Island Library
2225 Fisherman Bay Rd., Lopez Island, WA 98261

THE ARCHITECT:

HKP Architects PLLC
204 W. Montgomery Street, Mount Vernon, WA 98273

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7 CHANGES IN THE WORK

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11 INSURANCE AND BONDS

12 UNCOVERING AND CORRECTION OF WORK

13 MISCELLANEOUS PROVISIONS

14 TERMINATION OR SUSPENSION OF THE CONTRACT

15 CLAIMS AND DISPUTES

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect (Architectural Supplemental Instructions "ASI"). Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

§ 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

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§ 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

§ 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

§ 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

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ARTICLE 2 OWNER

§ 2.1 General

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

§ 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.

§ 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require; (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.

§ 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

§ 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

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§ 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

§ 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

§ 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These

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obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

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§ 3.5 Warranty

§ 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

§ 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for permits other than the building permit as well as, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

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

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 5 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

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§ 3.8.2 Unless otherwise provided in the Contract Documents,

.1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;

.2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and

.3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.

§ 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

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§ 3.12 Shop Drawings, Product Data and Samples

§ 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

§ 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

§ 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

§ 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

§ 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.

§ 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.

§ 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

§ 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

§ 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional,

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whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

§ 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

§ 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work,

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provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the

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Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work (ASIs) as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

§ 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

§ 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.

§ 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

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§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

§ 5.4 Contingent Assignment of Subcontracts

§ 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

.1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and

.2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

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§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

§ 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

§ 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.

§ 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

§ 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.

§ 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

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§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

§ 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:

.1 The change in the Work;
.2 The amount of the adjustment, if any, in the Contract Sum; and
.3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

.1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
.2 Unit prices stated in the Contract Documents or subsequently agreed upon;
.3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
.4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

.1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
.2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;

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.3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;

.4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and

.5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

§ 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

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§ 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

§ 9.3.1 At least ten days before the date established for each progress payment, or as agreed upon by the Owner, Architect, and Contractor during the Pre-Construction Meeting, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.

§ 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

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§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

§ 9.4 Certificates for Payment

§ 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.

§ 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;

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.5 damage to the Owner or a Separate Contractor;
.6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
.7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

§ 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

§ 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

§ 9.6 Progress Payments

§ 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

§ 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

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§ 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

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§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

§ 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;

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.2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and

.3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

§ 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities

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proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the

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procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

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§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance
The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§11.5 Adjustment and Settlement of Insured Loss
§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work
§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work
§ 12.2.1 Before Substantial Completion
The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

§ 12.2.2 After Substantial Completion
§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during

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that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

§ 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

§ 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

§ 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

§ 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

§ 13.2 Successors and Assigns

§ 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

§ 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

§ 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

§ 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

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§ 13.4 Tests and Inspections

§ 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

§ 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

.1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;

.2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;

.3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or

.4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

§ 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

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§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

§ 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;

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.2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and

.3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

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§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

.1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and

.2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

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§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

§ 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

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§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

§ 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

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AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the _____ day of _____ in the year _____
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

and the Contractor:
(Name, legal status, address and other information)

for the following Project:
(Name, location and detailed description)

The Architect:
(Name, legal status, address and other information)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement.

AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Sample

The Owner and Contractor agree as follows.

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ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:
(Check one of the following boxes.)

☐ The date of this Agreement.

☐ A date set forth in a notice to proceed issued by the Owner.

☐ Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:
(Check one of the following boxes and complete the necessary information.)

☐ Not later than ( ) calendar days from the date of commencement of the Work.

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☐ By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be ($), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price

§ 4.4 Unit prices, if any:
(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit ($0.00)

§ 4.5 Liquidated damages, if any:
(Insert terms and conditions for liquidated damages, if any.)

§ 4.6 Other:
(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

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ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than ( ) days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

.1 That portion of the Contract Sum properly allocable to completed Work;

.2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and

.3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

.1 The aggregate of any amounts previously paid by the Owner;

.2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;

.3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;

.4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and

.5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:
(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

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§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

.1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and

.2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
(Insert rate of interest agreed upon, if any.)

_____ % _____

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Sample

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§ 6.2 Binding Dispute Resolution
For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☐ Litigation in a court of competent jurisdiction

☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION
§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS
§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:
(Name, address, email address, and other information)

§ 8.3 The Contractor's representative:
(Name, address, email address, and other information)

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

Sample

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§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:
(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

.1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor

.2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds

.3 AIA Document A201™–2017, General Conditions of the Contract for Construction

.4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date

.6 Specifications

Section	Title	Date	Pages

.7 Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

Sample

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☐ The Sustainability Plan:

Title	Date	Pages

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*	**CONTRACTOR** *(Signature)*
(Printed name and title)	*(Printed name and title)*

Sample

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SECTION 00 73 43
PREVAILING WAGES

Pursuant to RCW 39.12, “Prevailing Wages on Public Works,” no worker, laborer, or mechanic employed in the performance of any part of the Work shall be paid less than the “prevailing rate of wage” (in effect as of the date that bids are due) as determined by the Industrial Statistician of the Department of Labor and Industries. The prevailing rate of wage shall be the rate of hourly wage, usual benefits, and overtime paid in the locality to the majority of workers, laborers, or mechanics, in the same trade or occupation. The locality for the purposes of the prevailing rate of wage shall be the largest city in the county wherein the physical work is being performed. The schedule of the prevailing wage rates for the locality or localities where this contract will be performed is attached to the executed contract and made a part of the Contract Documents by reference as though fully set forth herein; if not attached, then the applicable prevailing wages are determined as of the Bid Date for the county in which the Project is located. A copy is available for viewing at the Owner’s office, and a hard copy will be mailed upon request. To the extent that there is any discrepancy between the attached or provided schedule of prevailing wage rates and the published rates applicable under WAC 296-127-011, or if no schedule is attached, the applicable published rates shall apply with no increase to the Contract Sum. It is the Contractor’s responsibility to ensure that the correct prevailing wage rates are paid. The Contractor shall provide the respective Subcontractors with a schedule of the applicable prevailing wage rates. Questions relating to prevailing wage data should be addressed to the Industrial Statistician upon request.

Mailing Address:	Department of Labor and Industries Prevailing Wage Office PO Box 44540 Olympia, WA 98504-4540
Telephone:	(360) 902-5335
Facsimile:	(360) 902-5300
Website:	https://www.lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/

Pursuant to RCW 39.12.060, in case any dispute arises as to what are the prevailing rates of wages for work of a similar nature, and such dispute cannot be adjusted by the parties in interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Washington State Department of Labor and Industries, and his or her decision therein shall be final and conclusive and binding on all parties involved in the dispute.

The Contractor must have received training on the requirements related to public works in prevailing wage under Chapters 39.04 and 39.12 RCW. The Contractor must designate a person or persons to be trained on these requirements. The training must be provided by the Department of Labor and Industries or by a training provider whose curriculum is approved by the Department. Contractors that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this requirement. The Department of Labor and Industries maintains records of entities that have

satisfied the training requirement or are exempt and makes the records available on its website. The Owner may rely on the records made available by the Department regarding satisfaction of the training requirements or exemption.

The Contractor shall defend, indemnify and hold the Owner harmless, including attorneys' fees, from any violation or alleged violation by the Contractor or any Subcontractor of any tier of Chapter 39.12 RCW ("Prevailing Wages on Public Works") and Title 51 RCW ("Industrial Insurance"), including without limitation RCW 51.12.050. The Contractor shall comply with all applicable provisions of Chapter 49.28 RCW ("Hours of Labor").

END OF SECTION

SECTION 01 10 00
SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

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

B. Related Sections:
1. Section 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
2. Section 01 73 00 "Execution" for coordination of Owner-installed products.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 PROJECT INFORMATION

A. Project Identification: Lopez Island Library Reroof.
1. Project Location: 2225 Fisherman Bay Rd. Lopez Island, WA 98261.

B. Owner: Lopez Island Library.
1. Owner's Representative: Darren Hoerner.

C. Architect: HKP Architects, PLLC.
1. Architect's Representative: Becca Wolfe.

D. Architect's Consultants: Architect has retained the following design professionals, who have prepared designated portions of the Contract Documents:
1. Structural Engineer: Kingworks Structural Engineers.
a. Representative: Jack King.

E. Other Owner Consultants: Owner has retained the following design professionals who have prepared designated portions of the Contract Documents:
1. Limited Hazardous Materials Surveyor: ALL4 LLC has prepared the following portions of the Contract Documents:
a. Representative: Thomas Davis.
b. Scope of Service: Limited Hazardous Materials Survey and Report.
2. Limited Hazardous Materials Specification Writer: EHS International, Inc. has prepared the following portions of the Contract Documents:
a. Representative: Marcus Gladden.

b. Scope of Service: Hazardous Materials Specifications.

1.3 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. Removal and disposal of existing asphalt shingle roofing, asphalt flat roofing, and thermoplastic polyolefin roofing down to existing roof deck. Scope includes installation of new asphalt shingle roof and modified bitumen roofing, including insulation, coverboard, and associated flashings. Interior scope includes replacement of wall cavity insulation, vapor retarder, and gypsum wall board and other Work indicated in the Contract Documents.

B. Type of Contract:
   1. Project will be constructed under a single prime contract.

1.4 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 Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
   1. Limits on Use of Site: Confine construction operations to Work in areas indicated and laydown area indicated in drawings.
   2. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or 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.

1.5 COORDINATION WITH OCCUPANTS

A. Full Owner Occupancy: Owner will occupy Project site and existing 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.

1.6 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 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
   1. Weekend Hours: 7:00 a.m. to 6:00 p.m. or as regulated by authorities having jurisdictions. Contractors may park at Library on Sundays. Contractor parking on Saturdays shall comply with typical project Contractor parking requirements.
   2. Early Morning Hours: reference regulations by authorities having jurisdiction for restrictions on noisy work.
   3. Work in Existing Building: Coordinate with Owner.
   4. Hours for Utility Shutdowns: Coordinate with Owner.

C. On-Site Work Day Restrictions: Do not perform work resulting in utility shutdowns or resulting in noisy activity on-site during work black-out days as follows:
   1. None.

D. 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 Architect not less than 10 business days in advance of proposed utility interruptions.
   2. Obtain Architect's written permission before proceeding with utility interruptions.

E. 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 Architect not less than five business days in advance of proposed disruptive operations.
   2. Obtain Architect's written permission before proceeding with disruptive operations.

F. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Project site is not permitted.

G. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

H. 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.

1.7 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. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.

C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

D. 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 products specified in this Project Manual.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 01 21 00
ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements governing allowances. Types of allowances include the following:
   1. Unit-cost allowances.
   2. Quantity allowances.

B. Related Sections:
   1. Section 01 22 00 "Unit Prices" for procedures for using unit prices, including adjustment of quantity allowances when applicable.
   2. Section 01 26 00 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.
   3. Section 01 40 00 "Quality Requirements" for procedures governing the use of allowances for field testing by an independent testing agency.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.

1.3 SELECTION AND PURCHASE

A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection, or purchase and delivery, of each product or system described by an allowance must be completed by the Owner to avoid delaying the Work.

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

C. Purchase products and systems selected by Architect from the designated supplier.

1.4 ACTION SUBMITTALS

A. Submit proposals for purchase of products or systems included in allowances in the form specified for Change Orders.

1.5 INFORMATIONAL SUBMITTALS

A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.

B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.

C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.6 QUANTITY ALLOWANCES

A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.

B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner or selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.

1.7 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, required maintenance materials, and similar margins.
   1. Include installation costs in purchase amount only where indicated as part of the allowance.
   2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other markups.

B. Submit claims for increased costs due to a change in the scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
   1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of Work has changed from what could have been foreseen from information in the Contract Documents.
   2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 EXAMINATION

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

3.2 PREPARATION

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

3.3 SCHEDULE OF ALLOWANCES

A. Allowance No. 1 Quantity Allowance: Include 736-sf of plywood roof sheathing replacement as shown on Drawings.
   1. This allowance includes demolition and disposal of existing roof sheathing, material cost receiving, handling, and installation and Contractor overhead and profit.
   2. Coordinate quantity allowance adjustment with corresponding unit-price requirements in Section 01 22 00 "Unit Prices."

END OF SECTION

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SECTION 01 22 00
UNIT PRICES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for unit prices.

B. Related Sections:
1. Section 01 21 00 "Allowances" for procedures for using unit prices to adjust quantity allowances.
2. Section 01 26 00 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.
3. Section 01 40 00 "Quality Requirements" for field testing by an independent testing agency.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Unit price is an amount incorporated into the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.3 PROCEDURES

A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.

B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.

C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.

D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the Part 3 "Schedule of Unit Prices" Article contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. Unit Price No. 1: Plywood roof sheathing removal and replacement.
   1. Description: Removal of damaged/deteriorated plywood roof sheathing and disposal off-site and replacement with plywood roof sheathing, as required, in accordance with Contract Documents.
   2. Unit of Measurement: one (1) four foot by eight foot (4’x8’) sheet of plywood as specified by Structural Drawings.

END OF SECTION

SECTION 01 25 00
SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for substitutions.

B. Related Sections:
1. Section 01 21 00 "Allowances" for products selected under an allowance.
2. Section 01 60 00 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
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 to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Substitution Request Form: Use form provided in Project Manual.
2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
b. Coordination of 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 substitutions 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 as well as names and addresses of architects 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 ICC-ES or other applicable code organization.
j. Detailed comparison of Contractor's construction schedule using proposed substitutions 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.

3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 10 business days of receipt of request, or 10 days of receipt of additional information or documentation.
   a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
   b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 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.

1.5 PROCEDURES

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

1.6 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: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect 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. Substitution request is fully documented and properly submitted.
      c. Requested substitution will not adversely affect Contractor's construction schedule.
      d. Requested substitution has received necessary approvals of authorities having jurisdiction.
      e. Requested substitution is compatible with other portions of the Work.
      f. Requested substitution has been coordinated with other portions of the Work.
      g. Requested substitution provides specified warranty.
      h. 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: Architect will consider requests for substitution if received within 60 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.
   1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect 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 Architect 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. Substitution request is fully documented and properly submitted.
      e. Requested substitution will not adversely affect Contractor's construction schedule.
      f. Requested substitution has received necessary approvals of authorities having jurisdiction.
      g. Requested substitution is compatible with other portions of the Work.

h. Requested substitution has been coordinated with other portions of the Work.
i. Requested substitution provides specified warranty.
j. 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 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 01 25 13.1
SUBSTITUTION REQUEST FORM

SUBMITTED TO: HKP Architects

PROJECT: Lopez Island Library Reroof

SPECIFIED ITEM: _____

SECTION NO.: _____ PARAGRAPH NO. _____

Description of Specified Item: _____

The Undersigned requests consideration for the following substitution to that specified

PROPOSED SUBSTITUTION:

Manufacturer: _____

Product: _____

REASON FOR SUBSTITUTION:

_____

_____

SIMILAR PROJECTS

List of names and addresses of three similar projects on which product was used, date of installation, and Architect's name and address.

PROJECT	ADDRESS	DATE	ARCHITECT	PHONE NO.

ATTACHED DATA:

Include product description, specifications, drawings, photographs, performance, and test data as necessary for evaluation. Clearly identify proposed substitution and portions of data from other items where more than one item is described.

Include description of changes to Contract Documents required by proposed substitution.

CERTIFICATION:

The Undersigned certifies that the following paragraphs are correct, except as modified by attachments:

1. Proposed substitution does not affect dimensions shown on Drawings.
2. The substitution can be procured in equal or less time to the specified products and systems.
3. The Undersigned will pay for changes to building design, including engineering design, detailing, and construction costs, or pay for any other professional services caused by requested substitution.
4. Proposed substitution will have no adverse effect on other trades, Construction Schedule, or specified warranty requirements.
5. Maintenance and service parts will be locally available for proposed substitution.

Undersigned further states that function, appearance, and quality of proposed substitution are equivalent or superior to specified item.

SUBMITTED BY:

Signature _____

Firm _____

Address _____

Date _____

Telephone ( ) _____

FAX ( ) _____

FOR USE BY ARCHITECT:

□ Approved □ Approved as Noted

□ Not Approved □ Received too Late

By _____

Date _____

Remarks _____

LIST ATTACHMENTS:

_____

_____

_____

END OF SECTION

SECTION 01 26 00
CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

B. Related Sections:
1. Section 01 25 00 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
2. Section 01 31 00 "Project Management and Coordination" for requirements for forms for contract modifications provided as part of web-based Project management software.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 MINOR CHANGES IN THE WORK

A. Architect may issue supplemental instructions via Architectural Supplemental Instructions (ASI) authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on form included in Project Manual.

1.3 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect 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 Architect are not instructions either to stop work in progress or to execute the proposed change.
2. Within time specified in Proposal Request or 10 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 form included in Project Manual.

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 Architect.
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 01 25 00 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
7. Proposal Request Form: Use form included in Project Manual.

1.4 ADMINISTRATIVE CHANGE ORDERS

A. Allowance Adjustment: See Section 01 21 00 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.

B. Unit-Price Adjustment: See Section 01 22 00 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.

1.5 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Work Change Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on form included in Project Manual.

1.6 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive: Architect may issue a Construction Change Directive on form included in Project Manual. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction 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 Construction Change Directive.
   1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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HKP architects

ARCHITECTURAL SUPPLEMENTAL INSTRUCTIONS

ASI #: 01

DATE: [insert date]
TO: [insert contractor]
OWNER: Lopez Island Library
PROJECT: Reroof
HKP PROJECT NO.: 736

SUBJECT: [insert subject line]

[Insert description]

Respectfully,



Christine L. Baldwin, HKP Architects
Project Architect

Attachments:
[insert attachments]

cc: Darren Hoerner, Lopez Island Library, Director

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CONSTRUCTION CHANGE DIRECTIVE (CCD)

HKP Architects
204 West Montgomery Street
Mount Vernon, WA 98273
(360) 336-2155

OWNER _____ CONTRACT NO. _____

PROJECT TITLE _____ CCD NO. _____

TO (CONTRACTOR): _____ REQUEST DATE: _____

Description:

REASON FOR CHANGE:
☐ DESIGN ERROR ☐ DESIGN OMISSIONS ☐ OWNER
☐ LATENT CONDITIONS ☐ CODE REQUIREMENTS ☐ VALUE ENGINEERING

Attachments: _____
Prepared By: _____

Performance of this **Construction Change Directive** will be accomplished:

- ☐ With no change to the Contract Sum / Contract Time.
- ☐ With a lump sum increase / decrease of _____ to the Contract Sum, per COP #_____
- ☐ With a unit price / labor and materials basis with a maximum allowable increase / decrease of _____ to the Contract Sum. Costs to be sustained in accordance with the General Conditions (Submit Itemized Breakdown of Cost Summary).
- ☐ With work to start immediately and determination of any change to the Contract Sum and/or Contract Time to be negotiated within twenty-one (21) calendar days after authorization (Submit Cost Summary).
- ☐ With a Contract Time increase / decrease of _____ calendar days.

Performance of this **Construction Change Directive** is authorized upon signature of the Owner and will be included in a Change Order.

ARCHITECT	TITLE	DATE
CONTRACTOR	TITLE	DATE
OWNER	TITLE	DATE

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CONTRACT CHANGE ORDER PROPOSAL (COP)

HKP Architects
204 West Montgomery Street
Mount Vernon, WA 98273
(360) 336-2155

OWNER _____ CONTRACT NO. _____

PROJECT TITLE _____ COP NO. _____

TO (CONTRACTOR): _____ REQUEST DATE: _____

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

REASON FOR CHANGE:
- ☐ DESIGN ERROR
- ☐ DESIGN OMISSIONS
- ☐ OWNER
- ☐ LATENT CONDITIONS
- ☐ CODE REQUIREMENTS
- ☐ VALUE ENGINEERING

EXPLANATION: _____

DATE PROPOSAL REQUIRED (14 DAYS FROM REQUEST DATE, UNLESS OTHERWISE NOTED): _____

CHANGE ORIGINATED BY: _____ NAME _____ COMPANY

PROPOSAL REQUESTED BY: _____ NAME _____ COMPANY

TO: _____ (A/E)

TO: _____ (OWNER)

WE AGREE TO PERFORM ALL CHANGE IN THE WORK DESCRIBED IN THE PROPOSAL REQUEST FOR:

CONTRACT SUM

- ☐ NO CHANGE
- ☐ INCREASE
- ☐ DECREASE

_____ DOLLARS $ 0.00

(DOES NOTE INCLUDE WASHINGTON STATE SALES TAX)

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto.

CONTRACT TIME

- ☐ NO CHANGE
- ☐ INCREASE OF _____ CALENDAR DAYS
- ☐ DECREASE

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect.

We understand that this proposal does not constitute authorization to proceed with the specified changes in the work until incorporation of this COP into a Change Order.

_____ BY: _____ _____

CONTRACTOR SIGNATURE DATE

We have carefully examined this proposal and find the proposed maximum cost to be reasonable.

_____ _____

ACCEPTED BY AE DATE

_____ _____

AUTHORIZED BY OWNER DATE

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HKP architects

CONTRACT CHANGE ORDER (CO)

DATE:

OWNER:
PROJECT:
OWNER PROJECT NO.:
HKP PROJECT NO.

CO #:
TO:

The following mutually agreed to and Owner approved Change Order Proposal(s) and/or Field Authorization(s) are hereby incorporated by reference into the contract.

COP/FA	REFERENCE	TITLE	ADD/DEDUCT CALENDAR DAYS	AMOUNT
				$ -
				$ -
		SUBTOTAL		$ -

CONTRACT SUM

- ☐ NO CHANGE
- ☐ INCREASE
- ☐ DECREASE

(DOES NOTE INCLUDE WASHINGTON STATE SALES TAX)

CONTRACT TIME

- ☐ NO CHANGE
- ☐ INCREASE OF _____ CALENDAR DAYS
- ☐ DECREASE

CONTRACT SUMMARY

ORIGINAL CONTRACT SUM	$ -
PREVIOUS TOTAL	$ -
CHANGE AMOUNT	
NEW TOTAL	
PERCENT CHANGE FROM ORIGINAL CONTRACT AMOUNT	
PREVIOUS CONTRACT SUBSTANTIAL COMPLETION DATE	
NEW CONTRACT SUBSTANTIAL COMPLETION DATE	
PREVIOUS CONTRACT CALENDAR DAYS	
NEW CONTRACT CALENDAR DAYS	

ARCHITECT'S RECOMMENDATION DATE

CONTRACTOR'S ACCEPTANCE DATE

OWNER'S ACCEPTANCE DATE

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SECTION 01 29 00
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

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

B. Related Sections:
1. Section 01 21 00 "Allowances" for procedural requirements governing the handling and processing of allowances.
2. Section 01 22 00 "Unit Prices" for administrative requirements governing the use of unit prices.
3. Section 01 26 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
4. Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Schedule of Values: A statement 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.

1.3 SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
2. Submit the schedule of values to Architect at earliest possible date, but no later than twenty-one days before the date scheduled for submittal of initial Applications for Payment.

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.
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 Architect.

e. Architect's Project number.
f. Contractor's name and address.
g. Date of submittal.

2. Arrange schedule of values consistent with format of AIA Document G703.
3. 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. Include separate line item values for the following:
      1) Division – 01:
         a) Overhead & Profit
         b) Supervision & Management
         c) Performance Bond (Actual cost)
         d) Insurance
         e) Permits
         f) Mobilization (Maximum 0.5% of Contract Sum)
         g) Submittals
         h) Temporary Facilities and Controls
         i) Final Cleaning (Minimum $1,500.00)
         j) Demobilization (Minimum 0.5% of Contract Sum)
      2) Division – 02 through 33:
         a) Provide a minimum of one-line item for each specification section (labor and materials).
         b) Where amount under a specification section exceeds $5,000.00, break down further:
            i. Separate items for Materials and Labor when either exceeds the amount stated above.
            ii. Upon request of Architect, submit further breakdown of Work.
            iii. Review each Specification Section for additional requirements.
         c) Integrate related requirements specified in other parts of Project Manual.
         d) Breakdown by phase and or major work areas.
4. 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.
5. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.

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. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.4 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 Architect and paid for by Owner.

B. Payment Application Times: Date for application submittal and period for each application for payment to be determined and agreed upon during the preconstruction meeting.

C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
1. Other Application for Payment forms proposed by the Contractor may be acceptable to Architect and Owner. Submit forms for approval with initial submittal of schedule of values.

D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect 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.
4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.

E. Stored Materials: Include in Application for Payment 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.

F. Transmittal: Submit one digitally signed and notarized copy of each Application for Payment to Architect by email. Pay Application shall 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.

G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
2. When an application shows completion of an item, submit conditional final or full waivers.
3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.

H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
2. Schedule of values.
3. Contractor's construction schedule (preliminary if not final).
4. Schedule of unit prices.
5. Submittal schedule (preliminary if not final).
6. List of Contractor's staff assignments.
7. List of Contractor's principal consultants (if any).
8. Copies of building permits.
9. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
10. Initial progress report.
11. Report of preconstruction conference.

I. Application for Payment at Substantial Completion: After Architect 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 01 77 00 "Closeout Procedures."

J. 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. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
4. Updated final statement, accounting for final changes to the Contract Sum.
5. AIA Document G706.
6. AIA Document G706A.
7. AIA Document G707.
8. Evidence that claims have been settled.
9. Final liquidated damages settlement statement.
10. Proof that taxes, fees, and similar obligations are paid.
11. Waivers and releases.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 31 00
PROJECT MANAGEMENT AND COORDINATION

1.1 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. Web-based Project management software package.
   6. Project meetings.

B. Related Sections:
   1. Section 01 32 00 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
   2. Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
   3. Section 01 77 00 "Closeout Procedures" for coordinating closeout of the Contract.
   4. Related Documents:
   5. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. BIM: Building Information Modeling.

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

1.3 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 10 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 Project meeting room, in temporary field office, in web-based Project software directory, and in a prominent location in the Library. Keep list current at all times.

1.4 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. 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.

C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities 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.

1.5 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. Architect will return without response those RFIs submitted to Architect by entities other than the Contractor.
2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
3. Owner reserves the right to assess the cost of the Architect’s time and materials to the Contractor for unnecessary or frivolous RFIs. Frivolous RFIs

shall include those requesting information that is readily available in the Contract Documents or has been previously answered via RFI.

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 Architect.
   5. Architect'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, as clearly understood at the time, 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: Form bound in Project Manual or Software-generated form with substantially the same content as indicated above, acceptable to Architect.
   1. Attachments shall be electronic files in PDF format.

D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow fourteen days for Architect's response for each RFI. RFIs received by Architect 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 Architect's actions on submittals.
      g. Incomplete RFIs or inaccurately prepared RFIs.
   2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect of additional information.

3. Architect'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 according to Section 01 26 00 "Contract Modification Procedures."
    a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within two 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 prior to Progress Meetings for review at weekly Progress Meetings. Include the following:
1. Project name.
2. Name and address of Contractor.
3. Name and address of Architect.
4. RFI number, including RFIs that were returned without action or withdrawn.
5. RFI description.
6. Date the RFI was submitted.
7. Date Architect's response was received.
8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within two days if Contractor disagrees with response.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

A. Architect's Data Files Not Available: Architect will not provide Architect's BIM model digital data files for Contractor's use during construction. Upon request, and at Architect’s discretion, Architect may provide AutoCAD files of selected plans for use by or through Contractor as “backgrounds” for submittals.

B. Web-Based Project Management Software Package: At Contractor’s Option, Provide, administer, and use web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:
    a. Compilation of Project data, including Contractor, subcontractors, Architect, Architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
    b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
    c. Document workflow planning, allowing customization of workflow between project entities.
    d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
    e. Track status of each Project communication in real time, and log time and date when responses are provided.

f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
g. Processing and tracking of payment applications.
h. Processing and tracking of contract modifications.
i. Creating and distributing meeting minutes.
j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
k. Management of construction progress photographs.
l. Mobile device compatibility, including smartphones and tablets.
m. Provide up to seven Project management software user licenses for use of Owner, Architect, and Architect's consultants. Provide two hours of software training at Architect's office for web-based Project software users.

2. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.
3. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
4. 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.
5. Name file with submittal number or other unique identifier, including revision identifier.
6. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.7 PROJECT MEETINGS

A. General: Architect will schedule and conduct 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. Architect will notify Owner and Contractor of scheduled meeting dates and times a minimum of seven days prior to meeting.
2. Agenda: Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Contractor, within five days of the meeting.

B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement, or as agreed upon with Contractor.
1. Attendees: Authorized representatives of Owner**,** Architect, 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. 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. Use of web-based Project software.
   h. Procedures for processing field decisions and Change Orders.
   i. Procedures for RFIs.
   j. Procedures for testing and inspecting.
   k. Procedures for processing Applications for Payment.
   l. Distribution of the Contract Documents.
   m. Submittal procedures.
   n. Preparation of Record Documents.
   o. Use of the premises and existing building.
   p. Work restrictions.
   q. Working hours.
   r. Owner's occupancy requirements.
   s. Responsibility for temporary facilities and controls.
   t. Procedures for moisture and mold control.
   u. Procedures for disruptions and shutdowns.
   v. Construction waste management and recycling.
   w. Parking availability.
   x. Office, work, and storage areas.
   y. Equipment deliveries and priorities.
   z. First aid.
   aa. Security.
   bb. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site or via online meeting before each construction activity when required by other Sections and when required for coordination with other construction.
   1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, and Owner of scheduled meeting dates.
   2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
      a. Contract Documents.
      b. Options.
      c. Related RFIs.
      d. Related Change Orders.

e. Purchases.
f. Deliveries.
g. Submittals.
h. Possible conflicts.
i. Compatibility requirements.
j. Time schedules.
k. Weather limitations.
l. Manufacturer's written instructions.
m. Warranty requirements.
n. Compatibility of materials.
o. Acceptability of substrates.
p. Temporary facilities and controls.
q. Space and access limitations.
r. Regulations of authorities having jurisdiction.
s. Testing and inspecting requirements.
t. Installation procedures.
u. Coordination with other work.
v. Required performance results.
w. Protection of adjacent work.
x. Protection of construction and personnel.
y. Hazardous materials, known or otherwise.

3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Project Closeout Conference: Architect will schedule and conduct a project closeout conference, at a time convenient to Owner and Contractor, but no later than 15 days prior to the scheduled date of Substantial Completion.

E. Conduct the conference to review requirements and responsibilities related to Project closeout.
1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
a. Preparation of Record Documents.
b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
c. Procedures for completing and archiving web-based Project software site data files.
d. Submittal of written warranties.

e. Requirements for preparing operations and maintenance data.
f. Requirements for delivery of material samples, attic stock, and spare parts.
g. Requirements for demonstration and training.
h. Preparation of Contractor's punch list.
i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
j. Submittal procedures.
k. Owner's partial occupancy requirements.
l. Installation of Owner's furniture, fixtures, and equipment.
m. Responsibility for removing temporary facilities and controls.

3. Minutes: Entity conducting meeting will record and distribute meeting minutes.

F. Progress Meetings: Architect will conduct progress meetings at weekly intervals. Every other meeting will be held at the project site with the remaining being held via online meeting hosted by the Architect.

1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
   a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      1) Review schedule for next period.
      2) Schedule Updating: Contractor shall revise construction schedule after each progress meeting, where revisions to the schedule have been made or recognized.
   b. Review present and future needs of each entity present, including the following:
      1) Interface requirements.
      2) Sequence of operations.
      3) Status of submittals.
      4) Deliveries.
      5) Off-site fabrication.
      6) Access.
      7) Site use.
      8) Temporary facilities and controls.
      9) Progress cleaning.
      10) Quality and work standards.
      11) Status of correction of deficient items.

12) Field observations.
13) Status of RFIs.
14) Status of Proposal Requests.
15) Pending changes.
16) Status of Change Orders.
17) Pending claims and disputes.
18) Documentation of information for payment requests.

3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
   a. Architect will include copy of Construction Schedule provided by Contractor as an attachment to the Meeting Minutes.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 32 00
CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
   1. Startup construction schedule.
   2. Contractor's Construction Schedule.
   3. Construction schedule updating reports.
   4. Daily construction reports.
   5. Material location reports.
   6. Site condition reports.
   7. Unusual event reports.

B. Related Sections:
   1. Section 01 40 00 "Quality Requirements" for schedule of tests and inspections.
   2. Section 01 29 00 "Payment Procedures" for schedule of values and requirements for use of cost-loaded schedule for Applications for Payment.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 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 is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
   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.

1.3 INFORMATIONAL SUBMITTALS

A. Format for Submittals: Submit required submittals in the following format:
   1. Working electronic copy of schedule file.
   2. PDF file.

B. Startup construction schedule.

C. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.

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

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

F. Material Location Reports: Submit at weekly intervals.

G. Site Condition Reports: Submit at time of discovery of differing conditions.

H. Unusual Event Reports: Submit at time of unusual event and discuss at next scheduled Progress Meeting.

1.4 QUALITY ASSURANCE

A. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's Construction Schedule, including, but not limited to, the following:
   1. Review software limitations and content and format for reports.
   2. Verify availability of qualified personnel needed to develop and update schedule.
   3. Discuss constraints, including work stages and interior work.
   4. Review delivery dates for Owner-furnished products.
   5. Review schedule for work of Owner's separate contracts.
   6. Review submittal requirements and procedures.

7. Review time required for review of submittals and resubmittals.
8. Review requirements for tests and inspections by independent testing and inspecting agencies.
9. Review time required for Project closeout and Owner startup procedures.
10. Review and finalize list of construction activities to be included in schedule.
11. Review procedures for updating schedule.

1.5 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.

1.6 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.

B. Time Frame: Extend schedule from date established for the Notice of Award to date of Final 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.

C. 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. Construction of mock-ups, prototypes and samples.
      d. Owner interfaces and furnishing of items.
      e. Interfaces with Separate Contracts.
      f. Regulatory agency approvals.
      g. 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 01 33 00 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.

5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and Final Completion.

D. 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. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 01 10 00 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
2. 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. Seasonal variations.
   g. Environmental control.

E. 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.

F. Contractor's Construction Schedule Updating: At twice-monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule two days 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.

G. 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.

H. Distribution: Distribute copies of approved schedule to Architect, 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.

1.7 CPM SCHEDULE REQUIREMENTS

A. Prepare network diagrams using AON (activity-on-node) format.

B. Startup Network Diagram: Submit diagram within 14 days of date established for the Notice of Award. Outline significant construction activities for the first 30 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

C. CPM Schedule: Prepare Contractor's Construction Schedule using a time-scaled CPM network analysis diagram for the Work.
   1. Develop network diagram in sufficient time to submit CPM schedule, so it can be accepted for use no later than 30 days after date established for the Notice of Award.
      a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates.
   2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
   3. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule to coordinate with the Contract Time.

D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
   1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
      a. Preparation and processing of submittals.
      b. Mobilization and demobilization.
      c. Purchase of materials.
      d. Delivery.
      e. Fabrication.
      f. Utility interruptions.
      g. Installation.
      h. Work by Owner that may affect or be affected by Contractor's activities.
      i. Testing and inspection.
      j. Commissioning.
      k. Punch list and Final Completion.

l. Activities occurring following Final Completion.

2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
   a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall Project schedule.

F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.
2. Description of activity.
3. Main events of activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in workdays.
8. Total float or slack time.
9. Average size of workforce.
10. Dollar value of activity (coordinated with the schedule of values).

G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
2. Changes in early and late start dates.
3. Changes in early and late finish dates.
4. Changes in activity durations in workdays.
5. Changes in the critical path.
6. Changes in total float or slack time.
7. Changes in the Contract Time.

1.8 REPORTS

A. Material Location Reports: At weekly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:
1. Material stored prior to previous report and remaining in storage.

2. Material stored prior to previous report and since removed from storage and installed.
3. Material stored following previous report and remaining in storage.

B. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

C. Unusual Event Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
1. Submit unusual event reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 32 33
PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for the following:
   1. Preconstruction photographs.
   2. Concealed Work photographs.
   3. Periodic construction photographs.
   4. Final completion construction photographs.

B. Related Requirements:
   1. Section 01 77 00 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
   2. Section 02 41 19 "Selective Demolition" for photographic documentation before selective demolition operations commence.

1.2 INFORMATIONAL SUBMITTALS

A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.

B. Digital Photographs: Submit image files within three days of taking photographs.
   1. Submit photos by uploading to web-based Project management software site or document sharing platform. Include copy of key plan indicating each photograph's location and direction.
   2. Identification: Provide the following information with each image description in file metadata tag:
      a. Name of Project.
      b. Name and contact information for photographer.
      c. Name of Architect.
      d. Name of Contractor.
      e. Date photograph was taken.
      f. Description of location, vantage point, and direction.
      g. Unique sequential identifier keyed to accompanying key plan.

1.3 FORMATS AND MEDIA

A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels, and with vibration-reduction technology. Use flash in low light levels or backlit conditions.

B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.

C. Metadata: Record accurate date and time from camera.

D. File Names: Name media files with date and vantage point indicator coordinated with Key Plan.

1.4 CONSTRUCTION PHOTOGRAPHS

A. General: Take photographs with maximum depth of field and in focus.
   1. Maintain key plan with each set of construction photographs that identifies each photographic location.

B. Preconstruction Photographs: Before commencement of the Work, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by.
   1. Flag construction limits before taking construction photographs.
   2. Take 20 photographs to show existing conditions adjacent to property before starting the Work.
   3. Take 20 photographs of existing buildings either on or adjoining property to accurately record physical conditions at start of construction.
   4. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements adjacent to site, pavements along expected transit route for materials to site, and improvements.

C. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work, including, but not limited to, the following:
   1. Roofing.
   2. Flashings.
   3. Waterproofing and weather-resistant barriers.

D. Periodic Construction Photographs: Take 20 photographs monthly. Select vantage points to show status of construction and progress since last photographs were taken.

E. Final Completion Construction Photographs: Take 20 photographs after date of Substantial Completion for submission as Project Record Documents. Architect will inform photographer of desired vantage points.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

B. Related Sections:
1. Section 01 29 00 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 01 31 00 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
3. Section 01 32 00 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
4. Section 01 40 00 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
5. Section 01 77 00 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.
6. Section 01 78 23 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
7. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

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

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 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 Architect 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. 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.
3. 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 Architect's final release or approval.
    g. Scheduled dates for purchasing.
    h. Scheduled date of fabrication.
    i. Scheduled dates for installation.

1.4 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:
    1. Project name.
    2. Date.
    3. Name of Architect.
    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 submittal. Partial submittals will not be accepted without prior authorization by Architect. Partial submittals submitted without previous authorization will be returned without review.
    13. Confirmation that the Contractor has reviewed the submittal and any substantial review comments have been resolved prior to transmittal to Architect for review.
    14. Location(s) where product is to be installed, as appropriate.
    15. Other necessary identification.
    16. Remarks.
    17. Signature of transmitter.

B. Options: Identify options requiring selection by Architect.

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 Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.

D. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using transmittal form.

E. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

F. Submittals Utilizing Web-Based Project Software: Prepare submittals as PDF files or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
   1. At Contractor's Option:
      a. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
         1) Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
      b. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.

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. Architect 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 Architect'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 10 business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect 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 10 business days for review of each resubmittal.
4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 20 business days for initial review of each submittal.
    a. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
5. Note date and content of previous submittal.
6. Note date and content of revision in label or title block, and clearly indicate extent of revision.
7. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
8. The architect’s contract assumes up to two submittal reviews (initial review and one resubmittal review). Additional submittal reviews will be at the Contractor’s expense.

D. 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.

E. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 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.
2. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
3. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
4. 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.
5. At Contractor’s Option:
   a. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
   b. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
    a. Number of Samples: Submit two full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. One sample shall be provided to Owner and one sample to Architect. Architect will return submittal with options selected.
8. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    a. Number of Samples: Submit three sets of Samples; one to Owner and two to Architect. Architect will retain two Sample sets; remainder will be returned.
        1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
        2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

C. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
    1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
    2. Manufacturer and product name, and model number if applicable.
    3. Number and name of room or space.
    4. Location within room or space.

D. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

E. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.

F. Certificates:

1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
6. Test and Research Reports:
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.

1.7 DELEGATED DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
   1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file of certificate, 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.
   1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.8 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 Architect.

B. Contractor's Approval: Indicate Contractor's approval for each submittal with indication in web-based Project management software. 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. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return.
   1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action**,** as follows:
      a. Approved: approved as submitted.
      b. Approved as Noted: approved with notes provided by Architect, Owner, and/or Consultants.
      c. Revise and Resubmit: make revisions noted and resubmit for review by Architect.
      d. Submit as Specified: resubmit with missing specified documentation/information.
      e. Not Reviewed: submittal not reviewed.
   2. Submittals by Web-Based Project Management Software: Architect will indicate, on Project management software website, the appropriate action.
      a. Actions taken by indication on Project management software website have the following meanings:

1) Approved: approved as submitted.
2) Approved as Noted: approved with notes provided by Architect, Owner, and/or Consultants.
3) Revise and Resubmit: make revisions noted and resubmit for review by Architect.
4) Submit as Specified: resubmit with missing specified documentation/information.
5) Not Reviewed: submittal not reviewed.

B. Informational Submittals: Architect will review each submittal and will retain it,or will return it if it does not comply with requirements. Architect 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 Architect.

D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

E. Architect will return without review submittals received from sources other than Contractor.

F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
   1. Specific quality-assurance and quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
   2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
   3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
   1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).

D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance

or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.

E. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.

F. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).

G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."

H. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

I. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect.

1.3 DELEGATED DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
   1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated Design Services Statement: Submit a statement 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, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.4 CONFLICTING REQUIREMENTS

A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect for clarification before proceeding.

B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 INFORMATIONAL SUBMITTALS

A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.

B. Qualification Data: For Contractor's quality-control personnel.

C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
   1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
   2. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.

D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
   1. Specification Section number and title.
   2. Entity responsible for performing tests and inspections.
   3. Description of test and inspection.
   4. Identification of applicable standards.
   5. Identification of test and inspection methods.
   6. Number of tests and inspections required.
   7. Time schedule or time span for tests and inspections.
   8. Requirements for obtaining samples.
   9. Unique characteristics of each quality-control service.

F. Reports: Prepare and submit certified written reports and documents as specified.

G. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.6 CONTRACTOR'S QUALITY-CONTROL PLAN

A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities and to coordinate Owner's quality-assurance and quality-control activities. Coordinate with Contractor's Construction Schedule.

B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
   1. Project quality-control manager may also serve as Project superintendent.

C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.

D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
   1. Contractor-performed tests and inspections, including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections. Distinguish source quality-control tests and inspections from field quality-control tests and inspections.
   2. Special inspections required by authorities having jurisdiction and indicated on the Statement of Special Inspections.
   3. Owner-performed tests and inspections indicated in the Contract Documents.

E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring the Work into compliance with standards of workmanship established by Contract requirements and approved mockups.

F. Monitoring and Documentation: Maintain testing and inspection reports, including log of approved and rejected results. Include Work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming Work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.7 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
   1. Date of issue.
   2. Project title and number.
   3. Name, address, telephone number, and email address of testing agency.
   4. Dates and locations of samples and tests or inspections.
   5. Names of individuals making tests and inspections.

6. Description of the Work and test and inspection method.
7. Identification of product and Specification Section.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.

B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of technical representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Statement that products at Project site comply with requirements.
4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement of whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement of whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

1.8 QUALITY ASSURANCE

A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.

C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that is similar in material, design, and extent to those indicated for this Project.

F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
   1. Requirements of authorities having jurisdiction supersede requirements for specialists.

G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

1.9 QUALITY CONTROL

A. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
   1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
   2. Engage a qualified testing agency to perform quality-control services.

a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.

3. Notify testing agencies at least 48 hours in advance of time when Work that requires testing or inspection will be performed.
4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

B. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.

C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 33 00 "Submittal Procedures."

D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

E. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
4. Facilities for storage and field curing of test samples.

F. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
   1. Date test or inspection was conducted.
   2. Description of the Work tested or inspected.
   3. Date test or inspection results were transmitted to Architect.
   4. Identification of testing agency or special inspector conducting test or inspection.

B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's and authorities' having jurisdiction reference during normal working hours.
   1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
   1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 73 00 "Execution."

B. Protect construction exposed by or for quality-control service activities.

C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION

SECTION 01 41 00
REGULATORY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Applicable Codes and Standards

B. Related Documents:
1. Drawings and general provisions of the Contract, including General Conditions and Division 01 Specifications Sections, apply to this Section.

1.2 APPLICABLE CODES AND STANDARDS

A. Any specific reference in the Specifications to codes, regulations, reference standards, manufacturer's instructions or requirements of regulatory agencies shall mean the latest printed edition of each in effect at the date of submission of bids unless the document is shown dated.

B. Perform the Work in conformance with the applicable requirements of all regulatory agencies including, but not limited to, the following:
1. San Juan County Code
2. International Building Code (IBC) 2021 Edition, and amendments WAC 51-50.
3. International Existing Building Code (IEBC) 2021 Edition, and amendments WAC 51-50.
4. National Electrical Code (NEC), 2021, and amendments WAC 296-468.
5. International Plumbing Code (IPC), 2021 and amendments WAC 51-56, 51-57.
6. International Mechanical Code (IMC), 2021 and amendments WAC 51-52.
7. International Fire Code (IFC), 2021 and amendments WAC 51-54A.
8. Washington State Regulations for Barrier-Free Facilities.
9. Americans with Disabilities Act (ADA).
10. ICC/ANSI A117.1-2017.
11. 2021 Washington State Ventilation and Indoor Air Quality Code (VIAQ)
12. Washington State Department of Ecology’s latest edition of the Stormwater Management Manual for Western Washington.
13. Local, State, and Federal regulations for the removal of hazardous materials.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 42 00
REFERENCES

PART 1 - GENERAL

1.1 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
   1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.

C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1.3 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. [Abbreviations and acronyms not included in this list shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."]The information in this list is subject to change and is believed to be accurate as of the date of the Contract Documents.
   1. AABC - Associated Air Balance Council; www.aabc.com.
   2. AAMA - American Architectural Manufacturers Association; (See FGIA).
   3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
   4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
   5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
   6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
   7. ABMA - American Boiler Manufacturers Association; www.abma.com.
   8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
   9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
   10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
   11. AF&PA - American Forest & Paper Association; www.afandpa.org.
   12. AGA - American Gas Association; www.aga.org.
   13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
   14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
   15. AI - Asphalt Institute; www.asphaltinstitute.org.
   16. AIA - American Institute of Architects (The); www.aia.org.
   17. AISC - American Institute of Steel Construction; www.aisc.org.
   18. AISI - American Iron and Steel Institute; www.steel.org.
   19. AITC - American Institute of Timber Construction; www.plib.org.
   20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
   21. ANSI - American National Standards Institute; www.ansi.org.
   22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
   23. APA - APA - The Engineered Wood Association; www.apawood.org.
   24. APA - Architectural Precast Association; www.archprecast.org.
   25. API - American Petroleum Institute; www.api.org.
   26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
   27. ARI - American Refrigeration Institute; (See AHRI).

28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.
30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.avixa.org.
38. AWEA - American Wind Energy Association; www.awea.org.
39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWPA - American Wood Protection Association; www.awpa.com.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformite Europeenne; www.ec.europa.eu/growth/single-market/ce-marking.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - CSA Group; www.csa-group.org.
65. CSI - Cast Stone Institute; www.caststone.org.
66. CSI - Construction Specifications Institute (The); www.csiresources.org.

67. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
68. CTA - Consumer Technology Association; www.cta.tech.
69. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
70. CWC - Composite Wood Council; (See CPA).
71. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
72. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
73. DHI - Door and Hardware Institute; www.dhi.org.
74. ECA - Electronic Components Association; (See ECIA).
75. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
76. ECIA - Electronic Components Industry Association; www.ecianow.org.
77. EIA - Electronic Industries Alliance; (See TIA).
78. EIMA - EIFS Industry Members Association; www.eima.com.
79. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
80. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
81. ESTA - Entertainment Services and Technology Association; (See PLASA).
82. ETL - Intertek (See Intertek); www.intertek.com.
83. EVO - Efficiency Valuation Organization; www.evo-world.org.
84. FCI - Fluid Controls Institute; www.fluidcontrolsinstitute.org.
85. FGIA - Fenestration and Glazing Industry Alliance; https://fgiaonline.org.
86. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
87. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
88. FM Approvals - FM Approvals LLC; www.fmapprovals.com.
89. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
90. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridaroof.com.
91. FSA - Fluid Sealing Association; www.fluidsealing.com.
92. FSC - Forest Stewardship Council U.S.; www.fscus.org.
93. GA - Gypsum Association; www.gypsum.org.
94. GANA - Glass Association of North America; (See NGA).
95. GS - Green Seal; www.greenseal.org.
96. HI - Hydraulic Institute; www.pumps.org.
97. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
98. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
99. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
100. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
101. IAS - International Accreditation Service; www.iasonline.org.
102. ICBO - International Conference of Building Officials; (See ICC).
103. ICC - International Code Council; www.iccsafe.org.
104. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
105. ICPA - International Cast Polymer Association; www.theicpa.com.
106. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.

107. IEC - International Electrotechnical Commission; www.iec.ch.
108. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
109. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
110. IESNA - Illuminating Engineering Society of North America; (See IES).
111. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
112. IGMA - Insulating Glass Manufacturers Alliance; (See FGIA).
113. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
114. II - Infocomm International; (See AVIXA).
115. ILI - Indiana Limestone Institute of America, Inc.; www.iliai.com.
116. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
117. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
118. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
119. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
120. ISO - International Organization for Standardization; www.iso.org.
121. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
122. ITU - International Telecommunication Union; www.itu.int.
123. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
124. LMA - Laminating Materials Association; (See CPA).
125. LPI - Lightning Protection Institute; www.lightning.org.
126. MBMA - Metal Building Manufacturers Association; www.mbma.com.
127. MCA - Metal Construction Association; www.metalconstruction.org.
128. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
129. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
130. MHI - Material Handling Industry; www.mhi.org.
131. MIA - Marble Institute of America; (See NSI).
132. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
133. MPI - Master Painters Institute; www.paintinfo.com.
134. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
135. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
136. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
137. NADCA - National Air Duct Cleaners Association; www.nadca.com.
138. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
139. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
140. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
141. NBI - New Buildings Institute; www.newbuildings.org.
142. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.

143. NCMA - National Concrete Masonry Association; www.ncma.org.
144. NEBB - National Environmental Balancing Bureau; www.nebb.org.
145. NECA - National Electrical Contractors Association; www.necanet.org.
146. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
147. NEMA - National Electrical Manufacturers Association; www.nema.org.
148. NETA - InterNational Electrical Testing Association; www.netaworld.org.
149. NFHS - National Federation of State High School Associations; www.nfhs.org.
150. NFPA - National Fire Protection Association; www.nfpa.org.
151. NFPA - NFPA International; (See NFPA).
152. NFRC - National Fenestration Rating Council; www.nfrc.org.
153. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
154. NHLA - National Hardwood Lumber Association; www.nhla.com.
155. NLGA - National Lumber Grades Authority; www.nlga.org.
156. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
157. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
158. NRCA - National Roofing Contractors Association; www.nrca.net.
159. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
160. NSF - NSF International; www.nsf.org.
161. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
162. NSPE - National Society of Professional Engineers; www.nspe.org.
163. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
164. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
165. NWFA - National Wood Flooring Association; www.nwfa.org.
166. NWRA - National Waste & Recycling Association; www.wasterecycling.org
167. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
168. PDI - Plumbing & Drainage Institute; www.pdionline.org.
169. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
170. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
171. RFCI - Resilient Floor Covering Institute; www.rfci.com.
172. RIS - Redwood Inspection Service; www.redwoodinspection.com.
173. SAE - SAE International; www.sae.org.
174. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
175. SDI - Steel Deck Institute; www.sdi.org.
176. SDI - Steel Door Institute; www.steeldoor.org.
177. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
178. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
179. SIA - Security Industry Association; www.siaonline.org.
180. SJI - Steel Joist Institute; www.steeljoist.org.
181. SMA - Screen Manufacturers Association; www.smainfo.org.
182. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
183. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
184. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.

185. SPIB - Southern Pine Inspection Bureau; www.spib.org.
186. SPRI - Single Ply Roofing Industry; www.spri.org.
187. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
188. SSINA - Specialty Steel Industry of North America; www.ssina.com.
189. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
190. STI - Steel Tank Institute; www.steeltank.com.
191. SWI - Steel Window Institute; www.steelwindows.com.
192. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
193. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
194. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
195. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
196. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
197. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
198. TMS - The Masonry Society; www.masonrysociety.org.
199. TPI - Truss Plate Institute; www.tpinst.org.
200. TPI - Turfgrass Producers International; www.turfgrasssod.org.
201. TRI - Tile Roofing Institute; www.tileroofing.org.
202. UL - Underwriters Laboratories Inc.; www.ul.com.
203. UL LLC - UL LLC; www.ul.com.
204. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
205. USAV - USA Volleyball; www.usavolleyball.org.
206. USGBC - U.S. Green Building Council; www.usgbc.org.
207. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
208. WA - Wallcoverings Association; www.wallcoverings.org.
209. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
210. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
211. WDMA - Window & Door Manufacturers Association; www.wdma.com.
212. WI - Woodwork Institute; www.wicnet.org.
213. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
214. WWPA - Western Wood Products Association; www.wwpa.org.

B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.
   1. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
   2. ICC - International Code Council; www.iccsafe.org.
   3. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.

C. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.
   1. COE - Army Corps of Engineers; www.usace.army.mil.
   2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.

3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
4. DOD - Department of Defense; www.quicksearch.dla.mil.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
8. FG - Federal Government Publications; www.gpo.gov/fdsys.
9. GSA - General Services Administration; www.gsa.gov.
10. HUD - Department of Housing and Urban Development; www.hud.gov.
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
18. USP - U.S. Pharmacopeial Convention; www.usp.org.
19. USPS - United States Postal Service; www.usps.com.

D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
   1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.govinfo.gov.
   2. DSCC - Defense Supply Center Columbus; (See FS).
   3. FED-STD - Federal Standard; (See FS).
   4. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
      a. Available from Defense Standardization Program; www.dsp.dla.mil.
      b. Available from General Services Administration; www.gsa.gov.
      c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
   5. MILSPEC - Military Specification and Standards; (See DOD).
   6. USAB - United States Access Board; www.access-board.gov.
   7. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

E. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
   1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.

2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
3. CDHS; California Department of Health Services; (See CDPH).
4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/Main-Page.aspx.
5. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

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SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

B. Related Sections:
1. Section 01 10 00 "Summary" for work restrictions and limitations on utility interruptions.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 USE CHARGES

A. 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.

B. 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.

1.3 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. Implementation and Termination Schedule: Within 5 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each temporary utility.

C. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.

D. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

E. 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.

F. 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. Location of proposed air-filtration system discharge.
   4. Waste-handling procedures.
   5. Other dust-control measures.

G. 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. Location of construction devices on the site.
   3. Show compliance with the use and maintenance of quieted construction devices for the duration of the Project.
   4. Indicate activities that may disturb building occupants and that are planned to be performed during non-standard working hours as coordinated with the Owner.
   5. Identify during Project Meetings upcoming noise and vibration generating activities for advance coordination with the Owner.
   6. Indicate locations of sensitive areas or other areas requiring special attention as identified by Owner. Indicate means for complying with Owner's requirements.

1.4 QUALITY ASSURANCE

A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.5 PROJECT CONDITIONS

A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Portable Chain-Link Fencing: Minimum 2-inch (50-mm), 0.148-inch- (3.8-mm-) thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet (1.8 m) high with galvanized-steel pipe posts; minimum 2-3/8-inch- (60-mm-) OD line posts and 2-7/8-inch- (73-mm-) OD corner and pull posts, with 1-5/8-inch- (42-mm-) OD top and bottom rails. Provide galvanized-steel bases for supporting posts.

B. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats, minimum 36 by 60 inches (914 by 1524 mm).

2.2 TEMPORARY FACILITIES

A. On-Site Progress Meetings: Owner will provide conditioned interior space for OAC Construction Progress Meetings.

B. Storage and Fabrication Sheds: Provide sheds 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. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction.

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 as specified in Section 01 10 00 "Summary."

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.
      a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
      b. Maintain negative air pressure within work area, using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.

   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 using approved, HEPA-filter-equipped vacuum equipment.

3.3 TEMPORARY UTILITY INSTALLATION

A. General: Install temporary service or connect to existing service.

   1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.

B. 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.

C. Sanitary Facilities: Provide temporary toilets, wash facilities, 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.
   1. Note location on site plan provided for Owner’s review and approval at Pre-Construction meeting.

D. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to 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 (9 m) of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.

B. Traffic Controls: Comply with requirements of authorities having jurisdiction.
   1. Protect existing site improvements to remain, including curbs, pavement, and utilities.
   2. Maintain access for fire-fighting equipment and access to fire hydrants.

C. Parking: Provide temporary offsite parking areas for construction personnel. The Owner has coordinated temporary parking areas for construction personnel at a nearby church.

D. Storage and Staging: Use designated areas of Project site] for storage and staging needs.

E. Waste Disposal Facilities: Comply with requirements specified in Section 01 74 19 "Construction Waste Management and Disposal."

F. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 73 00 "Execution."

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 01 10 00 "Summary."

C. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.

D. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.

E. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations/ Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

F. 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.

G. Covered Walkway: Erect protective, covered walkway for passage of individuals through or adjacent to Project site. Coordinate with entrance gates, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction.
   1. Provide overhead decking, protective enclosure walls, handrails, barricades, warning signs, exit signs, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.
   2. Paint and maintain appearance of walkway for duration of the Work.

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 drywall or other 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. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
      c. 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 facilities. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
   1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
   2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 00 "Closeout Procedures."

END OF SECTION

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SECTION 01 60 00
PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

B. Related Sections:
1. Section 01 10 00 "Summary" for Contractor requirements related to Owner-furnished products.
2. Section 01 21 00 "Allowances" for products selected under an allowance.
3. Section 01 23 00 "Alternates" for products selected under an alternate.
4. Section 01 42 00 "References" for applicable industry standards for products specified.
5. Section 01 77 00 "Closeout Procedures" for submitting warranties.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes

and characteristics of basis-of-design product establish salient characteristics of products.

1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.

D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.

E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 01 33 00 "Submittal Procedures."

F. Substitution: Refer to Section 01 25 00 "Substitution Procedures" for definition and limitations on substitutions.

1.3 QUALITY ASSURANCE

A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but

inconspicuous surface. Include information essential for operation, including the following:
a. Name of product and manufacturer.
b. Model and serial number.
c. Capacity.
d. Speed.
e. Ratings.

3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.4 COORDINATION

A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and that products are undamaged and properly protected.

C. Storage:
1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
2. Store products to allow for inspection and measurement of quantity or counting of units.
3. Store materials in a manner that will not endanger Project structure.
4. Store products that are subject to damage by the elements under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
7. Protect stored products from damage and liquids from freezing.
8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.6 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
   1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
   2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
   1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
   2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
   3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Section 01 77 00 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
   1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
   2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
   3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
   4. Where products are accompanied by the term "as selected," Architect will make selection.
   5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
   6. Or Equal: For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
      a. Submit additional documentation required by Architect in order to establish equivalency of proposed products. Unless otherwise indicated,

evaluation of "or equal" product status is by the Architect, whose determination is final.

B. Product Selection Procedures:
   1. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.
      a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
      b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
   2. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.
      a. For approval of products by unnamed manufacturers, comply with requirements in Section 01 25 00 "Substitution Procedures" for substitutions for convenience.

C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
   1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 01 25 00 "Substitution Procedures" for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:
   1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
   2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical

properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 01 33 00 "Submittal Procedures."
1. Form of Approval of Submittal: As specified in Section 01 33 00 "Submittal Procedures."
2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 01 73 00
EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:
   1. Installation of the Work.
   2. Cutting and patching.
   3. Progress cleaning.
   4. Protection of installed construction.
   5. Correction of the Work.

B. Related Sections:
   1. Section 01 10 00 "Summary" for coordination of, and limits on use of Project site.
   2. Section 01 33 00 "Submittal Procedures" for submitting submittals.
   3. Section 01 77 00 "Closeout Procedures" for submitting final closeout documents, and final cleaning.
   4. Section 02 41 19 "Selective Demolition" for demolition and removal of selected portions of the building.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 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.

1.3 INFORMATIONAL SUBMITTALS

A. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.4 QUALITY ASSURANCE

A. Professional Engineer Qualifications: Refer to Section 01 40 00 "Quality Requirements."

B. 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, or when encountering the need for cutting and patching of elements whose structural function is not known, notify Architect of locations and details of cutting and await directions from Architect 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.
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.
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 Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Comply with requirements specified in other Sections.

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 Architect for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.

C. 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.

PART 3 - EXECUTION

3.1 EXAMINATION

A. 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 walls, floors, and roofs for suitable conditions where products and systems are to be installed.
2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

B. 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, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
2. List of detrimental conditions, including substrates.
3. List of unacceptable installation tolerances.
4. Recommended corrections.

C. 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, submit a request for information to Architect in accordance with requirements in Section 01 31 00 "Project Management and Coordination."

3.3 INSTALLATION

A. 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 satisfactory results as judged by Architect. 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 of type expected for Project.

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: 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 with manufacturer.
   1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
   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, as judged by Architect. Fit exposed connections together to form hairline joints.

3.4 CUTTING AND PATCHING

A. 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 in accordance with requirements in Section 01 10 00 "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 prevent 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. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
   4. 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, as judged by Architect. 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 eliminate 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, corner to corner of wall and edge to edge of ceiling. 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.

5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.5 PROGRESS CLEANING

A. 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 (27 deg C).
   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.

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: 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. Comply with waste disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal.

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.

3.6 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.

3.7 CORRECTION OF THE WORK

A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
   1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.

C. Restore permanent facilities used during construction to their specified condition.

D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION

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SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 SUMMARY

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

B. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 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.

D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.

1.3 MATERIALS OWNERSHIP

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

B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
   1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.4 ACTION SUBMITTALS

A. Waste Management Plan: Submit plan within 7 days of date established for the Notice of Award.

1.5 INFORMATIONAL SUBMITTALS

A. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.

B. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.

C. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

D. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

1.6 QUALITY ASSURANCE

A. Regulatory Requirements: Comply with transportation and disposal regulations of authorities having jurisdiction.

1.7 WASTE MANAGEMENT PLAN

A. General: Develop a waste management plan according to requirements in this Section. Plan shall consist of waste identification, and waste reduction work plan. Distinguish between demolition and construction waste. Indicate quantities by weight or volume but use same units of measure throughout waste management plan.

PART 2 - PRODUCTS

2.1 RECYCLING RECEIVERS AND PROCESSORS

A. Subject to compliance with requirements, available recycling receivers and processors include, but are not limited to, the following:
   1. Lautenbach Recycling, 13084 Ball Rd, Mount Vernon, WA 98273, (360) 757-4000

2.2 PERFORMANCE REQUIREMENTS

A. General: Practice efficient waste management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials, including the following:
   1. Demolition Waste:
      a. Wood studs.
      b. Plywood and oriented strand board.
      c. Roofing.
      d. Insulation.

e. Gypsum board.

2. Construction Waste:
   a. Lumber.
   b. Wood sheet materials.
   c. Roofing.
   d. Insulation.
   e. Gypsum board.
   f. Packaging: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials:
      1) Paper.
      2) Cardboard.
      3) Boxes.
      4) Plastic sheet and film.
      5) Polystyrene packaging.
      6) Wood crates.
      7) Wood pallets.
      8) Plastic pails.
   g. Construction Office Waste: Regardless of salvage/recycle goal indicated in "General" Paragraph above, salvage or recycle 100 percent of the following construction office waste materials:
      1) Paper.
      2) Aluminum cans.
      3) Glass containers.

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
   1. Comply with operation, termination, and removal requirements in Section 01 50 00 "Temporary Facilities and Controls."

B. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work.
   1. Distribute waste management plan to everyone concerned within three days of submittal return.
   2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

C. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
   1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged and recycled.
   2. Comply with Section 01 50 00 "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

3.2 RECYCLING DEMOLITION AND CONSTRUCTION WASTE, GENERAL

A. General: Recycle paper and beverage containers used by on-site workers.

B. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.

C. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.
   1. Provide appropriately marked containers or bins for controlling recyclable waste until removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
      a. Inspect containers and bins for contamination and remove contaminated materials if found.
   2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
   3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
   4. Store components off the ground and protect from the weather.
   5. Remove recyclable waste from Owner's property and transport to recycling receiver or processor as often as required to prevent overfilling bins.

3.3 RECYCLING DEMOLITION WASTE

A. Wood Materials: Sort and stack members according to size, type, and length. Separate lumber, engineered wood products, panel products, and treated wood materials.

B. Metals: Separate metals by type.
   1. Remove and dispose of bolts, nuts, washers, and other rough hardware.

C. Asphalt Shingle Roofing: Separate organic and glass-fiber asphalt shingles and felts. Remove and dispose of nails, staples, and accessories.

D. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location. Remove edge trim and sort with other metals. Remove and dispose of fasteners.

3.4 RECYCLING CONSTRUCTION WASTE

A. Packaging:
   1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
   2. Polystyrene Packaging: Separate and bag materials.

3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

B. Wood Materials:
1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.

C. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.

D. Paint: Seal containers and store by type.

3.5 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

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SECTION 01 77 00
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 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 Sections:
   1. Section 01 29 00 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
   2. Section 01 78 23 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
   3. Section 01 78 39 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

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

1.3 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.

1.4 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

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

1.6 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, 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 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. Perform preventive maintenance on equipment used prior to Substantial Completion.
   3. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
   4. Complete final cleaning requirements.
   5. 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, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate can 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.

1.7 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 01 29 00 "Payment Procedures."
   2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. 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, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect 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.

1.8 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, starting with exterior areas first, 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 Architect.
      d. Name of Contractor.
      e. Page number.
   4. Submit list of incomplete items in one of the following formats as agreed upon by Architect:
      a. MS Excel Electronic File: Architect will return annotated file.
      b. PDF Electronic File: Architect will return annotated file.
      c. Web-Based Project Software Upload: Utilize software feature for creating and updating list of incomplete items (punch list).

1.9 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect 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.

B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

C. 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 by email to Architect.

D. 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.

E. 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.

PART 3 - EXECUTION

3.1 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 plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
   n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
   o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
   p. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
   q. Clean all existing gutters and downspouts, flushing stormwater system via downspout cleanouts.
   r. Leave Project clean and ready for occupancy.

C. Construction Waste Disposal: Comply with waste-disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations required by Section 01 73 00 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION

SECTION 01 78 23
OPERATION AND MAINTENANCE DATA

1.1 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 Sections:
   1. Section 01 33 00 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 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.

1.3 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. Architect 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 by email to Architect. Enable reviewer comments on draft submittals.

C. Initial Manual Submittal: Submit draft copy of each manual at least 15 days before Substantial Completion. Architect 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. Architect will return copy with comments.
   1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments.

E. Comply with Section 01 77 00 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.4 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.
   3. Provide one (1) electronic copy.

B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
   1. Binders: Heavy-duty, three-ring, vinyl-covered, binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
      a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
      b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of content, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
   2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
   3. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
      a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
      b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.
   4. Provide one (1) paper copy.

1.5 REQUIREMENTS FOR EMERGENCY, 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 Construction Manager.
   7. Name and contact information for Architect.
   8. Name and contact information for Commissioning Authority.
   9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
   10. 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."

1.6 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. Manufacturer's name.
   3. Color, pattern, and texture.
   4. Material and chemical composition.
   5. Reordering information for specially manufactured products.

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

SECTION 01 78 39
PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 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 Section:
   1. Section 01 73 00 "Execution."
   2. Section 01 77 00 "Closeout Procedures" for general closeout procedures.
   3. Section 01 78 23 "Operation and Maintenance Data" for operation and maintenance manual requirements.

C. Related Documents:
   1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 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 PDF electronic files of scanned record prints.
         2) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
      b. Final Submittal:
         1) Submit PDF electronic files of scanned Record Prints and one set of file prints.
         2) Print each drawing, whether or not changes and additional information were recorded.

B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.

C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
   1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

1.3 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.
      e. Cross-reference record prints to corresponding photographic documentation.
   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. Depths of foundations.
      d. Locations and depths of underground utilities.
      e. Revisions to routing of piping and conduits.
      f. Revisions to electrical circuitry.
      g. Actual equipment locations.
      h. Duct size and routing.
      i. Locations of concealed internal utilities.
      j. Changes made by Change Order or Construction Change Directive.
      k. Changes made following Architect's written orders.
      l. Details not on the original Contract Drawings.
      m. Field records for variable and concealed conditions.
      n. Latent conditions, including building and site utilities, that vary from existing conditions noted in the Project Documents.
      o. 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. Format: Annotated PDF electronic file.
   3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
   4. Identification: As follows:
      a. Project name.
      b. Date.
      c. Designation "PROJECT RECORD DRAWINGS."
      d. Name of Architect.
      e. Name of Contractor.

1.4 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.
   1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
   2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
   3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
   4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
   5. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

B. Format: Submit record specifications as annotated PDF electronic file.

1.5 RECORD PRODUCT DATA

A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.

B. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
   1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

C. Format: Submit Record Product Data as annotated PDF electronic file.
1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.6 MISCELLANEOUS RECORD SUBMITTALS

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

B. Format: Submit miscellaneous record submittals as PDF electronic file.
1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.7 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 Architect's reference during normal working hours.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 02 41 19
SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Demolition and removal of selected portions of building or structure.

B. Related Sections:
1. Section 01 10 00 "Summary" for restrictions on use of the premises, Owner-occupancy requirements, and phasing requirements.
2. Section 01 73 00 "Execution" for cutting and patching procedures.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged or reinstalled.

B. Remove and Reinstall: Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.

C. Existing to Remain: Leave existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.

D. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.

1.3 MATERIALS OWNERSHIP

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

B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For refrigerant recovery technician.

B. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.

C. Schedule of Selective Demolition Activities: Indicate the following:
   1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's on-site operations are uninterrupted.
   2. Interruption of utility services. Indicate how long utility services will be interrupted.
   3. Coordination for shutoff, capping, and continuation of utility services.
   4. Use of elevator and stairs.
   5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.

D. Predemolition Photographs or Video: Show existing conditions of adjoining construction, including finish surfaces, that might be misconstrued as damage caused by salvage and demolition operations. Comply with Section 01 32 33 "Photographic Documentation." Submit before Work begins.

E. Warranties: Documentation indicating that existing warranties are still in effect after completion of selective demolition.

1.5 CLOSEOUT SUBMITTALS

A. Inventory: Submit a list of items that have been removed and salvaged.

1.6 FIELD CONDITIONS

A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

D. Hazardous Materials: Present in buildings and structures to be selectively demolished. A report on the presence of hazardous materials is on file for review and use. Reference Section 00 31 26 Existing Hazardous Material Information. Examine report to become aware of locations where hazardous materials are present.
   1. Hazardous material remediation is specified elsewhere in the Contract Documents.
   2. Do not disturb or remediate hazardous materials or items suspected of containing hazardous materials except under procedures specified elsewhere in the Contract Documents.

E. Storage or sale of removed items or materials on-site is not permitted.

F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
   1. Maintain fire-protection facilities in service during selective demolition operations.

1.7 COORDINATION

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

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

B. Standards: Comply with ANSI/ASSP A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Review Project Record Documents of existing construction or other existing condition and hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.

B. Survey of Existing Conditions: Record existing interior and exterior building and site conditions by use of preconstruction photographs or video.
   1. Inventory and record the condition of items to be removed and salvaged.
   2. Before selective demolition or removal of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.

3.3 PROTECTION

A. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.

1. Strengthen or add new supports when required during progress of selective demolition.

B. Remove temporary barricades and protections where hazards no longer exist.

3.4 SELECTIVE DEMOLITION, GENERAL

A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
   1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
   2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
   3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
   4. Do not use cutting torches or any flame-cutting operations.
   5. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
   6. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
   7. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
   8. Dispose of demolished items and materials promptly. Comply with requirements in Section 01 74 19 "Construction Waste Management and Disposal."

B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

C. Removed and Reinstalled Items:
   1. Clean and repair items to functional condition adequate for intended reuse.
   2. Pack or crate items after cleaning and repairing. Identify contents of containers.
   3. Protect items from damage during transport and storage.
   4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

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

3.5 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

A. Roofing: Remove no more existing roofing than what can be covered in one day by new roofing and so that building interior remains watertight and weathertight. See Section 07 31 13 “Asphalt Shingles” and 07 52 00 “Modified Bituminous Membrane Roofing” for new roofing requirements.
   1. Remove existing roof membrane, flashings, copings, and roof accessories.
   2. Remove existing roofing system down to substrate.

3.6 DISPOSAL OF DEMOLISHED MATERIALS

A. Remove demolition waste materials from Project site and recycle or dispose of them according to Section 01 74 19 "Construction Waste Management and Disposal."
   1. Do not allow demolished materials to accumulate on-site.
   2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
   3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
   4. Comply with requirements specified in Section 01 74 19 "Construction Waste Management and Disposal."

B. Burning: Do not burn demolished materials.

3.7 CLEANING

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

END OF SECTION

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SECTION 02 82 00
ASBESTOS REMEDIATION

SECTION FORTHCORMING.

END OF SECTION

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SECTION 02 83 00
LEAD REMEDIATION

SECTION FORTHCORMING.

END OF SECTION

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SECTION 06 10 00
ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Wood blocking, cants, and nailers.

1.2 ACTION SUBMITTALS

A. Product Data:
1. For each type of process and factory-fabricated product.
2. For preservative-treated wood products.

1.3 INFORMATIONAL SUBMITTALS

A. Material Certificates:
1. For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review.
2. For preservative-treated wood products. Indicate type of preservative used and net amount of preservative retained.

B. Evaluation Reports: For the following, from ICC-ES:
1. Wood-preservative-treated wood.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

A. Lumber: Comply with DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, comply with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Grade lumber by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
1. Factory mark each piece of lumber with grade stamp of grading agency.
2. For exposed lumber indicated to receive a stained or natural finish, mark grade stamp on end or back of each piece.
3. Dress lumber, S4S, unless otherwise indicated.

B. Maximum Moisture Content: per Structural Drawings.

2.2 PRESERVATIVE TREATMENT

A. Preservative Treatment by Pressure Process: AWPA U1; Use Category UC2 for interior construction not in contact with ground, Use Category UC3b for exterior construction not in contact with ground.

1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.

B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.

C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.

D. Application: Treat items indicated on Drawings, and the following:
1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.

2.3 DIMENSION LUMBER FRAMING

A. Refer to Structural Drawings.

2.4 MISCELLANEOUS LUMBER

A. Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
1. Blocking.
2. Nailers.
3. Cants.

B. Dimension Lumber Items: Construction or No. 2 grade lumber of any species.

C. Concealed Boards: 15 percent maximum moisture content and the following species and grades:
1. Western woods; Construction or No. 2 Common grade; WCLIB or WWPA.

2.5 FASTENERS

A. Reference Structural Notes on Drawings.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.

B. Set work to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry accurately to other construction. Locate nailers, blocking, and similar supports to comply with requirements for attaching other construction.

C. Do not splice structural members between supports unless otherwise indicated.

D. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.

E. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
   1. Table 2304.9.1, "Fastening Schedule," in ICC's International Building Code (IBC).
   2. Table R602.3(1), "Fastener Schedule for Structural Members," and
   3. ICC-ES evaluation report for fastener.

3.2 PROTECTION

A. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION

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SECTION 06 20 13
EXTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Exterior wood trim.

B. Related Sections:
1. Section 06 10 00 "Rough Carpentry" for furring, blocking, and other carpentry work not exposed to view.
2. Section 09 91 13 “Exterior Painting” for preparation and painting of exterior finish carpentry.

1.2 ACTION SUBMITTALS

A. Samples: For each exposed product and for each color and texture specified.

1.3 INFORMATIONAL SUBMITTALS

A. Compliance Certificates:
1. For lumber that is not marked with grade stamp.

B. Sample Warranties: For manufacturer's warranties.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Stack lumber, plywood, and other panels flat with spacers between each bundle to provide air circulation.
1. Protect materials from weather by covering with waterproof sheeting, securely anchored.
2. Provide for air circulation around stacks and under coverings.

1.5 FIELD CONDITIONS

A. Weather Limitations: Proceed with installation only when existing and forecast weather conditions permit work to be performed and at least one coat of specified finish can be applied without exposure to rain, snow, or dampness.

B. Do not install finish carpentry materials that are wet, moisture damaged, or mold damaged.
1. Indications that materials are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
2. Indications that materials are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, comply with applicable rules of any rules-writing agency certified by the American Lumber Standard Committee's (ALSC) Board of Review. Grade lumber by an agency certified by the ALSC's Board of Review to inspect and grade lumber under the rules indicated.
   1. Factory mark each piece of lumber with grade stamp of inspection agency, indicating grade, species, moisture content at time of surfacing, and mill.
   2. For exposed lumber, mark grade stamp on end or back of each piece, or omit grade stamp and provide certificates of grade compliance issued by inspection agency.

B. Hardboard: ANSI A135.4.

2.2 EXTERIOR TRIM

A. Lumber Trim for Painted Finish:
   1. Species and Grade:
      a. Western red cedar; NLGA, WCLIB, or WWPA Grade A.
   2. Maximum Moisture Content: 15 percent.
   3. Finger Jointing: Not allowed
   4. Face Surface: Surfaced (smooth) and Saw textured to match existing.
   5. Factory Priming: Factory coated on both faces and all edges, with exterior primer compatible with topcoats specified.

B. Moldings for Painted Finish: MMPA WM 4, P-grade wood moldings, made from kiln-dried stock to patterns included in MMPA's "WM/Series Softwood Moulding Patterns."
   1. Species: Western red cedar.
   2. Finger Jointing: Not allowed.
   3. Factory Priming: Factory coated on both faces and all edges, with exterior primer compatible with topcoats specified.
   4. Patterns: match existing.

C. Primed Hardboard Trim: ANSI A135.6, primed with manufacturer's standard exterior primer. Recommended by manufacturer for exterior use.

2.3 MISCELLANEOUS MATERIALS

A. Fasteners for Exterior Finish Carpentry: Provide nails or screws, in sufficient length to penetrate not less than 1-1/2 inches into wood substrate.
   1. For prefinished items, provide matching prefinished aluminum fasteners where face fastening is required.
   2. For applications not otherwise indicated, provide stainless steel or hot-dip galvanized-steel fasteners.

B. Wood Glue: Waterproof resorcinol glue recommended by manufacturer for exterior carpentry use.

C. Flashing: Comply with requirements in Section 07 62 00 "Sheet Metal Flashing and Trim" for flashing materials installed in exterior finish carpentry.

D. Sealants: Comply with requirements in Section 07 92 00 "Joint Sealants" for joint sealants installed in exterior finish carpentry.

2.4 FABRICATION

A. Back out or kerf backs of standing and running trim wider than 5 inches (125 mm), except members with ends exposed in finished work.

B. Ease edges of lumber less than to match existing.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.

B. Examine finish carpentry materials before installation. Reject materials that are wet, moisture damaged, and mold damaged.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Clean substrates of projections and substances detrimental to application.

B. Prime lumber and moldings to be painted, including both faces and edges, unless factory primed.
   1. Cut to required lengths and prime ends.
   2. Comply with requirements in Section 09 91 13 "Exterior Painting."

3.3 INSTALLATION, GENERAL

A. Do not use materials that are unsound, warped, improperly treated or finished, inadequately seasoned, or too small to fabricate with proper jointing arrangements.

B. Install exterior finish carpentry level, plumb, true, and aligned with adjacent materials.
   1. Use concealed shims where necessary for alignment.
   2. Scribe and cut exterior finish carpentry to fit adjoining work.
   3. Refinish and seal cuts as recommended by manufacturer.
   4. Install to tolerance of 1/8 inch in 96 inches for level and plumb. Install adjoining exterior finish carpentry with 1/32-inch maximum offset for flush installation and 1/16-inch maximum offset for reveal installation.

5. Coordinate exterior finish carpentry with materials and systems in or adjacent to it.
6. Provide cutouts for mechanical and electrical items that penetrate exterior finish carpentry.

3.4 INSTALLATION OF STANDING AND RUNNING TRIM

A. Install trim with minimum number of joints as is practical, using full-length pieces from maximum lengths of lumber available. Do not use pieces less than 24 inches long, except where necessary.
   1. Use scarf joints for end-to-end joints.
   2. Stagger end joints in adjacent and related members.

B. Fit exterior joints to exclude water.
   1. Cope at returns and miter at corners to produce tight-fitting joints, with full-surface contact throughout length of joint.
   2. Plane backs of casings to provide uniform thickness across joints, where necessary for alignment.

C. Where face fastening is unavoidable, countersink fasteners, fill surface flush, and sand unless otherwise indicated.

3.5 ADJUSTING

A. Replace exterior finish carpentry that is damaged or does not comply with requirements.
   1. Exterior finish carpentry may be repaired or refinished if work complies with requirements and shows no evidence of repair or refinishing.

B. Adjust joinery for uniform appearance.

3.6 CLEANING

A. Clean exterior finish carpentry on exposed and semiexposed surfaces.

B. Touch up factory-applied finishes to restore damaged or soiled areas.

3.7 PROTECTION

A. Protect installed products from damage from weather and other causes during construction.

B. Remove and replace finish carpentry materials that are wet, moisture damaged, and mold damaged.
   1. Indications that materials are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
   2. Indications that materials are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION

SECTION 07 21 00
THERMAL INSULATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Mineral-wool blanket insulation.

B. Related Sections:
1. Section 07 26 00 "Vapor Retarder" for vapor retarder at exterior wall.
2. Section 09 29 00 "Gypsum Board" for interior gypsum wallboard.

C. Related Documents
1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data: For the following:
1. Mineral-wool blanket insulation.

1.3 INFORMATIONAL SUBMITTALS

A. Product Test Reports: For each product, for tests performed by a qualified testing agency.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Protect insulation materials from physical damage and from deterioration due to moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.

PART 2 - PRODUCTS

2.1 MINERAL-WOOL BLANKET INSULATION

A. Mineral-Wool Blanket Insulation, Unfaced: ASTM C665, Type I (blankets without membrane facing); consisting of fibers; passing ASTM E136 for combustion characteristics.
1. Flame-Spread Index: Not more than 25 when tested in accordance with ASTM E84.
2. Smoke-Developed Index: Not more than 50 when tested in accordance with ASTM E84.
3. Labeling: Provide identification of mark indicating R-value of each piece of insulation 12 inches (305 mm) and wider in width.

PART 3 - EXECUTION

3.1 PREPARATION

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

3.2 INSTALLATION, GENERAL

A. Comply with insulation manufacturer's written instructions applicable to products and applications.

B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed to ice, rain, or snow at any time.

C. Install insulation with manufacturer's R-value label exposed after insulation is installed.

D. Extend insulation to envelop entire area to be insulated. Fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.

E. Provide sizes to fit applications and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units unless multiple layers are otherwise shown or required to make up total thickness or to achieve R-value.

3.3 INSTALLATION OF INSULATION IN FRAMED CONSTRUCTION

A. Blanket Insulation: Install in cavities formed by framing members according to the following requirements:
   1. Use insulation widths and lengths that fill the cavities formed by framing members. If more than one length is required to fill the cavities, provide lengths that will produce a snug fit between ends.
   2. Place insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.
   3. Maintain 3-inch (76-mm) clearance of insulation around recessed lighting fixtures not rated for or protected from contact with insulation.
   4. For wood-framed construction, install blankets according to ASTM C1320 and as follows:
      a. With faced blankets having stapling flanges, lap blanket flange over flange of adjacent blanket to maintain continuity of vapor retarder once finish material is installed over it.

B. Miscellaneous Voids: Install insulation in miscellaneous voids and cavity spaces where required to prevent gaps in insulation using the following materials:
   1. Glass-Fiber Insulation: Compact to approximately 40 percent of normal maximum volume equaling a density of approximately 2.5 lb/cu. ft. (40 kg/cu. m).

3.4 PROTECTION

A. Protect installed insulation from damage due to harmful weather exposures, physical abuse, and other causes.

B. Provide temporary coverings or enclosures where insulation is subject to abuse and cannot be concealed and protected by permanent construction immediately after installation.

END OF SECTION

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SECTION 07 26 00
VAPOR RETARDERS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Polyethylene vapor retarders.

B. Related Sections:
1. Section 07 21 00 "Thermal Insulation" for insulation products.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS

A. Product Test Reports: For each product, for tests performed by a qualified testing agency.

PART 2 - PRODUCTS

2.1 POLYETHYLENE VAPOR RETARDERS

A. Polyethylene Vapor Retarders: ASTM D4397, 6-mil thick sheet, with maximum permeance rating of 0.1 perm.

2.2 ACCESSORIES

A. Vapor-Retarder Tape: Pressure-sensitive tape of type recommended by vapor-retarder manufacturer for sealing joints and penetrations in vapor retarder.

B. Adhesive for Vapor Retarders: Product recommended by vapor-retarder manufacturer and has demonstrated capability to bond vapor retarders securely to substrates indicated.

C. Vapor-Retarder Fasteners: Pancake-head, self-tapping steel drill screws; with fender washers.

PART 3 - EXECUTION

3.1 PREPARATION

A. Clean substrates of substances that are harmful to vapor retarders, including removing projections capable of puncturing vapor retarders.

3.2 INSTALLATION OF VAPOR RETARDERS ON FRAMING

A. Place vapor retarders on side of construction indicated on Drawings.

B. Extend vapor retarders to extremities of areas to protect from vapor transmission. Secure vapor retarders in place with adhesives, vapor retarder fasteners, or other anchorage system as recommended by manufacturer. Extend vapor retarders to cover miscellaneous voids in insulated substrates, including those filled with loose-fiber insulation.

C. Seal vertical joints in vapor retarders over framing by lapping no fewer than two studs and sealing with vapor-retarder tape according to vapor-retarder manufacturer's written instructions. Locate all joints over framing members or other solid substrates.

D. Seal joints caused by pipes, conduits, electrical boxes, and similar items penetrating vapor retarders with vapor-retarder tape to create an airtight seal between penetrating objects and vapor retarders.

E. Repair tears or punctures in vapor retarders immediately before concealment by other work. Cover with vapor-retarder tape or another layer of vapor retarders.

3.3 PROTECTION

A. Protect vapor retarders from damage until concealed by permanent construction.

END OF SECTION

SECTION 07 31 13
ASPHALT SHINGLES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Glass-fiber-reinforced asphalt shingles.
2. Underlayment materials.
3. Ridge vents.
4. Metal flashing and trim.

B. Related Sections:
1. Section 07 52 00 “Modified Bitumen Membrane Roofing” for adjacent roofing materials.
2. Section 07 62 00 “Sheet Metal Flashing and Trim” for sheet metal flashing at asphalt shingle terminations and transitions.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 PREINSTALLATION MEETINGS

A. Preinstallation Conference: Conduct conference at Project site.

1.3 ACTION SUBMITTALS

A. Product Data: For the following:
1. Asphalt shingles.
2. Underlayment materials.
3. Ridge vents.
4. Asphalt roofing cement.
5. Elastomeric flashing sealant.

B. Shop Drawings: For metal flashing and trim.

C. Samples: For each exposed product and for each color and blend specified.

1.4 INFORMATIONAL SUBMITTALS

A. Product test reports.

B. Sample warranty.

1.5 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.6 QUALITY ASSURANCE

A. Installer Qualifications: An authorized installer who is trained and approved by manufacturer.

1.7 WARRANTY

A. Materials Warranty: Manufacturer agrees to repair or replace asphalt shingles that fail within specified warranty period.
   1. Materials Warranty Period: 40 years from date of Substantial Completion, prorated, with first five years nonprorated.
   2. Wind-Speed Warranty Period: Asphalt shingles will resist blow-off or damage caused by wind speeds of up to 160 mph for 15 years from date of Substantial Completion.
   3. Algae-Resistance Warranty Period: Asphalt shingles will not discolor for 25 years from date of Substantial Completion.
   4. Workmanship Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Exterior Fire-Test Exposure: Provide asphalt shingles and related roofing materials identical to those of assemblies tested for Class A fire resistance in accordance with ASTM E108 or UL 790 by Underwriters Laboratories or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify products with appropriate markings of applicable testing agency.

B. Wind Resistance: Provide asphalt shingles that comply with requirements of ASTM D3161/D3161M, Class F, and with ASTM D7158/D7158M, Class H.

2.2 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

A. Impact-Resistant, Laminated-Strip Asphalt Shingles: ASTM D3462/D3462M, laminated, multi-ply overlay construction; glass-fiber reinforced, mineral-granule surfaced, and self-sealing; with impact resistance complying with UL 2218, Class 4.
   1. Basis of Design: Landmark ClimateFlex AR manufactured by CertainTeed.
   2. Butt Edge: Straight cut.
   3. Strip Size: Manufacturer's standard.
   4. Algae Resistance: Granules resist algae discoloration.
   5. Color and Blends: As selected by Architect from manufacturer's full range.

B. Hip and Ridge Shingles: Manufacturer's standard units to match asphalt shingles and to meet specified warranty.

2.3 UNDERLAYMENT MATERIALS

A. Self-Adhering Underlayment/Temp Roof: ASTM D1970/D1970M, minimum 40-mil-(1.0-mm-) thick sheet; glass-fiber-mat-reinforced, polymer-modified asphalt; with

slip-resistant top surface and release backing; cold applied. Provide primer for adjoining concrete, masonry, and metal surfaces to receive underlayment.
1. WIP 300HT manufactured by Henry, a Carlisle Company, or approved.
2. Top Surface: anti-skid coating.

B. Self-Adhering Membrane: Reference Section 07 62 00 “Sheet Metal Flashing and Trim”

2.4 RIDGE VENTS

A. Rigid Ridge Vent: Manufacturer's standard, rigid-section, high-density, UV-stabilized plastic ridge vent for use under ridge shingles.
1. CertainTeed Ridge Vent manufactured by CertainTeed, or approved.
2. Minimum Net Free Area: 18 sq. in. per lineal foot.
3. Width: 12-inches.
4. Features:
   a. Nonwoven geotextile filter strips.

2.5 ACCESSORIES

A. Asphalt Roofing Cement: ASTM D4586/D4586M Type II, asbestos free.

B. Elastomeric Flashing Sealant: ASTM C920, Type S, Grade NS, one-part, non-sag, elastomeric polymer sealant; of class and use classifications required to seal joints and remain watertight; recommended in writing by manufacturer for installation of flashing systems.

C. Roofing Nails: ASTM F1667, aluminum, stainless steel, copper, or hot-dip galvanized-steel wire shingle nails, minimum 0.120-inch- (3-mm-) diameter, sharp-pointed, with a 3/8- to 7/16-inch- (10- to 11-mm-) diameter flat head and of sufficient length to penetrate 3/4 inch (19 mm) into solid wood decking or extend at least 1/8 inch (3 mm) through sheathing less than 3/4 inch (19 mm) thick.
1. Where nails are in contact with metal flashing, use nails made from same metal as flashing.

2.6 METAL FLASHING AND TRIM

A. Comply with requirements in Section 07 62 00 "Sheet Metal Flashing and Trim."

B. Fabricate sheet metal flashing and trim to comply with recommendations in FLSMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of the item unless otherwise indicated on Drawings.
1. Vent-Pipe Flashings: ASTM B749, Type L51121, at least 1/16 inch (1.6 mm) thick. Provide lead sleeve sized to slip over and turn down into pipe, soldered to skirt at slope of roof, and extending at least 4 inches from pipe onto roof.

PART 3 - EXECUTION

3.1 INSTALLATION OF UNDERLAYMENT MATERIALS

A. Comply with asphalt shingle and underlayment manufacturers' written installation instructions and with recommendations in NRCA's "The NRCA Roofing Manual: Steep-Slope Roof Systems" applicable to products and applications indicated unless more stringent requirements are specified in this Section or indicated on Drawings.

B. Self-Adhering Underlayment: Install, wrinkle free, on roof deck in locations indicated on Drawings.
   1. Comply with low-temperature installation restrictions of underlayment manufacturer.
   2. Install lapped in direction that sheds water.
      a. Lap sides not less than 4 inches.
      b. Lap ends not less than 6 inches, staggered 24 inches between succeeding courses.
      c. Roll laps with roller.
   3. Cover underlayment within seven days.

C. Metal-Flashed, Open-Valley Underlayment: Install one layer of minimum 36-inch-wide self-adhering underlayment centered in valley.
   1. Use same underlayment as installed on field of roof.
   2. Lap ends of each layer at least 12 inches in direction that sheds water, and seal with asphalt roofing cement.
   3. Lap roof-deck underlayment over first layer of valley underlayment at least 6 inches.

3.2 INSTALLATION OF METAL FLASHING AND TRIM

A. Install metal flashings and trim to comply with requirements in Section 07 62 00 "Sheet Metal Flashing and Trim."
   1. Install metal flashings in accordance with recommendations in NRCA's "NRCA Guidelines for Asphalt Shingle Roof Systems."
   2. Bed flanges of metal flashings using asphalt roofing cement or elastomeric flashing sealant.

B. Pipe Flashings: Form flashing around pipe penetrations and asphalt shingles. Fasten and seal to asphalt shingles as recommended by manufacturer.

3.3 INSTALLATION OF ASPHALT SHINGLES

A. Install asphalt shingles in accordance with manufacturer's written instructions and recommendations in NRCA's "NRCA Guidelines for Asphalt Shingle Roof Systems."

B. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed at least 7-5/8 inches wide with self-sealing strip face up at roof edge.
   1. Extend asphalt shingles 1/2 inch (13 mm) over fasciae at eaves and rakes.

2. Install starter strip along rake edge.

C. Install first and remaining courses of laminated asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.

D. Fasten asphalt shingle strips with a minimum of four roofing nails, but not less than the number indicated in manufacturer's written instructions for roof slope and design wind speed indicated on Drawings and for warranty requirements specified in this Section.
   1. Locate fasteners in accordance with manufacturer's written instructions.
   2. Where roof slope exceeds 18:12, hand seal self-sealing asphalt shingles to improve the shingles' positive bond by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
   3. Where roof slope is less than 4:12, hand seal self-sealing asphalt shingles to improve the shingles' positive bond by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
   4. When ambient temperature during installation is below 50 deg F (10 deg C) or as recommended by manufacturer, hand seal self-sealing asphalt shingles by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
   5. Install asphalt shingles hand nailed. Staples and pneumatically driven nails are not allowed. Nails are to be placed flush with the shingle surface. Overdriven, underdriven, crooked nails, and nails placed high will not be accepted.

E. Open Valleys: Cut and fit asphalt shingles at open valleys, trimming upper concealed corners of shingle strips.
   1. Maintain uniform width of exposed open valley from highest to lowest point.
   2. Extend shingle a minimum of 6 inches over valley metal.
   3. Do not nail asphalt shingles to metal open-valley flashings.

F. Ridge Vents: Install continuous ridge vents over asphalt shingles in accordance with manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.

G. Hip and Ridge Shingles: Maintain same exposure of cap shingles as roofing-shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds.
   1. Fasten with roofing nails of sufficient length to penetrate sheathing.
   2. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.

END OF SECTION

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SECTION 07 52 00
MODIFIED BITUMEN MEMBRANE ROOFING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Roofing insulation.
2. Roofing coverboard.
3. Modified bitumen roofing membranes.
4. Miscellaneous accessories and materials.

B. Related Sections:
1. Section 06 10 00 “Rough Carpentry” for various wood blocking and miscellaneous wood at modified bitumen roofing.
2. Section 07 31 13 “Asphalt Shingles” for adjacent roofing materials.
3. Section 07 62 00 “Sheet Metal Flashing and Trim” for sheet metal flashing at asphalt shingle terminations and transitions.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplemental Conditions and Division 01 Specification Sections, apply to this Section.

1.2 DEFINITIONS

A. Roofing Terminology: Refer to ASTM D 1079 for definitions of terms related to roofing work not otherwise defined in this Section.

1.3 PERFORMANCE REQUIREMENTS

A. General: Install a watertight, modified bituminous membrane roofing and base flashing system with compatible components that will not permit the passage of liquid water and will withstand wind loads, thermally induced movement, and exposure to weather without failure.

B. Wind Uplift: Mechanically attach coverboard in compliance with specified FM windstorm classification, enhancing fasteners at the perimeter and corners as required.
1. Roofing system shall comply with the following:
a. Windstorm Classification: Install mechanical fastening patterns in accordance with FM Class 1-75 requirements based on current code requirements for wind resistance, project location, and project specific conditions.

C. Exterior Fire-Test Exposure: UL Class C; complying with ASTM E 108, for application and slopes indicated.

1.4 SUBMITTALS

A. Product data, Roofing Systems: Submit the name of the manufacturer and specification numbers and product names of all materials proposed for each type of product specified. Include in submittal installation instructions and general recommendations for each principal roofing system product required. Include data substantiating that the materials comply with requirements, including certificates and delivery logs for bulk materials.

B. Shop Drawings: Include plans, sections, details, and attachments to other work, for the following:
   1. Base flashings, cants, and membrane terminations.
   2. Crickets layout, saddles, and tapered edge strips, including slopes.

C. Tear Off: Submit tear-off work plan. Submit dump receipts prior to completion of the job.

D. Installer Certificates: Signed by roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install specified roofing system and is eligible to receive the standard roofing manufacturer's warranty. Provide to Owner within 10 days after bid opening.

E. Manufacturers: Provide primary products, including each type of roofing ply, sealant and flashings, as specified from one manufacturer. Provide secondary products which are acceptable to, and approved by, the manufacturer of the primary products.

F. Maintenance Data: Manufacturer’s printed recommendations for proper maintenance of the specified roof system including inspection frequencies, penetration addition policies, temporary repairs, and leak call procedures. Include in the maintenance manuals specified in Contract Closeout.

G. Warranty: Sample copy of standard roofing manufacturer's warranty stating obligations, remedies, limitations, and exclusions of warranty. Sample copy of installer’s warranty stating obligations, remedies, limitations, and exclusions of warranty.

1.5 QUALITY ASSURANCE

A. Single Installer Responsibility: A single installer (contractor) shall perform the work, including sheet metal work, as required by this specification; and shall be a firm specializing in roofing system work who has been in business under the same name and ownership for at least 5 years, capable of showing successful installations similar to the work required for this project.
   1. The roofing contractor shall be certified as an approved applicator contractor by the manufacturer of the roofing system. Evidence of said certification shall be written to the owner and signed by the manufacturer and provide to owner within 10 days after bid opening.

B. Owner: Notify Owner, Architect, and Roofing Consultant 24 hours (one full working day) prior to commencement of work. The owner may provide special inspection of the roofing application. Such inspection will not relieve the contractor of responsibility for proper completion of the work.

C. Manufacturers: Provide and install primary products, including each type of roofing ply, and flashings, as specified from one manufacturer. Provide secondary products, which are acceptable to, and approved by, the manufacturer of the primary products. Install in accordance with manufacturer's instructions.

D. Pre-roofing conference: Prior to the installation of the roofing system, meet at the project site with the roofing contractor, the Owner, Architect, Roofing Consultant, and other entities interested in the performance of the roofing system. Review the requirements (contract documents), submittals, proposed installation schedule, location and storage of materials, requirements for inspections and testing or certifications, forecasted weather conditions, governing regulations, insurance requirements, proposed installation procedures, and any other items that may be required for completion of the project. If meeting ends with substantial disagreement between parties, determine how disagreement will be resolved, and set date for reconvened meeting.

1.6 WARRANTY

A. Standard Roofing Manufacturer's Warranty: Submit a written warranty, without monetary limitation, signed by roofing system manufacturer agreeing to promptly repair roof leaks from defects in materials or workmanship for the warranty period listed below. Warranty shall cover work in this Section, including membrane roofing, base flashing, substrate board, fasteners, and flashing, and flashing.
   1. Warranty Period: 20 years.

B. Special Project Warranty: Submit roofing Installer's warranty, signed by Installer, covering Work of this Section, including membrane roofing, base flashing, substrate board, fasteners, and flashing, if any, for the following warranty period:
   1. Warranty Period: 2 years from date of Substantial Completion.

1.7 DEMOLITION

A. Owner will occupy the building during the roof replacement project. Coordinate demolition with the architect and owner.

B. Do not throw any debris or material from above grade areas to grade. Construct chutes or use other methods to remove debris safely to on-grade disposal collection areas or containers. Provide containers for debris. Do not use owner’s dumpsters or recycle bins.

C. Regulatory Requirements:
   1. Comply with governing EPA and PSAPCA notification regulations before starting demolition. Comply with hauling and disposal regulations of authority having jurisdiction.

2. Products in or on the existing roof assemblies do contain asbestos. Test results are available from the Owner. Conform to WISHA and Puget Sound Clean Air Agency (PSCAA) regulations related to removal and disposal of any asbestos containing materials.

D. Maintain existing utilities in service and protect them against damage during demolition operations.
1. Coordinate any interruption of existing utilities with the architect and owner. Provide temporary services during interruptions to existing utilities, as acceptable to the owner and governing authorities.
2. Provide not less than seventy-two (72) hours notice to owner if shutdown of service is required during changeover.

1.8 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Delivery: Material shall be delivered in the manufacturer's original sealed and labeled containers and in quantities sufficient to allow continuity of application.

B. Storage: Obtain permission of the Engineer for roof top storage. If roof top storage of materials is used, do not exceed the allowable load for the structure or 25 psf. Materials shall be stored out of direct exposure to the elements. Roll goods shall be stored on end for built-up roof products, on side for single ply roof products, or as appropriate, on a clean, flat surface. Material shall be protected against moisture so as not to allow moisture to penetrate the cover or condensation to occur beneath the cover.

C. Handling: Material shall be handled in such a manner as to preclude damage and contamination with moisture or foreign matter.

D. Do not leave unused felts and other sheet materials on the roof overnight or when roofing work is not in progress unless protected from weather and moisture and unless maintained at a temperature exceeding 50 deg F (10 deg C).

E. Deliver and store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer.

F. Protect insulation, substrate board, and roofing materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.

1.9 PROJECT CONDITIONS

A. At ambient temperatures of 40 deg F or less, including wind chill, precautions must be taken to ensure that cements and adhesives maintain the minimum acceptable temperature at the point of application as recommended by the roofing materials manufacturer.

B. Roof deck shall be clean and dry and accepted by the roofing manufacturer before any roofing work proceeds. Roofing shall not proceed during precipitation, nor when moisture from dew is present, or if precipitation or other moisture source is expected.

C. Protection against staining and mechanical damage shall be provided for adjacent surfaces as required during application of roofing.

D. Dust and fumes inside the building created by construction operations, including vibrations, will be problematic for existing interior equipment and building occupants. The contractor is responsible for maintaining the building interior in a dust and dirt free condition. Prior to commencement of work, the contractor shall survey the building interior with the architect and owner and make all necessary protections to prevent dust, debris, and fumes from entering the building.
   1. During the construction period, charcoal filters approved by the owner and architect must be placed over all outside air intakes.
   2. Materials and equipment that emit fumes such as exhaust and adhesives, must be placed in a location that minimizes vapors from entering the building and be removed from the site at the earliest opportunity.
   3. Coordinate temporary mechanical unit shut down and start up with the owner and architect as required to minimize fume intake into the buildings.

PART 2 - PRODUCTS

2.1 ROOFING MATERIALS

A. Roof Assembly: SBS or APP Modified Built-up Roofing to consist of the following acceptable system assembly or approved:

	Option #1: Siplast	Option #2: Soprema
Existing Roof Deck	Plywood deck (contractor to verify)	same
Substrate Board	1/4” DensDeck Prime mechanically attached over plywood deck and tapered crickets	same
Base Sheet	Paradiene 20, SBS ply sheet, glass reinforced, applied in cold adhesive with all seams hot air welded	Elastophene Sanded 3.0, SBS ply sheet, fiberglass reinforced, applied in cold adhesive with all seams hot air welded
Surface Sheet	Paradiene 30 FR, SBS granulated capsheet, glass reinforced, applied in cold adhesive with seams hot air welded. Color to match new asphalt shingles.	Sopralene 250 FR GR, SBS granulated capsheet, glass and polyester reinforced, applied in cold adhesive with seams hot air welded. Color to match new asphalt shingles.
Flashing Ply Sheet	Paradiene 20 SA, self-adhered SBS ply sheet, self-adhered to a primed substrate with seams hot air welded	Sopralene Stick, self-adhered SBS ply sheet, self-adhered to a primed substrate with seams hot air welded

Flashing Surface Sheet	Parafor 30, SBS granulated cap-sheet, applied in cold adhesive (or asphalt roofing cement) with all seams hot air welded. Color to be selected from manufacturer's full range.	Sopralene 250 FR GR, SBS granulated capsheet, glass and polyester reinforced, applied in cold adhesive (or asphalt roofing cement) with all seams hot air welded. Color to be selected from manufacturer's full range.

2.2 MISCELLANEOUS PRODUCTS

A. Cold Adhesive: Cold adhesive shall be a blend of special adhesive asphalts and safe, high-flash, quick drying solvents, type as approved by manufacturer.

B. Siplast: PA-311 M Adhesive. Use adhesive recommended by the manufacturer for application of the flashing surface sheet.

C. Soprema: FM Adhesive "VOC" Use adhesive recommended by the manufacturer for application of the flashing surface sheet.

D. Asphalt Roofing Cement: Plastic cement approved by the manufacturer.

E. Sealant to be a moisture cured product, such as Chem Link M-1, or equivalent.

F. Mechanical Fasteners for Securing Substrate Board to Wood Deck: Corrosion resistant screws and 3" disks as approved by insulation materials manufacturer, Buildex Roof Grip #14 size, or approved.

G. Fasteners for Securing Top of the Baseflashing Membrane: 1" Simplex annular shank nails with square head caps, or approved. Where penetrating into steel substrates, use approved screws and plates.

H. Provide 4#/sf lead flashing and caps for soil stacks and conduit penetrations. Pre-prime with asphalt primer and set in cold adhesive as detailed in manufacturer's instructions. Where soil stacks exceed height of lead flashing, provide a boot, 2 wraps of self-adhesive uncured EPDM batten seam cover strip, stainless steel clamping ring at the top edge, and sealant.

I. Provide 4 lb/sf lead flashing for drain sumps. Pre-prime with asphalt primer and set in cold adhesive as detailed in manufacturer's instructions.

J. Asphalt primer to be ASTM D-4173, or as approved by the system manufacturer.

K. Cants: Johns-Manville, "FesCant Plus", "US Intec Inc, "Permalite Cant Strip", or approved, cant strip, 1 ½"x48" with 4" face (3" high) and corner cut-outs.

L. Liquid Applied Flashing Membrane (at locations shown on the drawings):
1. Primer: As recommended by the manufacturer.
2. Membrane: Derbigum Derbiflash, Siplast Parapro 123, or Soprema Alsan RS.
3. Reinforcement Fleece: 165 gram fleece, or as recommended by the manufacturer. All systems are to have reinforcing fleece.

2.3 TAPERED EDGE STRIPS

A. Johns-Manville, "Tapered Fesco Board", "US Intec Inc., "Tapered Permalite", or approved. Slope as required.

2.4 SUBSTRATE BOARD

A. DensDeck Prime Roof Board or approved.
   1. Thickness: 1/4 inch.
   2. Composition: Fiberglass mat-faced gypsum with nonasphaltic, highly filled proprietary heat-cured coating on one side.
   3. Size: Nominal 4 feet by 8 feet.
   4. Edges: Square.

PART 3 - EXECUTION

3.1 DEMOLITION

A. Remove the existing roof assembly, including roof membrane down to the existing wood deck and dispose.

B. Loosen, remove, and legally dispose of all existing membrane flashings, cants, sheet metal flashing, counterflashing, copings, and overflow scuppers from curbs, parapets, and sidewall conditions, unless otherwise indicated in the project drawings.

C. Clean and prime all roof drains. Wire brush all rust and asphalt from the drain bowl and flange. Check all drains for cracks and damage. Remove all broken fasteners. Prime the entire surface of the drain bowl and flange.

D. Broom clean all substrates of dust, debris, and other substances detrimental to the new roofing following preparation work on all roof surfaces.

3.2 PREPARATION

A. General: All surfaces shall be swept clean prior to commencement of roofing.

B. All existing flashing and baseflashing membrane shall be removed, including locations shown on the roof plan, prior to installation of substrate board.

C. Do not begin placement of the roofing system until the roofing manufacturer’s representative has examined surfaces to receive the roofing system and has determined that the surfaces are acceptable.

D. Remove water or any other substance that would interfere with bonding of the roofing system.

3.3 GENERAL INSTALLATION REQUIREMENTS

A. Install SBS and APP modified built-up roofing system according to roofing system manufacturer's written instructions and applicable recommendations of NRCA/ARMA's "Quality Control Recommendations for Polymer Modified Bitumen Roofing."
   1. Install roofing system according to applicable specification plates of NRCA's "The NRCA Roofing and Waterproofing Manual."

B. Start installation of modified built-up membrane roofing in presence of roofing system manufacturer's technical personnel.

C. Cant Strips: Install and secure preformed 45-degree cant strips at junctures of modified built-up membrane roofing system with vertical surfaces or angle changes greater than 45 degrees.

D. Coordinate installing roofing system components so wood decking, substrate board, or base ply of the roofing assembly are not exposed to precipitation or left exposed at the end of the workday or when rain is forecast.

E. There are to be no torches used for the installation of the modified bitumen roofing system.

3.4 SUBSTRATE BOARD INSTALLATION

A. Install substrate board with long joints in continuous straight lines, perpendicular to roof slopes with end joints staggered between rows and joints offset from underlying insulation layer. Tightly butt substrate boards together. Mechanically attach substrate board with minimum 12 fasteners and disks per 4 foot by 8 foot board, or provide fastening pattern that shows compliance with specified windstorm classification. Enhance perimeter and corner fastening patterns as required.

3.5 APPLICATION - ROOFING MEMBRANE

A. General: Application shall be in accordance with roofing system manufacturer's instructions and the following requirements. Should the manufacturer's and these specifications conflict, use the more stringent requirements.

B. Roofing Membrane
   1. All layers including base and surface sheet and shall be laid free of wrinkles, creases, or fishmouths and shall be laid at right angles to the slope of the deck. Sheets shall be laid directly behind the cold adhesive applicator and broomed in or rolled with a weighted roller, per the manufacturer. All side and end laps to be a minimum of 3 inches. Lap seams in the base sheet, and cap sheet shall not coincide with each other. Courses shall be staggered sufficiently to prevent stacked laps.

C. Baseflashings
   1. The flashing ply sheet reinforcing shall be lapped a minimum of three (3) inches to itself and shall extend a minimum of four (4) inches beyond the toe

of the cant and up the parapet wall, under the metal counterflashing, or wrapping the top of the wall to one (1) inch below the nailer on the outside face.

2. The flashing cap sheet shall be lapped a minimum of three (3) inches to itself and shall extend a minimum of six (6) inches onto the heavyweight cap sheet surface. Lap seams in the reinforcing layer shall not coincide with lap seams in the cap sheet flashing layer, or laps seams in the field cap sheet layer. The reinforcing sheet shall be self-adhered and mechanically attached to the wall at the leading edge. The flashing cap sheet shall be applied in asphalt roofing cement over the reinforcing layer and mechanically attached to the wall at the leading edge. All seams shall be welded with hot air leisters. All surfaced flashing sheets shall be cut off the end of the roll and applied vertically, always working to selvedge.

D. Miscellaneous Items

1. Prime metal flanges as required with a uniform coating of asphalt primer. All flanges shall be set in a smooth, even bed of asphalt cement.
2. Use 4 lb/sf lead for flashings. Pre-prime with asphalt primer and set in mastic as detailed in the manufacturer's instructions. Field solder conduit flashings as necessary. Provide a boot at the top of lead flashings on conduit; 2 wraps of self-adhesive uncured EPDM batten seam cover strip, stainless steel clamping ring at the top edge, and sealant at the top.
3. Install 4 lb/sf lead for flashing at cast iron drains. Pre-prime with asphalt primer and set in mastic as detailed in the manufacturer's instructions.
4. Overnight seals: Exercise care that moisture does not enter beneath completed section of the roof. Temporarily seal loose edges of the membrane daily and when weather is threatening. Night seals can be built using plastic cement and roofing felts and constructed to withstand protracted periods of service. Night seals must be completely removed, all felts employed removed, prior to the resumption of roofing.
5. All exposed cap sheet edges at waste stacks, vent stacks, etc., shall be caulked with sealant, tooled into the joint.
6. Raise conduit penetrations, insulated pipes, soil stacks, vents, and curbs (including skylight curb) as necessary to obtain 8 inch minimum height above the finished roof surface. Include rewiring and duct extension as necessary to raise or extend conduit or ducts.
7. Place conduit lying on the roof on new pressure treated wood blocking placed on protection pad at a maximum of 8 feet on center. Adhere traffic pad to block, and not to roofing.
8. Electrical and mechanical work to be performed by journeyman worker experienced and trained in work performed to the building code.
9. Verify all drain lines and downspouts are functional prior to the start of work. Contractor to be responsible to ensure drains are free draining upon completion of roofing work.
10. Secure top of baseflashing with 1” ribbed shank Simplex Large Head roofing nails at 8” o.c.
11. Liquid Applied Flashing Membrane:
    a. Apply primer direct in one step utilizing a brush or paint roller. Do not allow ponding.

b. Allow primer to cure for a minimum of twelve (12) hours, or as recommended by the manufacturer. Exposure of the primer in excess of five (5) days or premature exposure to moisture may require removal and application of new primer.
c. Mix resin components per manufacturer's recommendations.
   1) Once the mix is ready, apply liberally to the prepared surface with a roller using a broad, even stroke.
d. Install membrane flashing system in accordance with the manufacturer's requirements / recommendations. Provide system with base flashing, counter flashing, and all other flashings required for a complete watertight system.
e. Flashings shall extend a minimum of eight inches (8") above finished membrane level and a minimum of six inches (6") onto horizontal deck surface.
f. Fleece sections shall overlap each other a minimum of two inches (2").
g. Prime walls, curbs, etc. with 2-component polyurethane primer. Follow manufacturer's written instructions for primer cure.
h. Work wet membrane to avoid any blisters, openings, or lifting at corners, junctions, and transitions. Assure full resin saturation of fleece.

12. Modified bitumen roofing membrane lapping onto stainless steel transition flashings:
    a. Terminate modified bitumen membrane edges with 8" wide continuous strip of reinforced fluid applied membrane. Embed granules into horizontal surfaces of reinforced fluid applied membrane.

3.6 FIELD QUALITY CONTROL

A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to the Engineer.
   1. Notify the Architect two (2) working days in advance of the date and time of inspection.

3.7 PROTECTION

A. The Contractor shall protect system from all other contractors and activities during and after completion. Any damage to the system shall be repaired by contractor prior to acceptance.

3.8 CLEAN-UP

A. The Contractor shall remove all masking, protection, equipment, materials, and debris from the work and storage areas and leave those areas in an undamaged and acceptable condition.

END OF SECTION

SECTION 07 62 00
SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Formed roof-drainage sheet metal fabrications.
2. Formed low-slope roof sheet metal fabrications.
3. Formed steep-slope roof sheet metal fabrications.
4. Formed wall sheet metal fabrications.

B. Related Sections:
1. Section 06 10 00 "Rough Carpentry" for wood nailers, curbs, and blocking.
2. Section 07 31 13 “Asphalt Shingles” for asphalt shingles and related construction.
3. Section 07 52 00 “Modified Bitumen Membrane Roofing” for low-slope roofing and related construction.

C. Related Documents
1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 COORDINATION

A. Coordinate sheet metal flashing and trim layout and seams with sizes and locations of penetrations to be flashed, and joints and seams in adjacent materials.

B. Coordinate sheet metal flashing and trim installation with adjoining roofing and wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

1.3 ACTION SUBMITTALS

A. Product Data: For each of the following
1. Stainless Steel metal sheet.
2. Solder.
3. Self-Adhering Membrane materials.

B. Shop Drawings: For sheet metal flashing and trim.
1. Include plans, elevations, sections, and attachment details. Use of the Bid Documents as the basis for Shop Drawings is not acceptable and will result in the Submittal being returned without review.
2. Detail fabrication and installation layouts, expansion-joint locations, and keyed details. Distinguish between shop- and field-assembled Work.
3. Include identification of material, thickness, weight, and finish for each item and location in Project.
4. Include details for forming, including profiles, shapes, seams, and dimensions.

5. Include details for joining, supporting, and securing, including layout and spacing of fasteners, cleats, clips, and other attachments. Include pattern of seams.
6. Include details of termination points and assemblies.
7. Include details of roof-penetration flashing.
8. Include details of edge conditions, including eaves, ridges, valleys, rakes, crickets, flashings, and counterflashings.
9. Include details of special conditions.
10. Include details of connections to adjoining work.
11. Detail formed flashing and trim at scale of not less than 3 inches per 12 inches.

C. Samples: For each exposed product and for each color and texture specified, 12 inches long by actual width.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For fabricator.

B. Product Certificates: For each type of coping and roof edge flashing that is ANSI/SPRI/FM 4435/ES-1 tested.

C. Product Test Reports: For each product, for tests performed by a qualified testing agency.

D. Evaluation Reports: For copings and roof edge flashing, from ICC-ES showing compliance with ANSI/SPRI/FM 4435/ES-1.

E. Sample Warranty: For special warranty.

1.5 CLOSEOUT SUBMITTALS

A. Maintenance Data: For sheet metal flashing and trim, and its accessories, to include in maintenance manuals.

B. Special warranty.

1.6 QUALITY ASSURANCE

A. Fabricator Qualifications: Employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.
1. For copings and roof edge flashings that are ANSI/SPRI/FM 4435/ES-1 tested, shop shall be listed as able to fabricate required details as tested and approved.

1.7 DELIVERY, STORAGE, AND HANDLING

A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage.

1. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
2. Protect stored sheet metal flashing and trim from contact with water.

B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

1.8 WARRANTY

A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
a. Color fading more than 5 Delta E units when tested in accordance with ASTM D2244.
b. Chalking in excess of a No. 8 rating when tested in accordance with ASTM D4214.
c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Sheet metal flashing and trim assemblies, including cleats, anchors, and fasteners, shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.

B. Sheet Metal Standard for Flashing and Trim: Comply with SMACNA's "Architectural Sheet Metal Manual" requirements for dimensions and profiles shown unless more stringent requirements are indicated.

C. SPRI Wind Design Standard: Manufacture and install roof edge flashings tested in accordance with ANSI/SPRI/FM 4435/ES-1 and capable of resisting the following design pressure:
1. Design Pressure: As indicated on Drawings.

D. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes to prevent buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

2.2 SHEET METALS

A. Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.

B. Stainless Steel Sheet: ASTM A240/A240M, Type 304, dead soft, fully annealed; with smooth, flat surface.
   1. Finish: ASTM A480/A480M, No. 4.
      a. Surface Preparation: Remove tool and die marks and stretch lines, or blend into finish.

C. Metallic-Coated Steel Sheet: Provide zinc-coated (galvanized) steel sheet in accordance with ASTM A653/A653M, G90 coating designation; prepainted by coil-coating process to comply with ASTM A755/A755M.
   1. Surface: Smooth, flat.
   2. Exposed Coil-Coated Finish:
      a. Two-Coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70 percent polyvinylidene fluoride (PVDF) resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions for seacoast and severe environments.
   3. Color: As selected by Architect from manufacturer's full range.
   4. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with minimum total dry film thickness of 0.5 mil.

2.3 UNDERLAYMENT MATERIALS

A. Self-Adhering Underlayment: Reference Section 07 31 13 “Asphalt Shingles.”

B. Self-Adhering Membrane: Minimum 30 mils thick, consisting of a slip-resistant polyethylene- or polypropylene-film top surface laminated to a layer of butyl- or SBS-modified asphalt adhesive, with release-paper backing; specifically designed to withstand high metal temperatures beneath metal roofing or metal flashings. Provide primer in accordance with manufacturer's written instructions.
   1. Basis of Design: Henry Blueskin SA LT
      a. Sizes:
         1) Width: As shown in drawings.
      b. Source Limitations: Obtain Self-Adhering Membrane from single source from single manufacturer.
      c. Low-Temperature Flexibility: ASTM D1970/D1970M; passes after testing at minus 20 deg F or lower.
      d. Product shall be compatible with Self-Adhering Underlayment, Asphalt Roofing, and Modified Bitumen Roofing and shall permit all specified asphalt and modified bitumen roofing warranties.

2.4 MISCELLANEOUS MATERIALS

A. Provide materials and types of fasteners, solder, protective coatings, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim

installation and as recommended by manufacturer of primary sheet metal unless otherwise indicated.

B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.
   1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
      a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating. Provide metal-backed EPDM or PVC sealing washers under heads of exposed fasteners bearing on weather side of metal.
      b. Blind Fasteners: High-strength aluminum or stainless steel rivets suitable for metal being fastened.
      c. Spikes and Ferrules: Same material as gutter; with spike with ferrule matching internal gutter width.
   2. Fasteners for Zinc-Coated (Galvanized) Steel Sheet: Series 300 stainless steel or hot-dip galvanized steel in accordance with ASTM A153/A153M or ASTM F2329.

C. Solder:
   1. For Stainless Steel: ASTM B32, Grade Sn60, with acid flux of type recommended by stainless steel sheet manufacturer.

D. Sealant Tape: Reference Section 07 92 00 “Joint Sealants.”

E. Elastomeric Sealant: Reference Section 07 92 00 “Joint Sealants.”

F. Butyl Sealant: Reference Section 07 92 00 “Joint Sealants.”

2.5 FABRICATION, GENERAL

A. Custom fabricate sheet metal flashing and trim to comply with details indicated and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required.
   1. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
   2. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
   3. Verify shapes and dimensions of surfaces to be covered and obtain field measurements for accurate fit before shop fabrication.
   4. Form sheet metal flashing and trim to fit substrates without excessive oil-canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
   5. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.

B. Fabrication Tolerances:
   1. Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of 1/4 inch in 20 feet on slope and location lines indicated on

Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

C. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
   1. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
   2. Use lapped expansion joints only where indicated on Drawings.

D. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal in accordance with cited sheet metal standard to provide for proper installation of elastomeric sealant.

E. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.

F. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard for application, but not less than thickness of metal being secured.

G. Seams:
   1. Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.
   2. Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use. Rivet joints where necessary for strength.

H. Do not use graphite pencils to mark metal surfaces.

2.6 ROOF-DRAINAGE SHEET METAL FABRICATIONS

A. Hanging Gutters:
   1. Fabricate to cross section required, complete with end pieces, outlet tubes, and other accessories as required.
   2. Fabricate in length as required for continuous gutters across one eave length.
   3. Furnish flat-stock gutter brackets and gutter spacers and straps fabricated from same metal as gutters, of size recommended by cited sheet metal standard, but with thickness not less than 18-gauge.
   4. Fabricate expansion joints, expansion-joint covers, and gutter accessories from same metal as gutters.
   5. Gutter Profile: Half round in accordance with cited sheet metal standard.
   6. Gutter Size: 7-inch wide by 3-1/2-inches in height.
   7. Expansion Joints: Install per SMACNA.
   8. Accessories: Wire-ball downspout strainer.
   9. Gutters with Girth up to 15 Inches: Fabricate from the following materials:
      a. Metallic-Coated Steel Sheet: 22-gauge.

B. Downspouts: Fabricate round downspouts to dimensions indicated on Drawings, complete with mitered elbows. Furnish with metal hangers from same material as downspouts and anchors.

1. Fabricated Hanger Style: Fig. 1-35J in accordance with SMACNA's "Architectural Sheet Metal Manual."
2. Fabricate from the following materials:
   a. Metallic-Coated Steel Sheet: 18-gauge.

C. Splash Pans: Fabricate to dimensions and shape as shown in Drawings and from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

2.7 LOW-SLOPE ROOF SHEET METAL FABRICATIONS

A. Roof Edge Flashing: Fabricate in minimum 96-inch- long, but not exceeding 12-foot-long sections.
1. Joint Style: Overlapped, 4 inches wide.
2. Fabricate from the following materials:
   a. Metallic-Coated Steel Sheet: 24-gauge.

B. Roof and Roof-to-Wall Transition, Roof-to-Roof Edge-Flashing and Fascia Flashing Transition: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

C. Base Flashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

D. Counterflashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

E. Flashing Receivers: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

2.8 STEEP-SLOPE ROOF SHEET METAL FABRICATIONS

A. Apron, Step, Cricket, and Backer Flashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

B. Valley Flashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

C. Drip Edges: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

D. Eave, Rake, Vent Baffle Flashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

E. Counterflashing: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

F. Flashing Receivers: Fabricate from the following materials:
1. Metallic-Coated Steel Sheet: 24-gauge.

2.9 WALL SHEET METAL FABRICATIONS

A. Opening Flashings in Frame Construction: Fabricate sill and similar flashings to extend 4 inches beyond wall openings. Form sill flashing with 2-inch- high, end dams. Fabricate from the following materials:
   1. Metallic-Coated Steel Sheet: 24-gauge.

B. Reglets: Fabricate from the following materials:
   1. Metallic-Coated Steel Sheet: 24-gauge.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, areas, and conditions, with installer present, for compliance with requirements for installation tolerances, substrate, and other conditions affecting performance of the Work.
   1. Verify compliance with requirements for installation tolerances of substrates.
   2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.
   3. Verify that air- or water-resistant barriers, self-adhering membranes, and/or underlayments have been installed over sheathing or backing substrate to prevent air infiltration or water penetration.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION OF SELF-ADHERING MEMBRANE

A. Self-Adhering Membrane:
   1. Install self-adhering membrane wrinkle free.
   2. Prime substrate if recommended by manufacturer.
   3. Comply with temperature restrictions of manufacturer for installation; use primer for installing self-adhering membrane at low temperatures.
   4. Apply in shingle fashion to shed water, with laps of not less than 3 inches.
   5. Roll laps and edges with roller.
   6. Cover self-adhering membrane within 14 days.

3.3 INSTALLATION, GENERAL

A. Install sheet metal flashing and trim to comply with details indicated and recommendations of cited sheet metal standard that apply to installation characteristics required unless otherwise indicated on Drawings.
   1. Install fasteners, solder, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
   2. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of solder and sealant.
   3. Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement.

4. Install sheet metal flashing and trim to fit substrates and to result in watertight performance.
5. Install continuous cleats with fasteners spaced not more than 12 inches o.c.
6. Install exposed sheet metal flashing and trim with limited oil-canning, and free of buckling and tool marks.
7. Do not field cut sheet metal flashing and trim by torch.
8. Do not use graphite pencils to mark metal surfaces.

B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.
1. Coat concealed side of stainless steel sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
2. Self-Adhering Membrane: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install self-adhering membrane.

C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim.
1. Space movement joints at maximum of 10 feet with no joints within 24 inches of corner or intersection.
2. Form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.
3. Use lapped expansion joints only where indicated on Drawings.

D. Fasteners: Use fastener sizes that penetrate wood blocking or sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.

E. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.

F. Seal joints as required for watertight construction.
1. Use sealant-filled joints unless otherwise indicated.
a. Form joints to completely conceal sealant.
b. When ambient temperature at time of installation is between 40 and 70 deg F, set joint members for 50 percent movement each way.
c. Adjust setting proportionately for installation at higher ambient temperatures.
1) Do not install sealant-type joints at temperatures below 40 deg F.

2. Prepare joints and apply sealants to comply with requirements in Section 07 92 00 "Joint Sealants."

G. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter.
1. Pretin edges of sheets with solder to width of 1-1/2 inches; however, reduce pretinning where pretinned surface would show in completed Work.
2. Do not solder metallic-coated steel sheet.
3. Do not use torches for soldering.

4. Heat surfaces to receive solder, and flow solder into joint.
   a. Fill joint completely.
   b. Completely remove flux and spatter from exposed surfaces.
5. Stainless Steel Soldering:
   a. Tin edges of uncoated sheets, using solder for stainless steel and acid flux.
   b. Promptly remove acid-flux residue from metal after tinning and soldering.
   c. Comply with solder manufacturer's recommended methods for cleaning and neutralization.

3.4 INSTALLATION OF ROOF-DRAINAGE SYSTEM

A. Install sheet metal roof-drainage items to produce complete roof-drainage system in accordance with cited sheet metal standard unless otherwise indicated. Coordinate installation of roof perimeter flashing with installation of roof-drainage system.

B. Hanging Gutters:
1. Join sections with joints sealed with sealant.
2. Provide for thermal expansion.
3. Attach gutters at eave or fascia to firmly anchor them in position.
4. Provide end closures and seal watertight with sealant.
5. Slope to downspouts.
6. Fasten gutter spacers to front and back of gutter.
7. Anchor and loosely lock back edge of gutter to continuous cleat.
8. Anchor gutter with straps spaced not more than 36 inches apart to roof deck unless otherwise indicated, and loosely lock to front gutter bead.
9. Install gutter with expansion joints at locations indicated on Drawings, but not exceeding, 50 feet apart. Install expansion-joint caps.

C. Downspouts:
1. Join sections with 1-1/2-inch telescoping joints.
2. Provide hangers with fasteners designed to hold downspouts securely to walls.
3. Locate hangers at top and bottom and at approximately 60 inches o.c.
4. Connect downspouts to underground drainage system where connection exists. Where underground drainage system does not exist, or where dispersing onto roof provide elbows at base of downspout to direct water away from building.

D. Splash Pans:
1. Install where downspouts discharge on low-slope roofs.
2. Set in asphalt roofing cement or elastomeric sealant compatible with the substrate.

3.5 INSTALLATION OF ROOF FLASHINGS

A. Install sheet metal flashing and trim to comply with performance requirements and cited sheet metal standard.

1. Provide concealed fasteners where possible, and set units true to line, levels, and slopes.
2. Install work with laps, joints, and seams that are permanently watertight and weather resistant.

B. Roof Edge Flashing:
1. Install roof edge flashings in accordance with ANSI/SPRI/FM 4435/ES-1.

C. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending minimum of 4 inches over base flashing. Install stainless steel draw band and tighten.

D. Counterflashing: Coordinate installation of counterflashing with installation of base flashing.
1. Insert counterflashing in reglets or receivers and fit tightly to base flashing.
2. Extend counterflashing 4 inches over base flashing.
3. Lap counterflashing joints minimum of 4 inches.
4. Secure in waterproof manner by means of interlocking folded seam or blind rivets and sealant unless otherwise indicated.

3.6 INSTALLATION OF WALL FLASHINGS

A. Install sheet metal wall flashing to intercept and exclude penetrating moisture in accordance with cited sheet metal standard unless otherwise indicated. Coordinate installation of wall flashing with installation of wall-opening components such as windows, doors, and louvers.

3.7 INSTALLATION TOLERANCES

A. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerance of 1/4 inch in 20 feet on slope and location lines indicated on Drawings and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

3.8 CLEANING

A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.

B. Clean and neutralize flux materials. Clean off excess solder.

C. Clean off excess sealants.

3.9 PROTECTION

A. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions.

B. On completion of sheet metal flashing and trim installation, remove unused materials and clean finished surfaces as recommended in writing by sheet metal flashing and trim manufacturer.

C. Maintain sheet metal flashing and trim in clean condition during construction.

D. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures, as determined by Architect.

END OF SECTION

SECTION 07 92 00
JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Nonstaining silicone joint sealants.
2. Butyl joint sealants.
3. Latex joint sealants.

B. Related Sections:
1. Section 07 91 00 "Preformed Joint Seals" for preformed compressible foam and precured joint seals.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data:
1. Joint sealants.
2. Joint sealant backing materials.

B. Samples for Initial Selection: Manufacturer's standard color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.

C. Joint-Sealant Schedule: Include the following information:
1. Joint-sealant application, joint location, and designation.
2. Joint-sealant manufacturer and product name.
3. Joint-sealant formulation.
4. Joint-sealant color.

1.3 INFORMATIONAL SUBMITTALS

A. Test and Evaluation Reports:
1. Preconstruction Laboratory Test Schedule: Include the following information for each joint sealant and substrate material to be tested:
a. Joint-sealant location and designation.
b. Manufacturer and product name.
c. Type of substrate material.
d. Proposed test.
e. Number of samples required.
2. Preconstruction Laboratory Test Reports: For each joint sealant and substrate material to be tested from sealant manufacturer, indicating the following:

a. Materials forming joint substrates and joint-sealant backings have been tested for compatibility and adhesion with joint sealants.
b. Interpretation of test results and written recommendations for primers and substrate preparation are needed for adhesion.

3. Preconstruction Field-Adhesion-Test Reports: Indicate which sealants and joint preparation methods resulted in optimum adhesion to joint substrates based on testing specified in "Preconstruction Testing" Article.

B. Field Quality-Control Submittals:
1. Field-Adhesion-Test Reports: For each sealant application tested.

C. Sample warranties.

1.4 CLOSEOUT SUBMITTALS

A. Warranty Documentation:
1. Manufacturers' special warranties.
2. Installer's special warranties.

1.5 QUALITY ASSURANCE

A. Qualifications:
1. Installers: Authorized representative who is trained and approved by manufacturer.
2. Testing Agency: Qualified in accordance with ASTM C1021 to conduct the testing indicated.

1.6 PRECONSTRUCTION TESTING

A. Preconstruction Laboratory Testing: Submit to joint-sealant manufacturers, for testing indicated below, samples of materials that will contact or affect joint sealants.
1. Testing will not be required if joint-sealant manufacturers submit data that are based on previous testing, not older than 24 months, of sealant products for adhesion to, staining of, and compatibility with joint substrates and other materials matching those submitted.
2. Adhesion Testing: Use ASTM C794 to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
3. Compatibility Testing: Use ASTM C1087 to determine sealant compatibility when in contact with glazing and gasket materials.
4. Submit manufacturer's recommended number of pieces of each type of material, including joint substrates, joint-sealant backings, and miscellaneous materials.
5. Schedule sufficient time for testing and analyzing results to prevent delaying the Work.
6. For materials failing tests, obtain joint-sealant manufacturer's written instructions for corrective measures, including use of specially formulated primers.

B. Preconstruction Field-Adhesion Testing: Before installing sealants, field test their adhesion to Project joint substrates as follows:
   1. Locate test joints where indicated on Project or, if not indicated, as directed by Architect.
   2. Conduct field tests for each kind of sealant and joint substrate.
   3. Notify Architect seven days in advance of dates and times when test joints will be erected.
   4. Arrange for tests to take place with joint-sealant manufacturer's technical representative present.
      a. Test Method: Test joint sealants in accordance with Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1.1 in ASTM C1193 or Method A, Tail Procedure, in ASTM C1521.
         1) For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
   5. Report whether sealant failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. For sealants that fail adhesively, retest until satisfactory adhesion is obtained.
   6. Evaluation of Preconstruction Field-Adhesion-Test Results: Sealants not evidencing adhesive failure from testing, in absence of other indications of noncompliance with requirements, will be considered satisfactory. Do not use sealants that fail to adhere to joint substrates during testing.

1.7 FIELD CONDITIONS

A. Do not proceed with installation of joint sealants under the following conditions:
   1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
   2. When joint substrates are wet.
   3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
   4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

1.8 WARRANTY

A. Special Installer's Warranty: Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Two years from date of Substantial Completion.

B. Special Manufacturer's Warranty: Manufacturer agrees to furnish joint sealants to repair or replace those joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
   1. Warranty Period: Five years from date of Substantial Completion.

C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:

1. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
2. Disintegration of joint substrates from causes exceeding design specifications.
3. Mechanical damage caused by individuals, tools, or other outside agents.
4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 - PRODUCTS

2.1 SOURCE LIMITATIONS

A. Obtain joint sealants from single manufacturer for each sealant type.

2.2 JOINT SEALANTS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.

2.3 NONSTAINING SILICONE JOINT SEALANTS

A. Nonstaining Joint Sealants: No staining of substrates when tested in accordance with ASTM C1248.

B. (S-1) Silicone, Nonstaining, S, NS, 100/50, NT: Nonstaining, single-component, nonsag, plus 100 percent and minus 50 percent movement capability, nontraffic-use, neutral-curing silicone joint sealant; ASTM C920, Type S, Grade NS, Class 100/50, Use NT.
   1. Basis of Design: Spectrem 1 manufactured by Tremco, or approved.

2.4 BUTYL JOINT SEALANTS

A. (S-2) Butyl-Rubber-Based Joint Sealants: ASTM C1311.
   1. Basis of Design: TREMPRO JS-733+ manufactured by Tremco, or approved.

2.5 LATEX JOINT SEALANTS

A. (S-3) Acrylic Latex: Acrylic latex or siliconized acrylic latex, ASTM C834, Type OP, Grade -18˚C.
   1. Basis of Design: Tremflex 834 manufactured by Tremco, or approved.

2.6 JOINT-SEALANT BACKING

A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings: ASTM C1330, Type B (bicellular material with a surface skin), and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
   1. Basis of Design: SOF Rod, manufactured by Nomaco, or approved.

C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

2.7 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.

C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting performance of the Work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
   1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
   2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or

blowing out joints with oil-free compressed air. Porous joint substrates include the following:
a. Concrete.
3. Remove laitance and form-release agents from concrete.
4. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
a. Metal.

B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.

C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
1. Do not leave gaps between ends of sealant backings.
2. Do not stretch, twist, puncture, or tear sealant backings.
3. Remove absorbent sealant backings that have become wet before sealant application, and replace them with dry materials.

D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.

E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
1. Place sealants so they directly contact and fully wet joint substrates.
2. Completely fill recesses in each joint configuration.
3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in

subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.

1. Remove excess sealant from surfaces adjacent to joints.
2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
3. Provide concave joint profile in accordance with Figure 8A in ASTM C1193 unless otherwise indicated.

3.4 FIELD QUALITY CONTROL

A. Testing Agency: Contractor shall engage a qualified testing agency to perform tests and inspections.

B. Tests and Inspections:
   1. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:
      a. Extent of Testing: Test completed and cured sealant joints as follows:
         1) Perform 2 tests for the first 50ft. of joint length for each kind of sealant and joint substrate.
         2) Perform one test for each 250 ft. of joint length thereafter or one test per each floor per elevation.
      b. Test Method: Test joint sealants in accordance with Method A, Field-Applied Sealant Joint Hand Pull Tab, in Appendix X1 in ASTM C1193 or Method A, Tail Procedure, in ASTM C1521.
         1) For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.
      c. Inspect tested joints and report on the following:
         1) Whether sealants filled joint cavities and are free of voids.
         2) Whether sealant dimensions and configurations comply with specified requirements.
         3) Whether sealants in joints connected to pulled-out portion failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. Compare these results to determine if adhesion complies with sealant manufacturer's field-adhesion hand-pull test criteria.
      d. Record test results in a field-adhesion-test log. Include dates when sealants were installed, names of persons who installed sealants, test dates, test locations, whether joints were primed, adhesion results and percent elongations, sealant material, sealant configuration, and sealant dimensions.
      e. Repair sealants pulled from test area by applying new sealants following same procedures used originally to seal joints. Ensure that original sealant surfaces are clean and that new sealant contacts original sealant.
   2. Evaluation of Field-Adhesion-Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates

during testing or to comply with other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.

C. Prepare test and inspection reports.

3.5 CLEANING

A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.6 PROTECTION

A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

3.7 JOINT-SEALANT SCHEDULE

A. Exterior joints in vertical surfaces and horizontal nontraffic surfaces [S-1]:
   1. Joint Locations:
      a. Other joints as indicated on Drawings.
   2. Joint Sealant: Silicone, nonstaining, S, NS, 50, NT.
   3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

B. Concealed mastics [S-2]:
   1. Joint Locations:
      a. Other joints as indicated on Drawings.
   2. Joint Sealant: Butyl-rubber based.
   3. Joint-Sealant Color: As selected by Architect from manufacturer's full range of colors.

C. Interior joints in vertical surfaces and horizontal nontraffic surfaces [S-3]:
   1. Joint Locations:
      a. Other joints as indicated on Drawings.
   2. Joint Sealant: Acrylic Latex.
   3. Joint-Sealant Color: White.

END OF SECTION

SECTION 09 29 00
GYPSUM BOARD

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Interior gypsum board.

B. Related Sections:
1. Section 06 16 00 "Sheathing" for gypsum sheathing for exterior walls.
2. Section 07 21 00 "Thermal Insulation" for insulation within exterior walls.
3. Section 07 26 00 "Vapor Retarders" for vapor retarder at exterior walls.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data: For the following:
1. Gypsum board, Type X.
2. Interior trim.
3. Exterior trim.
4. Aluminum trim.
5. Joint treatment materials.
6. Textured finishes.

1.3 DELIVERY, STORAGE AND HANDLING

A. Store materials inside under cover and keep them dry and protected against weather, condensation, direct sunlight, construction traffic, and other potential causes of damage. Stack panels flat and supported on risers on a flat platform to prevent sagging.

1.4 FIELD CONDITIONS

A. Environmental Limitations: Comply with ASTM C840 requirements or gypsum board manufacturer's written instructions, whichever are more stringent.

B. Do not install paper-faced gypsum panels until installation areas are enclosed and conditioned.

C. Do not install panels that are wet, moisture damaged, and mold damaged.
1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. Fire-Resistance-Rated Assemblies: For fire-resistance-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E119 by an independent testing agency.

2.2 GYPSUM BOARD, GENERAL

A. Size: Provide maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

2.3 INTERIOR GYPSUM BOARD

A. Gypsum Board, Type X: ASTM C1396/C1396M.
   1. Thickness: 5/8 inch.
   2. Long Edges: Tapered.

2.4 TRIM ACCESSORIES

A. Interior Trim: ASTM C1047.
   1. Material: Paper-faced galvanized-steel sheet.
   2. Shapes:
      a. Cornerbead.
      b. U-Bead: J-shaped; exposed short flange does not receive joint compound.

2.5 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C475/C475M.

B. Joint Tape:
   1. Interior Gypsum Board: Paper.
   2. Joint Compound for Interior Gypsum Board: For each coat, use formulation that is compatible with other compounds applied on previous or for successive coats.
   3. Prefilling: At open joints and damaged surface areas, use setting-type taping compound.
   4. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use compound as recommended by manufacturer to match existing finish.
   5. Use setting-type compound for installing paper-faced metal trim accessories.
   6. Fill Coat: For second coat, use compound as recommended by manufacturer to match existing finish.
   7. Finish Coat: For third coat, use compound as recommended by manufacturer to match existing finish.
   8. Skim Coat: For final coat of Level 5 finish, use compound as recommended by manufacturer to match existing finish.

2.6 AUXILIARY MATERIALS

A. Provide auxiliary materials that comply with referenced installation standards and manufacturer's written instructions.

B. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.
   1. Steel Drill Screws: ASTM C1002 unless otherwise indicated.
   2. Thermal Insulation: As specified in Section 07 21 00 "Thermal Insulation."

C. Vapor Retarder: As specified in Section 07 26 00 "Vapor Retarders."

2.7 TEXTURE FINISHES

A. Primer: As recommended by textured finish manufacturer.

B. Match existing texture and finish.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas and substrates including welded hollow-metal frames and support framing, with Installer present, for compliance with requirements and other conditions affecting performance of the Work.

B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION AND FINISHING OF PANELS, GENERAL

A. Comply with ASTM C840.

B. Install ceiling panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.

C. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.

D. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.

E. Form control and expansion joints with space between edges of adjoining gypsum panels.

F. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
   1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
   2. Fit gypsum panels around ducts, pipes, and conduits.
   3. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.

G. Wood Framing: Install gypsum panels over wood framing, with floating internal corner construction. Do not attach gypsum panels across the flat grain of wide-dimension lumber, including floor joists and headers. Float gypsum panels over these members or provide control joints to counteract wood shrinkage.

3.3 INSTALLATION OF INTERIOR GYPSUM BOARD

A. Install interior gypsum board in the following locations:
   1. Type X: At all locations.
   2. Single-Layer Application:
   3. On partitions/walls, apply gypsum panels horizontally perpendicular to framing unless otherwise indicated or required by fire-resistance-rated assembly, and minimize end joints.
      a. Stagger abutting end joints not less than one framing member in alternate courses of panels.
   4. Fastening Methods: Apply gypsum panels to supports with steel drill screws.

3.4 INSTALLATION OF TRIM ACCESSORIES

A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.

B. Control Joints: Install control joints at locations indicated on Drawings.

C. Interior Trim: Install in the following locations:
   1. Cornerbead: Use at outside corners unless otherwise indicated.
   2. U-Bead: Use at exposed panel edges.

3.5 FINISHING GYPSUM BOARD

A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.

B. Prefill open joints, rounded or beveled edges, and damaged surface areas.

C. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not intended to receive tape.

D. Gypsum Board Finish Levels: Finish panels to match existing adjacent gypsum board finish levels according to ASTM C840:

3.6 INSTALLATION OF TEXTURE FINISHES

A. Surface Preparation and Primer: Prepare and apply primer to gypsum panels and other surfaces receiving texture finishes. Apply primer to surfaces that are clean, dry, and smooth.

B. Texture Finish Application: Mix and apply finish using powered spray equipment, to produce a uniform texture free of starved spots or other evidence of thin application or of application patterns.

C. Prevent texture finishes from coming into contact with surfaces not indicated to receive texture finish by covering them with masking agents, polyethylene film, or other means. If, despite these precautions, texture finishes contact these surfaces, immediately remove droppings and overspray to prevent damage according to texture-finish manufacturer's written instructions.

3.7 PROTECTION

A. Protect adjacent surfaces from drywall compound and promptly remove from floors and other non-drywall surfaces. Repair surfaces stained, marred, or otherwise damaged during drywall application.

B. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.

C. Remove and replace panels that are wet, moisture damaged, and mold damaged.
   1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
   2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION

SECTION 09 91 13
EXTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Primers.
2. Finish coatings.

B. Related Sections:
1. Section 09 91 23 "Interior Painting" for surface preparation and application of paint on interior wood substrates.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.
1. Include preparation requirements and application instructions.
2. Indicate VOC content.

B. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
1. Submit Samples on rigid backing, 8 inches square.
2. Apply coats on Samples in steps to show each coat required for system.
3. Label each coat of each Sample.
4. Label each Sample for location and application area.

C. Product Schedule: Use same designations indicated on Drawings and in the Exterior Painting Schedule to cross-reference paint systems specified in this Section. Include color designations.

1.3 MAINTENANCE MATERIAL SUBMITTALS

A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Paint Products: 5 percent, but not less than 1 gal. of each material and color applied.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F.
1. Maintain containers in clean condition, free of foreign materials and residue.
2. Remove rags and waste from storage areas daily.

1.5 FIELD CONDITIONS

A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.

B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. The Sherwin-Williams Company, or approved

B. Source Limitations: Obtain each paint product from single source from single manufacturer.

2.2 PAINT PRODUCTS, GENERAL

A. Material Compatibility:
   1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer based on testing and field experience.
   2. For each coat in a paint system, provide products recommended in writing by topcoat manufacturer for use in paint system and on substrate indicated.

B. Sustainability Compliance:
   1. Compliance with LEED v4 and v4.1 VOC.
   2. VOC: less than 50 grams per liter.

C. Colors: Match existing colors.

2.3 PRIMERS

A. Exterior, Later Primer: Latex primer.
   1. Basis of Design: ProBlock® Premium All-Purpose Water-Based Interior-Exterior Primer manufactured by The Sherwin-Williams Company, or approved.

2.4 FINISH COATINGS

A. Exterior Latex Paint: Water-based, pigmented coating; formulated for alkali, mold, microbial, and water resistance and for use on exterior surfaces, such as portland cement plaster, concrete, and primed wood.
   1. Basis of Design: A-100 Exterior Satin, manufactured by The Sherwin Williams Company, or approved.
   2. Gloss and Sheen Level: Match existing similar adjacent materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
   1. Wood: 15 percent.

C. Verify suitability of substrates, including surface conditions and compatibility, with finishes and primers.

D. Proceed with coating application only after unsatisfactory conditions have been corrected.
   1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Comply with manufacturer's written instructions applicable to substrates and paint systems indicated.

B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
   1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.

C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.

D. Wood Substrates:
   1. Scrape and clean knots. Before applying primer, apply coat of knot sealer recommended in writing by topcoat manufacturer for exterior use in paint system indicated.
   2. Sand surfaces that will be exposed to view, and remove sanding dust.
   3. Prime edges, ends, faces, undersides, and backsides of wood.
   4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

E. Plastic Trim Fabrication Substrates: Remove dust, dirt, and other foreign material that might impair bond of paints to substrates.

3.3 INSTALLATION

A. Apply paints in accordance with manufacturer's written instructions.
   1. Use applicators and techniques suited for paint and substrate indicated.

2. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
3. Primers specified in the Exterior Painting Schedule may be omitted on items that are factory primed or factory finished if compatible with intermediate and topcoat coatings and acceptable to intermediate and topcoat paint manufacturers.

B. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.

C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 FIELD QUALITY CONTROL

A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
1. Contractor shall touch up and restore painted surfaces damaged by testing.
2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written instructions, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written instructions.

3.5 CLEANING AND PROTECTION

A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
1. Do not clean equipment with free-draining water and prevent solvents, thinners, cleaners, and other contaminants from entering into waterways, sanitary and storm drain systems, and ground.
2. Dispose of contaminants in accordance with requirements of authorities having jurisdiction.
3. Allow empty paint cans to dry before disposal.
4. Collect waste paint by type and deliver to recycling or collection facility.

B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.

D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.6 EXTERIOR PAINTING SCHEDULE

A. Exposed Wood-Framing Substrates:
   1. Latex over Latex Primer System
      a. Prime Coat: Exterior, latex wood primer.
      b. Intermediate Coat: Matching topcoat.
      c. Topcoat: Exterior latex paint, match existing sheen.

B. Dressed-Lumber Substrates: Trim, Architectural woodwork, Board siding.
   1. Latex over Latex Primer System
      a. Prime Coat: Exterior, latex wood primer.
      b. Intermediate Coat: Matching topcoat.
      c. Topcoat: Exterior latex paint, match existing sheen.

END OF SECTION

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SECTION 09 91 23
INTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
1. Primers.
2. Finish coatings.

B. Related Sections:
1. Section 09 29 00 "Gypsum Board" for painting substrate.

C. Related Documents:
1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product. Include preparation requirements and application instructions.
1. Include preparation requirements and application instructions.
2. Indicate VOC content.

B. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
1. Submit Samples on rigid backing, 8 inches square.
2. Apply coats on Samples in steps to show each coat required for system.
3. Label each coat of each Sample.
4. Label each Sample for location and application area.

1.3 MAINTENANCE MATERIAL SUBMITTALS

A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Paint Products: 5 percent, but not less than 1 gal. of each material and color applied.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
1. Maintain containers in clean condition, free of foreign materials and residue.
2. Remove rags and waste from storage areas daily.

1.5 FIELD CONDITIONS

A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F (10 and 35 deg C).

B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures of less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. The Sherwin-Williams Company, or approved.

B. Source Limitations: Obtain each paint product from single source from single manufacturer.

2.2 PAINT PRODUCTS, GENERAL

A. Material Compatibility:
   1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
   2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.

B. Colors: Match existing colors.

2.3 PRIMERS

A. Interior Latex Primer: Water-based latex primer.
   1. Basis of Design: ProBlock® Premium All-Purpose Water-Based Interior-Exterior Primer manufactured by The Sherwin-Williams Company, or approved.

B. Interior, Institutional Low-Odor/VOC Primer Sealer: Water-based primer sealer with low-odor characteristics and a VOC of less than 10 grams per liter for use on new gypsum wallboard surfaces that are subsequently to be painted with latex finish coats.
   1. Basis of Design: ProMar 200 Zero VOC Interior Latex Primer manufactured by The Sherwin-Williams Company, or approved.

2.4 WATER-BASED FINISH COATS

A. Interior, Latex, Institutional Low Odor/VOC: White or colored latex paint with low-odor characteristics and a VOC of less than 10 grams per liter, for use in areas, such as occupied buildings, where the odor and VOC levels of conventional latex products would preclude their use.
   1. Basis of Design: ProMar 200 Zero VOC manufactured by The Sherwin-Williams Company, or approved.

2. Gloss and Sheen Level: match existing sheen.

B. Interior, Water-Based Light-Industrial Coating: Pigmented, water-based emulsion coating for interior primed wood, providing resistance to moderate abrasion and mild chemical exposure and corrosive conditions.
1. Basis of Design: Pro Industrial Acrylic, manufactured by The Sherwin-Williams Company, or approved.
2. Gloss and Sheen Level: match existing sheen.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
1. Wood: 15 percent.
2. Gypsum Board: 12 percent.

C. Gypsum Board Substrates: Verify that finishing compound is sanded smooth.

D. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.

E. Proceed with coating application only after unsatisfactory conditions have been corrected.
1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Comply with manufacturer's written instructions and recommendations applicable to substrates and paint systems indicated.

B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.

D. Wood Substrates:
1. Scrape and clean knots, and apply coat of knot sealer before applying primer.
2. Sand surfaces that will be exposed to view, and dust off.

3. Prime edges, ends, faces, undersides, and backsides of wood.
4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smooth when dried.

3.3 INSTALLATION

A. Apply paints according to manufacturer's written instructions.
   1. Use applicators and techniques suited for paint and substrate indicated.
   2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
   3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
   4. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
   5. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.

B. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.

C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 CLEANING AND PROTECTION

A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
   1. Do not clean equipment with free-draining water and prevent solvents, thinners, cleaners, and other contaminants from entering into waterways, sanitary and storm drain systems, and ground.
   2. Dispose of contaminants in accordance with requirements of authorities having jurisdiction.
   3. Allow empty paint cans to dry before disposal.
   4. Collect waste paint by type and deliver to recycling or collection facility.

B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.

D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.5 INTERIOR PAINTING SCHEDULE

A. Finish Carpentry: Wood trim.
   1. Water-Based Light-Industrial Coating System:
      a. Prime Coat: Interior latex primer for wood .
      b. Intermediate Coat: Matching topcoat.
      c. Topcoat: Interior, water-based, light-industrial coating, match existing sheen.

B. Gypsum Board Substrates:
   1. Institutional Low-Odor/VOC Latex System:
      a. Prime Coat: Interior, institutional low-odor/VOC primer sealer.
      b. Intermediate Coat: Matching topcoat.
      c. Topcoat: Interior, latex, institutional low odor/VOC, match existing sheen.

END OF SECTION