Addendum No. 001

Blinn R&R – Brenham Campus Student Center Fire
Project: Damper and Mechanical Renovations
Project No. 210634-02
Date: 3/2/2022

This Addendum forms a part of the Contract Documents. This addendum modifies and supplements the Contract Documents as described herein for the referenced Project and includes:

- Two (2) page narrative
- One (1) attachment(s)
- Twenty (20) revised drawing sheet(s)

Changes to Drawings

All Drawings

1. Title block updated to reflect correct package name.

Changes to Specifications

1. Update to All Specification Sections
   a. Project Name updated throughout.
   b. Replace Specification Package in its entirety
      1. Below changes are included in this updated set.

2. Section 002513 – Prebid Meetings
   a. 1.1 – Prebid Meeting
      1. Meeting Date, Time and Location added to section:
         a. Meeting Date: March 9th 2022
         b. Meeting Time: 200: PM – 3:00 PM (Local Time)
         c. Location: Blinn – Brenham Campus
            Student Center, Conference Rooms 2&3
            651 Blinn Blvd Brenham, TX 77833

3. Section 0031113 – PRELIMINARY SCHEDULE
   a. 1.1 – Project Schedule
      1. Added Dates for Construction Milestones
      2. Project schedule including design and construction milestones is available as follows:
         - 03/09/2022 – Mandatory Pre-proposal Meeting
         - 03/24/2022 – Addenda Issued (electronically)
         - 03/29/2022 – Deadline for Submissions (Bids)
         - 04/05/2022 – Submit for Board Approval
         - 05/16/2022 – Site Work to Commence
         - 07/29/2022 – Substantial Completion of Construction
         - 08/ 31/2022 – Invoices Due

4. Section 004113 – Bid Form
a. 1.7 – Time of Completion
   1. Added: “B. Vendors required to submit material lead time and construction duration schedules as part of a complete bid package.”
Specifications for:

Brenham Campus Student Center Fire Damper and Mechanical Renovations
Blinn College District
902 College Ave.
Brenham, Texas 77833
Dr. Mary Hensley, Ed. D.
Chancellor of the Blinn College District/CEO

February 25, 2022

By:

Cleary Zimmermann Engineers
Mechanical, Electrical and Plumbing
300 W 26th Street
Bryan, Texas 77803
Phone: (979) 341 - 8181

The Arkitex Studio
Architects
308 N Bryan Ave.
Bryan, TX 77803
Phone: (979) 821 - 2635

Project Number: 210634-02
REQUEST FOR PROPOSAL #191

Blinn College District invites qualified firms to submit Competitive Sealed Proposals for:

MECHANICAL CONTRACTOR SERVICES
Brenham Campus Student Center Fire Damper and Mechanical Renovations

Proposals will close on:

March 29, 2022 @ 2:00 PM C.D.T

Sealed Proposals must be submitted to the following location with the RFP # in the lower left corner of the envelope.

Faxed and e-mailed qualifications will not be accepted.

Mail Proposals to:
Blinn College District Purchasing
902 College Avenue
Brenham, Texas 77833

Deliver Proposals to:
Blinn College District Purchasing
902 College Avenue – Arts & Science 203
Brenham, Texas 77833

RFP # 191
Competitive Sealed Proposals for Mechanical Contractor Services – Student Center Fire Damper and Mechanical Renovations Projects at Blinn College in Brenham

Proposals that arrive after the closing date and time will be rejected. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the RFP will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the RFP is received prior to the closing date and time. Delivery at any other campus location or any other department is unacceptable.

Blinn College District reserves the right to reject any and/or all RFP’s, to award contracts as may appear advantageous to the Blinn College District, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing
Blinn College District, a Junior College District of Washington County is receiving competitive sealed proposals for Mechanical Contractor services for Fire Damper and Mechanical Renovations at the Student Center on the Blinn Campus in Brenham, Texas. The selection of the Mechanical Contractor will be in compliance with the provisions of the Texas Educational Code Section 44.031 and consist of the one-step process set forth in Section 2269 of the Texas Government Code.

1. Response to Request for Competitive Sealed Proposals

Respondents are required to provide detailed written responses to this RFP no later than March 29, 2022 @ 2:00 PM C.D.T. Responses must be delivered to the Blinn College District, Purchasing Department, 902 College Avenue Brenham, Texas 77833. Responses received after this date will not be considered or accepted.

Written responses shall address each requirement identified in this RFP. Failure to provide all requested information will be considered an incomplete response. Blinn College District reserves the right to reject any or all proposals and to accept any proposal deemed as providing the best value to the Blinn College District. Blinn College District shall rank the respondents in the order that they provide the “best value” for the College based on the published selection criteria and on the ranking evaluations. Interviews of General Contractor firms may follow at the Owner’s option.

Respondents are required to submit one (1) bound (8 ½” x 11” format) copies and one (1) electronic copy (USB flash drive or Disk) of the proposal statement.

Questions regarding the project and this Request for Proposals are to be directed to:

Ross Schroeder  
Blinn College District  
Director of Purchasing  
902 College Ave.  
Brenham, Texas 77833  
Phone: 979-830-4118  
Email: Ross.Schroeder@Blinn.edu

RFP #191 Calendar
<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2022</td>
<td>Advertisement #1</td>
</tr>
<tr>
<td>March 8, 2022</td>
<td>Advertisement #2</td>
</tr>
<tr>
<td>March 9, 2022, 2:00 pm</td>
<td>Pre-Proposal Meeting</td>
</tr>
<tr>
<td></td>
<td>Blinn-Brenham Campus</td>
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<tr>
<td></td>
<td>Student Center, Conference Rooms 2 &amp; 3</td>
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<td></td>
<td>651 Blinn Blvd</td>
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<tr>
<td></td>
<td>Brenham, TX 77833</td>
</tr>
<tr>
<td>March 21, 2022, 5:00 pm</td>
<td>Last day and time to submit email inquiries</td>
</tr>
<tr>
<td></td>
<td>Submit to: <a href="mailto:Ross.Schroeder@Blinn.edu">Ross.Schroeder@Blinn.edu</a></td>
</tr>
<tr>
<td>March 24, 2022</td>
<td>Addenda issued, if any, communicated by e-mail</td>
</tr>
<tr>
<td>March 29, 2022, 2:00 p.m.</td>
<td>Deadline for Submission, RFP #191</td>
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<td></td>
<td>Blinn College District Purchasing</td>
</tr>
<tr>
<td></td>
<td>Attn: Mr. Ross Schroeder, Director of Purchasing</td>
</tr>
<tr>
<td></td>
<td>902 College Ave. Brenham, Texas 77833</td>
</tr>
<tr>
<td>April 5, 2022</td>
<td>Submit Agenda Item to Administration</td>
</tr>
<tr>
<td>April 19, 2022</td>
<td>Recommendation of selected firm to the Board of Trustees for approval</td>
</tr>
</tbody>
</table>

### 2. Scope of Work

A. The scope of work for the project will include the following, as illustrated, and described within the Contract Documents issued by Cleary Zimmerman Engineers:
B. Base Bid: The scope of the project includes the addition of an exhaust fan into the evidence locker-room, built-up curbs around the rooftop mechanical rooms, and replacement of existing pneumatic smoke / fire dampers with electronic smoke / fire dampers. Damaged / dysfunctional and unnecessary smoke / fire dampers and fire dampers shall be demolished, and the duct and insulation shall be patched and repaired to match.

**Project Schedule:**
The anticipated schedule will allow submittals and procurement to commence with the execution of the construction contract and will allow construction to commence on May 16, 2022. The success of this project relies on completion of all construction by July 29, 2022.

3. **Evaluation Criteria and Selection Process**

   **Proposal Evaluation Criteria and Requirements**

   All proposals will be evaluated based on the criteria listed below by the evaluation committee. The committee shall consist of individuals who have knowledge or experience of the subject matter in the RFP; or beneficiaries and /or users of the RFP’s subject matter.
1. **Qualifications, Experience, & Reputation (30 pts.)**

   A. Provide your company profile including history, company principals, number of employees, annual revenues, date the company was established, and any lawsuits/liens within the past five years in accordance with the format included in this RFP.

   B. Provide a list of five (5) completed projects within the last five (5) years, which are similar/relevant to the project under this RFP in accordance with the format included in this RFP.

   C. Relevant Client References – Provide three (3) references of completed projects within the last five (5) years, which are similar/relevant to the project under this RFP in accordance with the format included in this RFP.

2. **Proposed Lead Personnel (20 pts.)**

   A. Provide a list of all your proposed personnel indicating the position they will hold within the project and their years of experience as it relates to this project.

   B. Provide an organization chart that depicts all your lead personnel. Include current domicile location for each person and employment duration with the firm.

   C. Provide resumes for all your lead personnel.

   D. Indicate where the office providing the services under this RFP is located.

   E. Indicate if any of the lead personnel are in a different office and the location of that office.

   F. List any current projects that your lead personnel are currently participating.

3. **Ability to meet Project Completion Timeline (15 pts.)**

   A. Indicate in a brief paragraph whether your company can meet the project timeline as specified under this RFP.

   B. Provide an overview of the approach and methodology that will be followed to accomplish the project’s timeline.

   C. Provide a detail schedule of how the project will be accomplished.

4. **Completeness and Thoroughness of Qualifications Package (5 pts.)**

   A. RFP submittal packet must be clear, concise, and easy to follow. Provide materials in tabs that correspond with all requested information on the criteria factors.

5. **Proposal Cost: Provide on Bid form included in the project specifications (30 pts.)**

4. **TERMS, CONDITIONS AND AGREEMENTS**

   1.000 **ANNULMENTS AND RESERVATIONS:**

   1.001 Blinn College District reserves the right to reject any and all bids and waive any and all formalities and conditions. The College reserves the right to retain all bids received for 30 days prior to taking any action and vendors shall not withdraw their bid at any time thereafter. Blinn College shall accept the bid determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFB to prohibit any responsible vendor from submitting a bid.

   1.002 This Request for Bid is not construed as a CONTRACT or a COMMITMENT of any kind. The
request for bid does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.

1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session, or the Board of Trustees.

2.000 **VENDOR'S OBLIGATIONS:**

2.001 Substitutions will not be allowed after a bid has been submitted for review and will not be delivered instead of the item bid, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.

2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.

2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the bid closing date.

2.004 Prompt payment discounts shall be listed on the bid form.

2.005 In bidding, give complete information in spaces provided; otherwise, your bid offer may not be given consideration. All bid offers must be signed to be considered.

3.000 **AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:**

3.001 Blinn College will award this service to the vendor providing the best value as it deems to be in the best interest of the college.

3.002 In determining to whom to award a contract, the district shall consider:
   A. the price(s) bid.
   B. the quality of the vendor’s goods or services.
   C. delivery of services in a timely manner.
   D. the reputation of the vendor and of the vendor’s goods or warranty services.
   E. the extent to which the goods or services meet the district’s needs.
   F. the vendor’s past relationship with the district.
   G. the total long-term cost to the district to acquire the vendor’s goods or services; and
   H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.

4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**

4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the bid document.

4.002 Every request for such interpretation or correction must be in writing to the Director of Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the bidding documents prior to the bid opening. Your questions concerning the bid specifications must be submitted in writing. We will return a written answer to your company.
5.000 **DELIVERY:**
5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District  
902 College Avenue  
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage, or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**
6.001 All invoices are to be submitted and mailed to:

Blinn College District  
902 College Avenue  
Brenham, Texas 77833

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**
7.001 Prices Bid SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**
8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc. to make operational and cover all work outlined in the specifications of this project.

8.002 Bids must be submitted on the forms provided to insure complete uniformity of wording of all bids. Bids may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**
9.001 You are notified that although the College is required to submit purchases of all contracts of $50,000 to competitive bidding, it is not required to accept the lowest bid. In such purchasing the lowest bid may be rejected if the College, in the exercise of its best judgment, feels that the bid of one other than the low bidder will best serve the interest of the College.

9.002 Blinn College District reserves the right to accept or reject any or all bids in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer’ silence imply any acceptance or rejection of any quotation offer.

10.000 **REFERENCES:**
10.001 Please provide educational references in addition to non-educational references.

11.000 **CONFLICT OF INTEREST:**
11.001 No public official shall have interest in this contract, in accordance with Vernon’s Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

12.000 **ETHICS:**
12.001 The vendor shall not accept or propose gifts or anything of value nor enter any business arrangement with any employee, official or agent of Blinn.

12.002 House Bill 1295

Effective January 1, 2016, Blinn College shall comply with the “Disclosure of Interested Parties” requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn’s governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

13.000 STATE LAW REQUIREMENTS:

13.001 This agreement will be governed and construed according to the laws of the State of Texas.  

VenuE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in “Washington County”, Texas

13.002 All equipment and services furnished under this contract shall comply with applicable laws, ordinances, and regulations. The bidder shall give all notices and comply with all laws, ordinances, rules, and regulations, and without such notice to the authorized Owner’s representative, the bidder shall bear all costs arising there from.

13.003 On May 30, 1995, Governor, George Bush, signed Senate Bill 1.  It became effective on the day he signed it.  The following is a requirement included in this law.  It is mandatory that the College must include this in all Bids. Each vendor must respond to this section of the law.

Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not apply to a publicly held corporation).  
(a) A person or business entity that enters a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony.  
The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony.  The notice must include a general description of the conduct resulting in the conviction of a felony.  
(b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

13.004 State of Texas Government Code Chapter 176 –  
Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your bid. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.
14.000 **UNIFORM & COMMERCIAL CODE:**

14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor and is intended also as a complete an exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed bid, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**

15.001 This bid document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 **CANCELLATION**

16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as bid or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

Bidding questions should be referred to:

**Ross Schroeder, Director of Purchasing**
Blinn College District
902 College Ave
Brenham, TX 77833
(979) 830 4118
e-mail: ross.schroeder@blinn.edu

** Felony Conviction Notification **

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: _____________________________________________

AUTHORIZED PRINTED NAME: ___________________________________

Title: _________________________________________________________

Check the appropriate box and sign the form.

☐ My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE:
VENDOR CERTIFICATION FORM

1. Vendor hereby acknowledges that it is unlawful to offer, give, agree to give to any person, or solicit, demand, accept, or agree to accept from another person, a bribe, or unlawful gift, benefit, advantage, gratuity, payment, or an offer of employment in connection with or arising from this RFP or subsequent contract.

2. Persons submitting a response to this RFP must comply with all applicable laws, ordinances and regulations including the provisions of the State of Texas “Local Government Code Chapter 176. As applicable, the person submitting a response to this RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. A copy of the form can be found below or at the Texas Ethics Commission web site [http://www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf)

3. Texas Resident Information: Chapter 2252, Subchapter A, of the Texas Government Code, establishes certain requirement applicable to proposers who are not Texas Residents. Under the Statute, a “Resident” vendor is one whose principal place of business is in Texas, including one whose ultimate parent company or majority owner has its principal place of business in Texas or employs at least 500 persons in the State of Texas:

   Location of Principal Place of Business (City / State) and or Number of employees based in Texas:
   Address

   Or Number of Employees that reside in Texas: ________________

4. **Debarment Certification:** Vendor certifies neither the owner or principal owner has been debarred, suspended, or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549 “Debarment and Suspension” as described in the Federal Register and Rules and Regulations:
No, Vendor is not currently debarred, suspended or otherwise ineligible.

Yes, Vendor is currently debarred, suspended or otherwise ineligible.

5. In accordance with Chapter 2270 of the Texas Government Code, by accepting this contract, you verify that your firm does not Boycott Israel, and agree that during the term of this agreement will not Boycott Israel as that term is defined in the Texas Government Code, Section 808.001 as amended.

6. Texas Government Code, Subchapter F, Prohibition on Contracts with Certain Companies, Section 2252.152, Vendor certifies they do not do business with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organization that is identified on a list prepared and maintained under Section 806.051, 807.051, or 2252.153.

VENDOR CERTIFICATION. The undersigned, on behalf of Vendor, certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a proposal on the same project, and is in all respects fair and without collusion, fraud, or unlawful acts.

It is further certified that the person whose signature appears below is legally empowered to bind the Company in whose name the proposal is entered.

Submitted this _____ day of ________________, 2022 by and for the Company identified as follows:

Signature: __________________________________________

Printed Name: ______________________________________
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who
has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the
vendor meets requirements under Section 176.006(a).

By law, this questionnaire must be filed with the records administrator of the local governmental entity not later
than the 7th business day after the date the vendor becomes aware of facts that require the statement to be
filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An
offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. [ ] Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated
completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which
you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the
   officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer.
   Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form
   CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income,
      other than investment income, from the vendor?

      [ ] Yes   [ ] No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction
      of the local government officer or a family member of the officer AND the taxable income is not received from the
      local governmental entity?

      [ ] Yes   [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or
   other business entity with respect to which the local government officer serves as an officer or director, or holds an
   ownership interest of one percent or more.

6. [ ] Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts
   as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. Signature of vendor doing business with the governmental entity

   Date

Form provided by Texas Ethics Commission
www.ethics.state.tx.us
Revised 11/30/2015
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DOCUMENT 000115 - LIST OF DRAWING SHEETS

1.1 LIST OF DRAWINGS

A. Drawings: Drawings consist of the Contract Drawings and other drawings listed in the Table of Contents and dated February 25, 2022, as modified by subsequent Addenda and Contract modifications.

B. List of Drawings: Drawings consist of the following Contract Drawings and other drawings of type indicated:

   **Architectural:**
   - Cover Sheet
   - G.1 – General Information
   - A2.1 – Floor Plans
   - A2.2 – Enlarged Mechanical Plans, Details

   **Mechanical:**
   - M0.0 – Mechanical Symbols and Abbreviations
   - M1.0 – Mechanical Floor Plan

   **Electrical:**
   - E0.0 Electrical Symbols and Abbreviations
   - E1.0 Electrical Second Floor Plan – South

END OF DOCUMENT 000115
INSTRUCTIONS TO BIDDERS

AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.


END OF DOCUMENT 002113
DOCUMENT 002213 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

A. Instructions to Bidders for Project consist of the following:

1. AIA Document A701, "Instructions to Bidders," a copy of which is bound in this Project Manual.
2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL

A. The following supplements modify AIA Document A701, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders shall remain in effect.

1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS

A. Add Section 2.1.3.1:

1. 2.1.3.1 - The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Owner.

B. Add Section 2.1.5:

1. 2.1.5 - The Bidder is a properly licensed Contractor according to the laws and regulations of the City of Brenham, Texas and meets qualifications indicated in the Procurement and Contracting Documents.

C. Add Section 2.1.6:

1. 2.1.6 - The Bidder has incorporated into the Bid adequate sums for work performed by installers whose qualifications meet those indicated in the Procurement and Contracting Documents.

1.4 ARTICLE 3 - BIDDING DOCUMENTS

A. 3.4 - Addenda:

1. Delete Section 3.4.3 and replace with the following:

a. 3.4.3 - Addenda may be issued at any time prior to the receipt of bids.

2. Add Section 3.4.4.1:
3.4.4.1 - Owner may elect to waive the requirement for acknowledging receipt of 3.4.4 Addenda as follows:

1) 3.4.4.1.1 - Information received as part of the Bid indicates that the Bid, as submitted, reflects modifications to the Procurement and Contracting Documents included in an unacknowledged Addendum.
2) 3.4.4.1.2 - Modifications to the Procurement and Contracting Documents in an unacknowledged Addendum do not, in the opinion of Owner, affect the Contract Sum or Contract Time.

1.5 ARTICLE 4 - BIDDING PROCEDURES

A. 4.1 - Preparation of Bids:

1. Add Section 4.1.1.1:

a. 4.1.1.1 - Printable electronic Bid Forms and related documents are available from the owner.

2. Add Section 4.1.8:

a. 4.1.8 - The Bid shall include unit prices when called for by the Procurement and Contracting Documents. Owner may elect to consider unit prices in the determination of award. Unit prices will be incorporated into the Contract.

3. Add Section 4.1.9:

a. 4.1.9 - Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates or unit prices, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.

4. Add Section 4.1.10:

a. 4.1.10 - Bids shall not include sales and use taxes.

B. 4.3 - Submission of Bids:

1. Add Section 4.3.1.2:

a. 4.3.1.2 - Include Bidder's Contractor License Number applicable in Project jurisdiction on the face of the sealed bid envelope.

C. 4.4 - Modification or Withdrawal of Bids:

1. Add the following sections to 4.4.2:

a. 4.4.2.1 - Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of
attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.

b. 4.4.2.2 - Owner will consider modifications to a bid written on the sealed bid envelope by authorized persons when such modifications comply with the following: the modification is indicated by a percent or stated amount to be added to or deducted from the Bid; the amount of the Bid itself is not made known by the modification; a signature of the authorized person, along with the time and date of the modification, accompanies the modification. Completion of an unsealed bid form, awaiting final figures from the Bidder, does not require power of attorney due to the evidenced authorization of the Bidder implied by the circumstance of the completion and delivery of the Bid.

D. 4.5 - Break-Out Pricing Bid Supplement:

1. Add Section 4.5:

   a. 4.5 - Provide detailed cost breakdowns no later than two business days following Architect's request.

E. 4.6 - Subcontractors, Suppliers, and Manufacturers List Bid Supplement:

1. Add Section 4.6:

   a. 4.6 - Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products no later than two business days following Architect's request. Include those subcontractors, suppliers, and manufacturers providing work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Architect.

1.6 ARTICLE 5 - CONSIDERATION OF BIDS

A. 5.2 - Rejection of Bids:

1. Add Section 5.2.1:

   a. 5.2.1 - Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.
1.7 ARTICLE 6 - POSTBID INFORMATION

A. 6.3 - Submittals:

1. Add Section 6.3.1.4:

   a. 6.3.1.4 - Submit information requested in Sections 6.3.1.1, 6.3.1.2, and 6.3.1.3 no later than two business days following Architect's request.

1.8 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

A. 7.1 - Bond Requirements:

1. Add Section 7.1.1.1:

   a. 7.1.1.1 - Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

B. 7.2 - Time of Delivery and Form of Bonds:

1. Delete the first sentence of Section 7.2.1 and insert the following:

   a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.

2. Delete Section 7.2.3 and insert the following:

   a. 7.2.3 - Bonds shall be executed and be in force on the date of the execution of the Contract.

1.9 ARTICLE 9 - EXECUTION OF THE CONTRACT

A. Add Article 9:

1. 9.1.1 - Subsequent to the Notice of Intent to Award, and within 3 days after the prescribed Form of Agreement is presented to the Awardee for signature, the Awardee shall execute and deliver the Agreement to Owner, in such number of counterparts as Owner may require.

2. 9.1.2 - Owner may deem as a default the failure of the Awardee to execute the Contract and to supply the required bonds when the Agreement is presented for signature within the period of time allowed.

3. 9.1.3 - Unless otherwise indicated in the Procurement and Contracting Documents or the executed Agreement, the date of commencement of the Work shall be the date of the executed Agreement.

4. 9.1.4 - In the event of a default, Owner may declare the amount of the Bid security forfeited and elect to either award the Contract to the next responsible bidder or re-advertise for bids.
1.1 PREBID MEETING

A. Owner will conduct a Prebid meeting as indicated below:

1. Meeting Date: March 9, 2022
2. Meeting Time: 2:00 PM – 3:00 PM (Local Time)
3. Location: Blinn – Brenham Campus
   Student Center, Conference Rooms 2 & 3
   651 Blinn Blvd
   Brenham, TX 77833

B. Attendance:

1. Prime Bidders: Attendance at Prebid meeting is mandatory.
2. Subcontractors: Attendance at Prebid meeting is recommended.
3. Notice: Bids will only be accepted from prime bidders represented on Prebid Meeting sign-in sheet.

C. Bidder Questions: Submit written questions to be addressed at Prebid meeting minimum of two business days prior to meeting.

D. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:

1. Procurement and Contracting Requirements:
   a. Advertisement for Bids.
   b. Instructions to Bidders.
   c. Bidder Qualifications.
   d. Bonding.
   e. Insurance.
   g. Bid Form and Attachments.
   h. Bid Submittal Requirements.
   i. Bid Submittal Checklist.
   j. Notice of Award.

2. Communication during Bidding Period:
   a. Obtaining documents.
   b. Bidder's Requests for Information.
   c. Bidder's Substitution Request/Prior Approval Request.
   d. Addenda.

3. Contracting Requirements:
   a. Agreement.
b. The General Conditions.
c. The Supplementary Conditions.
d. Other Owner requirements.

4. Construction Documents:
   a. Scopes of Work.
   b. Temporary Facilities.
   c. Use of Site.
   d. Work Restrictions.
   e. Alternates, Allowances, and Unit Prices.
   f. Substitutions following award.

5. Separate Contracts:
   a. Work by Owner.
   b. Work of Other Contracts.

6. Schedule:
   a. Project Schedule.
   c. Liquidated Damages.
   d. Other Bidder Questions.

7. Site/facility visit or walkthrough.

E. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.

1. Sign-in Sheet: Minutes will include list of meeting attendees.
2. List of Planholders: Minutes will include list of planholders.

END OF DOCUMENT 002513
DOCUMENT 002600 - PROCUREMENT SUBSTITUTION PROCEDURES

1.1 DEFINITIONS

A. Procurement Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Procurement and Contracting Documents, submitted prior to receipt of bids.

B. Substitution Requests: Requests for changes in products, materials, equipment, and methods of construction from those indicated in the Contract Documents, submitted following Contract award. See Section 012500 “Substitution Procedures” for conditions under which Substitution requests will be considered following Contract award.

1.2 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.

1.3 PROCUREMENT SUBSTITUTIONS

A. Procurement Substitutions, General: By submitting a bid, the Bidder represents that its bid is based on materials and equipment described in the Procurement and Contracting Documents, including Addenda. Bidders are encouraged to request approval of qualifying substitute materials and equipment when the Specifications Sections list materials and equipment by product or manufacturer name.

B. Procurement Substitution Requests will be received and considered by Owner when the following conditions are satisfied, as determined by Architect; otherwise requests will be returned without action:

1. Extensive revisions to the Contract Documents are not required.
2. Proposed changes are in keeping with the general intent of the Contract Documents, including the level of quality of the Work represented by the requirements therein.
3. The request is fully documented and properly submitted.

1.4 SUBMITTALS

A. Procurement Substitution Request: Submit to owner. Procurement Substitution Request must be made in writing by prime contract Bidder only in compliance with the following requirements:

1. Requests for substitution of materials and equipment will be considered if received no later than 5 days prior to date of bid opening.
2. Submittal Format: Submit three copies of each written Procurement Substitution Request, using CSI Substitution Request Form 1.5C.
3. Submittal Format:
a. Identify the product or the fabrication or installation method to be replaced in each request. Include related Specifications Sections and drawing numbers.
b. Provide complete documentation on both the product specified and the proposed substitute, including the following information as appropriate:

1) Point-by-point comparison of specified and proposed substitute product data, fabrication drawings, and installation procedures.
2) Copies of current, independent third-party test data of salient product or system characteristics.
3) Samples where applicable or when requested by Architect.
4) Detailed comparison of significant qualities of the proposed substitute with those of the Work specified. 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.
5) Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
6) Research reports, where applicable, evidencing compliance with building code in effect for Project, from ICC-ES.
7) Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, which will become necessary to accommodate the proposed substitute.

c. Provide certification by manufacturer that the substitute proposed is equal to or superior to that required by the Procurement and Contracting Documents, and that its in-place performance will be equal to or superior to the product or equipment specified in the application indicated.
d. Bidder, in submitting the Procurement Substitution Request, waives the right to additional payment or an extension of Contract Time because of the failure of the substitute to perform as represented in the Procurement Substitution Request.

B. Architect's Action:

1. Architect may request additional information or documentation necessary for evaluation of the Procurement Substitution Request. Architect will notify all bidders of acceptance of the proposed substitute by means of an Addendum to the Procurement and Contracting Documents.

C. Architect's approval of a substitute during bidding does not relieve Contractor of the responsibility to submit required shop drawings and to comply with all other requirements of the Contract Documents.

END OF DOCUMENT 002600
DOCUMENT 003113 - PRELIMINARY SCHEDULE

1.1 PROJECT SCHEDULE

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 do not affect Contract Time requirements. This Document and its attachments are not part of the Contract Documents.

B. Available Project information includes the following:
   1. Project Schedule.

C. Project schedule including design and construction milestones is available as follows:
   1. 03/09/2022 – Mandatory Pre-proposal Meeting
   2. 03/24/2022 – Addenda Issued (electronically)
   3. 03/29/2022 – Deadline for Submissions (Bids)
   4. 04/05/2022 – Submit for Board Approval
   5. 05/16/2022 – Site Work to Commence
   6. 07/29/2022 – Substantial Completion of Construction
   7. 08/31/2022 – Invoices Due

D. Related Requirements:
   2. Section 011000 "Summary" for phased construction requirements.
   3. Section 013200 "Construction Progress Documentation" for Contractor's construction schedule requirements.

END OF DOCUMENT 003113
1.1 PERMIT APPLICATION INFORMATION

A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of the Bidders' own investigations. This Document and its attachments are not part of the Contract Documents.

B. Permit Application: Complete building permit application and file with authorities having jurisdiction within five days of the date of execution of the Contract.

END OF DOCUMENT 003143
1.1 BID INFORMATION

A. Bidder’s Name: _______________________________________________________________.
B. Bidder’s Street Address:  ________________________________________________________.
C. Bidder’s City, State, Zip, Phone: __________________________________________________.
D. Project Name: Brenham Campus Student Center Fire Damper and Mechanical Renovations
E. Project Location: 902 College Avenue Brenham, Texas.
F. Owner: Blinn College District.
G. Owner Project Number: 210634-02
H. Architect: Cleary Zimmermann Engineers
   *Architect to denote responsibility of Engineer within all contract documents.
I. Architect Project Number: 210634-02

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 Cleary Zimmermann
   Engineers and 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 ($___________).

1.3 ALLOWANCES

A. Owner’s Contingency Allowance: Owner’s contingency allowance, these funds shall be
   included in the contract price for use at the sole discretion of the owner and Architect/Engineer,
   complete in place for the lump sum price of $20,000_________________ dollars and cents.

B. Note that each Alternate Bid Item is to include an Owner’s Contingency Allowance of Five
   Thousand Dollars and Zero Cents ($5,000.)
1.4 SUBCONTRACTORS AND SUPPLIERS

A. The following companies shall execute subcontracts for the portions of the Work indicated:
   1. Plumbing Work: ________________________________________________________.
   2. HVAC Work: __________________________________________________________.
   3. Electrical Work: _________________________________________________________.

1.5 EXTRA WORK FEES

A. The undersigned agrees that for additional work added to the Contract and for extra costs resulting from changes in the work, the allowance for overhead and profit shall be in accordance with the following schedule, but in no case shall it exceed a maximum of 15 percent (Overhead shall include payroll taxes and supervision):
   1. For the Contractor, for any work provided by his own forces: 10% of the cost. For the Contractor, for work produced by his subcontractors: 5% of the amount due the subcontractor.
   2. The General Contractor shall not be allowed to charge the Owner for “extended overhead” charges relating to change orders or weather delays.

1.6 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 fully complete the Work by July 29, 2022.

1.7 LIQUIDATED DAMAGES

A. The undersigned Bidder agrees to pay Liquidated Damages in the amount of $250 per calendar day for failure to complete work within the contracted time in accordance with the Supplementary Conditions established in the Contract.

1.8 CONTRACTOR’S LICENSE

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

1.9 OTHER CONDITIONS

A. The undersigned agrees to the following:
   1. Will furnish all labor and materials as shown and specified.
   2. Understands that the Owner reserves the right to reject any or all Bids and to waive any informalities in the Bidding, and to assign the Work to the Bidder who, in the opinion of the Owner, serves the Owner’s best interests.
   3. Attests that the bid is submitted without collusion with any other bidder.
   4. Pay all applicable permits and fees.
5. Provide insurance, performance and payment bonds per the owner’s standard contracting documents.

1.10 SUBMISSION OF BID

A. Respectfully submitted this ___ day of ____________, 2022.

B. Submitted By:______________________________ (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).

F. Witness By:______________________________ (Handwritten signature).

G. Attest:____________________________________ (Handwritten signature).

H. By:_______________________________________ (Type or print name).

I. Title:_______________________________________ (Corporate Secretary or Assistant Secretary).

J. Street Address:__________________________________________________________.

K. City, State, Zip:__________________________________________________________.

L. Phone:______________________________.

M. License No.:______________________________.

N. Federal ID No.:______________________________ (Affix Corporate Seal Here).
Brenham Campus Student Center Fire Damper and Mechanical Renovations
Project Number: 210634-02

DOCUMENT 004313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

A. A completed bid bond form is required to be attached to the Bid Form.

1.2 BID BOND FORM

A. AIA Document A310, "Bid Bond," is the recommended form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.

B. Copies of AIA standard forms may be obtained from The American Institute of Architects; [www.aia.org/contractdocs/purchase/index.htm](http://www.aia.org/contractdocs/purchase/index.htm); email: docspurchases@aia.org; (800) 942-7732.

END OF DOCUMENT 004313
Brenham Campus Student Center Fire Damper and Mechanical Renovations
Project Number: 210634-02

DOCUMENT 004393 - BID SUBMITTAL CHECKLIST

1.1 BID INFORMATION

A. Bidder: ____________________________________________________________.

B. Prime Contract: ____________________________________________________.

C. Project Name: Brenham Campus Student Center Fire Damper and Mechanical Renovations

D. Project Location: 902 College Ave., Brenham, TX 77833.

E. Owner: Blinn College District.


1.2 BIDDER'S CHECKLIST

A. In an effort to assist the Bidder in properly completing all documentation required, the following checklist is provided for the Bidder's convenience. The Bidder is solely responsible for verifying compliance with bid submittal requirements.

B. Attach this completed checklist to the outside of the Submittal envelope.

1. Used the Bid Form provided in the Project Manual.
2. Prepared the Bid Form as required by the Instructions to Bidders.
3. Indicated the Interlocal Contract used on the Bid Form.
4. Indicated on the Bid Form the Addenda received.
5. Attached to the Bid Form: Proposed Schedule of Values Form.
6. Attached to the Bid Form: Bid Bond OR a certified check for the amount required.
7. Bid envelope shows name and address of the Bidder.
8. Bid envelope shows the Bidder's Contractor's License Number.
9. Bid envelope shows name of Project being bid.
10. Bid envelope shows time and day of Bid Opening.
11. Verified that the Bidder can provide executed Performance Bond and Labor and Material Bond.
12. Verified that the Bidder can provide Certificates of Insurance in the amounts indicated.

END OF DOCUMENT 004393
Brenham Campus Student Center Fire Damper and Mechanical Renovations
Project Number: 210634-02

DOCUMENT 006000 - FORMS

1.1 FORM OF AGREEMENT AND GENERAL CONDITIONS

A. The following form of Owner/Contractor Agreement and form of the General Conditions shall be used for Project:

1. AIA Document A101, "Standard Form of Agreement between Owner and Contractor, Stipulated Sum."
   a. The General Conditions for Project are AIA Document A201, "General Conditions of the Contract for Construction."

2. The General Conditions are included in the Project Manual.

3. The Supplementary Conditions for Project are separately prepared and included in the Project Manual.

1.2 ADMINISTRATIVE FORMS

A. Administrative Forms: Additional administrative forms are specified in Division 01 General Requirements.

B. Copies of AIA standard forms may be obtained from the American Institute of Architects; http://www.aia.org/contractdocs/purchase/index.htm; docspurchases@aia.org; (800) 942-7732.

C. Preconstruction Forms:

1. Form of Performance Bond and Labor and Material Bond: AIA Document A312, "Performance Bond and Payment Bond."

D. Information and Modification Forms:

1. Form for Requests for Information (RFIs): AIA Document G716, "Request for Information (RFI)."

E. Payment Forms:

1. Schedule of Values Form: AIA Document G703, "Continuation Sheet."
3. Form of Contractor's Affidavit: AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. Form of Consent of Surety: AIA Document G707, "Consent of Surety to Final Payment."

END OF DOCUMENT 006000
SECTION 011000 – SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work under separate contracts.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and drawing conventions.
8. Miscellaneous provisions.

1.2 PROJECT INFORMATION

A. Project Identification: Brenham Campus Student Center Fire Damper and Mechanical Renovations

1. Project Location: 902 College Ave., Brenham, TX 77833.

B. Owner: Blinn College District.


C. Architect (Engineer): Cleary Zimmermann Engineers

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

1. Project Description: The scope of the project includes the addition of an exhaust fan into the evidence locker room, built up curbs around the rooftop mechanical rooms, and replacement of existing pneumatic smoke / fire dampers with electronic smoke / fire dampers. Damaged / dysfunctional and unnecessary smoke / fire dampers and fire dampers shall be demolished and the duct and insulation shall be patched and repaired to match.

B. Type of Contract.

1. Project will be constructed under a single prime contract.
1.4 ACCESS TO SITE

A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.

B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

   1. Limits: Confine construction operations to Brenham Administration building mechanical yard and the adjacent mechanical room.
   
   2. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
      
      a. Schedule deliveries to minimize 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.

1.5 COORDINATION WITH OCCUPANTS

A. Owner Occupancy: Owner will occupy part of the site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. The apartments themselves will not be occupied. 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. Work Restrictions, General: Comply with restrictions on construction operations.

   1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated.
1. Upon the owner's written approval and as necessary to expedite the installation of the new boiler system, the contractor may allowed work hours outside of the specified limits.

C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify Owner not less than two days in advance of proposed utility interruptions.
2. Obtain Owner's written permission before proceeding with utility interruptions.

D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

1. Notify Owner not less than two days in advance of proposed disruptive operations.
2. Obtain Owner's written permission before proceeding with disruptive operations.

E. Nonsmoking Building: Smoking is not permitted on Blinn College District campuses.

F. Controlled Substances: Use of tobacco products and other controlled substances is not permitted.

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. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000
SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements governing allowances.

B. Types of allowances include the following:
   1. Contingency allowances.

1.2 SELECTION AND PURCHASE

A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed 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.

1.3 ACTION SUBMITTALS

A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.4 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.

1.5 COORDINATION

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

A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by written approval of an authorization to use owner’s contingency form that indicate amounts to be charged to the allowance.

B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, insurance, equipment rental, and similar costs.

C. Authorization to use owner’s contingency authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.

D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

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: Owner’s Contingency Allowance: Include the sum of Twenty Thousand Dollars and Zero Cents ($20,000.00)

B. Note that each Alternate Bid Item is to include an Owner’s Contingency Allowance of Five Thousand Dollars and Zero Cents ($5,000.)

END OF SECTION 012100
SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
   A. Section includes administrative and procedural requirements for substitutions.
   B. Related Requirements:
      1. Section 016000 "Product Requirements" for requirements for submitting comparable
         product submittals for products by listed manufacturers.

1.2 DEFINITIONS
   A. Substitutions: Changes in products, materials, equipment, and methods of construction from
      those required by the Contract Documents and proposed by Contractor.

1.3 ACTION SUBMITTALS
   A. Substitution Requests: Submit three copies of each request for consideration. Identify product or
      fabrication or installation method to be replaced. Include Specification Section number and title
      and Drawing numbers and titles.

      1. Substitution Request Form: Use CSI Form 13.1A.
      2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
         a. Statement indicating why specified product or fabrication or installation cannot be
            provided, if applicable.
         b. Coordination information, including a list of changes or revisions needed to other
            parts of the Work and to construction performed by Owner and separate
            contractors, that will be necessary to accommodate proposed substitution.
         c. Detailed comparison of significant qualities of proposed substitution with those of
            the Work specified. Include annotated copy of applicable Specification Section.
            Significant qualities may include attributes such as performance, weight, size,
            durability, visual effect, sustainable design characteristics, warranties, and specific
            features and requirements indicated. Indicate deviations, if any, from the Work
            specified.
         d. Product Data, including drawings and descriptions of products and fabrication and
            installation procedures.
         e. Samples, where applicable or requested.
         f. Certificates and qualification data, where applicable or requested.
         g. List of similar installations for completed projects with project names and
            addresses and names and addresses of 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.

j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.

k. Cost information, including a proposal of change, if any, in the Contract Sum.

l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.

m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

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 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.


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.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied:

   a. Requested substitution is consistent with the Contract Documents and will produce indicated results.

   b. Requested substitution provides sustainable design characteristics that specified product provided.
SUBSTITUTION PROCEDURES

Brenham Campus Student Center Fire Damper and Mechanical Renovations
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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: Not allowed.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500
SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.2 MINOR CHANGES IN THE WORK
A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

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 20 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 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.


B. Contractor-Initiated Work Change 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 012500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.


1.4 ADMINISTRATIVE CHANGE ORDERS

A. Allowance Adjustment: See Section 012100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.

1.5 CHANGE ORDER PROCEDURES


1.6 CONSTRUCTION CHANGE DIRECTIVE


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.
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PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012600
SECTION 012900 - 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 Requirements:

1. Section 012100 "Allowances" for procedural requirements governing the handling and processing of allowances.
2. Section 012600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
3. Section 013200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.2 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 other required administrative forms and schedules, including the following:

   a. Application for Payment forms with continuation sheets.
   b. Submittal schedule.
   c. 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 seven days before the date scheduled for submittal of initial Applications for Payment.

3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of 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. Name of Architect.
   c. Architect's project number.
   d. Contractor's name and address.
   e. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703.


4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.

5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.

7. 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.

8. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

   a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.

9. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.3 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.

   1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.

B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.

C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.

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 of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy 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.

F. 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. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.

G. 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. Submittal schedule (preliminary if not final).
5. List of Contractor's staff assignments.
7. Copies of building permits.
11. Certificates of insurance and insurance policies.

H. 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.
2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.

I. 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. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
7. Evidence that claims have been settled.
8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900
SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. Coordination drawings.
2. Requests for Information (RFIs).
3. Project meetings.

1.2 DEFINITIONS

A. RFI: 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. Use CSI Form 1.5A. Include the following information in tabular form:

1. Name, address, and telephone number 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.

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 COORDINATION DRAWINGS

A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

   a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
   b. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid.
2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within ceiling plenum to accommodate layout of light fixtures indicated on Drawings.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door
floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.

6. Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

1.6 REQUESTS FOR INFORMATION (RFIs)

A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.

1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

1. Project name.
2. Project number.
3. Date.
4. Name of Contractor.
5. Name of Architect.
6. RFI number, numbered sequentially.
7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.


D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working 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 RFIs will be returned without action:
   a. Requests for approval of submittals.
   b. Requests for approval of substitutions.
   c. Requests for coordination information already indicated in the Contract Documents.
   d. Requests for adjustments in the Contract Time or the Contract Sum.
   e. Requests for interpretation of Architect's actions on submittals.
f. 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 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 012600 "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 10 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. Use CSI Log Form 13.2B.

   1. Project name.
   2. Name and address of Contractor.
   3. Name and address of Architect.
   4. RFI number including RFIs that were dropped and not submitted.
   5. RFI description.
   6. Date the RFI was submitted.
   7. Date Architect's response was received.

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 seven days if Contractor disagrees with response.

   1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
   2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.7 PROJECT MEETINGS

A. General: 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. Notify Owner and Architect of scheduled meeting dates and times.
   2. Agenda: Prepare the meeting agenda. 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 Architect, within three 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.
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. Tentative construction schedule.
   b. Phasing.
   c. Critical work sequencing and long-lead items.
   d. Designation of key personnel and their duties.
   e. Procedures for processing field decisions and Change Orders.
   f. Procedures for RFI.
   g. Procedures for testing and inspecting.
   h. Procedures for processing Applications for Payment.
   i. Distribution of the Contract Documents.
   j. Submittal procedures.
   k. Preparation of record documents.
   l. Use of the premises.
   m. Work restrictions.
   n. Working hours.
   o. Owner's occupancy requirements.
   p. Responsibility for temporary facilities and controls.
   q. Procedures for moisture and mold control.
   r. Procedures for disruptions and shutdowns.
   s. Construction waste management and recycling.
   t. Parking availability.
   u. Office, work, and storage areas.
   v. Equipment deliveries and priorities.
   w. First aid.
   x. Security.
   y. 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 before each construction activity that requires 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 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:

   b. Options.
   c. Related RFI.
   d. Related Change Orders.
   e. Purchases.
   f. Deliveries.
g. Submittals.

h. Review of mockups.

i. Possible conflicts.

j. Compatibility problems.

k. Time schedules.

l. Weather limitations.

m. Manufacturer's written instructions.

n. Warranty requirements.

o. Compatibility of materials.

p. Acceptability of substrates.

q. Temporary facilities and controls.

r. Space and access limitations.

s. Regulations of authorities having jurisdiction.

t. Testing and inspecting requirements.

u. Installation procedures.

v. Coordination with other work.

w. Required performance results.

x. Protection of adjacent work.

y. Protection of construction and personnel.

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. Progress Meetings: Conduct progress meetings at biweekly intervals.

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.

   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 utilization.
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. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
SECTION 013200 - 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. Contractor's construction schedule.
2. Construction schedule updating reports.
3. Daily construction reports.
4. Site condition reports.

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. 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 when activities can be performed and the critical path of Project.

C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

D. Float: The measure of leeway in starting and completing an activity.

1. Float time belongs to Owner.

1.3 INFORMATIONAL SUBMITTALS

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

1. Working electronic copy of schedule file, where indicated.
2. PDF electronic file.

B. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.

1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.

D. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.

1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
3. Total Float Report: List of all activities sorted in ascending order of total float.
4. Earnings Report: Compilation of Contractor's total earnings from the Notice to Proceed until most recent Application for Payment.

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

F. Daily Construction Reports: Submit at monthly intervals.

G. Site Condition Reports: Submit at time of discovery of differing conditions.

1.4 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.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. 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.
B. Activities: Treat each story 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. Procurement Activities: Include procurement process activities for the following long lead 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. Startup and Testing Time: Include no fewer than 7 days for startup and testing.
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 15 days for completion of punch list items and final completion.

C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.

1. Phasing: Arrange list of activities on schedule by phase.
2. Work under More Than One Contract: Include a separate activity for each contract.
3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
4. 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.
   g. Seasonal variations.
   h. Environmental control.
5. Work Stages: Indicate important stages of construction for each major portion of the Work.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion, and the following interim milestones:

1. Access Control System Shop Drawing Submittal Approval/Order
2. Access Control System installation
3. Access Control System Programming and Integration
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.

F. Recovery Schedule: When periodic update indicates the Work is 14 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.

G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's construction schedule within 15 days of date established for the Notice of Award.

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

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

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

A. General: 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 90 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 60 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, regardless of Architect's approval of the schedule.

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 in order 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.
      j. Punch list and final completion.
      k. 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.
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.
5. Changes in the critical path.
6. Changes in total float or slack time.

2.4 REPORTS

A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:

1. List of subcontractors at Project site.
2. List of separate contractors at Project site.
3. Approximate count of personnel at Project site.
4. Equipment at Project site.
5. Material deliveries.
6. High and low temperatures and general weather conditions, including presence of rain or snow.
7. Accidents.
8. Meetings and significant decisions.
9. Unusual events.
10. Stoppages, delays, shortages, and losses.
11. Meter readings and similar recordings.
13. Orders and requests of authorities having jurisdiction.
14. Change Orders received and implemented.
15. Construction Change Directives received and implemented.
16. Services connected and disconnected.
17. Equipment or system tests and startups.
18. Partial completions and occupancies.
19. Substantial Completions authorized.

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.
PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

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

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

B. 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.

END OF SECTION 013200
SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:

1. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
2. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
3. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
4. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.2 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action.

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.

1.3 ACTION SUBMITTALS

A. Submittal Schedule: Submit a schedule 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.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Architect's Digital Data Files: Electronic copies of digital data files of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals.

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. Coordinate transmittal of different types of submittals for related parts of the Work 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 5 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 5 days for review of each resubmittal.

D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.

   1. Indicate name of firm or entity that prepared each submittal on label or title block.

   2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.

   3. Include the following information for processing and recording action taken:

      a. Project name.

      b. Date.

      c. Name of Architect.

      d. Name of Construction Manager.

      e. Name of Contractor.

      f. Name of subcontractor.

      g. Name of supplier.

      h. Name of manufacturer.

      i. Submittal number or other unique identifier, including revision identifier.

         1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).

      j. Number and title of appropriate Specification Section.

      k. Drawing number and detail references, as appropriate.

      l. Location(s) where product is to be installed, as appropriate.

      m. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
   a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.

5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.
   b. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
      1) Project name.
      2) Date.
      3) Destination (To:).
      4) Source (From:).
      5) Name and address of Architect.
      6) Name of Construction Manager.
      7) Name of Contractor.
      8) Name of firm or entity that prepared submittal.
      9) Names of subcontractor, manufacturer, and supplier.
     10) Category and type of submittal.
     11) Submittal purpose and description.
     12) Specification Section number and title.
     13) Specification paragraph number or drawing designation and generic name for each of multiple items.
     14) Drawing number and detail references, as appropriate.
     15) Indication of full or partial submittal.
     16) Transmittal number, numbered consecutively.
     17) Submittal and transmittal distribution record.
     18) Remarks.
     19) Signature of transmitter.

E. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
2. Name file with submittal number or other unique identifier, including revision identifier.
   a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
4. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Owner, containing the following information:

   a. Project name.
   b. Date.
   c. Name and address of Architect.
   d. Name of Construction Manager.
   e. Name of Contractor.
   f. Name of firm or entity that prepared submittal.
   g. Names of subcontractor, manufacturer, and supplier.
   h. Category and type of submittal.
   i. Submittal purpose and description.
   j. Specification Section number and title.
   k. Specification paragraph number or drawing designation and generic name for each of multiple items.
   l. Drawing number and detail references, as appropriate.
   m. Location(s) where product is to be installed, as appropriate.
   n. Related physical samples submitted directly.
   o. Indication of full or partial submittal.
   p. Transmittal number, numbered consecutively.
   q. Submittal and transmittal distribution record.
   r. Other necessary identification.
   s. Remarks.

5. Metadata: Include the following information as keywords in the electronic submittal file metadata:

   a. Project name.
   b. Number and title of appropriate Specification Section.
   c. Manufacturer name.
   d. Product name.

F. Options: Identify options requiring selection by Architect.

G. Deviations: Identify deviations from the Contract Documents on submittals.

H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

   1. Note date and content of previous submittal.
   2. Note date and content of revision in label or title block and clearly indicate extent of revision.
   3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.

I. 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.

J. 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.
PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements:

1. Submit electronic submittals via email as PDF electronic files.

2. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Architect will return two copies.

3. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.

4. Certificates and Certifications Submittals: Provide 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.
   a. Provide a digital signature with digital certificate on electronically-submitted certificates and certifications where indicated.
   b. Provide a notarized statement on original paper copy certificates and certifications where indicated.

B. 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 not suitable 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 showing 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 or concurrent with Samples.
6. Submit Product Data in the following format:
   a. PDF electronic file.
   b. Three paper copies of Product Data unless otherwise indicated. Architect will return two copies.

C. 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, unless submittal based on Architect's digital data drawing files is otherwise permitted.

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. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 24 by 36 inches.
3. Submit Shop Drawings in the following format:
   a. PDF electronic file.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:
   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of applicable Specification Section.

3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
4. 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.

5. 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 one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

6. 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. Architect will retain two Sample sets; remainder will be returned
      1) 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.

E. 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. Submit product schedule in the following format:
      a. PDF electronic file.

F. Coordination Drawings Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."

G. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."

H. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."

I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."

J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."

K. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."
L. 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.

M. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

N. 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.

O. 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.

P. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

Q. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

R. 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.

S. 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.

T. 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.

U. Schedule of Tests and Inspections: Comply with requirements specified in Section 014000 "Quality Requirements."

V. 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.

W. 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 primers and substrate preparation needed for adhesion.

X. 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.
Y. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Action 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. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."

C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, 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.

3.2 ARCHITECT'S ACTION

A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.

B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.

C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.

E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 013300
SECTION 013516 - ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes special procedures for alteration work.

1.2 DEFINITIONS

A. Alteration Work: This term includes remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.

B. Consolidate: To strengthen loose or deteriorated materials in place.

C. Design Reference Sample: A sample that represents the Architect's prebid selection of work to be matched; it may be existing work or work specially produced for the Project.

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.

E. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.

F. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.

G. Repair: To correct damage and defects, retaining existing materials, features, and finishes. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.

H. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.

I. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.

J. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.

K. Retain: To keep existing items that are not to be removed or dismantled.

L. Strip: To remove existing finish down to base material unless otherwise indicated.
1.3 PROJECT MEETINGS FOR ALTERATION WORK

A. Preliminary Conference for Alteration Work: Before starting alteration work, conduct conference at Project site.

1. Attendees: In addition to representatives of Owner, Architect, and Contractor, testing service representative, and chemical-cleaner manufacturer(s) shall be represented at the meeting.
2. Agenda: Discuss items of significance that could affect progress of alteration work, including review of the following:
   a. Fire-prevention plan.
   b. Governing regulations.
   c. Areas where existing construction is to remain and the required protection.
   d. Hauling routes.
   e. Sequence of alteration work operations.
   f. Storage, protection, and accounting for salvaged and specially fabricated items.
   g. Existing conditions, staging, and structural loading limitations of areas where materials are stored.
3. Reporting: Record conference results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from conference.

B. Coordination Meetings: Conduct coordination meetings specifically for alteration work at weekly intervals. Coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.

1. Agenda: Review and correct or approve minutes of previous coordination meeting. Review other items of significance that could affect progress of alteration work. Include topics for discussion as appropriate to status of Project.
2. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.4 MATERIALS OWNERSHIP

A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.

1.5 INFORMATIONAL SUBMITTALS

A. Alteration Work Program: Submit 30 days before work begins.
B. Fire-Prevention Plan: Submit 30 days before work begins.
1.6 QUALITY ASSURANCE

A. Title X Requirement: Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.

B. Alteration Work Program: Prepare a written plan for alteration work for whole Project, including each phase or process and protection of surrounding materials during operations. Show compliance with indicated methods and procedures specified in this and other Sections. Coordinate this whole-Project alteration work program with specific requirements of programs required in other alteration work Sections.

1. Dust and Noise Control: Include locations of proposed temporary dust- and noise-control partitions and means of egress from occupied areas coordinated with continuing on-site operations and other known work in progress.

2. Debris Hauling: Include plans clearly marked to show debris hauling routes, turning radii, and locations and details of temporary protective barriers.

C. Fire-Prevention Plan: Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-control devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements. Include fire-watch personnel's training, duties, and authority to enforce fire safety.

D. Safety and Health Standard: Comply with ANSI/ASSE A10.6.

1.7 STORAGE AND HANDLING OF SALVAGED MATERIALS

A. Salvaged Materials:

1. Clean loose dirt and debris from salvaged items unless more extensive cleaning is indicated.

2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.

3. Store items in a secure area until delivery to Owner.

4. Transport items to Owner's storage area designated by Owner.

5. Protect items from damage during transport and storage.

B. Salvaged Materials for Reinstallation:

1. Repair and clean items for reuse as indicated.

2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label 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 unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.

C. Existing Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and
taken to a suitable, protected storage location during construction work and reinstalled in their original locations after alteration and other construction work in the vicinity is complete.

D. Storage: Catalog and store items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.

1. Identify each item for reinstallation with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.
2. Secure stored materials to protect from theft.
3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg F or more above the dew point.

PART 2 - PRODUCTS - (Not Used)

PART 3 - EXECUTION

3.1 PROTECTION

A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from alteration work.

1. Use only proven protection methods, appropriate to each area and surface being protected.
2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where alteration work is being performed.
3. Erect temporary barriers to form and maintain fire-egress routes.
4. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during alteration work.
5. Contain dust and debris generated by alteration work, and prevent it from reaching the public or adjacent surfaces.
6. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
7. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
8. Provide supplemental sound-control treatment to isolate demolition work from other areas of the building.

B. Temporary Protection of Materials to Remain:

1. Protect existing materials with temporary protections and construction. Do not remove existing materials unless otherwise indicated.
2. Do not attach temporary protection to existing surfaces except as indicated as part of the alteration work program.

C. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.

D. Utility and Communications Services:
1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by alteration work before commencing operations.
2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for alteration work.
3. Maintain existing services unless otherwise indicated; keep in service and protect against damage during operations. Provide temporary services during interruptions to existing utilities.

3.2 PROTECTION FROM FIRE

A. General: Follow fire-prevention plan and the following:

1. Comply with NFPA 241 requirements unless otherwise indicated
2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
   a. If combustible material cannot be removed, provide fire blankets to cover such materials.

B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:

1. Obtain Owner's approval for operations involving use of open-flame or welding or other high-heat equipment. Notify Owner at least 72 hours before each occurrence, indicating location of such work.
2. As far as practicable, restrict heat-generating equipment to shop areas or outside the building.
3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
   a. Train each fire watch in the proper operation of fire-control equipment and alarms.
   b. Prohibit fire-watch personnel from other work that would be a distraction from fire-watch duties.
   c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
ALTERATION PROJECT PROCEDURES

d. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work in each area to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.

e. Maintain fire-watch personnel at each area of Project site until 60 minutes after conclusion of daily work.

C. Fire-Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.

D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.

1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

3.3 PROTECTION DURING APPLICATION OF CHEMICALS

A. Protect motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm or spillage resulting from applications of chemicals, adhesives, or paint.

B. Cover adjacent surfaces with protective materials that are proven to resist chemicals selected for Project unless chemicals being used will not damage adjacent surfaces as indicated in alteration work program. Use covering materials and masking agents that are waterproof and UV resistant and that will not stain or leave residue on surfaces to which they are applied. Apply protective materials according to manufacturer's written instructions. Do not apply liquid masking agents or adhesives to painted or porous surfaces. When no longer needed, promptly remove protective materials.

C. Do not apply chemicals during winds of sufficient force to spread them to unprotected surfaces.

D. Neutralize alkaline and acid wastes and legally dispose of off Owner's property.

E. Collect and dispose of runoff from chemical operations by legal means and in a manner that prevents soil contamination, soil erosion, undermining of paving and foundations, damage to landscaping, or water penetration into building interior.

3.4 GENERAL ALTERATION WORK

A. Record existing work before each procedure (preconstruction), and record progress during the work. Use digital preconstruction documentation photographs.

B. Perform surveys of Project site as the Work progresses to detect hazards resulting from alterations.
C. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.

1. Do not proceed with the work in question until directed by Architect.

END OF SECTION 013516
SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspecting 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. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and control procedures that facilitate compliance with the Contract Document requirements.

2. Requirements for Contractor to provide quality-assurance and control services required by Architect, Owner or authorities having jurisdiction are not limited by provisions of this Section.

3. Specific test and inspection requirements are not specified in this Section.

1.2 DEFINITIONS

A. 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.

B. 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. Services do not include contract enforcement activities performed by Architect.

C. Mockups: Full-size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

1. Laboratory Mockups: Full-size physical assemblies constructed at testing facility to verify performance characteristics.

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.
E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or 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 Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.

G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

I. 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, and similar operations.

1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).

J. Experienced: When used with an entity or individual, "experienced" 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.

1.3 CONFLICTING REQUIREMENTS

A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.

B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be 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.

1.4 INFORMATIONAL SUBMITTALS

A. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility sent to authorities having jurisdiction before starting work on the following systems:

1. Seismic-force-resisting system, designated seismic system, or component listed in the designated seismic system quality-assurance plan prepared by Architect.

B. 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.

1.5 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, and telephone number 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.
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 inspecting.
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 Field Reports: Prepare written information documenting tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
4. Results of operational and other tests and a statement of whether observed performance complies with requirements.
5. Other required items indicated in individual Specification Sections.

C. Permits, Licenses, and Certificates: For Owner's records, 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 QUALITY ASSURANCE

A. General: 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.

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, 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 are similar in material, design, and extent to those indicated for this Project.

F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.

1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.

G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.

H. Manufacturer's 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. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:

1. Contractor responsibilities include the following:
   a. Provide test specimens representative of proposed products and construction.
   b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
   c. Build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
d. When testing is complete, remove test specimens, assemblies, and mockups; do not reuse products on Project.

2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect with copy to Contractor. Interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the Contract Documents.

J. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
3. Demonstrate the proposed range of aesthetic effects and workmanship.
4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
   a. Allow seven days for initial review and each re-review of each mockup.
5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups when directed unless otherwise indicated.

K. Laboratory Mockups: Comply with requirements of preconstruction testing and those specified in individual Specification Sections.

1.7 QUALITY CONTROL

A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.

1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.

B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.

1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
   a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Manufacturer's Field Services: Where indicated, engage a manufacturer's representative to observe and inspect the Work. Manufacturer's representative's services include examination of substrates and conditions, verification of materials, inspection of completed portions of the Work, and submittal of written reports.

D. 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.

   1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
   2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
   3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
   4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
   5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
   6. Do not perform any duties of Contractor.

F. Associated Services: Cooperate with agencies 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 inspecting. Assist agency in obtaining samples.
   4. Facilities for storage and field curing of test samples.
   5. Delivery of samples to testing agencies.
   6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
   7. Security and protection for samples and for testing and inspecting equipment at Project site.
G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.8 SPECIAL TESTS AND INSPECTIONS

A. Special Tests and Inspections: Conducted by a qualified testing agency as required by authorities having jurisdiction, as indicated in individual Specification Sections, and as follows:

1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviews the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected work.

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 reference during normal working hours.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspecting, 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 017300 "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 014000
SECTION 014200 - 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.

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. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

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 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."

B. 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.

7. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
8. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
9. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
15. AIA - American Institute of Architects (The); www.aia.org.
25. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
26. ARI - American Refrigeration Institute; (See AHRI).
28. ASCE - American Society of Civil Engineers; www.asce.org.
29. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
32. ASSE - American Society of Safety Engineers (The); www.asse.org.
42. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
43. BIA - Brick Industry Association (The); www.gobrick.com.
44. BICSI - BICSI, Inc.; www.bicsi.org.
45. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.com.
46. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
47. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bwfbadminton.org.
49. CEA - Canadian Electricity Association; www.electricity.ca.
50. CEA - Consumer Electronics Association; www.ce.org.
52. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
57. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
59. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
60. CRRC - Cool Roof Rating Council; www.coolroofs.org.
61. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
62. CSA - Canadian Standards Association; www.csa.ca.
63. CSA - CSA International; (Formerly: IAS - International Approval Services); www.csa-international.org.
64. CSI - Construction Specifications Institute (The); www.csinet.org.
65. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
66. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.cti.org.
67. CWC - Composite Wood Council; (See CPA).
69. DHI - Door and Hardware Institute; www.dhi.org.
70. ECA - Electronic Components Association; (See ECIA).
71. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
73. EIA - Electronic Industries Alliance; (See TIA).
76. ESD - ESD Association; (Electrostatic Discharge Association); www.esda.org.
77. ESTA - Entertainment Services and Technology Association; (See PLASA).
79. FIBA - Fédération Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
80. FIVB - Fédération Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
82. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
86. GA - Gypsum Association; www.gypsum.org.
88. GS - Green Seal; www.greenseal.org.
89. HI - Hydraulic Institute; www.pumps.org.
90. HGI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
91. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
95. IAS - International Accreditation Service; www.iasonline.org.
96. IAS - International Approval Services; (See CSA).
97. ICBO - International Conference of Building Officials; (See ICC).
99. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
100. ICPA - International Cast Polymer Alliance; www.icpa-hq.org.
101. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
103. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
104. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
105. IESNA - Illuminating Engineering Society of North America; (See IES).
106. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
110. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
111. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
112. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
113. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
115. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
116. ITU - International Telecommunication Union; www.itu.int/home.
117. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
118. LMA - Laminating Materials Association; (See CPA).
120. MBMA - Metal Building Manufacturers Association; www.mbma.com.
121. MCA - Metal Construction Association; www.metalconstruction.org.
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<td>125.</td>
<td>MIA - Marble Institute of America; <a href="http://www.marble-institute.com">www.marble-institute.com</a>.</td>
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<td>MMPA - Moulding &amp; Millwork Producers Association; (Formerly: Wood Moulding &amp; Millwork Producers Association); <a href="http://www.wmmpa.com">www.wmmpa.com</a>.</td>
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<td>130.</td>
<td>NACE - NACE International; (National Association of Corrosion Engineers International); <a href="http://www.nace.org">www.nace.org</a>.</td>
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<tr>
<td>134.</td>
<td>NCAA - National Collegiate Athletic Association (The); <a href="http://www.ncaa.org">www.ncaa.org</a>.</td>
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<tr>
<td>135.</td>
<td>NCMA - National Concrete Masonry Association; <a href="http://www.ncma.org">www.ncma.org</a>.</td>
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<td>137.</td>
<td>NECA - National Electrical Contractors Association; <a href="http://www.necanet.org">www.necanet.org</a>.</td>
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<td>139.</td>
<td>NEMA - National Electrical Manufacturers Association; <a href="http://www.nema.org">www.nema.org</a>.</td>
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<td>140.</td>
<td>NETA - InterNational Electrical Testing Association; <a href="http://www.netaworld.org">www.netaworld.org</a>.</td>
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<td>141.</td>
<td>NFHS - National Federation of State High School Associations; <a href="http://www.nfhs.org">www.nfhs.org</a>.</td>
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<td>143.</td>
<td>NFPA - NFPA International; (See NFPA).</td>
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<td>145.</td>
<td>NLGA - National Lumber Grades Authority; <a href="http://www.nlga.org">www.nlga.org</a>.</td>
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<td>146.</td>
<td>NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).</td>
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<tr>
<td>149.</td>
<td>NRRCA - National Ready Mixed Concrete Association; <a href="http://www.nrrca.org">www.nrrca.org</a>.</td>
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<tr>
<td>150.</td>
<td>NSF - NSF International; (National Sanitation Foundation International); <a href="http://www.nsf.org">www.nsf.org</a>.</td>
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<td>152.</td>
<td>NSSGA - National Stone, Sand &amp; Gravel Association; <a href="http://www.sssga.org">www.sssga.org</a>.</td>
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<tr>
<td>155.</td>
<td>PCI - Precast/Prestressed Concrete Institute; www pci.org.</td>
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<tr>
<td>156.</td>
<td>PDI - Plumbing &amp; Drainage Institute; <a href="http://www.pdionline.org">www.pdionline.org</a>.</td>
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<tr>
<td>157.</td>
<td>PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); <a href="http://www.plasa.org">www.plasa.org</a>.</td>
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<tr>
<td>161.</td>
<td>SAE - SAE International; (Society of Automotive Engineers); <a href="http://www.sae.org">www.sae.org</a>.</td>
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<tr>
<td>162.</td>
<td>SCTE - Society of Cable Telecommunications Engineers; <a href="http://www.scte.org">www.scte.org</a>.</td>
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<tr>
<td>163.</td>
<td>SDI - Steel Deck Institute; <a href="http://www.sdi.org">www.sdi.org</a>.</td>
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<tr>
<td>164.</td>
<td>SDI - Steel Door Institute; <a href="http://www.steeldoor.org">www.steeldoor.org</a>.</td>
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</tbody>
</table>
REFERENCES

167. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
170. SMA - Screen Manufacturers Association; www.smainfo.org.
171. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
172. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
173. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
182. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
185. TIA - Telecommunications Industry Association; (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
186. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
188. TPI - Truss Plate Institute; www.tpinst.org.
189. TPI - Turfgrass Producers International; www.turfgrass.org.
190. TRI - Tile Roofing Institute; (Formerly: National Tile Roofing Manufacturing Association); www.tileroofing.org.
191. UBC - Uniform Building Code; (See ICC).
194. USAV - USA Volleyball; www.usavolleyball.org.
198. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
199. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
201. WI - Woodwork Institute; (Formerly: WIC - Woodwork Institute of California); www.wicnet.org.
202. WMMPA - Wood Moulding & Millwork Producers Association; (See MMPA).
204. WPA - Western Wood Products Association; www.wwpda.org.

C. 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.

1. DIN - Deutsches Institut f?r Normung e.V.; www.din.de.
REFERENCES

D. 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.

1. COE - Army Corps of Engineers; www.usace.army.mil.
3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
5. DOE - Department of Energy; www.energy.gov.
6. EPA - Environmental Protection Agency; www.epa.gov.
7. FAA - Federal Aviation Administration; www.faa.gov.
11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; http://eetd.lbl.gov.
12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
13. SD - Department of State; www.state.gov.
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. USIJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.

E. 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.

2. DOD - Department of Defense; Military Specifications and Standards; Available from Department of Defense Single Stock Point; http://dodssp.daps.dla.mil.
3. DSCC - Defense Supply Center Columbus; (See FS).
4. FED-STD - Federal Standard; (See FS).
REFERENCES

6. MILSPEC - Military Specification and Standards; (See DOD).
7. USAB - United States Access Board; www.access-board.gov.
8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).

F. 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.

1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic Appliance and 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.cal-iaq.org.
5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
7. TFS; Texas Forest Service; Forest Resource Development and Sustainable Forestry; http://txforestservice.tamu.edu.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200
SECTION 016000 - 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 Requirements:
1. Section 012500 "Substitution Procedures" for requests for substitutions.

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. Products salvaged or recycled from other projects are not considered new products.
3. Comparable Product: Product that is demonstrated and approved through submittal process 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 specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product.
product request within 14 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.

a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.


1.4 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.

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 to determine that products are undamaged and properly protected.

C. Storage:
   1. Store products to allow for inspection and measurement of quantity or counting of units.
   2. Store materials in a manner that will not endanger Project structure.
   3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
   4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
   5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
   6. Protect stored products from damage and liquids from freezing.

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 warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for 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 with the Specifications, prepare a written document using indicated form properly executed.
3. Refer to other Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Section 017700 "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 not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.

B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
   a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements.
Comparable products or substitutions for Contractor's convenience will not be considered.

b. Nonrestricted List: 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. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.

4. Manufacturers:
   a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
   b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.

5. 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 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.

C. Visual Matching Specification: Where Specifications require "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 012500 "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 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: 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 these requirements:

1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.

2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.

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.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000
SECTION 017300 - 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:

2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Coordination of Owner-installed products.
6. Progress cleaning.
7. Starting and adjusting.
8. Protection of installed construction.

B. Related Requirements:

1. Section 011000 "Summary" for limits on use of Project site.
2. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.2 QUALITY ASSURANCE

A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. 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.

2. 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.

3. 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.
PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with requirements of Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations," Section 018113.16 "Sustainable Design Requirements - LEED for Commercial Interiors," Section 018113.19 "Sustainable Design Requirements - LEED for Core and Shell Development," and Section 018113.23 "Sustainable Design Requirements - LEED for Schools."

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.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. 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.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

3.3 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Tools and Equipment: Do not use tools or equipment that produce harmful 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 work to confirm that
adequate provisions are made for locating and installing products to comply with indicated requirements.

H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by 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. Fit exposed connections together to form hairline joints.

J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.4 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

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. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
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.
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. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.

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.
B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
   1. Remove liquid spills promptly.
   2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.

H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

J. Limiting Exposures: Supervise construction operations to assure 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 STARTING AND ADJUSTING

A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

D. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements"
3.7 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. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300
SECTION 017700 - 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.
5. Repair of the Work.

B. Related Requirements:
   1. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
   2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
   3. Section 017900 "Demonstration and Training" for requirements for instructing Owner's personnel.

1.2 ACTION SUBMITTALS

A. Product Data: For cleaning agents.

B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.

C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.3 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.

C. Field Report: For pest control inspection.

1.4 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.
1.5 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, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
   a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
5. Submit test/adjust/balance records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
6. Advise Owner of changeover in heat and other utilities.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
CLOSEOUT PROCEDURES

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10. Touch up 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 will be issued.

1. Reinspection: 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.

1.6 FINAL COMPLETION PROCEDURES

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Section 012900 "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 pest-control final inspection report and warranty.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings.

B. Inspection: Submit a written request for final inspection to determine acceptance. 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. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

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. Use CSI Form 14.1A.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Submit list of incomplete items in the following format:
   a. MS Excel electronic file. Architect will return annotated copy.

1.8 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, 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 the Project Manual.
   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.
   4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
   1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.
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, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, 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 neither planted nor paved to a smooth, even-textured surface.
   d. Remove tools, construction equipment, machinery, and surplus material from Project site.
   e. Remove snow and ice to provide safe access to building.
   f. 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.
   g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
   h. Sweep concrete floors broom clean in unoccupied spaces.
   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. Replace chipped or broken glass and other damaged transparent 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 light fixtures, lamps, globes, and reflectors to function with full efficiency.
   p. Leave Project clean and ready for occupancy.
C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.

2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.

   a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 017700
SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

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.
2. Emergency manuals.
3. Operation manuals for systems, subsystems, and equipment.
4. Product maintenance manuals.
5. Systems and equipment maintenance manuals.

1.2 CLOSEOUT SUBMITTALS

A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed 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 operations and maintenance submittals are acceptable.
2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

B. Format: Submit operations and maintenance manuals in the following format:

   a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
   b. Enable inserted reviewer comments on draft submittals.
2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect will return two copies.

C. Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 10 days before commencing demonstration and training. 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 5 days of receipt of Architect's comments and prior to commencing demonstration and training.
2.1 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information.

B. Organization: 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.

C. 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.

D. 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.

E. 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.

F. 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: Enable bookmarking of 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

G. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.

1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
   
   a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, 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. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.

4. 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.

2.2 EMERGENCY MANUALS

A. Content: Organize manual into a separate section for each of the following:

1. Type of emergency.
2. Emergency instructions.
3. Emergency procedures.

B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:

1. Fire.
2. Flood.
5. Power failure.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.
C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.

D. Emergency Procedures: Include the following, as applicable:
   1. Instructions on stopping.
   2. Shutdown instructions for each type of emergency.
   3. Operating instructions for conditions outside normal operating limits.
   4. Required sequences for electric or electronic systems.
   5. Special operating instructions and procedures.

2.3 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
   2. Performance and design criteria if Contractor is delegated design responsibility.
   3. Operating standards.
   4. Operating procedures.
   5. Operating logs.
   6. Wiring diagrams.
   7. Control diagrams.
   8. Piped system diagrams.
   9. Precautions against improper use.
   10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:
   1. Product name and model number. Use designations for products indicated on Contract Documents.
   2. Manufacturer's name.
   3. Equipment identification with serial number of each component.
   4. Equipment function.
   5. Operating characteristics.
   6. Limiting conditions.
   7. Performance curves.
   8. Engineering data and tests.
   9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:
   1. Startup procedures.
   2. Equipment or system break-in procedures.
   3. Routine and normal operating instructions.
   4. Regulation and control procedures.
   5. Instructions on stopping.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

E. Piped Systems: Diagram piping as installed and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUALS

A. 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.

B. 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.

C. Product Information: Include the following, as applicable:
   1. Product name and model number.
   2. Manufacturer's name.
   3. Color, pattern, and texture.
   5. Reordering information for specially manufactured products.

D. 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.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
B. Source Information: List each system, subsystem, and piece of equipment 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.

C. Manufacturers’ Maintenance Documentation: Manufacturers’ maintenance documentation including the following information for each component part or piece of equipment:

1. Standard maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:

1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
5. Aligning, adjusting, and checking instructions.
6. Demonstration and training video recording, if available.

E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers’ maintenance documentation and local sources of maintenance materials and related services.

G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.

H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.

B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1. Do not use original project record documents as part of operation and maintenance manuals.

F. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823
SECTION 017839 - 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.

B. Related Requirements:

1. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit one set(s) 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 and one set(s) of file prints.
      2) Submit record digital data files and one set(s) of plots.
      3) 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 three set(s) of prints.
      2) Print each drawing, whether or not changes and additional information were recorded.

   c. Final Submittal:
      1) Submit record digital data files and three set(s) of record digital data file plots.
      2) Plot each drawing file, 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.

PART 2 - PRODUCTS

2.1 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. Record data as soon as possible after obtaining it.
   c. Record and check the markup before enclosing concealed installations.

2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.

3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.

4. 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 and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.


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.
2.2 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. Note related Change Orders, record Product Data, and record Drawings where applicable.

B. Format: Submit record Specifications as annotated PDF electronic file.

2.3 RECORD PRODUCT DATA

A. 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.

B. Format: Submit record Product Data as annotated PDF electronic.

2.4 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.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

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. Maintenance of Record Documents and Samples: Store record documents and Samples 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.

END OF SECTION 017839
SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment.
2. Training in operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training video recordings.

1.2 INFORMATIONAL SUBMITTALS

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

1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.

1.3 CLOSEOUT SUBMITTALS

A. Demonstration and Training Video Recordings: Submit one copies within seven days of end of each training module.

1. At completion of training, submit complete training manual(s) for Owner's use in PDF electronic file format on USB flash drive.

1.4 QUALITY ASSURANCE

A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.

B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.

C. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to demonstration and training.
1.5 COORDINATION

A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.

B. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.

B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
   a. System, subsystem, and equipment descriptions.
   b. Performance and design criteria if Contractor is delegated design responsibility.
   c. Operating standards.
   d. Regulatory requirements.
   e. Equipment function.
   f. Operating characteristics.
   g. Limiting conditions.
   h. Performance curves.

2. Documentation: Review the following items in detail:
   a. Emergency manuals.
   b. Operations manuals.
   c. Maintenance manuals.
   d. Project record documents.
   e. Identification systems.
   f. Warranties and bonds.
   g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Include the following, as applicable:
   a. Instructions on meaning of warnings, trouble indications, and error messages.
   b. Instructions on stopping.
   c. Shutdown instructions for each type of emergency.
   d. Operating instructions for conditions outside of normal operating limits.
4. Operations: Include the following, as applicable:
   a. Startup procedures.
   b. Equipment or system break-in procedures.
   c. Routine and normal operating instructions.
   d. Regulation and control procedures.
   e. Control sequences.
   f. Safety procedures.
   g. Instructions on stopping.
   h. Normal shutdown instructions.
   i. Operating procedures for emergencies.
   j. Operating procedures for system, subsystem, or equipment failure.
   k. Seasonal and weekend operating instructions.
   l. Required sequences for electric or electronic systems.
   m. Special operating instructions and procedures.

5. Adjustments: Include the following:
   a. Alignments.
   b. Checking adjustments.
   c. Noise and vibration adjustments.
   d. Economy and efficiency adjustments.

6. Troubleshooting: Include the following:
   a. Diagnostic instructions.
   b. Test and inspection procedures.

7. Maintenance: Include the following:
   a. Inspection procedures.
   b. Types of cleaning agents to be used and methods of cleaning.
   c. List of cleaning agents and methods of cleaning detrimental to product.
   d. Procedures for routine cleaning.
   e. Procedures for preventive maintenance.
   f. Procedures for routine maintenance.
   g. Instruction on use of special tools.

8. Repairs: Include the following:
   a. Diagnosis instructions.
   b. Repair instructions.
   c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
   d. Instructions for identifying parts and components.
   e. Review of spare parts needed for operation and maintenance.
PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."

3.2 INSTRUCTION

A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.

B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.

1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.

2. Owner will furnish an instructor to describe Owner's operational philosophy.

3. Owner will furnish Contractor with names and positions of participants.

C. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.

1. Schedule training with Owner, through Architect, with at least seven days' advance notice.

D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

E. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral performance-based test.

3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

1. At beginning of each training module, record each chart containing learning objective and lesson outline.

B. Video Recording Format: Provide high-quality color video recordings with menu navigation in format acceptable to Architect.
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C. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.

D. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

END OF SECTION 017900
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SECTION 078446 - FIRE-RESISTIVE JOINT SYSTEMS  

PART 1 - GENERAL  

1.1 RELATED DOCUMENTS  

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

1.2 SUMMARY  

A. Section Includes:  
   1. Joints in or between fire-resistance-rated constructions.  

B. Related Sections:  
   1. Section 078413 "Penetration Firestopping" for penetrations in fire-resistance-rated walls, horizontal assemblies, and smoke barriers.  

1.3 ACTION SUBMITTALS  

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

B. Product Schedule: For each fire-resistive joint system. Include location and design designation of qualified testing agency.  

1.4 INFORMATIONAL SUBMITTALS  

A. Qualification Data: For qualified Installer.  

B. Installer Certificates: From Installer indicating fire-resistive joint systems have been installed in compliance with requirements and manufacturer's written recommendations.  

C. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for fire-resistive joint systems.  

1.5 QUALITY ASSURANCE  

A. Installer Qualifications: A firm experienced in installing fire-resistive joint systems similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful performance. Qualifications include having the necessary experience, staff, and training to install manufacturer's products per specified requirements. Manufacturer's willingness to sell its fire-resistive joint system products to Contractor or to Installer engaged by Contractor does not in itself confer qualification on buyer.  

B. Fire-Test-Response Characteristics: Fire-resistive joint systems shall comply with the following requirements:  
   1. Fire-resistive joint system tests are performed by a qualified testing agency acceptable to authorities having jurisdiction.  
   2. Fire-resistive joint systems are identical to those tested per testing standard referenced in "Fire-Resistive Joint Systems" Article. Provide rated systems complying with the following requirements:
a. Fire-resistive joint system products bear classification marking of qualified testing agency.
b. Fire-resistive joint systems correspond to those indicated by reference to designations listed by the following:
   1) UL in its "Fire Resistance Directory."

1.6 PROJECT CONDITIONS

A. Environmental Limitations: Do not install fire-resistive joint systems when ambient or substrate temperatures are outside limits permitted by fire-resistive joint system manufacturers or when substrates are wet due to rain, frost, condensation, or other causes.

B. Install and cure fire-resistive joint systems per manufacturer's written instructions using natural means of ventilation or, where this is inadequate, forced-air circulation.

1.7 COORDINATION

A. Coordinate construction of joints to ensure that fire-resistive joint systems are installed according to specified requirements.

B. Coordinate sizing of joints to accommodate fire-resistive joint systems.

PART 2 - PRODUCTS

2.1 FIRE-RESISTIVE JOINT SYSTEMS

A. Where required, provide fire-resistive joint systems that are produced and installed to resist spread of fire according to requirements indicated, resist passage of smoke and other gases, and maintain original fire-resistance rating of assemblies in or between which fire-resistive joint systems are installed. Fire-resistive joint systems shall accommodate building movements without impairing their ability to resist the passage of fire and hot gases.

B. Joints in or between Fire-Resistance-Rated Construction: Provide fire-resistive joint systems with ratings determined per ASTM E 1966 or UL 2079:
   1. Joints include those installed in or between fire-resistance-rated walls, floor or floor/ceiling assemblies and roofs or roof/ceiling assemblies.
   2. Fire-Resistance Rating: Equal to or exceeding the fire-resistance rating of construction they will join.
   3. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
      b. CEMCO.
      c. Fire Trak Corp.
      d. Grace Construction Products.
      e. Hilti, Inc.
      f. Johns Manville.
      g. Nelson Firestop Products.
      h. NUCO Inc.
C. Exposed Fire-Resistive Joint Systems: Provide products with flame-spread and smoke-developed indexes of less than 25 and 450, respectively, as determined per ASTM E 84.

D. Accessories: Provide components of fire-resistive joint systems, including primers and forming materials, that are needed to install fill materials and to maintain ratings required. Use only components specified by fire-resistive joint system manufacturer and approved by the qualified testing agency for systems indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Installer present, for compliance with requirements for joint configurations, substrates, and other conditions affecting performance of the Work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Surface Cleaning: Clean joints immediately before installing fire-resistive joint systems to comply with fire-resistive joint system manufacturer's written instructions and the following requirements:
   1. Remove from surfaces of joint substrates foreign materials that could interfere with adhesion of fill materials.
   2. Clean joint substrates to produce clean, sound surfaces capable of developing optimum bond with fill materials. Remove loose particles remaining from cleaning operation.
   3. Remove laitance and form-release agents from concrete.

B. Priming: Prime substrates where recommended in writing by fire-resistive joint system manufacturer using that manufacturer's recommended products and methods. Confine primers to areas of bond; do not allow spillage and migration onto exposed surfaces.

C. Masking Tape: Use masking tape to prevent fill materials of fire-resistive joint system from contacting adjoining surfaces that will remain exposed on completion of the Work and that would otherwise be permanently stained or damaged by such contact or by cleaning methods used to remove stains. Remove tape as soon as possible without disturbing fire-resistive joint system's seal with substrates.

3.3 INSTALLATION

A. General: Install fire-resistive joint systems to comply with manufacturer's written installation instructions and published drawings for products and applications indicated.

B. Install forming materials and other accessories of types required to support fill materials during
their application and in position needed to produce cross-sectional shapes and depths required to achieve fire ratings indicated.

1. After installing fill materials and allowing them to fully cure, remove combustible forming materials and other accessories not indicated as permanent components of fire-resistant joint system.

C. Install fill materials for fire-resistant joint systems by proven techniques to produce the following results:
   1. Fill voids and cavities formed by joints and forming materials as required to achieve fire-resistance ratings indicated.
   2. Apply fill materials so they contact and adhere to substrates formed by joints.
   3. For fill materials that will remain exposed after completing the Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.

3.4 IDENTIFICATION

A. Identify fire-resistant joint systems with preprinted metal or plastic labels. Attach labels permanently to surfaces adjacent to and within 6 inches of joint edge so labels will be visible to anyone seeking to remove or penetrate joint system. Use mechanical fasteners or self-adhering-type labels with adhesives capable of permanently bonding labels to surfaces on which labels are placed. Include the following information on labels:
   2. Contractor's name, address, and phone number.
   3. Designation of applicable testing agency.
   4. Date of installation.
   5. Manufacturer's name.
   6. Installer's name.

3.5 FIELD QUALITY CONTROL

A. Inspecting Agency: Owner will engage a qualified testing agency to perform tests and inspections.

B. Where deficiencies are found or fire-resistant joint systems are damaged or removed due to testing, repair or replace fire-resistant joint systems so they comply with requirements.

C. Proceed with enclosing fire-resistant joint systems with other construction only after inspection reports are issued and installations comply with requirements.

3.6 CLEANING AND PROTECTING

A. Clean off excess fill materials adjacent to joints as the Work progresses by methods and with cleaning materials that are approved in writing by fire-resistant joint system manufacturers and that do not damage materials in which joints occur.

B. Provide final protection and maintain conditions during and after installation that ensure fire-resistant joint systems are without damage or deterioration at time of Substantial Completion. If damage or deterioration occurs despite such protection, cut out and remove damaged or deteriorated fire-resistant joint systems immediately and install new materials to produce fire-resistant
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joint systems complying with specified requirements.

END OF SECTION 078446
SECTION 230005 – MECHANICAL DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:
   1. Demolition and removal of selected portions of building or structure.
   2. Demolition and removal of selected site elements.
   3. Salvage of existing items to be reused or recycled.

1.2 DEFINITIONS

A. Remove or Demolish: Detach items from existing construction and legally dispose of them off-site, unless indicated to be removed and salvaged or removed and reinstalled.

B. Remove and Salvage: Detach items from existing construction and deliver them to Owner cleaned, packaged, and ready for reuse.

C. Remove and Reinstall: Detach items from existing construction, prepare them for reuse, and reinstall them where indicated.

D. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.3 MATERIALS OWNERSHIP

A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered during selective demolition remain Owner's property. Carefully remove and salvage each item or object in a manner to prevent damage and deliver promptly to Owner.
   1. Coordinate with Owner's representative, who will establish special procedures for removal and salvage.

1.4 SUBMITTALS

A. 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.
   2. Interruption of utility services. Indicate how long utility services will be interrupted.
   3. Coordination for shutoff, capping, and continuation of utility services (including but not limited to: Gas, Water, Fire Suppression, Chilled Water, Hot Water, Air Conditioning, etc).
   4. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
   5. Means of protection for items to remain and items in path of waste removal from building.
B. Inventory: After selective demolition is complete, submit a list of items that have been salvaged.

1.5 QUALITY ASSURANCE

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 A10.6 and NFPA 241.

C. Pre-demolition Conference: Conduct conference at Project site to comply with requirements in Section “Project Management and Coordination.” Review methods and procedures related to selective demolition including, but not limited to, the following:
   1. Inspect and discuss condition of construction to be selectively demolished.
   2. Review structural load limitations of existing structure.
   3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
   4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
   5. Review areas where existing construction is to remain and requires protection.

1.6 PROJECT CONDITIONS

A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

C. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

D. Hazardous Materials: It is unknown whether hazardous materials will be encountered in the Work.
   1. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Owner will remove hazardous materials under a separate contract.

E. Storage or sale of removed items or materials on-site is not permitted.

F. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
   1. Maintain fire-protection facilities in service during selective demolition operations.

1.7 WARRANTY

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.
PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify that utilities have been disconnected and capped.
B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged.
D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Architect.

3.2 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

A. Existing Services/Systems: Maintain services/systems indicated to remain and protect them against damage during selective demolition operations.
B. Service/ Requirements: Locate, identify, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
   1. Arrange to shut off indicated utilities with utility companies.
   2. If services/systems are required to be removed, relocated, or abandoned, before proceeding with selective demolition provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
   3. Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing.
      a. Where entire wall is to be removed, existing services/systems may be removed with removal of the wall.

3.3 PREPARATION

A. 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.

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. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
3. Maintain adequate ventilation when using cutting torches.
4. Dispose of demolished items and materials promptly.

B. Removed and Salvaged Items:
   1. Clean salvaged items.
   2. Pack or crate items after cleaning. Identify contents of containers.
   3. Store items in a secure area until delivery to Owner.
   4. Transport items to Owner's storage area designated by Owner.
   5. Protect items from damage during transport and storage.

C. Removed and Reinstalled Items:
   1. Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
   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 cleaned and reinstalled in their original locations after selective demolition operations are complete.

E. Contractor shall terminate demolished pipe and/or ductwork. System shall be capped and insulated per new work specification.

F. Contractor shall remove any abandoned piping and/or ductwork in area of construction during the demolition process.

G. Unforeseen Conditions
   1. Any unforeseen utilities found during construction that directly affect any trade must be brought to the engineer’s attention via RFI.
   2. All existing conditions must be clearly annotated on the As-Built drawings.

H. Repair any walls, floors or roofs that piping, ducts or equipment have been removed from (or through). Patch with similar materials to match finish and color (paint to match). If paint cannot be matched, repaint entire wall or surface.

3.5 DISPOSAL OF DEMOLISHED MATERIALS

A. General: Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.
   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.
B. Burning: Do not burn demolished materials.

C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

END OF SECTION 230005
PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

A. This section covers the general provisions of the mechanical specifications applicable to the following systems:
   1. Heating, air conditioning, and ventilation.

B. The use of the word mechanical in the body of the various specifications sections shall be interpreted to include all the aspects of all of the systems referenced in Mechanical Specifications.

1.2 DRAWINGS

A. These specifications are accompanied by drawings of the building and details of the installations showing the locations of equipment, piping, ductwork, etc. The drawings and these specifications are complementary to each other; requirements described in one or the other shall be considered binding as if described in both.

B. If any departures from the drawings are deemed necessary by the Contractor, details of such departures and the reasons therefore shall be submitted to the Owner’s Representative for approval. No departures shall be made without prior written approval by the Owner’s Representative.

C. There are intricacies of construction which are impractical to specify or indicate in detail; means and methods for performing such work shall adhere to commonly accepted industry standards.

D. It is the Contractor’s responsibility to properly use all information found on the Architectural, Structural, Mechanical, and Electrical drawings and applicable shop drawings where such information affects his work.

E. For new buildings, all final dimensions shall be scaled from the Architectural drawings, unless otherwise noted. For work associated with existing buildings (renovations and additions), all final dimensions shall be field verified.

1.3 CONSTRUCTION REQUIREMENTS

A. The architectural, civil, structural, electrical, plumbing, fire protection and mechanical drawings, and specifications are all part of the Contract Documents. In many instances there are details described on another trade's drawings that are not necessarily included or referenced in the mechanical drawings. It is the Contractor's responsibility to review in detail all parts of the Contract Documents prior to submitting a bid. Failure to comply with this requirement shall not relieve the Contractor of responsibility or be used as cause for additional compensation because architectural, structural, or electrical details were not included in the mechanical drawings.

B. It is the intent of the Contract Documents to provide complete and fully functional installation in every respect. Material and/or construction details not specifically described in the Contract Documents, but commonly considered incidental to the industry, are required by the Contractor.
C. The Contractor shall be responsible for fitting his material and apparatus into the building and shall carefully lay out his work at the site to conform to the structural conditions, to avoid all obstructions, to comply with Codes, to facilitate the work of other trades, to conform to the details of the installation supplied by the manufacturer of the equipment to be installed, and thereby to provide an integrated satisfactory operating installation.

D. The mechanical, electrical and plumbing drawings are schematic in nature and do not show every connection in detail or every pipe or conduit in its exact location. These details are subject to the requirements of ordinances and structural and architectural conditions.

E. The Contractor shall carefully investigate structural and finish conditions and shall coordinate the separate trades in order to avoid interference between the various phases of work. Work shall be laid out so that it will be concealed in furred chases and above suspended ceilings, etc. in finished portions of the building, unless specifically noted to be exposed. Work shall be installed to avoid compromising structural members; therefore, inserts to accommodate hangers shall be set before concrete is poured, and proper openings through floor, walls, beams, etc. shall be provided as hereinafter specified or as otherwise indicated or required. All work shall be installed parallel or perpendicular to building lines unless otherwise noted.

F. When the mechanical drawings do not give exact details as to the elevation of pipe or ducts, physically arrange the systems to fit in the space available at the elevations intended with the proper grades for the functioning of the system involved. Piping, exposed conduit, and duct systems are generally intended to be installed true and square to the building construction and located as high as possible against the structure in a neat and workmanlike manner. The plans do not show all required offsets, control lines, pilot lines, and other location details. Work shall be concealed in all finished areas. Piping specified to be insulated shall be supported in a manner that will allow the insulation to be installed without gaps. Insulated piping in concealed areas shall be offset with fittings as necessary to permit installation of insulation. Bending of pipes or installing pipes in a strain to insulate will not be permitted.

G. Final placement of serviceable equipment shall be carefully coordinated with all other trades to ensure sufficient clearance for maintenance according to manufacturer's recommendations. Lubricating orifices and adjustable components shall be easily accessible. Piping, conduit, valve stems, cabling and other building systems shall not interfere with service space.

H. Location of Exposed Devices
1. All exposed devices (grills, registers, diffusers, sprinkler heads, medical gas outlets, plumbing rough-ins, lights, outlets, communication devices, etcetera) shall be referenced to fixed data points that are coordinated with all trades; shall be located to present symmetrical arrangements with respect to the fixed data point; and shall facilitate the proper arrangements of acoustical ceiling tiles. Fixed data points shall include such features as wall and ceiling lines, soffits, balanced border widths, masonry joints, etc. Devices located in acoustical ceiling tiles shall occur symmetrically in tile joints or in the centers of whole tiles. The final determination of the exact location of each outlet and the arrangements to be followed shall be acceptable to the Owner's Representative.

2. The drawings schematically indicate locations of the exposed devices. Final locations shall be determined by carefully coordinating the drawings pertaining to each trade. Where conflicts are identified, Owner's Representative shall determine final location. The Owner reserves the right to make any reasonable change in location of any device before installation, without additional cost.
1.4 QUALIFICATIONS

A. Contractor must have minimum of five years experience installing commercial heating, ventilation and air conditioning systems, plumbing and piping systems similar to those described in these Contract Documents.

B. Contractor must be licensed and hold a current contracting license that has been valid for a minimum of five years in the State of Texas.

C. Contractor must be able to bond work for payment and performance of work being bid. Contractor's bonding agency shall have a Best's insurance rating of A or A+.

1.5 MATERIAL AND EQUIPMENT REQUIREMENTS

A. Manufacturer's Instructions: The manufacturer's published instructions shall be followed for preparing, assembling, installing, erecting, and cleaning manufacturer materials or equipment, unless otherwise indicated. The Contractor shall promptly notify the Owner's Representative in writing of any conflict between the requirements of the Contract Documents and the manufacturer's direction and shall obtain the clarification of the Owner's Representative before proceeding with the work. Should the Contractor perform any such work that does not comply with the manufacturer's directions or such clarification by the Owner's Representative, he shall bear all costs arising in connection with the correction of the deficiencies.

B. Storage at Site: The Contractor shall not receive material or equipment at the jobsite until there is suitable space provided to properly protect equipment from rust, drip, humidity, and dust damage and from surrounding work.

C. Capacities shall be not less than those indicated and shall be such that no component or system becomes inoperative or is damaged because of startup or other overload conditions.

D. Conformance to Agency Requirements: Where materials or equipment are specified to be approved, listed, tested, or labeled by the Underwriters Laboratories, Inc., ETL listed or constructed and/or tested in accordance with the standards of the American Society of Mechanical Engineers or the Air Moving and Conditioning Association, the Contractor shall submit proof that the items furnished under this section of the specifications conform to such requirements. The label of the Underwriters Laboratories, Inc. or ETL applied to the item will be acceptable as sufficient evidence that the items conform to such requirements. The ASME stamp or the AMCA label will be acceptable as sufficient evidence that the items conform to the respective requirements.

E. Nameplates: Each major component of equipment shall have the manufacturer's name, address, and model-identification number on a plate securely attached to the item of equipment. All data on nameplates shall be legible at the time of Final Inspection.

F. Prevention of Rust: Standard factory finish will be acceptable on equipment specified by model number otherwise surfaces of ferrous metal shall be given a rust-inhibiting coating. The treatment shall withstand 200 hours in salt-spray fog test, in accordance with Method 6061 of Federal Standard No. 141. Immediately after completion of the test, the specimen shall show no signs of wrinkling or cracking and no signs of rust creepage beyond 1/8 inch on either side of the scratch mark. Where rust inhibitor coating is specified hereinafter, any treatment that will pass the above test is acceptable unless a specific coating is specified, except that coal tar or asphalt-type coatings will not be acceptable unless so stated for a specific item. Where steel is specified
to be hot-dip galvanized, mill-galvanized sheet steel may be used provided all raw edges are painted with a zinc-pigmented paint conforming to Military Specification MIL-P-26915.

G. Protection from Moving Parts: Belts, pulleys, chains, gears, couplings, projecting setscrews, keys, and other rotating parts located so that any person can come in close proximity thereto, shall be fully enclosed or properly guarded.

H. Drive Guards: For machinery and equipment, provide guards as shown in AMCA 410 for belts, chains, couplings, pulleys, sheaves, shafts, gears, and other moving parts regardless of height above the floor. Drive guards may be excluded where motors and drives are inside factory-fabricated air handling units casings. Guards shall be constructed of sheet steel, cast iron, expanded metal, or wire mesh rigidly secured so as to be removable without disassembling pipe duct or electrical connection to equipment. Provide a 1-inch diameter hole in each drive guard at each shaft center to allow access for speed measurement.

I. Verifications of Dimensions: The Contractor shall be responsible for the coordination and proper relation of his work to the building structure and to the work of all trades. The Contractor shall visit the premises and thoroughly familiarize himself with all details of the work and working conditions, to verify all dimensions in the field, and to advise the Owner’s Representative of any discrepancy before performing any work. Adjustments to the work required in order to facilitate a coordinated installation shall be made at no additional cost to the Owner, Architect, or Engineer.

J. Standard Products: Materials and equipment to be provided shall be the standard catalog products of manufacturers regularly engaged in the manufacture of products conforming to these specifications, and shall essentially duplicate materials and equipment that have been in satisfactory use at least two years.

K. Spare Parts Data: As soon as practicable after approval of materials and equipment and, if possible, not later than four months prior to the date of beneficial occupancy, the Contractor shall furnish spare parts data for each different item of equipment listed. The data shall include a complete list of parts and supplies with current unit prices and sources of supply, a list of parts and supplies that are either normally furnished at no extra cost with the purchase of the equipment or specified hereinafter to be furnished as part of the Contract, and a list of additional items recommended by the manufacturer to assure efficient operation for a period of 120 days at the particular installation. The foregoing shall not relieve the Contractor of any responsibilities under the warranty specified.

1.6 INSPECTION OF THE SITE

A. The Contractor shall visit the site, verifying all existing items indicated on drawings and/or specified, and familiarize himself with the existing work conditions, hazards, grades, actual formations, soil conditions, structures, utilities, equipment, systems, facilities, and local requirements. The submission of bids shall be deemed evidence of such visits. All proposals shall take these existing conditions into consideration, and the lack of specific information shall not relieve the Contractor of any responsibility.

1.7 UTILITY LOCATIONS AND ELEVATIONS

A. Locations and elevations of the various utilities included within the scope of this work have been obtained from substantially reliable sources and are offered separately from the Contract.
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Documents, as a general guide only, without guarantee as to accuracy. Examine the site, the locations, and availability of all utilities and services required for their relation to the work. Verify the location of all existing site utilities with each responsible utility company or applicable party. The Contractor shall repair all damage to existing utilities, whether indicated on the drawings or not, at his sole expense.

1.8 PERMITS, UTILITY CONNECTIONS, AND INSPECTIONS

A. Permitting Fees: Contractor shall pay for all fees associated with permits required by municipal authorities having jurisdiction.

B. Tapping and Impact Fees: Contractor shall pay for all fees associated with tapping into municipal utility mains, including sanitary sewer, natural gas and domestic water. Impact fees will be paid for by the Owner.

C. Compliance: The Contractor shall comply in every respect with all requirements of local authorities having jurisdiction, including building inspections, fire marshal, local ordinances and codes, and utility company requirements. In no case does this relieve the Contractor of the responsibility of complying with these specifications and drawings where specified conditions are of a higher quality than the requirements of the above-specified authorities. Where requirements of the specifications and drawings are below the requirements of the above offices having jurisdiction, the Contractor shall make installations in compliance with the requirements of the above authorities.

D. Utilities: The Contractor shall coordinate with the various utility companies involved in this project and shall provide required utility relocations, extensions, modifications, and/or changes (complete in all respects) as described in the Contract Documents. Contractor shall verify the location of all existing utilities with the applicable Utility Company. The Contractor shall be responsible for all damages to existing utilities, whether indicated on drawings or not, and repair all damage to existing utilities as acceptable to the affected Utility Company.

E. Certification: Prior to final acceptance, the Contractor shall furnish a certificate of acceptance from the inspection departments having jurisdiction over the work for any and all work installed under this Contract. Any additional labor costs incurred as a result of a substitution shall be the Contractor’s responsibility.

1.9 EXISTING FACILITIES

A. The Contractor shall be responsible for loss or damage to the existing facilities caused by him and his workmen and shall be responsible for repairing or replacing such loss or damage. The Contractor shall send proper notices, make necessary arrangements, and perform other services required for the care, protection, and in-service maintenance of all plumbing, heating, air conditioning, and ventilating services for the new and existing facilities. The Contractor shall erect temporary barricades, with necessary safety devices, as required to protect personnel from injury, removing all such temporary protection upon completion of the work.

B. The Contractor shall provide temporary or new services to all existing facilities as required to maintain their proper operation when normal services are disrupted as a result of the work being performed under this project.

C. Where existing construction is removed to provide working and extension access to existing utilities, Contractor shall remove doors, piping, conduit, outlet boxes, wiring, light fixtures, air...
conditioning ductwork and equipment, etc. to provide this access and shall reinstall same upon completion of work in the areas affected.

D. Where partitions, walls, floors, or ceilings of existing construction are indicated to be removed, all Contractors shall remove and reinstall in locations approved by the Architect/Engineer all devices required for the operation of the various systems installed in the existing construction. This is to include but is not limited to temperature controls system devices, electrical switches, relays, fixtures, piping, conduit, etc.

E. Outages of services as required by the new installation will be permitted but only at a time approved by the Owner. The Contractor shall allow the Owner two weeks in order to schedule required outages. The time allowed for outages will not be during normal working hours unless otherwise approved by the Owner. All costs of outages, including overtime charges, shall be included in the contract amount.

1.10 DEMOLITION AND RELOCATION

A. The Contractor shall modify, remove, and/or relocate all materials and items so indicated on the drawings or required by the installation of new facilities. All removals and/or dismantling shall be conducted in a manner as to produce maximum salvage. Salvage materials shall remain the property of the Owner and shall be delivered to such destination or otherwise disposed of as directed by the Owner. Materials and/or items scheduled for relocation and which are damaged during dismantling or reassembly operations shall be repaired and restored to good operative condition. The Contractor may, at his discretion, and upon the approval of the Owner, substitute new materials and/or items of like design and quality in lieu of materials and/or items to be relocated.

B. All items which are to be relocated shall be carefully removed in reverse to original assembly or placement and protected until relocated. The Contractor shall clean and repair and provide all new materials, fittings, and appurtenances required to complete the relocations and to restore to good operative order. All relocations shall be performed by workmen skilled in the work and in accordance with standard practice of the trades involved.

C. When items scheduled for relocation and/or reuse are found to be in damaged condition before work has been started on dismantling, the Contractor shall call the attention of the Owner to such items and receive further instructions before removal. Items damaged in repositioning operations are the Contractor’s responsibility and shall be repaired or replaced by the Contractor as approved by the Owner, at no additional cost to the Owner.

D. Service lines and wiring to items to be removed, salvaged, or relocated shall be removed to points indicated on the drawings, specified, or acceptable to the Owner. Service lines and wiring not scheduled for reuse shall be removed to the points at which reuse is to be continued or service is to remain. Such services shall be sealed, capped, or otherwise tied off or disconnected in a safe manner acceptable to the Owner. All disconnections or connections into the existing facilities shall be done in such a manner as to result in minimum interruption of services to adjacent occupied areas. Services to existing areas or facilities which must remain in operation during the construction period shall not be interrupted without prior specific approval of the Owner as hereinbefore specified.

1.11 SUBSTITUTION OF MATERIALS AND EQUIPMENT
A. No substitution of materials or equipment herein specified or called for on the drawings will be permitted, except by written permission of the Owner's Representative. Where several makes of equipment or material are mentioned, any item named may be bid upon provided it meets space, capacity specifications, and other requirements.

1.12 SUBMITTALS

A. Submittals for Review:
1. As soon as practical or within 30 days after the date of contract award or notice to proceed, and before purchasing or starting installation of any materials or equipment, the Contractor shall submit for review sufficient material and equipment data to indicate that all requirements of the specifications have been met and samples shall be furnished when requested. All manufacturer's data used as part of the submittal shall have all non-applicable features crossed out or deleted in a manner that will clearly indicate exactly what is to be furnished.
2. Four (4) copies of the submittal list and detailed submittals (for the Owner's and A/E's use) shall be submitted to the Owner's Representative. The Contractor is requested to include a minimum of three (3) additional copies for insertion in the project's Owner's Manuals at the completion of the project, and the number of additional copies the Contractor requires for his and his subcontractor's use during the project's construction. The detailed submittals shall be accompanied by the same number of sets of pictorial and descriptive data derived from the manufacturer's catalogs and sales literature or incorporated in the shop drawings. The Contractor may provide a detailed submittal on any item even though not required by the Owner's Representative.

B. Format
1. Submittals shall be in pdf format. The first page shall have a cover sheet inserted with the title "MECHANICAL SUBMITTALS" centered in large print. Below the title shall be printed the name of the project, the date, the project location, the name and address of the contractor, the name and address of the subcontractor and the name and address of the engineer(s) in smaller print.
2. Provide a Table of Contents at the beginning of the binder that summarizes the information being submitted according to specification section.
3. Submittals shall be tab divided by specification section; all sections identified in the project specifications shall have a tab. When no information is being provided concerning a particular specification section, insert a single dated sheet that explains the circumstances.
4. Loose-leaf or piecemeal submittals are not acceptable and subject to rejection unless prior approval has been granted by the Engineer.

C. Content:
1. The Contractor shall prepare or cause to be prepared shop drawings, product data, materials and equipment lists, diagrams, data, samples, and other submittals as required by the contract documents, hereinafter referred to as "Submittal Data." The Contractor shall review and approve all submittal data for compliance with the contract documents, manufacturer's recommendations, adequacy, clearances, code compliance, safety, and coordination with associated work.
2. The Contractor shall submit approved submittal data to the Owner's Representative for review and comment as to general conformance with the design concept and general compliance with information given in the contract documents. Owner's Representative's review shall not include review of quantities, dimensions, weights or gauges, fabrication
processes, construction methods, coordination with other trades or work, or construction safety and precautions, all of which are the sole responsibility of the Contractor.

3. The Contractor shall clearly and specifically identify and call to the attention of the Owner's Representative any deviation from the contract documents for which Owner acceptance is desired. The responsibility for such a deviation accepted by the Owner shall remain with the Contractor.

4. Timeliness: The burden of timeliness in the complete cycle of submittal data is on the Contractor. The Contractor shall allow a minimum of four (4) weeks' time frame for review of each submission by the Owner's Representative. The Contractor is responsible for allowing sufficient time in the construction schedule to cover the aforementioned cycles of data processing, including time for all re-submission cycles on nonconforming materials, equipment, etc. covered by the data submitted. Construction delays and/or lack of timeliness in the above regard are the responsibility of the Contractor and will not justify any request for scheduled construction time extensions or extra compensation.

5. Work performed in accordance with approved submittal date that is not in accordance with the Contract Documents and did not have the specific acceptance of the Owner's Representative shall be replaced at Contractor's cost.

D. Re-submittals
1. Re-submit entire submittal in accordance with afore mentioned format and content requirements. Loose-leaf or piecemeal re-submittals are not acceptable. New and/or revised data for each section shall be prefaced with a colored (yellow, pink, orange, etc) cover sheet that identifies (in a word or two) the materials and/or equipment being re-submitted. Typeset the words “REVISED SUBMITTAL NO. 1 (or 2, 3 as applicable)” centered at the bottom of the cover sheet.

2. Subsequent re-submittals (second and third, if necessary) shall have different colored cover sheets to distinguish between the various re-submittals.

3. Include a cover letter at front of binder that specifically responds to each “REVISE AND RE-SUBMIT COMMENT” or “REJECTED” comment by number. Example responses would include the following:
   a. RESPONSE: “Please see attached re-submittal.”
   b. RESPONSE: “Will be re-submitted at a later date.”
   c. RESPONSE: “Requirement for (xxxxxx) was deleted in Addendum No. 2.”
   d. RESPONSE: “Exception requested based on Section xx, Paragraph x.x.x.”

E. These paragraphs related to Mechanical submittal data supersede any conflicting requirements contained in Division 01 sections.

1.13 CONTRACTOR CERTIFICATION OF SUBMITTAL DATA
A. The Contractor shall provide the following certification with all submittal data furnished to the Owner's Representative for review and comment.

   Project Title:

   Description of Submittal Data:

   This is to certify that the above-described submittal data has been reviewed and is approved for compliance with the Contract Documents, manufacturer's recommendation, adequacy, clearances, code compliance, safety, and coordination with other trades and/or work except as follows: (list "none" or itemize and explain). In addition, the Contractor shall submit to
the Owner's Representative a signed statement from each representative certifying as follows:

"I certify that the materials and/or equipment listed below have been personally inspected by the undersigned authorized manufacturer's representative and is properly installed and operating in accordance with the manufacturer's recommendations and are asbestos free."

________________________________________
Name and Company

1.14 ACCEPTANCE OF MATERIALS AND EQUIPMENT

A. All equipment installed on this project shall have local (within 125 miles) representation, local factory-authorized service, and a local stock of repair parts. This requirement is essential and will be strictly reviewed by the Owner's Representative prior to concurrence with the Contractor's approval for all submittals covered by Mechanical sections of this Specification.

B. NOTICE: The Contractor is responsible for providing materials and equipment that conform to the requirements of the project manual in every respect unless a deviation has been "accepted" in writing. Removal of any nonconforming materials and equipment and the replacement with conforming materials and equipment shall be at the Contractor's sole expense, regardless of when nonconformance was discovered.

C. Approval of materials and equipment shall be based on manufacturer's published data and shall be tentatively subject to the submission of complete shop drawings which comply with the contract documents. Approval is also dependent upon the existence of adequate and acceptable clearances for entry, servicing, and maintenance.

D. Approval of materials and equipment under this provision shall not be construed as authorizing any deviations from the specifications, unless the attention of the Owner's Representative has been directed in writing to the specific deviations. Data submitted shall not contain unrelated information unless all pertinent information is properly identified.

E. Physical Size of Equipment: Space is critical; therefore, equipment of larger sizes than shown, even though of approved manufacturer, will not be acceptable unless it can be demonstrated that ample space exists for proper installation, operation, and maintenance.

1.15 SHOP DRAWINGS

A. As soon as practicable after the award of contract and approval of materials and equipment, but prior to installation, complete and detailed shop drawings of the following shall be submitted for review and comment:
1. Equipment arrangements.
2. Duct layouts.
3. Piping layouts.
4. Layouts of equipment spaces indicating ductwork and piping larger than 2 inches.
5. Typical fittings and connections.
7. Factory-fabricated equipment and materials.
8. Anchors.
9. Control.
10. Interlock.
11. Sprinkler locations.
12. Other details as directed by the Owner's Representative. Composite drawings of areas requiring coordination between trades shall be provided and expedited to eliminate conflicts and to ensure maximum cooperation and work progress.

B. Work performed without benefit of reviewed and approved shop drawings will not be recommended for payment by the Engineer until such time as the shop drawings are submitted, reviewed, and approved. Any work performed without the benefit of reviewed and approved shop drawings may require removal, relocation, and/or replacement at the Contractor's sole expense in order to resolve conflicts between the various systems and provide the performance specified.

C. All installation of equipment, fixtures, terminal devices, etc. shall be made in accordance with approved composite shop drawings. The Contractor shall modify installation and relocate installed work to provide code clearances, service access, and eliminate conflict with other systems.

D. Submit one print of shop drawings for each area, floor, system, etc. The print will be marked with the A/E's comments and returned to the Contractor. Contractor shall revise shop drawings, incorporate revisions in field and submit revised shop drawings at project close out.

1.16 SITE OBSERVATION

A. Site observation by the Architect, Engineer, and/or Owner's Representative is for the express purpose of verifying compliance by the Contractor with the contract documents, and shall not be construed as construction supervision nor indication of approval of the manner or location in which the work is being performed as being a safe practice or place.

1.17 SUPERVISION

A. In addition to the Superintendent required under the conditions of the contract, each subcontractor shall keep a competent superintendent or foreman on the job at all times.

B. It shall be the responsibility of each superintendent to study all plans and familiarize himself with the work to be done by other trades. He shall coordinate his work with other trades and, before material is fabricated or installed, make sure that his work will not cause an interference with another trade. Where interferences are encountered, they shall be resolved at the jobsite by the superintendents involved. Where interferences cannot be resolved without major changes to the plans, the matter shall be referred to the Owner's Representative for comments.

1.18 OPERATION PRIOR TO COMPLETION

A. When any piece of mechanical equipment is operable and it is to the advantage of the Contractor to operate the equipment, he may do so, providing that he properly supervises the operation and has the written permission of the Owner's Representative to do so. The warranty period shall not commence, however, until such time as the equipment is operated for the beneficial use of the Owner or date of substantial completion, whichever occurs first.

B. Regardless of whether or not the equipment has or has not been operated, the Contractor shall properly clean the equipment, install clean filter media, properly adjust, and complete all
deficiency list items before final acceptance by the Owner. The date of acceptance and the start of the warranty may not be the same date.

1.19 MANUFACTURER’S RECOMMENDATIONS

A. The manufacturer’s published directions shall be followed in the delivery, storage, protection, installation, piping, and wiring of all equipment and material. The Contractor shall promptly notify the Owner's Representative, in writing, of any conflict between the requirements of the contract documents and the manufacturer's directions, and shall obtain the Owner's Representative's comments before proceeding with the work. Should the Contractor perform any such work that does not comply with the manufacturer's directions or applicable comments from the Owner's Representative, he shall bear all costs arising in connection with the correction of such deficiencies.

1.20 CHECKING AND TESTING MATERIALS AND/OR EQUIPMENT

A. Before final acceptance of the work, an authorized representative of the manufacturer of the installed materials and/or equipment shall personally inspect the installation and operation of his materials and/or equipment to determine that it is properly installed and in proper operating order. Testing and checking shall be accomplished during the course of the work where required by work being concealed, and at the completion of the work otherwise. In addition, the Contractor shall submit to the Owner's Representative a signed statement from each representative certifying as follows:

“I certify that the materials and/or equipment listed below have been personally inspected by the undersigned authorized manufacturer's representative and is properly installed and operating in accordance with the manufacturer's recommendations and are asbestos free.”

B. Check inspections shall include plumbing, heating, air conditioning, ventilating, mechanical control and electrical equipment, and such other items hereinafter specified or specifically designated by the Owner's Representative.

1.21 OPERATING AND MAINTENANCE INSTRUCTION

A. The Contractor shall prepare for the owner's manual hereinafter specified complete sets of operating and maintenance instructions, system piping, valving, control and interlock diagrams, manuals, parts lists, etc. for each item of equipment. These are to be assembled as hereinafter specified for owner's manual.

B. In addition, the Contractor shall provide the service of a competent engineer or a technician acceptable to the Owner's Representative to instruct a representative of the Owner in the complete and detailed operation of all equipment and systems. These instructions shall be provided for a period of sufficient duration to fully accomplish the desired results. Upon completion of these instructions, a letter of release will be required, acknowledged by the Owner, stating the dates of instruction and personnel to whom instructions were given.

C. Additional diagrams, operating instructions, etc. shall be provided as specified hereinafter in the other sections of these specifications.

1.22 MATERIAL AND EQUIPMENT SCHEDULES
SPECIAL CONDITIONS FOR ALL MECHANICAL WORK

B. Contractor shall refer to both drawings and specification for schedules. Where reference is made to items “scheduled on drawings” or “scheduled in specifications,” same shall include schedules contained in both the drawings and the specifications. The Contractor’s attention is directed to the various specification sections and drawings for schedules.

1.23 APPLICABLE CODES AND STANDARDS

A. The installation shall meet the minimum standards prescribed in the latest editions of the following listed codes and standards, which are made a part of these specifications, except as may be hereinafter specifically modified in these specifications and associated drawings.

1. National Fire Protection Association Standards (NFPA):
   NFPA 10 - Portable Fire Extinguishers
   NFPA 54 - National Fuel and Gas Code
   NFPA 70 - National Electrical Code
   NFPA 90A - Air Conditioning Systems
   NFPA 255 - Method of Test of Surface Burning Characteristics of Building Materials

   15-78 - Safety Code for Mechanical Refrigeration
   A117.1 - Handicapped Code

3. American Society of Mechanical Engineers (ASME): Section IV, V, CSD-1

4. Air Conditioning and Refrigeration Institute Standards (ARI): All standards related to refrigeration and air conditioning equipment and piping furnished under these specifications.

5. American Water Works Association (AWWA): All applicable manuals and standards.


7. Air Moving and Conditioning Association (AMCA): All applicable manuals and standards.


10. Occupational Safety and Health ACT (OSHA):
    National Sanitation Foundation - Standard No. 2

11. American Society of Heating, Refrigeration, and Air conditioning Engineers (ASHRAE): ASHRAE 90.1


13. American Gas Association (AGA)

14. Underwriters Laboratories, Inc. (UL)

15. Manufacturer’s Standardization Society of the Valve and Fitting Industry (MSS)

16. Applicable Local and State Building Codes (International Building Codes, as amended):

17. Applicable Local and State Mechanical Code (International Mechanical Code, as amended).


B. All materials and workmanship shall comply with all applicable city, state, and national codes, specifications, and industry standards. All materials shall be listed by the Underwriters
Laboratories, Inc. as conforming to its standards and so labeled in every case where such a standard has been established for the particular type of material in question.

C. The contract documents are intended to comply with the aforementioned rules and regulations; however, some discrepancies may occur. Where such discrepancies occur, the Contractor shall immediately notify the Owner's Representative in writing of said discrepancies and apply for an interpretation. Should the discovery and notification occur after the execution of a contract, any additional work required for compliance with said regulations shall be paid for as covered by Division 1 of these contract documents, providing no work or fabrication of materials has been accomplished in a manner of noncompliance. Should the Contractor fabricate and/or install materials and/or workmanship in such a manner that does not comply with the applicable codes, rules, and regulations, the Contractor who performed such work shall bear all costs arising in correcting these deficiencies to comply with said rules and regulations.

1.24 DEFINITIONS

A. Refer to the condition of the contract for Division 1 for additional requirements regarding definitions.

B. Where "as required" or "as necessary" is used in these specifications or on the drawings, it shall mean "that situations exist that are not necessarily described in detail or indicated that may cause the Contractor certain coordination requirements in performing the work described or indicated. These coordination requirements entail the normal coordination activities expected of the Contractor where multiple trades are involved and new or existing construction causes deviations to otherwise simplistic approaches to the work to be performed. The term shall not be interpreted to permit an option on the part of the Contractor to achieve the end result."

C. Where "and/or" is used in these specifications or on the drawings, it shall mean "that situations exist where either one or both conditions occur or are required and shall not be interpreted to permit an option on the part of the Contractor.

1.25 FINAL INSPECTION

A. Refer to Division 1 for additional requirements for final inspection.

B. It shall be the responsibility of the Contractor to personally conduct a careful inspection, assuring himself that the work on the project is ready for final acceptance and developing his own "punchlists," before calling upon the Owner's Representative to make a final inspection. Failure of the Contractor to conduct such inspections and provide the Owner's Representative with a copy of his "punchlists" prior to the final inspection shall be adequate cause for the Owner's Representative to cancel any Contractor-requested final inspection.

C. In order not to delay final acceptance of the work, the Contractor shall conduct his own "final inspections" prior to requesting the Owner's Representative to "final" the project; will have all necessary bonds, guarantees, receipts, affidavits, etc. called for in the various articles of this specification prepared and signed in advance; and together with a letter of transmittal listing each paper included, shall deliver the same to the Owner's Representative at or before the time of said final inspection. The Contractor is cautioned to check over each bond, receipt, etc. before preparing same for submission to see that the terms check with the requirements of the specifications.

D. The final inspection will be made jointly by the Owner's Representative and the Owner.
1.26 REQUIREMENTS FOR FINAL ACCEPTANCE

A. Requirements for final acceptance shall include but not be limited to the Contractor accomplishing the following:
   1. Construction: Complete all construction.
   2. Deficiency Lists: Correct all deficiencies listed at time of Substantial Completion.
   3. Owner's Manual: Submit at least 30 days prior to final acceptance on (1) copy of the owner's manual for the Owner's Representative's review and comments. Following acceptance, prepare three (3) copies of bound and indexed owner's manual, to be delivered at the time of final acceptance, which shall include but not be limited to the following:
      a. System operating instructions.
      b. System control drawings.
      c. System interlock drawings.
      d. System maintenance instructions.
      e. Manufacturers', suppliers', and subcontractors' names, addresses, and telephone numbers, both local representatives and manufacturers' service headquarters.
      f. Equipment operating and maintenance instructions and parts lists.
      g. Manufacturer's certifications (see Checking and Testing Materials and/or Equipment, this section).
      h. Contractor's warranty.
      i. Acceptance certificates of authorities having jurisdiction.
      j. Log of all tests made during course of work.
      k. Owner's acknowledgment of receipt of instruction, enumerating items in owner's manual.
      l. List of manufacturers' guarantees executed by the Contractor.
      m. Certified performance curves.
      n. Balance and performance test reports.
      o. Owner's acknowledgment of items of equipment or accessories indicated or specified to be turned over to Owner.
   4. Instructions:
      a. Verbal, as herein specified.
      b. Posted, framed under glass or plastic laminated:
         1) System operating instructions.
         2) System control drawings.
         3) System interlock drawings.
   5. Record Drawings: Deliver the specified record drawings to the Owner's Representative.

1.27 RECORD DRAWINGS

A. The Contractor shall maintain a set of contract drawings (black-line prints) at the jobsite on which he shall indicate the installed (as-built) locations of the following:
   1. Equipment
   2. Main lines of piping and ductwork.
   3. Dimensional locations (including depth) of all underground piping, valves and conduits.

B. Drawings shall be used for construction reference and shall not leave the field office of the jobsite.

C. Drawings shall include all addenda, ASI's, Change Orders, and existing conditions and equipment that are not reflected in the original contract drawings.
D. Upon completion of work, the Contractor shall obtain CAD files of the contract drawings from the Owner's Representative and transfer the above as-built information into these files. The as-built files shall be permanently marked “RECORD DRAWINGS” and printed on full-size Mylar sheets. Upon completion, the CAD files shall be transferred to CD in AutoCAD 2007 format. Both the CAD files CD and Mylar drawings shall be submitted to the Owner's Representative as part of the Close-out Submittals.

E. Refer to Division 1 paragraph entitled "Record Documents" for additional requirements.

1.28 ALLOWANCES

A. Refer to Division 1 for allowances.

1.29 ALTERNATE PROPOSALS

A. Alternate proposals are summarized in Division 1 and on the bid proposal form. Refer to all sections of the specifications and the drawings to determine the exact extent and scope of the various alternate proposals as each pertains to the work of the various trades.

1.30 WARRANTY

A. General: All work performed (including equipment and materials furnished) under the various sections of these specifications shall be 100% warranted, for a period of one (1) year from the date of final acceptance thereof, against defective materials, design, and unauthorized substitution. Upon receipt of note of failure of any part of the guaranteed equipment and/or facilities during the guaranty period, the affected part(s) or facilities shall be replaced promptly with new parts, etc. by and at the expense of the Contractor. Further, the Contractor shall properly obtain, execute, and forward any and all manufacturer's warranties on equipment furnished under the Contract. Refer to Division 1 for additional requirements.

B. Extended Period: The Contractor shall provide all extended time warranties available from the manufacturer of the equipment provided as standard at no additional cost. This includes all extended warranties where specified with certain equipment as directed in other sections of this Specification.

PART 2 - PRODUCTS

2.1 MATERIALS AND WORKMANSHIP

A. All materials, unless otherwise specified, shall be current United States manufacture, new, free from all defects, and of the best quality. Foreign goods specifically approved for use by the Owner's Representative prior to bidding may be furnished.

B. Materials and equipment shall be installed in accordance with the manufacturer’s recommendations and the best standard practice for the type of work involved. All work shall be executed by mechanics skilled in their respective trades, and the installations shall present a neat, precise appearance.
C. The responsibility for the furnishing and installation of the proper mechanical equipment and/or material as intended rests entirely upon the Contractor. The Contractor shall request advice and supervisory assistance from the representative of specific manufacturers during the installation.

2.2 FLAME SPREAD AND SMOKE DEVELOPED PROPERTIES OF MATERIALS

A. Duct coverings, duct linings, vapor barrier facings, tapes, adhesives, core materials, insulation, jackets, piping (of any sort), and other materials in concealed locations, including any above-ceiling area, shall have a flame spread rating not over 25 without evidence of continued progressive combustion and a smoke developed rating no higher than 50. Flame spread and smoke developed ratings shall be in accordance with NFPA Standard No. 255.

2.3 BEARINGS

A. All ball bearings shall be of radial and/or thrust type and enclosed in a dust and moisture-proof housing.

2.4 MOTORS

A. The Contractor shall provide all motors required for equipment supplied under each portion of the work. Motors shall be premium efficiency and be built in accordance with the latest ANSI, IEE, and NEMA standards, shall be fully coordinated with the equipment served, shall be of sizes and electrical characteristics scheduled.

2.5 STARTING EQUIPMENT

A. Each motor shall be provided with proper starting equipment. This equipment, unless hereinafter specified or scheduled to the contrary, shall be provided by the trade furnishing the motor. All motor starting equipment provided by any one trade shall be of the same manufacture unless such starting equipment is an integral part of the equipment on which the motor is mounted.

2.6 LOW VOLTAGE (CONTROLS/THERMOSTAT) WIRING

A. All low voltage wiring installed by the Mechanical Contractor, Electrical Contractor or Controls Vendor shall be run in a neat and workmen like manner, parallel and perpendicular to building lines on J-Hooks (above ceiling grid only). Plenum rated cable shall be installed above ceilings. All other locations (exposed, Mechanical Rooms, outdoors or above hard lid ceiling) should be installed in conduit.

2.7 SLEEVES, INSERTS, AND FASTENINGS

A. General: Proper openings through floors, walls, roofs, etc. for the passage of piping, ductwork, conduits, etc. shall be provided. All piping and conduit through floors and piping through walls must pass through sleeves except soil pipe installed under concrete slabs-on-fill, and pipe and conduit that is cast-in-place. Sleeves shall be set in new construction before concrete is poured, as cutting holes through any part of the concrete will not be permitted unless acceptable to the Owner's Representative.
B. Aboveground, Exterior-Wall, Pipe Penetrations: Seal penetrations using sleeves and mechanical sleeve seals. Size sleeve for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
   1. Install steel pipe for sleeves smaller than 6 inches in diameter.
   2. Install cast-iron “wall pipes” for sleeves 6 inches in diameter and larger.
   3. Assemble and install mechanical sleeve seals according to manufacturer’s written instructions. Tighten bolts that cause rubber sealing elements to expand and make watertight seal.

   1. Assemble and install mechanical sleeve seals according to manufacturer’s written instructions. Tighten bolts that cause rubber sealing elements to expand and make watertight seal.

D. Sleeves: The minimum clearance between horizontal pipe, including insulation where applicable, and sleeve shall be 1/4 inch, except that the minimum clearance shall be 2 inches where piping contacts the ground. Sleeves through floors shall extend 3/4 inch above the floor; sleeves through walls and partitions shall be installed flush with exposed surfaces.

E. Materials: Install sleeves large enough to provide ¼” annular clear space between sleeve and pipe or pipe insulation. Use the following sleeve materials:
   1. Steel Pipe Sleeves: For pipes smaller than 6-inch NPS.
   2. Steel, Sheet-Metal Sleeves: For pipes 6-inch NPS and larger, penetrating gypsum-board partitions.
   3. Stack Sleeve Fittings: For pipes penetrating floors with membrane waterproofing. Secure flashing between clamping flanges. Install section of cast-iron soil pipe to extend sleeve to 2 inches above finished floor level.
      a) Seal space outside of sleeve fittings with non-shrink, nonmetallic grout.

F. Inserts: Suitable concrete inserts for pipe, conduit, and equipment hangers shall be set and properly located for all piping, conduit, and equipment to be suspended from concrete construction.

G. Fasteners: Fastening of pipes, conduits, etc. in the building shall be as follows:
   1. To wood members: by wood screws.
   2. To masonry and concrete: by threaded metal inserts, metal expansion screws, or toggle bolts, whichever is appropriate for the particular type of masonry or concrete.
   3. To steel: machine screws or welding (when specifically permitted or directed), or bolts.
      NOTE: Under no circumstances will the use of plastic anchors or plastic expansion shields be permitted for any purpose whatsoever.

H. Ratproofing: The open space around all piping, ductwork, etc. passing through the ground floor and/or exterior walls shall be ratproofed in a manner acceptable to the Owner's Representative.

I. Weatherproofing: The annular space between a pipe and its sleeve in exterior walls or through floor to below grade shall be filled with polyurethane foam rods 50% greater in diameter than the space as backing and fill material and made watertight with a permanent elastic polysulfide compound. Seal both surfaces of wall or floor with a fire-resistant sealant.
J. Air Plenums: The space around piping, ductwork, etc. passing through an air plenum shall be made airtight in a manner acceptable to the Owner's Representative. The sealant used must be fire resistant.

2.8 FIRE AND SMOKE PARTITION, WALL, AND/OR FLOOR PENETRATIONS

A. Pipe, ductwork, conduit, etc. shall pass through fire- or smoke-rated floors, partitions, walls, or other barriers within a UL-listed assembly which shall maintain the rating of the applicable wall, floor, partition, or barrier.

B. The Contractor shall review the architectural and structural drawings and determine the location of the fire-rated building elements. Where these elements are penetrated, UL-listed fire-rated penetration assemblies approved by the local authority shall be provided in accordance with the manufacturer's instructions to obtain the required rating.

2.9 METAL BUILDING SYSTEMS/MECHANICAL-ELECTRICAL SUPPORTS

A. Metal building systems are required to be designed by the manufacturer to accommodate and support the mechanical systems indicated on the mechanical drawings and specified in Mechanical specifications.

B. The metal building systems manufacturer is required to provide the following:
   1. Framed openings through the roofs with supports, roof curbs, and flashings for roof-mounted equipment, fans, vents, and air intakes.
   2. Structural support for piping, conduits, and suspended equipment consisting of beam, joists, purlins, and/or blocking above and perpendicular to pipe routes and equipment hangers at intervals not to exceed 8 feet.
   3. Structural support for suspended ceilings, diffusers, grilles, light fixtures including associated raceways and ductwork.

C. The mechanical trade shall:
   1. Provide all routes, weights, installation heights, opening locations, etc. for all equipment, piping, vents, etc. to the metal building system manufacturer and coordinate requirements for structural supports, hangers, attachments, etc. with the metal building systems manufacturer.
   2. Provide all supporting devices (hangers, attachments, brackets, cross beams, etc.) to attach to the metal building structural system.

2.10 FOUNDATIONS / HOUSEKEEPING PADS

A. General: All special foundations and supports required for the proper installation of equipment and pipe shall be provided as hereinafter specified and under the section of the specifications covering the equipment, unless otherwise indicated on the drawings.

B. All mechanical equipment shall receive concrete housekeeping pads unless otherwise noted. Equipment to receive pads are to include (but not limited to): air handlers, fan-coils, condensing units, boilers, water heaters, water softeners, expansion / compression tanks, filter feeders, water treatment equipment, air compressors, fans, pumps (in addition to inertia bases where required), chillers, surge tanks, deareators, etc.
2.10 SPECIAL CONDITIONS FOR ALL MECHANICAL WORK

C. Concrete foundations for the support of equipment such as floor-mounted pumps, fans, etc. shall be not less than 5½ inches high and not less than 4 inches larger (in both directions) than supported unit, unless otherwise noted and shall be poured in forms built of new dressed lumber. All corners of the foundations shall be neatly chamfered by means of sheet metal or triangular wood strips nailed to the form. Pads shall not be laid out directly against walls or structures. 2 inches shall be left available for pad form work. Foundation bolts shall be placed in the forms when the concrete is poured, the bolts being correctly located by means of templates. Allow 1 inch below the equipment bases for alignment and grouting (where applicable). Foundations for equipment located on the exterior of the building shall be provided as indicated. Foundations shall be constructed in accordance with approved shop drawings and shall be reinforced with #4 bars at 12 inches on center both ways (minimum).

D. Pipe and Conduit Support: All pipes and conduits throughout the building, both horizontal and vertical, shall be adequately supported from the construction to line of grade, with proper provision for expansion, contraction, vibration elimination, and anchorage. Vertical pipes and conduits shall be supported from floor lines with riser clamps sized to fit the lines and to adequately support their weight. At the bases of lines, where required for proper support, provide anchor base fittings or other approved supports.

2.11 ACCESS DOORS

A. General: Provide access doors for all serviceable mechanical appurtenances (valves, trap primers, shock arresters, volume dampers, fire/smoke dampers, actuators, sensors, etcetera) in inaccessible locations. Such locations include gypsum, brick and CMU ceilings and walls.

B. Location of panels shall be carefully coordinated with other Exposed Devices as described in earlier paragraphs.

C. Manufacturers shall be Inland-Milcor, Bilco, Miami Carey, or approved equal. Unless indicated otherwise, use panels equal to Milcor Style M for masonry and drywall construction, equal to Milcor Style K for plastered masonry walls and ceilings. Stainless steel panels shall be used in ceramic tile or glazed structural tile.

D. Minimum construction features include 14-gage frame and door, continuous hinges, cam-style latch and 10x10” unobstructed opening size.

E. UL labeled when in fire-rated construction, one and one-half hour rating.

F. Access doors located outside, in restrooms or in a moisture-laden environment (dressing area, shower area, lockers, etc.) shall be stainless steel construction.

G. Equipment access doors shall be of sufficient size to remove/replace equipment and provide routine maintenance as necessary, unless otherwise noted. Doors shall be set flush with adjacent finish surfaces. Exterior doors shall be provided with cylinder locks.

H. Access doors into ductwork shall be 14-gauge insulated galvanized steel with 16-gauge galvanized gasketed steel frame and cam-type locks. Ductwork access door shall be a minimum of 12” × 12” in size.

2.12 FLOOR AND CEILING PLATES
A. Except as otherwise noted, provide one-piece chrome-plated brass floor and ceiling plates (or escutcheons) around all pipes, conduits, etc. passing through walls, floors, or ceilings in any spaces, except underfloor and attic spaces. Plates shall be sized to fit snugly against the outside of the pipe or against the outside of insulation on lines which are insulated, and positively secured to such pipe or insulation. Plates will not be required for piping where pipe sleeves extend ¾ of an inch above finish floor and are concealed. Plates shall be one piece.

PART 3 - EXECUTION

3.1 SPACE AND EQUIPMENT ARRANGEMENT

A. The size of mechanical equipment indicated on the drawings is based on the dimensions of a particular manufacturer. While other manufacturers will be acceptable, it is the responsibility of the Contractor to determine whether the equipment he proposes to furnish will fit in the space. Shop drawings shall be prepared when required by the Owner's Representative to indicate a suitable arrangement.

B. All equipment shall be installed in a manner to permit access to all surfaces. All valves, motors, drives, filters, and other accessory items shall be installed in a position to allow removal for service without disassembly of another part.

3.2 LARGE APPARATUS

A. Any large piece of apparatus which is to be installed in any space in the building, and which is too large to permit access through stairways, doorways, or shafts shall be brought to the job and placed in the space before the enclosing structure is completed. Following placement in the space, such apparatus shall be thoroughly, completely protected from damage as hereinafter specified.

3.3 PROTECTION

A. The Contractor shall take such precautions as may be necessary to properly protect all materials and equipment from damage from the time of delivery until the completion of work. This shall include the erection of all required temporary shelters and supports to adequately protect any items stored in the open on the site from the weather, the ground and surrounding work; the cribbing of any items above the floor of the construction; and the covering of items in the uncompleted building with tarpaulins or other protective covering. Failure on the part of the Contractor to comply with the above will be sufficient cause for the rejection of the items in question.

B. The Contractor shall protect existing facilities, the work of others, and the premises from any and all damages that may be made possible by the execution of work.

C. Equipment and materials shall be protected from rust both before and after installation. Any equipment or materials found in a rusty condition at the time of final inspection must be cleaned of rust and repainted as specified elsewhere in these specifications.

3.4 COOPERATION BETWEEN TRADES AND WITH OTHER CONTRACTORS
A. Each trade, subcontractor, and/or Contractor must work in harmony with the various trades, subcontractors, and/or Contractors on the job as may be required to facilitate the progress to the best advantage of the job as a whole. Each trade, subcontractor, and/or Contractor must pursue its work promptly and carefully so as not to delay the general progress of the job. This Contractor shall work in harmony with Contractors working under other contracts on the premises.

B. It shall be the responsibility of each trade to cooperate fully with the other trades on the job to help keep the jobsite in a clean and safe condition. At the end of each day's work, each trade shall properly store all of its tools, equipment, and materials and shall clean its debris from the job. Upon the completion of the job, each trade shall immediately remove all of its tools, equipment, any surplus materials, and all debris caused by its portion of the work.

3.5 PRECEDENCE OF MATERIALS AND COORDINATION OF WORK

A. These specifications and the accompanying drawings are intended to cover systems which will not interfere with the structural design of the building, which will fit into the several available spaces, and which will ensure complete and satisfactory systems. Each subcontractor and/or trade shall be responsible for the proper fitting of his material and apparatus into the building.

B. The work of the various trades shall be performed in the most direct and workmanlike manner without hindering or handicapping the work of other trades. Piping interferences shall be handled by giving precedence to pipe lines which require a stated grade for proper operation. Where space requirements conflict, the following order or precedence shall, in general, be observed:

1. Building lines.
2. Structural members.
3. Light fixtures.
4. Soil and drain piping.
5. Condensate drains.
6. Vent piping.
7. Supply, return, and outside air ductwork.
8. Exhaust ductwork.
9. HVAC water and steam piping.
10. Steam condensate piping.
11. Fire protection piping.
12. Natural gas piping.
13. Domestic water (cold and hot).
15. Electrical conduit.

C. The light fixture grid layout as indicated on the drawings must be maintained. This Contractor shall refer to all light fixture plans and details indicated on the drawings and shall coordinate the location of dampers, supply grilles, return air grilles, sprinkler heads, etc. with the location of the light fixtures to assure proper access to all items in a manner acceptable to the Owner’s Representative.

D. The electrical trades shall locate all junction boxes, pull boxes, conduits, etc. to avoid interference with the diffusers, dampers, grilles, etc. hereinbefore mentioned. The mechanical trades shall furnish to all other trades copies of approved ductwork shop drawings to assist in the coordination of the rough-in and installation of all items of work.
3.6 CONNECTIONS FOR OTHERS

A. This Contractor shall rough-in for and make all water, sewer, electrical, etc. connections to all fixtures, equipment, machinery, etc. provided by others in accordance with detailed roughing-in drawings provided by the equipment suppliers, by actual measurements of the equipment connections, or as detailed.

B. After the equipment is set in place, this Contractor shall make all final connections and shall provide all required pipe, fittings, valves, traps, connectors, etc.

C. Provide all air gap fittings required, using materials hereinbefore specified. In each water line serving an item of equipment or piece of machinery, provide a shutoff valve. On each drain without integral trap provide a suitable trap.

D. All pipe fittings, valves, traps, etc. exposed in finished areas and connected to chrome-plated lines provided by others shall be chrome-plated to match.

E. Provide all sheet metal ducts, transition pieces, etc. required for a complete installation of equipment provided by others.

3.7 INSTALLATION METHODS

A. Where to Conceal: All pipes and conduits shall be concealed in pipe chases, walls, furred spaces, below suspended floors, or above the ceilings of the building unless otherwise indicated.

B. Where to Expose: In mechanical rooms, janitor’s closets tight against pan soffits in exposed Tee structures, or storage spaces, but only where necessary, piping and conduit may be run exposed. All exposed piping and conduit shall be run in the neatest, most inconspicuous manner, and parallel or perpendicular to the building lines.

C. Support: All piping and conduit shall be adequately and properly supported from the building structure by means of hanger rods or clamps to walls as herein specified.

D. Maintaining Clearance: Where limited space is available above the ceilings and below concrete beams or other deep projections, pipe and conduit shall be sleeved through the projection where it crosses, rather than hung below them, in a manner to provide maximum above-floor clearance. Sleeves shall be as herein specified. Approval shall be obtained from the Owner’s Representative for each penetration.

E. All pipe, conduits, etc. shall be cut accurately to measurements established at the building and shall be worked into place without springing or forcing. All ducts, pipes, and conduits run exposed in machinery and equipment rooms shall be installed parallel to the building lines, except that they shall be sloped to obtain the proper pitch. Piping and ducts run in furred ceilings, etc. shall be similarly installed, except as otherwise shown. Conduits in furred ceilings and in other concealed spaces may be run at angles to the construction but shall be neatly grouped and racked indicating good workmanship. All conduit and pipe openings shall be kept closed until the systems are closed with final connections.

F. Special Requirements:

1. There shall be no pipe joints nearer than 12 inches to a wall, ceiling, or floor penetration unless pipe joint is a welded or mechanically-coupled-type joint.

2. The Contractor shall study all construction documents and carefully lay out all work in advance of fabrication and erection in order to meet the requirements of the extremely
limited spaces. Where conflicts occur, the Contractor shall meet with all involved trades and the Owner's Representative and resolve the conflict prior to erection of any work in the area involved.

3. All piping not directly buried in the ground shall be considered as “interior piping.”

4. Prior to the installation of any ceiling material, gypsum, plaster, or acoustical board, the Contractor shall notify the Owner's Representative so that arrangements can be made for an inspection of the above-ceiling area about to be “sealed off.” The Contractor shall give as much advance notice as possible up to ten (10) working days, but in no case less than five (5) working days.

5. The purpose of this inspection is to verify the completeness and quality of the installation of the air conditioning systems, the plumbing systems, and any other special above-ceiling systems such as pneumatic tube. The ceiling supports (tee bar or lath) should be in place so that access panel and light fixture locations are identifiable and so that clearances and access provisions may be evaluated.

6. No ceiling material shall be installed until the deficiencies listed from this inspection have been corrected to the satisfaction of the Owner's Representative.

3.8 CUTTING AND PATCHING

A. General: Cut and patch walls, floors, etc. resulting from work in existing construction or where made necessary by failure to provide proper openings or recesses in new construction.

B. Methods of Cutting: Openings cut through concrete and masonry shall be made with masonry saws and/or core drills and at such locations acceptable to the Owner's Representative. Impact-type equipment will not be used except where specifically acceptable to the Owner's Representative. Openings in concrete for pipes, conduits, outlet boxes, etc. shall be core drilled to exact size. Determine location of embedded conduit and reinforcing bars prior to cutting.

C. Restoration: All openings shall be restored to “as-new” condition under the appropriate specification section for the materials involved, and shall match remaining surrounding materials and/or finishes.

D. Masonry: Where openings are cut through masonry walls, provide and install lintels or other structural supports to protect the remaining masonry. Adequate supports shall be provided during the cutting operation to prevent any damage to the masonry occasioned by the operation. All structural members, supports, etc. shall be of the proper size and shape, and shall be installed in a manner acceptable to the Owner's Representative.

E. Plaster: All mechanical work in area containing plaster shall be completed prior to the application of the finish plaster coat. Cutting of finish plaster coat will not be permitted.

F. Weakening: No cutting, boring, or excavating which will weaken the structure shall be undertaken.

3.9 ROOF PENETRATIONS AND FLASHING

A. Pipe and conduit ducts, pitch pockets, curb bases, and flashing compatible with the roofing installation shall be provided for roof penetrations. Provide framing or other support around all openings through roof as required to preserve the structural integrity of the roof system and make the penetration weathertight.
B. Provide 30-inch round or square flashing acceptable to the roofing trades at all roof and deck drain and sleeve flashing locations.

C. Roof curbs for all roofs except standing seam metal roofs shall be provided by the equipment supplier supplying the roof-mounted equipment, etc., and such curbs shall be installed by the roofing trades. Contractor shall coordinate all roof curb requirements with all trades and the roofing trades at the earliest possible stage of the project.

D. Roof curbs for standing seam metal roofs shall be provided by the roofing trades. Curb base size, height, and type shall be coordinated with the roofing trades at the earliest possible stage of the project.

E. Flashing for pipe and conduit penetrations of standing seam metal roofs shall be provided and installed by the roofing trades.

3.10 EXCAVATING AND BACKFILLING

A. Perform trenching, excavating, backfilling for mechanical work as set forth below.

B. Depth of excavation to provide a minimum of 3 feet above top of pipe. Excavation to be carried to a depth of at least 6 inches below bottom of pipe elevation. Fill below pipe (6 inches), around pipe, and a minimum of 12 inches above pipe with sand of Class "B" crushed stone tamped firm and even. Separate topsoil during excavation. Final layer of dirt (12 inches minimum) to be topsoil. Trenches to be at least 18 inches wider than pipe with batter boards placed every 25 feet. Backfilling shall be done to exclude use of rock or stone above sand or Class "B" crushed stone.

3.11 TESTS AND INSPECTIONS

A. General: The Contractor shall make all tests deemed necessary by the inspection departments of the authority having jurisdiction, Board of Underwriters, etc. He shall provide all equipment, materials, and labor for making such tests. Fuel and electrical energy for system operational tests following beneficial occupancy by the Owner will be paid for by the Owner.

B. Other: Additional tests specified hereinafter under the various specification sections shall be made.

C. Notification: The Owner's Representative shall be notified at his office 36 hours prior to each test and other specifications requirements requiring action on the part of the Owner, Architect, Engineer, and/or Owner's Representative.

D. Test Logs: All tests which the Contractor conducts shall have pertinent data logged by the Contractor at the time of testing. Data shall include date, time, personnel, description and extent of system tested, test conditions, test results, specified results, and any other pertinent data. Data shall be delivered to the Owner's Representative as specified under “Requirements for Final Acceptance.”

E. Inspections: In general, an inspection by the Owner's Representative shall be required prior to closing up any work and prior to beneficial occupancy or final project completion. The closing up of work includes, but is not limited to, pipe and conduit installations prior to backfilling; mechanical, electrical, and fire protection work prior to placement of concrete; or closing up walls and overhead mechanical, electrical, and fire protection work prior to installation of the ceiling.
3.12 CLEANING AND PAINTING

A. Thoroughly clean and touch up the finish on all parts of the materials and equipment. Exposed parts in equipment rooms, and all other spaces except sealed chases and attics shall be thoroughly cleaned of cement, plaster, and other materials, and all oil and grease spots shall be removed. Such surfaces shall be carefully wiped and all cracks and corners scraped out.

B. Exposed metal work which is not galvanized shall be carefully brushed down with steel brushes to remove rust and other spots and left smooth and clean and then painted with a suitable rust resistant primer. Exposed metal work includes work exterior to the building; exposed in mechanical or electrical equipment rooms and storage rooms; and other areas where occupants could see the work, whether normally occupied or not.

C. All other painting shall be accomplished under the Painting Section of Division 9 of the specifications.

3.13 DISCHARGE OF WASTES FROM CONSTRUCTION SITE

A. The Contractor shall comply with all applicable provisions of local, state, and federal laws regarding the discharge of wastes into sewer and waterways. Special caution shall be exercised to prevent the discharge of wastes which contain oil, tar, asphalt, roofing compound, kerosene, gasoline, paint, mud, cement, lime, or other materials which would degrade the water quality of the receiving water course. The Contractor shall construct and maintain oil interceptors, settling basins, acid neutralization tanks, and/or other effective pollution countermeasures, as required by the Texas Water Quality Board.
SECTION 230719 – MECHANICAL INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes mechanical insulation for duct, equipment, and pipe, including the following:
   1. Insulation Materials:
      a. Cellular glass.
      b. Flexible elastomeric.
      c. Mineral fiber.
      d. Phenolic
   2. Adhesives.
   3. Mastics.
   4. Sealants.
   5. Factory-applied jackets.
   7. Field-applied tape.
   8. Field-applied jackets.
  10. Corner angles.

B. Related Sections include the following:
   1. Specification Section “Metal Ducts” for duct liners.
   2. Specification Section “Hangers and Supports” for high-density inserts at hangers; wood inserts at hangers are not acceptable.
   3. Specification Section “Special Conditions for All Mechanical Work”.
   4. Specification Section “Basic Mechanical Materials and Methods”.

C. Not all items listed within this specification are used. Use only items applicable per application schedule.

1.3 DEFINITIONS

A. ASJ: All-service jacket.

B. CONCEALED: Covered or concealed by a ceiling (gypsum or lay-in acoustical tile) or wall.

C. EXPOSED: Open to view; not concealed by a ceiling or wall of any sort.

D. FSK: Foil, scrim, kraft paper.

E. UNDERFLOOR: Accessible crawl space beneath lowest floor level. (considered “outdoors”)
1.4 SUBMITTALS

A. Product Data: For each type of product indicated, identify thermal conductivity, thickness, and jackets (both factory and field applied, if any). Provide submittal data on all products to be used.

1.5 QUALITY ASSURANCE

A. Installer Qualifications: Skilled mechanics who have successfully completed an apprenticeship program or another craft training program certified by the Department of Labor, Bureau of Apprenticeship and Training.

B. Fire-Test-Response Characteristics: Insulation and related materials shall have fire-test-response characteristics indicated, as determined by testing identical products per ASTM E 84, by a testing and inspecting agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, and cement material containers, with appropriate markings of applicable testing and inspecting agency.

1. Insulation Installed Indoors: Flame-spread index of 25 or less, and smoke-developed index of 50 or less.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Packaging: Insulation material containers shall be marked by manufacturer with appropriate ASTM standard designation, type and grade, and maximum use temperature.

B. All products to be stored in a dry location, protected from the elements. All damaged insulation to be replaced.

1.7 COORDINATION

A. Coordinate size and location of supports, hangers, and high-density insulation inserts and shields specified in Specification Section "Hangers and Supports." Coordinate with drawing details where applicable; wood inserts at hangers are not acceptable.

B. Coordinate clearance requirements with piping Installer for piping insulation application, duct Installer for duct insulation application, and equipment Installer for equipment insulation application. Before preparing piping and ductwork Shop Drawings, establish and maintain clearance requirements for installation of insulation and field-applied jackets and finishes and for space required for maintenance.

1.8 SCHEDULING

A. Schedule insulation application after pressure testing systems and, where required, after installing and testing heat tracing. Insulation application may begin on segments that have satisfactory test results.

B. Complete installation and concealment of plastic materials as rapidly as possible in each area of construction.

C. Insulation not to be installed until building is dried in.
PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 INSULATION MATERIALS

A. Refer to Part 3 schedule articles for requirements about where insulating materials shall be applied.

B. Products shall not contain asbestos, lead, mercury, or mercury compounds.

C. Products that come in contact with stainless steel shall have a leachable chloride content of less than 50 ppm when tested according to ASTM C 871.

D. Insulation materials for use on austenitic stainless steel shall be qualified as acceptable according to ASTM C 795.

E. Foam insulation materials shall not use CFC or HCFC blowing agents in the manufacturing process.

F. Phenolic:
   1. Manufacturers:
      a. Resolco
      b. Dyplast Products
      c. Polyguard
      d. Approved equal.
   2. 100% CFC-free, HCFC-free, and halogen-free, closed cell rigid phenolic foam insulation.
   3. Minimal thermal conductivity @ 75˚ F
      a. Green, 2.5 lb/ft³: 0.15 (Btu.in/hr.ft². F)
      b. Pink, 5.0 lb/ft³: 0.21 (Btu.in/hr.ft². F)

G. Cellular Glass:
   1. Manufacturers:
      a. Pittsburgh Corning Corporation; Foamglas Super K.
   2. Block Insulation: ASTM C 552, Type I.
   3. Special-Shaped Insulation: ASTM C 552, Type III.
   4. Board Insulation: ASTM C 552, Type IV.
   5. Preformed Pipe Insulation with Factory-Applied ASJ: Comply with ASTM C 552, Type II, Class 2.
   6. Factory fabricate shapes according to ASTM C 450 and ASTM C 585.
   7. Inorganic, incombustible, foamed or cellulated glass with annealed, rigid, hermetically sealed cells. Minimal thermal conductivity at 75˚ F of 0.27 (Btu.in/hr.ft². F) (R-value of 10.34@ 3 inches thickness). Factory-applied jacket requirements are specified in Part 2 “Factory-Applied Jackets” Article.

H. Flexible Elastomeric:
1. Manufacturers:
   a. Aeroflex USA Inc.; Aerocel.
   b. Armacel LLC; AP Armaflex.
2. Closed-cell, sponge- or expanded-rubber materials. Comply with ASTM C 534, Type I for tubular materials and Type II for sheet materials.
3. Minimal thermal conductivity at 75° F of 0.25 (Btu.in/hr.ft². F).

I. Mineral-Fiber Blanket Insulation:
   1. Manufacturers:
      a. Johns Manville; Microlite.
      b. Knauf Insulation; Duct Wrap
      c. Owens-Corning; All-Service Duct Wrap.
   2. Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 553, Type II and ASTM C 1290, Type III with factory-applied FSP jacket. Factory-applied jacket requirements are specified in Part 2 “Factory-Applied jackets” Article.
   3. Minimal density of 1.0 lb/ft³, installed R-value of 6.0 (at 2” thick).

J. Mineral-Fiber Board Insulation:
   1. Manufacturers:
      a. Johns Manville; 800 Series Spin-Glas.
      b. Knauf Insulation; Insulation Board.
      c. Owens Corning; Fiberglas 700 Series.
   2. Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 612, Type IA or Type IB. For duct and plenum applications, provide insulation with factory-applied FSK jacket. For equipment applications, provide insulation with factory-applied FSK jacket. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets" Article.
   3. Minimal density of 2.25 lb/ft³, with a R-value of 8.7 (at 2” thickness).

K. Mineral-Fiber, Preformed Pipe Insulation:
   1. Manufacturers:
      a. Johns Manville; Micro-Lok.
      b. Knauf Insulation; 1000° Pipe Insulation.
      c. Owens Corning; Fiberglas Pipe Insulation.
   2. Type I, 850 deg F Materials: Mineral or glass fibers bonded with a thermosetting resin. Minimum thermal conductivity at 75° F of 0.23 (Btu.in/hr.ft². F). Comply with ASTM C 547, Type I, Grade A, with factory-applied ASJ. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets” Article.

2.3 ADHESIVES

A. Materials shall be compatible with insulation materials, jackets, and substrates and for bonding insulation to itself and to surfaces to be insulated, unless otherwise indicated. All products are to contain low V.O.C. as defined/governed by LEED IEQ 4.1 and 4.2 (Regardless of project type).

B. Cellular-Glass, One part, acetoxy cure, silicone adhesive, with a service temperature range of minus 50 to plus 400 deg F.
   1. Products:
      a. Foamglas: PC RTV 450 Silicone Adhesive
C. Flexible Elastomeric: Comply with MIL-A-24179A, Type II, Class I.
   1. Products:
      a. K-Flex: 720 LVOC or equal

D. Phenolic: Water based adhesive with a service temp of minus 20°F to 700°F.
   1. Products:
      a. Foster 97-15

E. Mineral-Fiber Adhesive: Comply with MIL-A-3316C, Class 2, Grade A.
   1. Products:
      a. Design Polymeric, DP2502 (or approved equal).

2.4 MASTICS

A. Materials shall be compatible with insulation materials, jackets, and substrates; comply with MIL-C-19565C, Type II. All products are to contain low V.O.C. as defined/governed by LEED IEQ 4.1 and 4.2 (Regardless of project type).

B. Vapor-Barrier Mastic: Water based; suitable for outdoor use on below ambient services, or indoor vapor barrier use.
   1. Products:
      a. Childers Products, Division of ITW; CP-35.
      2. Water-Vapor Permeance: ASTM F 1249, 0.09 perm at 55-mils film thickness.
      3. Service Temperature Range: Minus 20 to plus 190 deg F.
      4. Solids Content: ASTM D 1644, 60 percent by volume and 73 percent by weight.
      6. VOC: 36 g/l

2.5 SEALANTS

A. Joint Sealants:
   1. Joint Sealants for Cellular-Glass Products:
      a. Pittsburgh Corning Corporation; Pittseal 444N.
   2. Joint Sealant for Phenolic Products
      a. Foster 95-50

B. Metal Jacket:
   1. Products:
      a. Foster 95-44 or equal.
      b. Childers Products, Division of ITW; CP-76.

C. Mineral Fiber:
   1. Design Polymeric DP 2502.
   2. Childers Products, Division of ITW; CP-35.

D. PVC Jacket:
   1. Childers Products, Division of ITW; CP-35.

2.6 FACTORY-APPLIED JACKETS
A. Insulation system schedules indicate factory-applied jackets on various applications. When factory-applied jackets are indicated, comply with the following:

1. ASJ: White, kraft-paper, fiberglass-reinforced scrim with aluminum-foil backing; complying with ASTM C 1136, Type I.
2. ASJ-SSL: ASJ with self-sealing, pressure-sensitive, acrylic-based adhesive covered by a removable protective strip; complying with ASTM C 1136, Type I.
3. FSK Jacket: Aluminum-foil, fiberglass-reinforced scrim with kraft-paper backing; complying with ASTM C 1136, Type II.

2.7 FIELD-APPLIED FABRIC-REINFORCING MESH

A. Woven Glass-Fiber Fabric: Comply with MIL-C-20079H, Type I, plain weave, and presized a minimum of 2.2 oz./sq. yd. 10 x 10 strand count per square inch, minimum 4" wide band.

1. Available Products:
   a. Chil-glas #10.
   b. Charles Harmon and Co. white weaveset.

2.8 FIELD-APPLIED JACKETS

A. Field-applied jackets shall comply with ASTM C 921, Type I, unless otherwise indicated.

B. PVC Jacket: High-impact-resistant, UV-resistant PVC complying with ASTM D 1784, 25/50 ASTM-F 84, Class 16354-C; thickness as scheduled; roll stock ready for shop or field cutting and forming. Thickness is indicated in field-applied jacket schedules.

1. Products:
   a. Johns Manville; Zeston.
   b. Proto PVC Corporation; LoSmoke.

2. Color: White:

3. Factory-fabricated fitting covers to match jacket if available; otherwise, field fabricate.

   a. Shapes: 45- and 90-degree, short- and long-radius elbows, tees, valves, flanges, unions, reducers, end caps, soil-pipe hubs, traps, mechanical joints, and P-trap and supply covers for lavatories.

4. Factory-fabricated tank heads and tank side panels.

C. Metal Jacket:

1. Products:
   a. Childers Products, Division of ITW; Metal Jacketing Systems.

   a. Factory cut and rolled to size.
   b. Finish and thickness are indicated in field-applied jacket schedules.

2.9 TAPES

A. ASJ Tape: White vapor-retarder tape matching factory-applied jacket with acrylic adhesive, complying with ASTM C 1136 and UL listed.

1. Width: 4 inches.
2. Thickness: 14.0 mils.
4. Elongation: 2 percent.
5. Tensile Strength: 55 lbf/inch in width.
6. Color: White

B. FSK Tape: Foil-face, vapor-retarder tape matching factory-applied jacket with acrylic adhesive; complying with ASTM C 1136 and UL listed.
   1. Width: 4 inches.
   2. Thickness: 13 mils.
   4. Elongation: 2 percent.
   5. Tensile Strength: 40 lbf/inch in width.
   6. Color: Silver

2.10 SECUREMENTS

A. Bands:
   1. Products:
      a. Childers Products; Bands.
   2. Stainless Steel: ASTM A 167 or ASTM A 240/A 240M, Type 316; 0.015 inch thick, 3/4 inch wide with wing or closed seal.
   3. Aluminum: ASTM B 209 (ASTM B 209M), Alloy 3003, 3005, 3105, or 5005; Temper H-14, 0.020 inch thick, 1/2 inch with wing or closed seal.

B. Insulation Pins and Hangers:
   1. Cupped-Head, Capacitor-Discharge-Insulated Weld Pins: Zinc-coated steel pin, fully annealed for capacitor-discharge welding, 12 Gauge shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer. Contractor to field verify, integrity of pin weld on ductwork with sheet metal thickness less than 22-gauge. Integrity to be verified prior to concealment with insulation.
      a. Products:
         1) GEMCO; Cupped Head Weld Pin or equal.
   2. Metal, “Peel and Press” Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
      a. Products:
         1) GEMCO; Peel and Press or equal.
         b. Baseplate: Galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
         c. Spindle: Copper- or zinc-coated, low carbon steel, fully annealed, 12 Gauge diameter shank, length to suit depth of insulation indicated.
         d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.
   3. Insulation-Retaining Washers and Cap: Self-locking cap washers formed from 12 Gauge, galvanized-steel sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
      a. Products:
         1) AGM Industries, Inc.; RC-150.
         2) GEMCO; R-150.
b. Protect ends with capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap in exposed locations.

C. Staples: Outward-clinching insulation staples, nominal 3/4-inch-wide, stainless steel or Monel.

2.11 CORNER ANGLES

A. PVC Corner Angles: 30 mils thick, minimum 1 by 1 inch, PVC according to ASTM D 1784, Class 16354-C. White or color-coded to match adjacent surface.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions for compliance with requirements for installation and other conditions affecting performance of insulation application.
   1. Verify that systems and equipment to be insulated have been tested and are free of defects.
   2. Verify that surfaces to be insulated are clean and dry.
   3. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Surface Preparation: Clean and dry surfaces to receive insulation. Remove materials that will adversely affect insulation application. For Stainless Steel; apply a corrosion coating to insulated surfaces with an epoxy primer and an epoxy finish 5 mils thick.

B. Verify and coordinate insulation installation with the systems and trades installing heat tracing. Comply with requirements for heat tracing that applies to insulation.

3.3 COMMON INSTALLATION REQUIREMENTS

A. Requirements in this Article generally apply to all insulation materials except where more specific requirements are specified in various pipe insulation material installation articles.

B. Install insulation materials, accessories, and finishes with smooth, straight, and even surfaces; free of voids throughout the length of equipment, ducts and fittings, and piping including fittings, valves, and specialties.

C. Install insulation materials, forms, vapor barriers or retarders, jackets, and thicknesses required for each item of equipment, duct system, and pipe system as specified in insulation system schedules.

D. Install accessories compatible with insulation materials and suitable for the service. Install accessories that do not corrode, soften, or otherwise attack insulation or jacket in either wet or dry state.

E. Install high-density inserts at hanger locations prior to insulating (duct and pipe); wood or block inserts are not acceptable.
F. Install insulation with longitudinal seams at top and bottom of horizontal runs.

G. Where multiple layers of insulation are required, longitudinal and end seams are to be staggered.

H. Do not weld brackets, clips, pins or other attachment devices to piping, fittings, tanks, coils, equipment, vessel, and specialties.

I. Keep insulation materials clean and dry before, during application, and finishing.

J. Install insulation with tight longitudinal seams and end joints.

K. Install insulation with least number of joints practical.

L. Install insulation so that material is not over compressed. Install corner angles prior to insulating; to protect all insulation from damage.

M. Seal all joints, and seams, including penetrations in insulation, at supports, and other projections with insulation of same material overlapped by 2”. Secure strips with outward clinching staples along edge of overlap, (spaced 1 inch on center) and seal entire joint or seam with mastic and embedded fiberglass reinforcing mesh, minimum 4”, cover mesh with finish coat of mastic.

N. Do not insulate, conceal, or enclose pipe hangers, channel and steel supports, etc. not directly fasten to duct.

O. Cover inserts with jacket material matching adjacent pipe insulation. Install shields over jacket, arranged to protect jacket from tear or puncture by hanger, support, and shield.

P. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses. Do not water down products unless directed by manufacture. Use clean potable demineralized water when required.

Q. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.

R. Repair all damage insulation prior to concealment as noted above.

S. Do not insulate or conceal vibration-control devices, labels, stamps, nameplates, data plates, manholes, cleanouts, etc. require for maintenances.

T. Install insulation over fittings, valves, strainers, flanges, unions, and other specialties with continuous thermal and vapor-retarded integrity, unless otherwise indicated.

U. Insulate pipe elbows, tees, valves, strainers, flanges, etc., using preformed fitting insulation, mitered fittings or oversized preformed pipe insulation made from same material thickness and density as adjacent pipe insulation. Each piece shall be butted tightly against adjoining piece and bonded with adhesive. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. Fill joints, seams, voids, and irregular surfaces with insulating mastic finished to a smooth, hard, and uniform contour that is uniform with adjoining pipe insulation. Provide a removable reusable insulation cover; design that maintains vapor barrier. For valves, insulate up to and including the bonnets, valve stuffing-box studs, bolts, and nuts.
MECHANICAL INSULATION

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V. Cover segmented insulated surfaces with a layer of finishing adhesive and coat with a vapor-barrier mastic. Reinforce the mastic with fabric-reinforcing mesh. Trowel the mastic to a smooth and well-shaped contour.

W. For services not specified to receive a field-applied jacket except for flexible elastomeric and polyolefin, install fitted PVC cover over elbows, tees, strainers, valves, flanges, and unions. Terminate ends with PVC end caps. Secure PVC covers to adjoining insulation facing using staples and ASJ tape. Seal PVC fitting covers with mastic.

X. Insulate instrument connections for thermometers, pressure gages, pressure temperature taps, test connections, flow meters, sensors, switches, and transmitters on insulated pipes, vessels, and equipment. Shape insulation at these connections by tapering it to and around the connection with insulating adhesive and finish with mastic. All connections are to be accessible.

Y. Install removable insulation segment and covers at flanges, valves, controls, unions, equipment access doors, manholes, hand holes, and other elements that require frequent removal for service and inspection. Unless a PVC jacket is indicated in field-applied jacket schedules, finish exposed surfaces with a metal jacket.

3.4 PENETRATIONS

A. Install insulation continuously through all walls, floors, and partitions penetrations and sleeves.

B. Extend jacket of outdoor installation into wall and roof jacks by 2 inches. Seal jacket to roof flashing with approved flashing sealant.

C. Insulation Installation at Fire-Rated Walls, floors and Partitions Penetrations for duct work where fire/smoke dampers are required: Terminate insulation at fire damper sleeves as require by damper manufacturer. Externally insulate damper sleeves to match adjacent insulation and overlap duct insulation at least 2 inches.

3.5 GENERAL PIPE INSULATION INSTALLATION (IN ADDITION TO COMMON REQUIREMENTS)

A. Preformed Pipe Insulation Installation on Pipe, Fittings, Valves, Flanges, Tanks, Elbows, and Appurtenances for Cellular- Glass, Mineral- Fiber, Flexible Elastomeric, and Phenolic insulations:
   1. Install insulation in a manner that secures material to system being insulated with staples, tape and mastic.
   2. When insulation with preformed pipe insulation, seal all longitudinal seams, end joints, and protrusions with manufacturers recommended tape matching jacket, vapor-barrier mastic, joint sealant, and adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
   3. Secure fittings, jacket, cover, etc. with tape matching jacket and secure with outward clinched staples 1 inch on center. Apply vapor-barrier mastic over staples.
   4. Arrange insulation to permit access to valves packing, flanges, unions, etc. and valve operation for maintenance without disturbing insulation. Install insulation so that it can be removed without damage to surrounding insulation or access enclosure.
   5. Pipe hangers are not to be concealed in insulation.
6. Seal all exposed insulation ends with mastic.
7. Seal all mitered joints prior to installing covers with vapor-barrier sealant and mastic.
8. Install preformed pipe insulation to outer diameter of pipe flange.
9. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation.
10. Fill voids between inner circumference of valves, flange, elbows, and bolts insulation and outer circumference of adjacent straight pipe segments with cut sections of sheet insulation of same thickness as pipe insulation.
11. Install preformed sections of same material insulation when available. When preformed insulation elbows and fittings are not available, install mitered sections of pipe insulation, to a thickness equal to adjoining pipe insulation. Install PVC cover over fitting or mitered section.
12. Arrange insulation to permit access to valves packing, flanges, unions, etc. and valve operation for maintenance without disturbing insulation. Install insulation so that it can be removed without damage to surrounding insulation or access enclosure.

3.6 GENERAL BLANKET AND BOARD INSULATION INSTALLATION (IN ADDITION TO COMMON REQUIREMENTS)

A. Blanket and Board Insulation Installation on Duct, Tanks, Vessels, Elbows, and Appurtenances:
   1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for a minimum of 50 percent coverage of duct and plenum and 100 percent coverage of equipment, tanks, etc.; to secure insulation to surfaces. Apply adhesive to entire circumference of all surfaces; including fittings and transitions.
   2. Install cupped-head, capacitor-discharge-weld pins surfaces to secure insulation to ductwork. Install on sides and bottom of horizontal and vertical ducts having a width or height greater than 23 inches. Locate 16 inches center and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface as required by manufacturer recommendation. Use approved adhesive stick anchor pins with washers for all equipment, tanks, etc. Cut excess portion of stick anchor pins and install washer’s caps. Cover exposed pins and washers caps with tape and mastic matching insulation facing.
   3. Install PVC corner angles prior to installing blanket insulation.
   4. Do not over compress insulation during installation. Cover exposed pins and washers with tape matching insulation facing and mastic.
   5. Install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with insulation by removing 2 inches from 1 edge and 1 end of insulation segment. Secure laps to adjacent insulation section with 3/4-inch outward-clinching staples, 1 inch on center. Coat all seams/joints with mastic and embed with fiberglass reinforced mesh, minimum 4”, cover mesh with finish coat of mastic.
   6. Repair punctures, tears, penetrations and protrusions with 6-inch-wide strips of same material used to insulate duct. Seal all seams with staples, cover with mastic and cover with embedded fiberglass reinforced mesh, cover mesh with finish coat of mastic.
   7. Install vapor stops for ductwork and plenums operating below 50 deg F at 18-foot intervals. Vapor stops shall consist of vapor-barrier mastic applied in a Z-shaped pattern over insulation face, along butt end of insulation, and over the surface. Cover insulation face and surface to be insulated a width equal to 2 times the insulation thickness but not less than 3 inches.
8. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Groove and score insulation to fit as closely as possible to outside and inside radius of elbows. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
9. Insulate hangers attached to duct work. Do not insulate or enclose channel, supports, etc. not directly fasten to duct.
10. Insulation termination: Butt insulation up to termination point. Apply mastic no less than 3” overlap on insulation, and 3” on metal surface. Embed fiberglass reinforced mesh overlapping full 3” of termination point, 6” strip. Cover mesh with finish coat of mastic.

3.7 FIELD-APPLIED JACKET INSTALLATION
A. Install with 2-inch overlap at longitudinal seams and end joints. Overlap longitudinal seams arranged to shed water. Seal end joints with weatherproof sealant recommended by insulation manufacturer. Apply two continuous beads of adhesive to seams and joints, one bead under lap and the finish bead along seam and joint edge. Secure metal jacket with stainless-steel bands 12 inches on center and at end joints.

3.8 FINISHES
A. Duct, Equipment, and Pipe Insulation with ASJ, Glass-Cloth, or Other Paintable Jacket Material: Paint jacket with paint system identified below and as specified in Division 9 painting Sections.
1. Flat Acrylic Finish: Two (2) finish coats over a primer that is compatible with jacket material and finish coat paint. Add fungicidal agent to render fabric mildew proof.
B. Flexible Elastomeric Thermal Insulation: After adhesive has fully cured, apply two coats of insulation manufacturer’s recommended protective coating.
C. Color: Final color as selected by Architect. Vary first and second coats to allow visual inspection of the completed Work.
D. Do not field paint aluminum or stainless-steel jackets.

3.9 FIELD QUALITY CONTROL
A. Perform the following field tests and inspections and prepare test reports:
1. Inspect insulated duct, pipe, and equipment, randomly selected by Engineer, by removing field-applied jacket and insulation in layers in reverse order of their installation. Extent of inspection shall be limited to two (3) location(s) for each system.
2. All insulation applications will be considered defective work if sample inspection reveals noncompliance with requirements.
3. Remove all defective work and install new insulation and jackets to replace insulation and jackets removed for inspection. Repeat inspection procedures as needed.

3.10 INSULATION SCHEDULE, GENERAL
A. Plenums and Ducts Requiring Insulation:
1. Indoor, concealed/exposed supply, return, relief and outdoor air.
2. Outdoor, concealed/exposed supply, return and relief air.

B. Piping Requiring Insulation:
1. Indoor and outdoor hydronics.
2. All pipe and appurtenances that are susceptible to sweating.
3. All pipe and appurtenances carrying water or refrigerant, for space conditioning.
4. Any piping not specifically scheduled for insulation below to be insulated with the code minimum required insulation.

C. Items Not Insulated:
1. Fibrous-glass ducts.
2. Double-wall metal ducts or lined metal ducts, both with sufficient insulation thickness to comply with adopted edition of IECC and ASHRAE/IESNA 90.1.
3. Factory-insulated flexible ducts.
5. Flexible connectors.
7. Factory-insulated access panels and doors.
8. General building exhaust duct.

3.11 DUCT AND PLENUM INSULATION SCHEDULE
A. Indoor, concealed, all duct insulation shall be of the following (Including dishwasher exhaust):
   1. Mineral-Fiber Blanket: 2 inches thick and 1.00-lb/cu. ft. nominal density.
B. Indoor, exposed (including mechanical rooms and utility rooms), rectangular, all duct insulation shall be of the following:
   1. Mineral-Fiber Board: 2 inches thick and 2.25-lb/cu. ft. nominal density.
C. Indoor, exposed round or flat oval ductwork shall be double-wall construction.
D. Outdoor (including underfloor), all duct insulation shall be any of the following:
   1. Rectangular Duct: Cellular Glass, 3 inches thick and 7.5-lb/cu. ft. nominal density. (minimum R-value of 8)
   2. Round/Flat Oval: Double wall construction (reference Metal Ducts Specification).

3.12 AIR DEVICE INSULATION SCHEDULE
A. Supply-air devices (all styles/sizes): Field insulate backside of all devices that are not factory lined:
   1. Mineral-Fiber Blanket: 1-1/2 inches thick and 0.75-lb/cu. ft. nominal density. Secured to air device with FSK tape, all sides.

3.14 EQUIPMENT INSULATION SCHEDULE
A. Insulate indoor and outdoor equipment in paragraphs below that is not factory insulated.
B. Expansion/compression/buffer tanks, Air-separators, filter feeders, etc. insulation shall be any of the following:
1. Cellular Glass: 3 inches. (chilled water service)
2. Phenolic: 2 inches. (chilled water service)
3. Mineral Fiber Board: 3 inches. (hot water service)

C. Steam-to-hot water heat exchanger insulation:
   1. Mineral-Fiber board: 3" thick, 3lb/cu. ft. density.
   2. Cellular Glass: 3" thick, 7.5 lb/cu. ft density.

3.15 PIPING INSULATION SCHEDULE

A. Acceptable preformed pipe and tubular insulation materials and thicknesses are identified for each piping system and pipe size range.

B. Condensate and Equipment Drains:
   1. All Pipe Sizes: Insulation shall be any of the following:
      a. Flexible Elastomeric: 1 inch thick.

C. Chilled Water Supply and Return:
   1. All Pipe Sizes: Insulation shall be any of the following:
      b. Cellular Glass: (for use indoors and outdoors, not accepted in underfloor or buried). Reference schedule below for thickness.
      c. Phenolic: (for use indoors and outdoors, not accepted in underfloor or buried). Reference schedule below for thickness.

D. Hot Water Supply and Return:
   1. All pipe sizes:
      c. Phenolic: (for use indoors and outdoors, not accepted in underfloor or buried) Reference Schedule below for thickness.
      d. Cellular Glass: (for use indoors and outdoors, not accepted in underfloor or buried) Reference Schedule below for thickness.

E. Phenolic Density Schedule:
   1. Indoors Concealed: 2.5 lb/ft.³ (Green)
   2. Indoors Exposed: 5 lb/ft.³ (Pink)
   3. Outdoors: 5 lb/ft.³ (Pink)

F. Steam and Steam Condensate, 350° F and below:
   1. All pipe sizes:
      a. Mineral-Fiber, Preformed pipe, Type I: 3" thick.

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### MECHANICAL INSULATION

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G. Refrigerant Suction and Hot Gas Piping:
   1. All pipe sizes: Insulation shall be the following:

3.16 FIELD-APPLIED JACKET SCHEDULE

A. Install jacket over insulation material. For insulation with factory-applied jacket, install the field-applied jacket over the factory-applied jacket.

B. Ducts/Piping exposed in finished indoor areas, outdoors, underfloor and mechanical rooms.
   1. Aluminum, Stucco Embossed: 0.016 inch thick.

C. Indoor hydronic piping fitting or elbows.
   1. PVC: 0.015 inch thick.

END OF SECTION 230719
SECTIN 233113 – METAL DUCTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:
   1. Single-wall rectangular ducts and fittings.
   2. Double-wall rectangular ducts and fittings.
   4. Double-wall round and flat-oval ducts and fittings.
   5. Sheet metal materials.
   6. Duct liner.
   7. Sealants and gaskets.
   8. Hangers and supports.
  10. Ductwork Cleaning

B. Related Sections:
   1. Mechanical Specification Section "Testing, Adjusting, and Balancing" for testing,
      adjusting, and balancing requirements for metal ducts.
   2. Mechanical Specification Section "Duct Accessories" for dampers, sound-control
      devices, duct-mounting access doors and panels, turning vanes, and flexible ducts.
   3. Mechanical Specification Section “Hangers & Supports”.
   4. Mechanical Specification Section “Basic Mechanical Materials and Methods”.
   5. Mechanical Specification Section “Special Conditions for Mechanical Work”.

1.3 PERFORMANCE REQUIREMENTS

A. Delegated Duct Design: Duct construction, including sheet metal thicknesses, seam and joint
   construction, reinforcements, and hangers and supports, shall comply with SMACNA's
   "HVAC Duct Construction Standards - Metal and Flexible" and performance requirements
   and design criteria indicated.
   1. Static-Pressure Classes: Variable Volume Systems
      a. Supply Ducts: (Upstream from Air Terminal Units): 3-inch wg.
      b. Supply Ducts (Downstream from Air Terminal Units): 1-inch wg.
      d. Outside Air Ducts (Negative Pressure): 1-inch wg.
   2. Static-Pressure Classes: Constant Volume Systems
      a. Supply Ducts: 2-inch wg.
      c. Outside Air Ducts (Negative Pressure): 1-inch wg.
   3. Static-Pressure Classes: Other Systems
b. General Exhaust (Negative Pressure): 1-inch wg.
c. Relief Air: 1-inch wg.
4. Leakage Class:
   a. Round Supply-Air Duct: 3 cfm/100 sq. ft. at static pressure class.
   b. Flat-Oval Supply-Air Duct: 3 cfm/100 sq. ft. at static pressure class.
   c. Rectangular Supply-Air Duct: 6 cfm/100 sq. ft. at static pressure class.
   d. Flexible Supply-Air Duct: 6 cfm/100 sq. ft. at static pressure class.

B. Structural Performance: Duct hangers and supports shall withstand the effects of gravity loads and stresses within limits and under conditions described in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

1.4 DEFINITIONS

A. Exposed: Open to view; not concealed by a ceiling.
   1. Includes mechanical rooms.
   2. Includes outdoors.
   3. Includes crawlspace.

B. Concealed: Covered or Concealed by a ceiling, solid inaccessible or lay-in acoustical tile.

1.5 SUBMITTALS

A. Product Data: For each type of the following products:
   1. Liners and adhesives.
   2. Sealants and gaskets.
   3. Insulation.
   4. Metal.
   5. Fasteners.
   6. Hangers.
   7. Double Wall Ductwork (Round or Flat Oval).
   8. Single Wall (Round or Flat Oval).

B. Shop Drawings/Coordination Drawings: CADD generated, ¼” scale. Show fabrication and installation details for metal ducts.
   1. Fabrication, assembly, and installation, including plans, elevations, sections, components, and attachments to other work.
   2. Factory- and shop-fabricated ducts and fittings.
   3. Duct layout indicating sizes, configuration, liner material, and static-pressure classes.
   4. Elevation of top of ducts.
   5. Dimensions of main duct runs from building grid lines.
   6. Fittings.
   7. Reinforcement and spacing.
   8. Seam and joint construction.
   9. Penetrations through fire-rated and other partitions.
   10. Equipment installation based on equipment being used on Project.
   11. Locations for duct accessories, including dampers, turning vanes, and access doors and panels.
   12. Hangers and supports, including methods for duct and building attachment, and vibration isolation (where applicable).
   13. Ceiling suspension assembly members.
14. Other systems installed in same space as ducts, including fire sprinkler piping; electrical conduits; cable trays; hydronic, domestic, and sanitary piping; and structural members.
15. Ceiling-and-wall-mounting access doors and panels required to provide access to dampers and other operating devices.
16. Ceiling-mounting items, including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.

C. Welding certificates.
D. Field quality-control reports.
E. Field Pressure test Reports.

1.6 QUALITY ASSURANCE
A. Welding Qualifications: Qualify procedures and personnel according to the following:

PART 2 - PRODUCTS

2.1 SINGLE-WALL RECTANGULAR DUCTS AND FITTINGS
A. General Fabrication Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" based on indicated static-pressure class unless otherwise indicated.

B. Transverse Joints: Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 1-4, "Transverse (Girth) Joints," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

C. Longitudinal Seams: Select seam types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 1-5, "Longitudinal Seams - Rectangular Ducts," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

D. Elbows, Transitions, Offsets, Branch Connections, and Other Duct Construction: Select types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 2, "Fittings and Other Construction," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

E. Seal all duct transverse joints, longitudinal seams, flanges, and duct wall penetrations (SMACNA Seal Class-A regardless of static pressure construction class).
2.2 DOUBLE-WALL RECTANGULAR DUCTS AND FITTINGS

A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
   1. McGill Airflow LLC.

B. Rectangular Ducts: Fabricate ducts with indicated dimensions for the inner duct.

C. Outer Duct: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" based on indicated static-pressure class unless otherwise indicated.

D. Transverse Joints: Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 1-4, "Transverse (Girth) Joints," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

E. Longitudinal Seams: Select seam types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 1-5, "Longitudinal Seams - Rectangular Ducts," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

F. Interstitial Insulation: Fibrous-glass liner complying with ASTM C 1071, NFPA 90A, or NFPA 90B; and with NAIMA AH124, "Fibrous Glass Duct Liner Standard."
   1. Maximum Thermal Conductivity: 0.27 Btu x in./h x sq. ft. x deg F at 75 deg F mean temperature.
   2. Thickness:
      a. 1 inch, minimum for INDOOR, exposed ducts in conditioned spaces.
      b. 1-1/2 inches, minimum for INDOOR ducts in unconditioned spaces, including, but not limited to return-air plenums and mechanical rooms.
      c. 2-1/2 inches, minimum for OUTDOOR ducts.
   3. Install spacers that position the inner duct at uniform distance from outer duct without compressing insulation.
   4. Coat insulation with antimicrobial coating.

G. Formed-on Transverse Joints (Flanges): Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 1-4, "Traverse (Girth) Joints," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

H. Seal all duct transverse joints, longitudinal seams, flanges and duct wall penetrations (SMACNA Seal Class-A regardless of static pressure construction class).

2.3 SINGLE-WALL ROUND AND FLAT-OVAL DUCTS AND FITTINGS

A. General Fabrication Requirements: Spiral seams complying with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 3, "Round, Oval, and Flexible Duct," based on indicated static-pressure class. Longitudinal-seams (snap-lock) are not acceptable for any application.
1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
   a. Lindab Inc.
   b. McGill AirFlow LLC.
   c. SEMCO Incorporated.
   d. Spiral Pipe of Texas
   e. Direct Duct

B. Flat-Oval Ducts: Indicated dimensions are the duct width (major dimension) and diameter (diameter of the round sides connecting the flat portions of the duct).

C. Transverse Joints: Select joint types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-2, "Transverse Joints - Round Duct," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
   1. Transverse Joints in Ducts Larger Than 60 Inches in Diameter: Flanged.

D. Seams: Fabricate according to the spiral seam requirements of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-1, "Seams - Round Duct and Fittings," for static-pressure class, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
   Longitudinal seams (snap-lock) are not acceptable for any application, except where indicated below.
   1. Fabricate round ducts larger than 90 inches in diameter with butt-welded longitudinal seams.
   2. Fabricate flat-oval ducts larger than 72 inches in width (major dimension) with butt-welded longitudinal seams.

E. Tees and Laterals: Select types and fabricate according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-4, "90 Degree Tees and Laterals," and Figure 3-5, "Conical Tees," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

F. Seal all duct transverse joints, longitudinal seams, flanges and duct wall penetrations (SMACNA Seal Class-A regardless of static pressure construction class).

2.4 DOUBLE-WALL ROUND AND FLAT-OVAL DUCTS AND FITTINGS

A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
   1. Lindab Inc.
   2. McGill AirFlow LLC.
   3. SEMCO Incorporated.
   4. Spiral Pipe of Texas
   5. Direct Duct

B. Flat-Oval Ducts: Indicated dimensions are the duct width (major dimension) and diameter (diameter of the round sides connecting the flat portions of the duct) of the inner duct.
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2.5 SHEET METAL MATERIALS

A. General Material Requirements: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, rust, stains, discolorations, and other imperfections. All ductwork shall be a minimum of 24 gage, with a minimum thickness of 0.023 inches. Where
in the SMACNA “HVAC Duct Construction Standards-Metal Flexible” it indicates that a lighter gage may be utilized, a minimum of 24 gage shall be used.

B. Galvanized Sheet Steel: Comply with ASTM A 653/A 653M.
1. Galvanized Coating Designation: G60 (Z180).
2. Finishes for Surfaces Exposed to View: Mill phosphatized.

C. PVC-Coated, Galvanized Sheet Steel: Comply with ASTM A 653/A 653M.
1. Galvanized Coating Designation: G60 (Z180).
2. Minimum Thickness for Factory-Applied PVC Coating: 4 mils thick on sheet metal surface of ducts and fittings exposed to corrosive conditions, and minimum 4 mils thick on opposite surface.
3. Coating Materials: Acceptable to authorities having jurisdiction for use on ducts listed and labeled by an NRTL for compliance with UL 181, Class 1.

D. Carbon-Steel Sheets: Comply with ASTM A 1008/A 1008M, with oiled, matte finish for exposed ducts.

E. Stainless-Steel Sheets: Comply with ASTM A 480/A 480M, Type 304 or 316, as indicated in the "Duct Schedule" Article; cold rolled, annealed, sheet. Exposed surface finish shall be No. 2B, No. 2D, No. 3, or No. 4 as indicated in the "Duct Schedule" Article.

F. Aluminum Sheets: Comply with ASTM B 209 (ASTM B 209M) Alloy 3003, H14 temper; with mill finish for concealed ducts, and standard, one-side bright finish for duct surfaces exposed to view.

G. Reinforcement Shapes and Plates: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
1. Where black- and galvanized-steel shapes and plates are used to reinforce aluminum ducts, isolate the different metals with butyl rubber, neoprene, or EPDM gasket materials.

H. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

I. Plastic Connectors are not acceptable.

2.6 DUCT LINER

A. Fibrous-Glass Duct Liner: Comply with ASTM C 1071, NFPA 90A, or NFPA 90B; and with NAIMA AH124, "Fibrous Glass Duct Liner Standard."
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. CertainTeed Corporation; Insulation Group.
   b. Johns Manville.
   c. Knauf Insulation.
   d. Owens Corning.
   e. Maximum Thermal Conductivity:
      1) Type I, Flexible: 0.27 Btu x in./h x sq. ft. x deg F at 75 deg F mean temperature.
      2) Type II, Rigid: 0.23 Btu x in./h x sq. ft. x deg F at 75 deg F mean temperature.
2. Antimicrobial Erosion-Resistant Coating: Apply to the surface of the liner that will form the interior surface of the duct to act as a moisture repellent and erosion-resistant coating. Antimicrobial compound shall be tested for efficacy by an NRTL and registered by the EPA for use in HVAC systems.

3. Water-Based Liner Adhesive: Comply with NFPA 90A or NFPA 90B and with ASTM C 916. Equal to DP 2502.

B. Insulation Pins and Washers:
1. Cupped-Head, Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.106-inch- diameter shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer. Equal to CS-10.

C. Shop Application of Duct Liner: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 2-19, "Flexible Duct Liner Installation."
1. Adhere a single layer of indicated thickness of duct liner with at least 90 percent adhesive coverage at liner contact surface area. Attaining indicated thickness with multiple layers of duct liner is prohibited.
2. Apply adhesive to transverse edges of liner facing upstream that do not receive metal nosing.
3. Butt transverse joints without gaps, and coat joint with adhesive.
4. Fold and compress liner in corners of rectangular ducts or cut and fit to ensure butted-edge overlapping.
5. Do not apply liner in rectangular ducts with longitudinal joints, except at corners of ducts, unless duct size and dimensions of standard liner make longitudinal joints necessary.
6. Secure liner with mechanical fasteners 4 inches from corners and at intervals not exceeding 12 inches transversely; at 3 inches from transverse joints and at intervals not exceeding 18 inches longitudinally.
7. Secure transversely oriented liner edges facing the airstream with metal nosings that have either channel or "Z" profiles or are integrally formed from duct wall. Fabricate edge facings at the following locations:
   a. Fan discharges.
   b. Intervals of lined duct preceding unlined duct.
   c. Upstream edges of transverse joints in ducts where air velocities are higher than 2500 fpm or where indicated.
8. Terminate inner ducts with buildouts attached to fire-damper sleeves, dampers, turning vane assemblies, or other devices. Fabricated buildouts (metal hat sections) or other buildout means are optional; when used, secure buildouts to duct walls with bolts, screws, rivets, or welds.

2.7 SEALANT AND GASKETS

A. General Sealant and Gasket Requirements: Surface-burning characteristics for sealants and gaskets shall be a maximum flame-spread index of 25 and a maximum smoke-developed index of 50 when tested according to UL 723; certified by an NRTL. All products are to contain low V.O.C. as defined/governed by LEED IEQ 4.1 and 4.2 (Regardless of project type).

B. Water-Based Joint and Seam Sealant (for indoor installation):
1. Application Method: Brush on.
2. Solids Content: Minimum 68 percent.
3. Water resistant.
4. Mold and mildew resistant.
5. VOC: less than 30 g/l (less water).
6. Maximum Static-Pressure Class: 15-inch wg, positive and negative.
7. Service: Indoor.
8. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum sheets.
9. DP 1020 or approved equal.

C. Water-Based Joint and Seam Sealant (for outdoor installation):
   1. Application Method: Tube application or dry tooling.
   3. Water resistant.
   4. Mold and mildew resistant.
   5. Service: Indoor.
   6. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum sheets.
   7. Sonolastic NP-1 or approved equal.

D. Flanged Joint Sealant: Comply with ASTM E-84.
   1. General: Butyl gasket tape.
   2. Type: Butyl Rubber.
   3. Service Temperature: Minus 40°F to 245°F
   4. Pressure Class: All
   5. DP 1040

2.8 HANGERS AND SUPPORTS

A. Hanger Rods for Noncorrosive Environments: Cadmium-plated steel rods and nuts.

B. Hanger Rods for Corrosive Environments: Electrogalvanized, all-thread rods or galvanized rods with threads painted with zinc-chromate primer after installation.

C. Strap and Rod Sizes: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 4-1 (Table 4-1M), "Rectangular Duct Hangers Minimum Size," and Table 4-2, "Minimum Hanger Sizes for Round Duct."

D. Duct Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.

E. Trapeze and Riser Supports:
   3. Supports for Aluminum Ducts: Aluminum or galvanized steel coated with zinc chromate.
PART 3 - EXECUTION

3.1 DUCT INSTALLATION

A. Drawing plans, schematics, and diagrams indicate general location and arrangement of duct system. Indicated duct locations, configurations, and arrangements were used to size ducts and calculate friction loss for air-handling equipment sizing and for other design considerations. All ductwork sizes indicated on drawings are internal, free area dimensions. Install duct systems as indicated unless deviations to layout are approved on Shop Drawings and Coordination Drawings.

B. Install ducts according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible".

C. Install round and flat-oval ducts in maximum practical lengths.

D. Install ducts with fewest possible joints.

E. Install factory- or shop-fabricated fittings for changes in direction, size, and shape and for branch connections.

F. Unless otherwise indicated, install ducts vertically and horizontally, and parallel and perpendicular to building lines.

G. Conceal ducts from view in finished spaces. Do not encase horizontal runs in solid partitions unless specifically indicated.

H. Coordinate layout with suspended ceiling, fire-and smoke-control dampers, lighting layouts, and similar finished work.

I. Seal all joints and seams. Apply sealant to male end connectors before insertion, and afterward to cover entire joint and sheet metal screws. Sealant of seems/joints to include (but not limited to): all joints (including gasketed joints) metal seams, taps, any connections, etc.

J. Paint interiors of metal ducts that do not have duct liner, for 24 inches (600 mm) upstream of return air registers and grilles. Apply one coat of flat, black, latex finish coat over a compatible galvanized-steel primer. Paint materials and application requirements are specified in Division 9 painting Sections.

K. Install ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of building.

L. Install ducts with a clearance of 1 inch, plus allowance for insulation thickness. Compression of insulation by other trades (pipe, conduit, etc) is not acceptable.

M. Route ducts to avoid passing through transformer vaults and electrical equipment rooms and enclosures.

N. Where ducts pass through non-fire-rated interior partitions and exterior walls, cover the opening between the partition and duct or duct insulation with sheet metal flanges of same metal thickness as the duct. Overlap openings on four sides by at least 1-1/2 inches.
O. Where ducts pass through fire-rated interior partitions and exterior walls, install fire dampers. Comply with requirements in Mechanical Specification Section "Air Duct Accessories" for fire and smoke dampers.

P. Protect duct interiors from moisture, construction debris and dust, and other foreign materials. Comply with SMACNA's "Duct Cleanliness for New Construction Guidelines."

Q. Horizontal ductwork in mechanical rooms must be installed a minimum of 8'-0" AFF.

R. All duct floor penetrations must have a water-tight, continuous concrete curb surrounding them. Minimum curb size shall be 3-1/2" tall X 3-1/2" wide.

3.2 DUCTWORK HANDLING AND PLENUM PROTECTION

A. All ductwork shall be delivered to site and stored with all openings protected from the elements. Protection to include 2.5 mil thick polyethylene plastic film secured with tape or integral elastic band.

B. Each segment/section of ductwork installed is to be appropriately protected from elements.

C. Any ductwork damaged during delivery, installation, or at any time during construction will be removed from job and replaced.

D. Ductwork found onsite (installed or stored) without approved protection will be removed from job and replaced.

E. Ductwork installed exposed to the elements to be sealed (joints and seems) immediately after installation. Any ductwork not sealed is susceptible to rejection and removed from job.

F. Under no circumstances shall insulation be applied to ductwork prior to the building being fully dried in (i.e.: building sealed, windows and roof installed, etc). Any ductwork being insulated prior to building dry-in is susceptible to rejections and removed from job.

G. If ductwork is found onsite not protected or the newly installed ductwork is deemed as dirty, engineer can elect for the contractor to clean all duct at no cost to the owner per NADCA 1992.

3.3 SEAM AND JOINT SEALINGS

A. Seal all duct transverse joints, longitudinal seams, flanges and duct wall penetrations (SMACNA Seal Class-A regardless of static pressure construction class).

3.4 HANGERS AND SUPPORT INSTALLATION

A. Comply with SMACNA's “HVAC Duct Construction Standards – Metal and Flexible,” Chapter 4 “Hangers and Supports,” unless otherwise indicated.

1. Support rectangular ducts greater than 36 inches with width with trapeze threaded rod and angle or channel supports. Straps not acceptable.

2. Rectangular Duct Hangers Exposed to View: Threaded rod and channel supports (do not use steel angles).
B. Building Attachments: Concrete inserts or structural-steel fasteners appropriate for construction materials to which hangers are being attached.
   1. Where practical, install concrete inserts before placing concrete.

C. Hanger Spacing: Comply with SMACNA’s “HVAC Duct Construction Standards-Metal and Flexible,” Table 4-1 (Table 4-1M), “Rectangular Duct Hangers Minimum Size,” and Table 4-2, “Minimum Hanger Sizes for Round Duct,” for maximum hanger spacing; install hangers and supports within 24 inches of each elbow and within 48 inches of each branch intersection. Elbows 36” and larger to be individually supported.

D. Support vertical ducts with steel angles or channel secured to the sides of the duct with welds, bolts, sheet metal screws, or blind rivets; support at each floor and at a maximum intervals of 16’ feet. Support vertical ducts in a manner that introduces minimal weight onto the roof curb flange.

E. Install upper attachments to structures. Select and size upper attachments with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.
   1. Do not attach hangers to metal deck roof assemblies with built-up insulation only (no concrete). Attach only to structural steel members.

3.5 CONNECTIONS

A. Make all connections to all fan-bearing equipment with flexible connectors complying with Specification Section “Air Duct Accessories”.

B. Comply with SMACNA’s “HVAC Duct Construction Standards – Metal and Flexible” for branch, outlet and inlet, and terminal unit connections. Reference detail for specific additional items required.

3.6 PAINTING

A. Paint interior of metal ducts that are visible through registers and grilles and that do not have duct liner. Apply one coat of flat, black, latex paint over a compatible galvanized-steel primer. Paint materials and application requirements are specified in Division 09 painting Sections.

3.7 FIELD QUALITY CONTROL

A. Perform tests and inspections.

B. Leakage Tests:
   1. Comply with SMACNA’s “HVAC Air Duct Leakage Test Manual.” Leakage Class defined in previous sections of specification. Amount of ductwork to be tested to be determined by Engineer or Field Inspector.
   2. Test the following systems:
      a. Medium Pressure Ductwork (3-Inch wg), up to Air Terminal (branch taps included): Test representative duct sections totaling no less than 100 percent of total installed duct area.
      b. Low Pressure Supply Ducts: Test representative duct totaling no less than 20 percent of total installed duct area.
c. Return Ducts: Test representative duct sections totaling no less than 20 percent of total installed duct area.
d. Exhaust Ducts: Test representative duct sections totaling no less than 20 percent of total installed duct area.
e. Outdoor Air Ducts: Test representative duct sections totaling no less than 20 percent of total installed duct area.
f. Grease Laden/Dishwasher Exhaust: Test representative duct sections per IMC “Light Test.”

3. Disassemble, reassemble, and seal segments of systems to accommodate leakage testing and for compliance with test requirements.

4. Test for leaks before insulation application.

C. Duct system will be considered defective if it does not pass tests and inspections.

D. Contractor to disassemble, reassemble and seal segments of systems to accommodate leakage testing and for compliance with test requirements / leakage rates.

E. All testing equipment to be calibrated (by manufacturer) within 3 years of onsite duct pressure testing. Documentation to be provided for verification of certification to Engineer through submittal process.

F. Test Coupons: Cut out three (3) 4x4” test coupons in random locations selected by the design engineer for verification of gage thickness. Coupons shall be taken at the time of pressure testing.

G. Prepare test and inspection reports.

3.8 DUCT SCHEDULE

A. Fabricate ducts with galvanized sheet steel except as follows:
   1. Acid-Resistant (Fume-Handling) Ducts:
       a. Type 304, stainless-steel sheet – welded.
       b. Exposed to View: No. 4 finish.
       c. Concealed: No. 2D finish.
   3. Spaces with pools, spas, hot tubs or water features: Aluminum.

B. Intermediate Reinforcement:
   2. Stainless-Steel Ducts: Galvanized steel.
   3. Aluminum Ducts: Aluminum or galvanized sheet steel coated with zinc chromate.

C. Liner:
   1. Transfer Ducts: Fibrous glass, Type I 1 inch thick.

D. Double-Wall Duct Schedule:
   1. All exposed Round/Flat Oval Ductwork.

E. Elbow Configuration:
   1. Rectangular Duct: Comply with SMACNA’s “HVAC Duct Construction Standards – Metal and Flexible,” Figure 2-2, “Rectangular Elbows.”
METAL DUCTS

3.9 CLEANING NEW SYSTEMS

A. If ductwork is found onsite not protected or the newly installed ductwork is deemed as dirty, engineer can elect for the contractor to clean all duct at no cost to the owner per NADCA 1992.

B. System Cleaning: (If required)
1. Mark position of dampers and air-directional mechanical devices before cleaning, and perform cleaning before air balancing.

2. Provide service openings (approved duct access doors), as required, for physical and mechanical entry during cleaning and for inspection. All duct access doors to be installed prior to any duct pressure tests.
   a. Removed and reinstall ceiling sections to gain access during the cleaning process.

3. Vent vacuuming system to the outside. Include filtration to conation debris removed from HVAC systems, and locate exhaust down wind and minimum of 20 feet away from air intakes and other points of entry into building.

4. Clean the following metal duct systems by removing surface contaminants and deposits:
   a. Air outlets and inlets (registers, grilles and diffusers).
   b. Supply, return and exhaust fans including fan housings, plenums (except ceiling supply and return plenums), scrolls, blades or vanes, shafts, baffles, dampers and drive assemblies.
   c. Air-handling unit internal surfaces and components including mixing box, coil section, condensate drain pans, humidifiers and dehumidifiers, filters and filter sections, and condensate collectors and drains.
   d. Coils and related components.
   e. Return-air ducts, dampers and actuators except in ceiling plenums and mechanical equipment rooms.
   f. Supply-air ducts, dampers, actuators and turning vanes.

5. Mechanical Cleaning Methodology:
   a. Clean metal duct systems using mechanical cleaning methods that extract contaminants from within duct systems and remove contaminants from building.
   b. Use vacuum-collection devices that are operated continuously during cleaning. Connect vacuum device to downstream end of duct sections so areas being cleaned are under negative pressure.
   c. Use mechanical agitation to dislodge debris adhered to interior duct surfaces without damaging integrity of metal ducts, duct liner or duct accessories.
   d. Clean fibrous-glass duct liner with HEPA vacuuming equipment; do no permit duct liner to get wet.
   e. Clean coils and coil drain pans according to NADCA 1992. Keep drain pan operational. Rinse coils with clean water to remove latent residues and cleaning materials; comb and straighten fins.

6. Cleanliness Verification:
   a. Visually inspect metal ducts for contaminants.
   b. Where contaminants are discovered, re-clean and re-inspect ducts.

END OF SECTION 233113
PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes the following:
1. Backdraft dampers.
3. Fire dampers.
4. Fire and smoke dampers.
5. Turning vanes.
6. Duct-mounted access doors and panels.
7. Flexible ducts.
8. Flexible connectors.
10. Duct accessory hardware.
11. Motorized control dampers.

B. Related Sections include the following:
2. Specification Section "Louvers and Vents" for intake and relief louvers and vents connected to ducts and installed in exterior walls.
3. Specification Section "Air Terminals" for constant-volume and variable-air-volume control boxes and reheat boxes.
4. Specification Section "Air Inlets and Outlets."
5. Specification Section "HVAC Controls" for electric damper actuators.

1.3 SUBMITTALS

A. Product Data: For the following:
1. Backdraft dampers.
3. Fire dampers.
4. Fire and smoke dampers.
5. Duct-mounted access doors and panels.
6. Flexible ducts.
7. Motorized control dampers.
8. Side takeoff fittings

1.4 QUALITY ASSURANCE

A. NFPA Compliance: Comply with the following NFPA standards:
1. NFPA 90A, "Installation of Air Conditioning and Ventilating Systems."
2. NFPA 90B, "Installation of Warm Air Heating and Air Conditioning Systems."

1.5 EXTRA MATERIALS

A. Furnish extra materials described below that match products installed, are packaged with protective covering for storage, and are identified with labels describing contents.
   1. Fusible Links: Furnish quantity equal to 10 percent of amount installed.

PART 2 - PRODUCTS

2.1 SHEET METAL MATERIALS

A. Galvanized, Sheet Steel: Lock-forming quality; ASTM A 653/A 653M, G90 (Z275) coating designation; mill-phosphatized finish for surfaces of ducts exposed to view.

B. Reinforcement Shapes and Plates: Galvanized steel reinforcement where installed on galvanized, sheet metal ducts; compatible materials for aluminum and stainless-steel ducts.

C. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for 36-inch length or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.2 BACKDRAFT DAMPERS

A. Description: Suitable for horizontal or vertical installations.

B. Frame: 0.063-inch thick extruded aluminum, with mounting flange.

C. Blades: 0.050-inch thick aluminum sheet.

D. Blade Seals: Felt.

E. Blade Axles: Nonferrous.

F. Tie Bars and Brackets: Aluminum.

G. Return Spring: Adjustable tension.

2.3 MANUAL-VOLUME DAMPERS

A. General: Factory fabricated with required hardware and accessories. Stiffen damper blades for stability. Include locking device to hold single-blade dampers in a fixed position without vibration. Close duct penetrations for damper components to seal duct consistent with pressure class.
   1. Pressure Classifications of 3-Inch wg or Higher: End bearings or other seals for ducts with axles full length of damper blades and bearings at both ends of operating shaft.

B. Standard Volume Dampers: Multiple- or single-blade, opposed-blade design, standard leakage rating, with linkage outside airstream, and suitable for horizontal or vertical applications.
   1. Roll-Formed Steel Blades: 0.064-inch thick, galvanized, sheet steel.
3. Tie Bars and Brackets: Galvanized steel.
4. 1-1/2-inch insulation buildout with locking quadrant.

C. Low-Leakage Volume Dampers: Multiple- or single-blade, opposed-blade design, low-leakage rating, with linkage outside airstream, and suitable for horizontal or vertical applications.
   1. Steel Frames: Hat-shaped, galvanized, sheet steel channels, minimum of 0.064 inch thick, with mitered and welded corners; frames with flanges where indicated for attaching to walls; and flangeless frames where indicated for installing in ducts.
   2. Roll-Formed Steel Blades: 0.064-inch thick, galvanized, sheet steel.
   5. Tie Bars and Brackets: Galvanized steel.
   6. 1-1/2-inch insulation buildout with locking quadrant.

D. Jackshaft: 1-inch diameter, galvanized steel pipe rotating within a pipe-bearing assembly mounted on supports at each mullion and at each end of multiple-damper assemblies.
   1. Length and Number of Mountings: Appropriate to connect linkage of each damper of a multiple-damper assembly.

E. Damper Hardware: Zinc-plated, die-cast core with dial and handle made of 3/32-inch thick zinc-plated steel, and a 3/4-inch hexagon locking nut. Include center hole to suit damper operating-rod size. Include elevated platform for insulated duct mounting.

F. Remotely Operated Damper Accessories:
   1. Galvanized steel rotary cable with termination for adjustment either at the diffuser face or at a wall- or ceiling-recessed box/cup as shown on drawings. Secure other cable end to damper worm gear assembly. Cable must be one-piece with no linkages along the length. Provide mounting clips to support cables at all changes in direction and at 3-foot intervals.

2.4 FIRE DAMPERS

A. General: Labeled to UL 555 (sixth edition). Ruskin Model D1BD2-B (or design engineer approved equivalent). Dampers shall be marked with a UL-Classified fire protection rating and marked “For Use in Dynamic Systems”.

B. Fire Rating: One and one-half and/or three hours as indicated.

C. Frame: SMACNA Type B with blades out of airstream; fabricated with roll-formed, 0.034-inch-thick galvanized steel; with mitered and interlocking corners.

D. Mounting Sleeve: Provide factory-mounted sleeve and retaining angles.
   1. Minimum Thickness (Sleeve shall not extend more than 6” past wall or floor without factory installed access door): 16 gauge and length to suit application.

E. Mounting Orientation: Vertical or horizontal as indicated.

F. Blades: Roll-formed, interlocking, 0.034-inch thick, galvanized, sheet steel. In place of interlocking blades, use full-length, 0.034-inch thick, galvanized steel blade connectors.

G. Horizontal Dampers: Include a blade lock and stainless-steel negator closure spring.
H. Fusible Link: Replaceable, 165 deg F rated as indicated.

2.5 COMBINATION FIRE / SMOKE DAMPERS (SFD)

A. General: Labeled to UL 555/UL 555S (sixth and fourth edition respectively) Combination fire and smoke dampers shall be labeled for one-and-one-half-hour rating to UL 555S. Provide Class II leakage rating. Dampers shall be marked with a UL-classified fire rating. Ruskin FSD-60 or approved equivalent. The SFD shall be listed to operate from the fire alarm control panel (FACP). Each SFD shall have an associated smoke detector that shall be addressable from the FACP. The smoke detector shall be provided by the Fire Alarm Contractor and installed by the Electrical Contractor. Coordinate damper installation with these trades.

B. Electric Fusible Link (EFL): 165 or 212 deg F rated as applicable.

C. Frame and Blades: 16 gauge, galvanized, sheet steel. Damper blades shall be airfoil-shaped, single-piece construction, with blade seals mechanically locked into blade edge (adhesive clip-on seals are not acceptable). Ruskin FSD-60 or equivalent. Damper blades shall be minimum 14 gauge. SFD’s installed off vertical chases shall have vertical airfoil blades (Ruskin FSD 60-V or equivalent).

D. Mounting Sleeve: Factory-installed, 16 gauge, galvanized, sheet steel; length to suit wall or floor application. Sleeve shall not extend more than 6" past wall or floor without factory installed access door. SFD shall be capable of mounting on either side of wall and working with airflow in either direction. Provide manufacturer-recommended duct-to-sleeve joints.

E. Electric controlled closure is not less than 7 seconds or more than 10 seconds to prevent HVAC and duct damage. Damper shall have local reset button and shall have automatic reset after test, smoke detection or power failure conditions. Damper shall close upon loss of power or AHU shut down. Actuator shall be 120V.

F. Provide with stainless steel jam seals and bearings. (Bronze bearings are not acceptable)

G. Furnish and install dampers according to manufacturer’s instructions and in compliance with the latest edition of the SMACNA Duct Manual and NFPA Standards (90, 92A, and 92B).

2.6 TURNING VANES

A. Fabricate to comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible."

B. Manufactured Turning Vanes: Fabricate of 1-1/2-inch wide, curved blades set 3/4 inch o.c.; support with bars perpendicular to blades set 2 inches o.c.; and set into side strips suitable for mounting in ducts.

2.7 DUCT-MOUNTED ACCESS DOORS AND PANELS

A. Manufactures:
   1. Greenheck
   2. Flexmaster
   3. Elgens
   4. No exceptions
B. Ratings
   1. Differential Pressure
      a. Access doors shall have a maximum differential pressure rating of 4.5 in.wg.

C. Construction
   1. Frame
      a. Access door shall be constructed of 27 ga. Galvanized steel on sizes up to 12 in. x 12 in. On sizes 14 in. x 14 in. and larger shall be constructed of 22 ga. Galvanized steel.
   2. Door Panel: Door panel is constructed of 24 ga. Galvanized steel on both sides of the insulation.
   3. Insulation: Insulation is 1 in. fiberglass.
   4. Gasket: Gasket is ½ in. wide dual gasket (compressible synthetic type). Gasket is to be used door to frame and frame to duct.
   5. Hinge: Continuous piano style.
   6. Latches: Latches is plated steel with galvanized steel strikes.
   7. Finish: Mill finish is standard.

2.8 FLEXIBLE CONNECTORS

A. General: Flame-retarded or noncombustible fabrics, coatings, and adhesives complying with UL 181, Class 1.

B. Standard Metal-Edged Connectors: Factory fabricated with a strip of fabric 3-1/2 inches wide attached to two strips of 2-3/4-inch wide, 0.028-inch thick, galvanized, sheet steel or 0.032-inch aluminum sheets. Select metal compatible with connected ducts.

   1. Minimum Weight: 26 oz./sq. yd.
   2. Tensile Strength: 480 lbf/inch in the warp, and 360 lbf/inch in the filling.

D. Conventional, Outdoor System Flexible Connector Fabric: Glass fabric double coated with a synthetic-rubber, weatherproof coating resistant to the sun's ultraviolet rays and ozone environment.
   1. Minimum Weight: 26 oz./sq. yd.
   2. Tensile Strength: 530 lbf/inch in the warp, and 440 lbf/inch in the filling.

2.9 INSULATED FLEXIBLE DUCT, LOW PRESSURE

A. Manufacturers:
   1. Flexmaster type 1M UL181 Class I Air Duct.
   2. Thermaflex MK-E
   3. No exceptions

B. The duct shall be constructed of a CPE fabric supported by helical wound galvanized steel.

C. The internal working pressure rating shall be at least 6" w.g. positive and 4" w.g. negative, with a bursting pressure of at least 2-1/2 times the working pressure.

D. The duct shall be rated for a velocity of at least 4000 feet per minute.
E. The duct must be suitable for continuous operation at a temperature range of -20 deg F to +250 deg F.

F. Acoustical performance, when tested by an independent laboratory in accordance with the Air Diffusion Council’s *Flexible Air Duct Test Code FD 72-R1*, Section 3.0, Sound Properties, shall be as follows:
   1. The insertion loss (dB) of a 6-foot length of straight duct when tested in accordance with ASTM E 477, at a velocity of 500 feet per minute, shall be at least:
2.

<table>
<thead>
<tr>
<th>Octave Band</th>
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<td>2000</td>
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<td>12” diameter</td>
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<td>26</td>
<td>26</td>
<td>32</td>
<td>24</td>
<td>11</td>
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</tbody>
</table>

G. Factory insulate the flexible duct with fiberglass insulation. The R-value shall be at least 6 at a mean temperature of 75 deg F.

H. Cover the insulation with a fire retardant metalized vapor barrier jacket reinforced with crosshatched scrim (FSK) having a permeance of not greater than 0.05 perms when tested in accordance with ASTM E 96, Procedure A.

2.10 SIDE TAKEOFF FITTINGS

A. Provide Flexmaster Model STOD or SBMD takeoff for sheet metal for all taps connecting to flex duct, except for air devices with OBD’s and flow bar. For devices with OBD, use Flexmaster Model STO- or SBM no exceptions.

B. The side takeoff fittings shall maintain a ratio of 1:1 of inlet to outlet on all units over 7-inch diameter to allow proper sizing of the duct system.

C. Model STOD side takeoff shall have a 1-inch offset rear edge for enhanced pressure drop characteristics and 1-1/2-inch insulation buildout with locking hand quadrant.

D. Fittings shall have a 1-inch-wide prepunched mounting flange with corner clips and adhesive gasket for minimal leakage and ease of installation.

E. The fittings shall be constructed of a two-piece 26-gauge G-90 galvanized steel body and collar.

F. The overall length of the fitting shall be 13 inches with or without damper to reduce turbulence in the airstream.

G. The round outlet shall be provided with a rolled stiffener bead for strength and ease of installation and sealing of spiral and flexible ductwork joints.

2.11 ACCESSORY HARDWARE

A. Instrument Test Holes: Cast iron or cast aluminum to suit duct material, including screw cap and gasket. Size to allow insertion of pitot tube and other testing instruments, and length to suit duct insulation thickness.

B. Splitter Damper Accessories: Zinc-plated damper blade bracket; 1/4-inch, zinc-plated operating rod; and a duct-mounted, ball-joint bracket with flat rubber gasket and square-head set screw.
C. Flexible Duct Clamps: Stainless-steel band with cadmium-plated hex screw to tighten band with a worm-gear action, in sizes 3 to 18 inches to suit duct size.

D. Adhesives: High strength, quick setting, neoprene based, waterproof, and resistant to gasoline and grease.

2.12 MOTORIZED CONTROL DAMPERS

A. Manufacturers:
   1. Greenheck.
   2. Nailor Industries Inc.
   3. Ruskin Company.
   4. Pottorff.

B. General Description: AMCA-rated, opposed-blade design; minimum of 0.1084-inch thick, galvanized-steel frames with holes for duct mounting; minimum of 0.0635-inch thick, galvanized-steel damper blades with maximum blade width of 8 inches.
   1. Secure blades to ½-inch diameter, zinc-plated axles using zinc-plated hardware, with nylon blade bearings, blade-linkage hardware of zinc-plated steel and brass, ends sealed against spring-stainless-steel blade bearings, and thrust bearings at each end of every blade.
   2. Operating Temperature Range: From minus 40 to plus 200 deg F.
   3. Provide parallel- or opposed-blade design with inflatable seal blade edging, or replaceable rubber seals, rated for leakage at less than 10 cfm per sq. ft. of damper area, at differential pressure of 4-inch wg when damper is being held by torque of 50 in.xlbf (5.6 Nxm); when tested according to AMCA 500D.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Install duct accessories according to applicable details shown in SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for metal ducts and NAIMA's "Fibrous Glass Duct Construction Standards" for fibrous-glass ducts.

B. When installing volume dampers in lined duct, avoid damage to and erosion of duct liner.

C. Install manual volume dampers at all main branch lines for ease of balancing.

D. Provide test holes at fan inlet and outlet and elsewhere as indicated.

E. Install fire and smoke dampers according to manufacturer's UL-approved written instructions.
   1. Install fusible links in fire dampers.

F. Install mounting angles, minimum of 1 ½ "x 1 ½ "x 20 gauge steel on both sides of SFD or FD.

G. Install duct access panels for access to both sides of duct coils. Install duct access panels downstream from volume dampers, fire dampers, smoke-fire dampers, turning vanes, and equipment.
H. Install duct access panels to allow access to interior of ducts for cleaning, inspecting, adjusting and maintaining accessories and terminal units.
   1. Install access panels on side of duct where adequate clearance is available.
   2. Label access doors according to Specification Section “Mechanical Identification.”

3.2 ADJUSTING

A. Adjust duct accessories for proper settings.

B. Adjust fire and smoke dampers for proper action.

C. Final positioning of manual-volume dampers is specified in Specification Section "Testing, Adjusting, and Balancing."

END OF SECTION 233300
SECTION 233423 – HVAC POWER VENTILATORS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following:
   1. Ceiling-mounting ventilators.
   2. Centrifugal roof ventilators
   3. Destratification fans
   4. In-line centrifugal fans.
   5. Propeller fans.

1.3 PERFORMANCE REQUIREMENTS

A. Project Altitude: Base fan-performance ratings on actual Project site elevations.

B. Operating Limits: Classify according to AMCA 99.

C. Fan Unit Schedule: The following information is described in an equipment schedule on the Drawings.
   1. Fan performance data including capacities, static pressure, sound power characteristics, motor requirements and electrical characteristics.
   2. Fan arrangement, including wheel configuration inlet and discharge configurations and required accessories.

1.4 SUBMITTALS

A. Product Data: Include rated capacities, furnished specialties and accessories for each type of product indicated and include the following:
   1. Certified fan performance curves with system operating conditions indicated.
   2. Certified fan sound-power ratings.
   3. Motor ratings and electrical characteristics, plus motor and electrical accessories.
   4. Material thickness and finishes, including color charts.
   5. Dampers, including housings, linkages and operators.
   6. Roof curbs.
   7. Fan speed controllers.

B. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components and location and size of each field connection.
   2. Design Calculations: Calculate requirements for selecting vibration isolators and seismic restraints and for designing vibration isolation bases.
3. Vibration Isolation Base Details: Detail fabrication, including anchorages and attachments to structure and to supported equipment. Include auxiliary motor slides and rails and base weights.

C. Coordination Drawings: Show roof penetration requirements and reflected ceiling plans drawn to scale and coordinating roof penetrations and units mounted above ceiling. Show the following:
   1. Roof framing and support members relative to duct penetrations.
   2. Ceiling suspension assembly members.
   3. Size and location of initial access modules for acoustical tile.
   4. Ceiling-mounted items including light fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.

D. Maintenance Data: For power ventilators to include in maintenance manuals specified in Division 1.

1.5 QUALITY ASSURANCE

A. Electrical Components, Devices and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

B. AMAC Compliance: Products shall comply with performance requirements and shall be licensed to use the AMCA-Certified Ratings Seal.

C. NEMA Compliance: Motors and electrical accessories shall comply with NEMA standards.

D. UL Standard: Power ventilators shall comply with UL 705.

E. Listing and labeling: Provide electrically operated fixtures specified in this section that are listed and labels.
   1. The terms “Listed” and “Labeled”. As defined in the Nations Electrical Code, Article 100.
   2. Listing and Labeling Agency Qualifications: A “Nationally Recognized Testing laboratory” (NTRL) as defined in OSHA Regulation 1910.7.

F. UL Standard: Provide Power Ventilators that comply with UL 762, grease laden air at 300 deg. F where applicable (kitchen exhaust).

G. Warranty: The manufacturer’s standard warranty shall be for a period of 12 months from the date of Substantial Completion. Warranty is limited to manufacturer defects only. The warranty shall include parts and labor during this period.

1.6 DELIVERY, STORAGE AND HANDLING

A. Deliver fans as factory-assembled unit, to the extent allowable by shipping limitations, with protective crating and covering.

B. Disassemble and reassemble units, are required for moving to final location, according to manufacturer’s written instructions.

C. Lift and support units with manufacturer’s designated lifting or supporting points.
1.7 COORDINATION

A. Coordinate size and location of structural-steel support members.

B. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases. Concrete, reinforcement, and formwork requirements are specified in Specification Section “Cast-In-Place Concrete”.

C. Coordinate installation of roof curbs, equipment supports and roof penetrations. These items are specified in Specification Section “Roof Accessories”.

1.8 EXTRA MATERIALS

A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
   1. Belts: One set for each belt-driven unit.

1.9 PROJECT CONDITIONS

A. Field Measurements: Verify dimensions by field Measurements. Verify clearances.

B. Do not operate fans until ductwork is clean, filters are in place, bearings are lubricated and fans have been commissioned.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Centrifugal Roof Ventilators:
      a. Cook, Loren Company
      b. Envirofan
      c. Greenheck Fan Corp.
      d. Leading Edge

2.2 CEILING-MOUNTING VENTILATORS

A. Description: Centrifugal fans designed for installing in ceiling or wall or for concealed in-line applications.

B. Housing: Steel, lined with acoustical insulation

C. Fan Wheel: Centrifugal wheels directly mounted on motor shaft. Fan shrouds, motor and fan wheel shall be removable for service.

D. Grille: Painted aluminum, louvered grille with flange on intake and thumbscrew attachment to fan housing.
E. Electrical Requirements: Junction box for electrical connection on housing and receptacle for motor plug-in.

F. Accessories:
1. Variable-Speed Controller: Solid-state control to reduce speed from 100 to less than 50 percent.
2. Filter: Washable aluminum to fit between fan and grille.
4. Manufacturer’s standard roof jack or wall cap and transition fittings.

G. Capacities and Characteristics: Refer to drawing schedules.

2.3 CENTRIFUGAL ROOF VENTILATORS – DOWNBLAST

A. Description: Belt-driven or direct-driven centrifugal fans consisting of housing, wheel, fan shaft, bearings, motor and disconnect switch, drive assembly, curb base and accessories.

B. Housing: Removable, spun-aluminum, dome top and outlet baffle; square, two-piece, aluminum base with venture inlet cone.

C. Fan Wheels: aluminum hub and wheel with backward-inclined blades.

D. Belt-Driven Drive Assembly: Resiliently mounted to housing, with the following features:
1. Fan Shaft: turned, ground, and polished stainless steel; keyed to wheel hub.
2. Shaft Bearings: Heavy-duty re-greasable bail type in a pillow block cast iron housing, selected for a minimum L50 life in excess of 200,000 hours.
4. Fan and motor isolated from exhaust airstream.
5. Belts: Oil and heat resistant, nonstatic.

E. Accessories: The following items are required as indicated:
1. Variable-Speed Controller: Solid-state control to reduce speed from 100 percent to less than 50 percent (required on direct drive fans only).
2. Disconnect Switch: Nonfusible type, with thermal-overload protection mounted inside fan housing, factory wired through an internal aluminum conduit.
3. Bird Screens: Removable, 1/2-inch mesh, aluminum or brass wire.
4. Dampers: Counterbalanced, parallel-blade, backdraft dampers mounted in curb base; factory set to close when fan stops.

F. Roof Curbs: Galvanized steel; mitered and welded corners; 1-1/2-inch- thick, rigid, fiberglass insulation adhered to inside walls; and 1-1/2-inch wood nailer. Size as required to suit roof opening and fan base. Built in cant and mounting flange.
2. Overall Height: 18 inches
3. Pitch Mounting: Manufacture curb for roof slope, if necessary.

2.4 CENTRIFUGAL ROOF VENTILATORS – UPBLAST
A. Description: Belt-driven or direct-driven centrifugal fans consisting of housing, wheel, fan shaft, bearings, motor and disconnect switch, drive assembly, curb base, and accessories. Grease laden fans to comply with UL 762 Grease Laden Air.

B. Housing: Removable, spun-aluminum, dome top and outlet baffle; square, two-piece, aluminum base with venturi inlet cone.

C. Fan Wheels: Aluminum hub and wheel with backward-inclined blades.

D. Belt-Driven Drive Assembly: Resiliently mounted to housing, with the following features:
   1. Fan Shaft: Turned, ground and polished stainless steel; keyed to wheel hub.
   2. Shaft Bearings: heavy-duty re-greasable ball type in a pillow block cast iron housing, selected for a minimum L50 life in excess of 200,000 hours.
   4. Fan and motor isolated from exhaust airstream.

E. Accessories: The following items are required as indicated:
   1. Disconnect Switch: Non-fusible type, with thermal-overload protection mounted inside fan housing, factory wired through in internal aluminum conduit.

F. Roof Curbs: Galvanized steel; mitered and welded corners; 1-1/2-inch thick, rigid, fiberglass insulation adhered to inside walls; and 1-1/2-inch wood nailer. Size as required to suit roof opening and fan base.
   2. Overall Height: 18 inches
   3. Pitch Mounting: Manufacture curb for roof slope, if necessary.
   5. Vented Curb Extension, with hinged curb cap.

2.5 DESTRATIFICATION FANS

A. Ceiling Fans 60” diameter 3 blade fan, dynamically balanced with permanently lubricated ball bearing motor, U.L. listed (UL 507), with all necessary hooks and supports for a complete installation. Provide solid state speed controllers and secondary support cable.


2.6 IN-LINE CENTRIFUGAL FANS (TUBULAR)

A. Description: In-line, direct or belt-driven (as scheduled on the drawings) centrifugal fans consisting of housing, wheel, outlet guide vanes, fan shaft, bearings, motor and disconnect switch, drive assembly, mounting brackets and accessories.

B. Housing: Spilt, spun aluminum with aluminum straightening vanes, inlet and outlet flanges and support bracket adaptable to floor, side wall or ceiling mounting.

C. Direct-Driven Units: Motor mounted in airstream, factory wired to disconnect switch located on outside of fan housing; with wheel, inlet cone, and motor on swing-out service door.
D. Belt-Driven Units: Motor mounted on adjustable base, with adjustable sheaves, enclosure around belts within fan housing, and lubricating tubes from fan bearings extended to outside of fan housing.

E. Fan Wheels: Aluminum, air foil blades welded to aluminum hub.

F. Accessories:
   1. Variable-Speed Controller: Solid-state control to reduce speed from 100 to less than 50 percent.
   2. Companion Flanges: For inlet and outlet duct connections.
   3. Fan Guards: 1/2 by 1 inch mesh of galvanized steel in removable frame. Provide guard for inlet or outlet for units not connected to ductwork.
   4. Motor and Drive Cover (Belt Guard): Epoxy-coated steel.

G. Capacities and Characteristics: Refer to drawing schedules.

2.7 IN-LINE CENTRIFUGAL FANS (SQUARE)

A. Description: In-line, direct driven (as scheduled on the drawings) centrifugal fans consisting of housing, wheel, outlet guide vanes, fan shaft, bearings, motor and disconnect switch, drive assembly, mounting brackets and accessories.

B. Housing: Insulated and galvanized with inlet and outlet flanges and support bracket adaptable to floor, side wall or ceiling mounting.

C. Direct-Driven Units: ECM Motor mounted in airstream, factory wired to disconnect switch located on outside of fan housing; with wheel, inlet cone, and motor on swing-out service door.

D. Fan Wheels: Aluminum, backward inclined air foil blades welded to aluminum hub.

E. Accessories:
   1. Variable-Speed Controller: Solid-state control to reduce speed from 100 to less than 50 percent.
   2. Companion Flanges: For inlet and outlet duct connections.
   3. Housing Insulation.
   4. Motor and Drive Cover (Belt Guard): Epoxy-coated steel.

F. Capacities and Characteristics: Refer to drawing schedules.

2.8 PROPELLER FANS

A. Description: Direct-or belt-driven (as scheduled on the drawings) propeller fans consisting of fan blades, hub, housing, orifice ring, motor, drive assembly and accessories.

B. Housing: Galvanized-steel sheet with flanged edges and integral orifice ring with baked-enamel finish coat applied after assembly.

C. Steel Fan Wheels: Formed-steel blades riveted to heavy-gage steel spider bolted to cast-iron hub.

D. Fan Wheel: Replaceable, extruded-aluminum, airfoil blades fastened to cast-aluminum hub; factor set pitch angle of blades.
E. Belt-Drive Drive Assembly: Resiliently mounted to housing, statically and dynamically balanced and selected for continuous operation at maximum rated fan speed and motor horsepower, with final alignment and belt adjustment made after installation.
   1. Service Factor Based on Fan Motor Size: 1.4.
   2. Fan Shaft: Turned, ground and polished steel; keyed to wheel hub.
      a. Ball-Bearing Rating Life: ABMA 9, L10 of 100,000 hours.
   4. Pulleys: Cast iron with split, tapered bushing; dynamically balanced at factory.
   5. Motor Pulleys: Adjustable pitch for use with motors through 5 hp; fixed pitch for use with larger motors. Select pulley so pitch adjustment is at the middle of adjustment range at fan design conditions.
   6. Belts: Oil resistant, nonsparking, and nonstatic; matched sets for multiple belt drives.

F. Accessories:
   1. Gravity Shutters: Aluminum blades in aluminum fame; interlocked blades with nylon bearings.
   3. Wall Sleeve: Galvanized steel to match fan and accessory size.
   4. Weathershield Hood: Galvanized steel to match fan and accessory size.
   5. Weathershield Front Guard: Galvanized steel with expanded metal screen.

G. Capacities and Characteristics: Refer to drawing schedules.

2.9 MOTORS

A. Motor Construction: NEMA MG 1, general purpose, continuous duty, Design B.

B. Enclosure Type: The following features are required as indicted.
   1. Open drip proof motors where satisfactorily housed or remotely located during operation.
   2. Guarded drip proof where exposed to contact by employees or building occupants.

C. All motors shall be pre-wired to the disconnect at the factory.

2.10 SOURCE QUALITY CONTROL


B. Fan Performance Ratings: Establish flow rate, pressure, power, air density, speed of rotation and efficiency by factory tests and ratings according to AMCA 210, “Laboratory Methods of Testing Fans for Rating.”

PART 3 - EXECUTION
3.1 INSTALLATION

A. Install power ventilators level and plumb.

B. Support inline fans with galvanized all thread and spring isolators with a static deflection of 1 inch.

C. Support suspended units from structure using galvanized threaded steel rods and spring hangers.

D. Secure roof-mounting fans to roof curbs with stainless steel hardware. Anchor fan to curb with a minimum of two (2) fasteners per side. Refer to Specification Section “Roof Accessories” for installation of roof curbs.

E. Ceiling Units: Suspect units from structure; use steel wire or metal straps.

F. Install units with clearances for service and maintenance.

G. Label units according to requirements specified in Specification Section “Mechanical Identification.”

3.2 CONNECTIONS

A. Duct installation and connection requirements are specified in other Mechanical Sections. Drawings indicate general arrangement of ducts and duct accessories. Make final duct connections with flexible connectors for all fans; no exceptions. Flexible connectors are specified in Specification Section “Duct Accessories.”

B. Install duct adjacent to power ventilators to allow service and maintenance.

C. Ground equipment according to Specification Section “Grounding and Bonding.”

3.3 FIELD QUALITY CONTROL

A. Perform the following field tests and inspections and prepare test reports:
   1. Verify that shipping, blocking and bracing are removed.
   2. Verify that unit is secure on mountings and supporting devices and that connections to ducts and electrical components are complete. Verify that proper thermal-overload protection is installed in motors, starters and disconnect switches.
   3. Verify that cleaning and adjusting are complete.
   4. Disconnect fan drive from motor, verify proper motor rotation direction and verify fan wheel free rotation and smooth bearing operation. Reconnect fan drive system, align and adjust belts and install belt guards.
   5. Adjust belt tension.
   6. Adjust damper linkages for proper damper operation.
   7. Verify lubrication for bearings and other moving parts.
   8. Verify that manual and automatic volume control and fire and smoke dampers in connected ductwork system are in fully open positions.
   9. Disable automatic temperature-control operators, energize motor and adjust fan to indicated rpm, and measure and record motor voltage and amperage.
   10. Shut unit down and reconnect automatic temperature-control operators.
   11. Remove and replace malfunctioning units and retest as specified above.
B. Starting Procedures:
   1. Energize motor and adjust fan to indicated rpm.
   2. Measure and record motor voltage and amperage.

C. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation. Remove malfunctioning units, replace with new units, and retest.

D. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

E. Shut unit down and reconnect automatic temperature-control operators.

F. Refer to Specification Section “Testing, Adjusting and Balancing” for testing, adjusting, and balancing procedures.

G. Replace fan and motor pulleys as required to achieve design airflow.

H. Repair or replace malfunctioning units. Retest as specified above after repairs or replacements are made.

3.4 ADJUSTING

A. Adjust damper linkages for proper damper operation.

B. Adjust belt tension.

C. Refer to Specification Section “Testing, Adjusting and Balancing for HVAC” for testing, adjusting and balancing procedures.

D. Replace fan and motor pulleys as required to achieve design airflow.

E. Lubricate bearings.

3.5 CLEANING

A. On completion of installation, internally clean fans according to manufacturer’s written instructions. Remove foreign material and construction debris. Vacuum fan wheel and cabinet.

B. After completing system installation, including outlet fitting and devices, inspect exposed finish. Remove burns, dirt and construction debris and repair damaged finished.

3.6 DEMONSTRATION

A. Engage a factory-authorized service representative to train Owner’s maintenance personnel to adjust, operate, and maintain power ventilators.
   1. Train owner’s maintenance personnel on procedures and schedules for starting and stopping, troubleshooting servicing, and maintaining equipment and schedules.
   2. Review data in maintenance manuals. Refer to Specification Section “Closeout Procedures.”
   3. Review data in maintenance manuals. Refer to Specification Section “Operation and Maintenance Data.”
4. Schedule training with Owner, through Architect, with at least seven days’ advance notice.

3.7 COMMISSIONING

A. Final Checks before Startup: Perform the following operations and checks before startup:
   1. Verify that shipping, blocking and bracing are removed.
   2. Verify that unit is secure on mountings and supporting devices and that connections for piping, ducts and electrical components are complete. Verify that proper thermal-overload protection is installed in motors, starters and disconnects.
   3. Perform cleaning and adjusting specified in this Section.
   4. Disconnect fan drive from motor, verify proper motor rotation direction and verify fan wheel free rotation and smooth bearing operation. Reconnect fan drive system, align and adjust belts and install belt guards.
   5. Lubricate bearings, pulleys, belts and other moving parts with factory-recommended lubricants.
   6. Verify that manual and automatic volume control and fire and smoke dampers in connected ductwork systems are in the fully open position.
   7. Disable automatic temperature-control operators.

B. Starting Procedures for fans are as follows:
   1. Energize motor; verify proper operation of motor, drive system and fan wheel. Adjust fan to be indicated RPM.
   2. Measure and record motor voltage and amperage.

C. Shut unit down and reconnect automatic temperature-control operators.

D. Refer to Specification Section “Testing, Adjusting and Balancing,” for procedures for air-handling-system testing, adjusting and balancing.

E. Replace fan and motor pulleys as required to achieve design conditions.

END OF SECTION 233423
SECTION 233713 – DIFFUSERS, REGISTERS, AND GRILLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes ceiling- and wall-mounted diffusers, registers, and grilles.

B. Related Sections include the following:
   1. Specification Section "Duct Accessories" for fire and smoke dampers and volume-control dampers not integral to diffusers, registers, and grilles.
   2. Specification Section "Testing, Adjusting, and Balancing" for balancing diffusers, registers and grilles.

1.3 DEFINITIONS

A. Diffuser: Circular, square, or rectangular air distribution outlet, generally located in the ceiling and comprised of deflecting members discharging supply air in various directions and planes and arranged to promote mixing of primary air with secondary room air.

B. Grille: A louvered or perforated covering for an opening in an air passage, which can be located in a sidewall, ceiling, or floor.

C. Register: A combination grille and damper assembly over an air opening.

1.4 SUBMITTALS

A. Product Data: For each model indicated, include the following:
   1. Data Sheet: For each type of air outlet and inlet, and accessory furnished; indicate construction, finish, and mounting details.
   2. Performance Data: Include throw and drop, static-pressure drop, and noise ratings for each type of air outlet and inlet.
   3. Schedule of diffusers, registers, and grilles indicating drawing designation, model number, size, and accessories furnished.
   4. Assembly Drawing: For each type of air outlet and inlet; indicate materials and methods of assembly of components.

1.5 QUALITY ASSURANCE


PART 2 - PRODUCTS
2.1 MANUFACTURED UNITS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Krueger
   2. Metalaire
   3. Price
   4. Titus

B. Performance characteristics, specific models, material, features, dimensions and finishes of diffusers, registers, and grilles are scheduled on Drawings.

2.2 SOURCE QUALITY CONTROL

A. Testing: Test performance according to ASHRAE 70, "Method of Testing for Rating the Performance of Air Outlets and Inlets."

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas where diffusers, registers, and grilles are to be installed for compliance with requirements for installation tolerances and other conditions affecting performance of equipment. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Install diffusers, registers, and grilles level and plumb, according to manufacturer's written instructions, Coordination Drawings, original design, and referenced standards.

B. Ceiling-Mounted Outlets and Inlets: Drawings indicate general arrangement of ducts, fittings, and accessories. Air outlet and inlet locations have been indicated to achieve design requirements for air volume, noise criteria, airflow pattern, throw, and pressure drop. Coordinate with architectural Reflected Ceiling Plans. Locate devices where indicated, as much as practical. Where architectural features or other items conflict with installation, notify Architect for a determination of final location.

C. Install diffusers, registers, and grilles with airtight connection to ducts and to allow service and maintenance of dampers, air extractors, and fire dampers.

3.3 ADJUSTING

A. After installation, adjust diffusers, registers, and grilles to air patterns indicated, or as directed, before starting air balancing.

3.4 CLEANING

A. After installation of diffusers, registers, and grilles, inspect exposed finish. Clean exposed surfaces to remove burrs, dirt, and smudges. Replace diffusers, registers, and grilles that have damaged finishes.
END OF SECTION 233713
SECTION 260015 – GENERAL CONDITIONS FOR ALL ELECTRICAL WORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including Conditions of the Contract (General and Supplementary Conditions) and Division 1 specification sections, apply to work of this section.

B. The requirements of this section apply to all sections of electrical and all sections that are installed by the electrical contractor to include electrical work done under the mechanical contractor.

1.2 DESCRIPTION OF WORK

A. This section covers the general provisions of the electrical specifications applicable to the following systems:
   1. Electrical power for mechanical equipment and dampers.
   2. All Special Systems (fire alarm).
   3. Control wiring associated with electrical or mechanical equipment.

B. The use of the word “electrical” in any specification contained within the electrical, signal, or life safety division sections shall include all aspects of each systems complete install. This shall be extended to mechanical or plumbing signal systems.

C. The use of the word “life safety” shall refer to all fire alarm, fire protection, and mass notification systems installed by the electrical contractor.

D. The use of the word “mechanical” shall refer to both mechanical and plumbing.

E. The use of the word “pipe” shall refer to all electrical raceway.

1.3 DRAWINGS

A. These specifications are accompanied by drawings of the building and details of the installations showing the locations of equipment, lighting, panels, etc. The drawings and these specifications are complementary to each other, and what is called for by one shall be as binding as if called for by both.

B. Drawings and specification conflicts shall be identified as early as possible to ensure conflict resolution prior to installation. The contractor shall not install any equipment with known conflicts or pending information requests. The contractor shall contact the Engineer of Record or their representative for information clarification prior to installing any item that is in question. The contractor shall not install any equipment that is not consistent with the manufacturers approved installation instructions unless directed by the engineer.
C. In all cases all installations shall be at least in accordance with all the approved codes and their local amendments. The drawings and specifications may exceed local code allowances and the most stringent applies. The existence or allowance of a practice or product by code does not supersede requirements of the drawings and specifications. In other words, just because it is allowed by code does not mean that it is allowed on this project.

D. If any departures from the drawings are deemed necessary by the Contractor, details of such departures and the reasons therefore shall be submitted to the Owner’s Representative for approval. No departures shall be made without prior written approval by the Owner’s Representative.

E. There are intricacies of construction which are impractical to specify or indicate in detail; however, in such cases, the current rules of good practice and applicable specifications shall govern. In all cases the requirements specified in the NEC and local jurisdiction shall be followed.

F. It is the Contractor’s responsibility to properly use all information found on the Architectural, Structural, Mechanical, and Electrical drawings and applicable shop drawings where such information affects his work. The contractor shall review the entire construction document set both prior to bid and construction.

G. All dimensional information related to new structures shall be taken from the appropriate drawings. All dimensional information relative to existing facilities shall be taken from actual measurements made by the Contractor on the site.

H. Any duplicate circuiting listed on the drawings shall be bid as multiple circuits with the intention of the next available circuit and breaker to be used. The contractor shall bring this to the attention of the engineer for clarification and updating the drawings. The new circuit numbers shall be annotated on both the panel schedules and the record drawings. The contractor is not required to follow the exact circuit numbers on the panel schedules (balancing phases, wiring convenience, or conduit routing installation), however, the contractor is responsible for keeping the panel schedules accurate and up to date in addition to ensuring the circuit numbers are identified correctly.

I. Any installation that is not in compliance with these requirements shall be corrected at the contractors cost and responsibility.

1.4 BIDDING

A. The contractor is responsible for bidding complete and working systems. In the event that some part of the system is not included in the construction document or the specifications and it is a necessary part of the system to work properly, the contractor shall include that work as part of the bid amount.

B. The contractor is not responsible for interpreting additional accessory options that are not included in the drawings or specifications or equipment that is not shown or indicated as part of the entire contract documents or specifications.

C. The contractor shall review the entire set of specifications and contract documents for all equipment and connections requiring electrical work.
D. Equipment Substitutions or Proposed Equivalents:
1. Contractor shall submit proposed substitutions or equivalents to the Architect or engineer during the bidding process prior to any final dates for questions as indicated on the bid forms or RFP’s and provide a reasonable time to complete to comparison. All changes to the documents indicated a deviation from the specifications or drawings shall be part of the addenda process or written notification from the engineer of record, architect, owner, or a designated representative. Reasonable time for review is minimum one working week. The contractor shall retain the written notification of approval (if not published in an addenda) for purposes of future verification.
2. The contractor is responsible for providing full comparison information for the products to be substituted. Incomplete information is subject to immediate rejection.
3. Bids taken for equipment that is not approved is under the contractor’s own risk. Should the equipment be rejected under the post bid submittal process, the contractor is responsible for providing the specified equipment at no cost to the owner.
4. Under no circumstances should the contractor accept bids for non-specified equipment from vendors who do not have prior approval or “speculate” that it will be approved. This is subject to immediate rejection and the specified equipment shall be required to be installed.
5. No response from the architect, owner, or engineer shall not be considered an approval.

1.5 CONSTRUCTION REQUIREMENTS

A. The architectural, structural, and electrical plans and specifications and other pertinent documents issued by the Architect are a part of these specifications and the accompanying electrical drawings and shall be complied with in every respect. All the above is included in the Contract Documents and shall be examined by all bidders. Failure to comply shall not relieve the Contractor of responsibility or be used as a basis for additional compensation because architectural, structural, or mechanical details were not included in the electrical drawings.

B. It is the intent of the Contract Documents to provide an installation complete in every respect. In the event that additional details or special construction may be required for work indicated or specified in this section or work specified in other sections, it shall be the responsibility of the Contractor to provide same as well as to provide material and equipment usually furnished with such systems or required to complete the installation, whether mentioned or not.

C. The Contractor shall be responsible for fitting his material and apparatus into the building and shall carefully lay out his work at the site to conform to the structural conditions, to avoid all obstructions, to comply with Codes, to facilitate the work of other trades, to conform to the details of the installation supplied by the manufacturer of the equipment to be installed, and thereby to provide an integrated satisfactory operating installation.

D. The mechanical, electrical, and associated drawings are necessarily diagrammatic in character and do not show every connection in detail or every pipe or conduit in its exact location. These details are subject to the requirements of ordinances and also structural and architectural conditions. It shall be the contractor’s responsibility to coordinate with other disciplines to facilitate their equipment installation.
E. The Contractor shall carefully investigate structural and finish conditions and shall coordinate the separate trades in order to avoid interference between the various phases of work. Work shall be laid out so that it will be concealed in furred chases and above suspended ceilings, etc. in finished portions of the building, unless specifically noted to be exposed. Work shall be installed to avoid crippling of structural members; therefore, inserts to accommodate hangers shall be set before concrete is poured, and proper openings through floor, walls, beams, etc. shall be provided as hereinafter specified or as otherwise indicated or required. All work shall be installed parallel or perpendicular to the lines of the building unless otherwise noted.

F. Conduit and equipment are generally intended to be installed true and square to the building construction and located as high as possible against the structure in a neat and workmanlike manner. The plans do not show all required offsets, elbows, and other location details. Work shall be concealed in all finished areas. Conduit is intended to be installed with factory fittings or bent in a professional, workmanlike manner.

G. All parts of equipment requiring adjustment shall be easily accessible. Equipment shall be so located and installed as to permit convenient and safe maintenance and future replacement. The trade furnishing the equipment shall be responsible for notifying the Contractor, who shall notify the Owner’s Representative prior to ordering same in the event that equipment specified and/or proposed is incompatible with this requirement.

H. The Contractor, by submitting a bid on this work, sets forth that he has the necessary technical training and ability, and that he will install his work in a satisfactory and workmanlike manner which is up to the best standards of the trade, complete and in good working order. If any of the requirements of the plans and specifications are impossible of performance, or if the installation when made in accordance with such requirements will not perform satisfactorily, he shall report same to the Owner’s Representative for correction promptly after discovery of the discrepancy.

I. No extra compensation will be allowed for extra work or change caused by failure to comply with the above requirements.

1.6 JOB CONDITIONS

A. Submittal of bid implies bidder has read paragraphs of the specifications and will be bound by their conditions.

B. Contractor Qualifications: A minimum of five years’ experience installing commercial electrical power lighting and special systems, similar to those described in these specifications, and make available at the owner or engineer’s request a list of five previous projects including name of project and contact person names and phone numbers as a separate document in addition to the bid or proposal submitted.

C. Contractor must be licensed and hold a current contracting license that has been valid for a minimum of five years in the local State.

D. Contractor must be able to bond work for performance of work being bid and provide a written statement from the bonding agency proposed to be used for this project as a separate
document in addition to the bid or proposal submitted. The bonding agency proposed to be used shall have a Best’s insurance rating of A or A+.

1.7 INSPECTION OF THE SITE

A. The Contractor shall visit the site, verifying all existing items indicated on drawings and/or specified, and familiarize himself with the existing work conditions, hazards, grades, actual formations, soil conditions, structures, utilities, equipment, systems, facilities, and local requirements. The submission of bids shall be deemed evidence of such visits. All proposals shall take these existing conditions into consideration, and the lack of specific information shall not relieve the Contractor of any responsibility.

1.8 PERMITS AND INSPECTIONS

A. Fees and Costs: The contractor shall obtain and pay for all permits and inspection fees, for all work included therein.

B. Compliance: The Contractor shall comply in every respect with all requirements of local inspection departments, Board of Fire Underwriters, local ordinances and codes, and utility company requirements. In no case does this relieve the Contractor of the responsibility of complying with these specifications and drawings where specified conditions are of a higher quality than the requirements of the above-specified offices. Where requirements of the specifications and drawings are below the requirements of the above offices having jurisdiction, the Contractor shall make installations in compliance with the requirements of the above offices.

C. Certification: Prior to final acceptance, the Contractor shall furnish a certificate of acceptance from the inspection departments having jurisdiction over the work for any and all work installed under this Contract. Any additional labor costs incurred as a result of a substitution shall be the Contractor’s responsibility.

1.9 EXISTING FACILITIES

A. The Contractor shall be responsible for loss or damage to the existing facilities caused by him and his workmen and shall be responsible for repairing or replacing such loss or damage. The Contractor shall send proper notices, make necessary arrangements, and perform other services required for the care, protection, and in-service maintenance of all electrical and special systems for the new and existing facilities. The Contractor shall erect temporary barricades, with necessary safety devices, as required to protect personnel from injury, removing all such temporary protection upon completion of the work. Barricades shall clearly indicate with signage that which they are protecting. Contractor shall observe all OSHA rules.

B. The Contractor shall provide temporary or new services to all existing facilities as required to maintain their proper operation when normal services are disrupted as a result of the work being accomplished under this project.

C. Where existing construction is removed to provide working and extension access to existing utilities, Contractor shall remove doors, piping, conduit, outlet boxes, wiring, light fixtures,
and equipment, etc. to provide this access and shall reinstall same upon completion of work in the areas affected.

D. Where partitions, walls, floors, or ceilings of existing construction are indicated to be removed, all Contractors shall remove and reinstall in locations approved by the Architect/Engineer all devices required for the operation of the various systems installed in the existing construction. This is to include but is not limited to temperature controls system devices, electrical switches, relays, fixtures, piping, conduit, etc.

E. Outages of services as required by the new installation will be permitted but only at a time approved by the Owner. The Contractor shall allow the Owner two weeks in order to schedule required outages. The time allowed for outages will not be during normal working hours unless otherwise approved by the Owner. All costs of outages, including overtime charges, shall be included in the contract amount. Unless otherwise scheduled by the Owner, planned shutdowns of the existing facilities shall occur between 6 p.m. Friday through 5 am Monday. The existing building shall be ready for morning start-up by 5 am Monday.

1.10 SUBMITTAL DATA

A. General: As soon as practical and within 30 days after the date of award of contract and before purchasing or starting installation of any materials or equipment, the Contractor prepare or cause to be prepared shop drawings, product data, materials and equipment lists, diagrams, data, samples, and other submittals as required by the contract documents, hereinafter referred to as “Submittal Data.” The Contractor shall review and approve all submittal data for compliance with the contract documents, manufacturer’s recommendations, adequacy, clearances, code compliance, safety, and coordination with associated work.

B. The Contractor shall submit approved submittal data to the Owner’s Representative for review and comment as to general conformance with the design concept and general compliance with information given in the contract documents. Owner’s Representative’s review shall not include review of quantities, dimensions, weights or gauges, fabrication processes, construction methods, coordination with other trades or work, or construction safety and precautions, all of which are the sole responsibility of the Contractor. The reviewers shall make every effort to “catch” discrepancies and identify these to the contractor prior to ordering equipment. However, it shall remain the contractor’s responsibility to order and install the equipment as listed in the drawings and specifications. At the owner’s representative’s discretion a detailed submittal may be required.

C. Substitutions shall be clearly identified as such in the submittal by a cover sheet indicating that items are different from what is specified or scheduled. It shall be the contractor responsibility to provide complete substitution information so an accurate comparison can be made.

D. Detail Submittals: Materials and equipment requiring detailed submittal data shall be submitted with sufficient data to indicate that all requirements of the specifications have been met and samples shall be furnished when requested. All manufacturer’s data used as part of the submittal shall have all non-applicable features crossed out or deleted in a manner that will clearly indicate exactly what is to be furnished. The detailed submittals shall be accompanied by the same number of sets of pictorial and descriptive data derived from the
manufacturer’s catalogs and sales literature or incorporated in the shop drawings. The Contractor may provide a detailed submittal on any item even though not required by the Owner’s Representative.

E. The Engineer’s review of Shop Drawings and Brochures shall not relieve the Contractor of the responsibility for dimensions, errors that may be contained therein, or deviations from Contract Document requirements. It shall be clearly understood that the Engineer’s noting some errors but overlooking others does not grant the Contractor permission to proceed in error. Regardless of any information contained in the Shop Drawings, the requirements of the Contract Documents shall govern and are not waived or superseded in any way by the submittal data review.

F. The Contractor shall clearly and specifically identify and call to the attention of the Owner’s Representative any deviation from the contract documents for which Owner acceptance is desired. The responsibility for such a deviation accepted by the Owner shall remain with the Contractor.

G. Timeliness: The burden of timeliness in the complete cycle of submittal data is on the Contractor. The Contractor shall allow a minimum of four (4) weeks’ time frame for the submittal cycle of each submission by the Owner’s Representative. The Contractor is responsible for allowing sufficient time in the construction schedule to cover the aforementioned cycles of data processing, including time for all re-submission cycles on non-conforming materials, equipment, etc. covered by the data submitted. Construction delays and/or lack of timeliness in the above regard are the responsibility of the Contractor and will not justify any request for scheduled construction time extensions or extra compensation.

H. Work performed in accordance with approved submittal data that is not in accordance with the Contract Documents and did not have the specific acceptance of the Owner’s Representative shall be replaced at Contractor’s cost.

I. Submittals shall be provided in the following format:
1. The submittal brochures shall be in pdf format. The first page shall be titled “ELECTRICAL SUBMITTAL INFORMATION” and shall list the name and location of project, the Owner, the Engineer(s), the General Contractor, and the Subcontractors installing equipment represented in the brochure.
2. A table of contents will follow the first page and shall list all of the sections contained in the specification manual. Each section will be tabbed and will include its’ respective brochures. All brochures will be three-hole punched and folded (if required). Each submittal section will correspond to the appropriate specification section number.
3. Provide submittal data for all materials to be used on this project as indicated in each specification manual section.
4. Brochures submitted shall contain only information which is relevant to the particular equipment or materials to be furnished. Do not submit catalogs that describe several different items other than those items to be used unless all irrelevant information is marked out or relevant information is clearly marked.
5. Brochures: Brochures submitted to the Engineer shall be published by the Manufacturers and shall contain complete and detailed engineering and dimensional information to show that the equipment will fit into the allotted space.
6. Any submittal that is disapproved must be resubmitted within two (2) weeks following notification of such disapproval. If no satisfactory material is submitted within the
two-week period, the Engineer reserves the right to require the Contractor to furnish items exactly as described in the Contract Documents.

7. No allowances will be made for submittals which are not made in a timely fashion or which are turned down because they do not meet the specifications. Should delivery problems arise due to the above, affecting the completion time of the project, the Contractor will furnish and install acceptable alternates until the proper materials arrive and then replace the alternate materials with the approved materials, all at no cost to the Owner, Architect, or Engineer. If the Contractor is not able to furnish an acceptable alternate until the proper materials arrive, he will assume all costs for furnishing and installing all alternates as directed by the Engineer.

8. Submittal shall have the certification information as listed hereafter.

9. Submittal data for each section must be complete. Partial submittals, or submittals not in the specified format, will be rejected and returned to the Contractor without further review.

J. All equipment installed on this project shall have local (within 125 miles) representation, local factory-authorized service, and a local stock of repair parts. This requirement is essential and will be strictly reviewed by the Owner’s Representative prior to concurrence with the Contractor’s approval for all submittals covered by electrical division sections.

K. These paragraphs related to electrical divisions submittal data rescind, amend, and supersede any provisions to the contrary contained in the Project Manual.

1.11 CERTIFICATION OF SUBMITTAL DATA

A. The Contractor shall provide the following certification with all submittal data furnished to the Owner’s Representative for review and comment.

   Project Title:

   Description of Submittal Data:

   This is to certify that the above-described submittal data has been reviewed and is approved for compliance with the Contract Documents, manufacturer’s recommendation, adequacy, clearances, code compliance, safety, and coordination with other trades and/or work except as follows: (list “none” or itemize and explain). In addition, the Contractor shall submit to the Owner’s Representative a signed statement from each representative certifying as follows:

   EXCEPTIONS:

   “I certify that the materials and/or equipment listed below have been personally inspected by the undersigned authorized manufacturer’s representative and is properly installed and operating in accordance with the manufacturer’s recommendations and are asbestos free.”

   Name and Company

1.12 ACCEPTANCE OF MATERIALS AND EQUIPMENT
A. Owner’s Manual: After the submittals have been accepted the Contractor is requested to include a minimum of three (3) additional copies for insertion in the project’s Owner’s Manuals at the completion of the project.

B. NOTICE: The Contractor is responsible for providing materials and equipment that conform to the requirements of the project manual in every respect unless a deviation has been “accepted” in writing. Removal of any nonconforming materials and equipment and the replacement with conforming materials and equipment shall be at the Contractor’s sole expense, regardless of when nonconformance was discovered. If the owner or owner’s representative elects to keep the equipment it shall be contractors responsibility to provide any additional connections or services required to make the equipment function as specified or required by the manufacturer. The contractor shall coordinate with other subs for any different material requirements (wire size, breakers, cooling, mounting requirements, etc.).

C. Approval of materials and equipment shall be based on manufacturer’s published data and shall be tentatively subject to the submission of complete shop drawings which comply with the contract documents. Approval is also dependent upon the existence of adequate and acceptable clearances for entry, servicing, and maintenance.

D. Approval of materials and equipment under this provision shall not be construed as authorizing any deviations from the specifications, unless the attention of the Owner’s Representative has been directed in writing to the specific deviations. Data submitted shall not contain unrelated information unless all pertinent information is properly identified.

1.13 SITE OBSERVATION

A. Site observation by the Architect, Engineer, and/or Owner’s Representative is for the express purpose of verifying compliance by the Contractor with the contract documents, and shall not be construed as construction supervision nor indication of approval of the manner or location in which the work is being performed as being a safe practice or place.

1.14 SUPERVISION

A. In addition to the Superintendent required under the conditions of the contract, each subcontractor shall keep a competent superintendent or foreman on the job at all times.

B. It shall be the responsibility of each superintendent to study all plans and familiarize himself with the work to be done by other trades. He shall coordinate his work with other trades and, before material is fabricated or installed, make sure that his work will not cause an interference with another trade. Where interferences are encountered, they shall be resolved at the jobsite by the superintendents involved. Where interferences cannot be resolved without major changes to the plans, the matter shall be referred to the Owner’s Representative for comments.

1.15 OPERATION PRIOR TO COMPLETION

A. When any piece of electrical equipment is operable and it is to the advantage of the Contractor to operate the equipment, he may do so, providing that he properly supervises the
operation and has the written permission of the Owner’s Representative to do so. The contractor shall energize the power distribution in a timely manner to facilitate completion of other trades work. Electrical lighting shall be energized after ceiling has been completed. New permanent fixtures shall not be used as temporary under any circumstances. The warranty period shall not commence, however, until such time as the equipment is operated for the beneficial use of the Owner or date of substantial completion, whichever occurs first.

B. Regardless of whether or not the equipment has or has not been operated, the Contractor shall properly clean the equipment, properly adjust, and complete all deficiency list items before final acceptance by the Owner. The date of acceptance and the start of the warranty may not be the same date.

1.16 MANUFACTURER’S RECOMMENDATIONS

A. The manufacturer’s published directions shall be followed in the delivery, storage, protection, installation, piping, and wiring of all equipment and material. The Contractor shall promptly notify the Owner’s Representative, in writing, of any conflict between the requirements of the contract documents and the manufacturer’s directions and shall obtain the Owner’s Representative’s comments before proceeding with the work. Should the Contractor perform any such work that does not comply with the manufacturer’s directions or applicable comments from the Owner’s Representative, he shall bear all costs arising in connection with the correction of such deficiencies.

1.17 CHECKING AND TESTING MATERIALS AND/OR EQUIPMENT

A. Before final acceptance of the work, an authorized representative of the manufacturer of the installed materials and/or equipment shall personally inspect the installation and operation of his materials and/or equipment to determine that it is properly installed and in proper operating order. Testing and checking shall be accomplished during the course of the work where required by work being concealed, and at the completion of the work otherwise. In addition, the Contractor shall submit to the Owner’s Representative a signed statement from each representative certifying as follows:

“I certify that the materials and/or equipment listed below have been personally inspected by the undersigned authorized manufacturer’s representative and is properly installed and operating in accordance with the manufacturer’s recommendations and are asbestos free.”

1.18 OPERATING AND MAINTENANCE INSTRUCTION

A. The Contractor shall prepare for the owner’s manual hereinafter specified complete sets of operating and maintenance instruction’s, control and interlock diagrams, manuals, parts lists, etc. for each item of equipment. These are to be assembled as hereinafter specified for owner’s manual.

B. In addition, the Contractor shall provide the service of a competent engineer or a technician acceptable to the Owner’s Representative to instruct a representative of the Owner in the complete and detailed operation of all equipment and systems. These instructions shall be provided for a period of sufficient duration to fully accomplish the desired results. Upon
completion of these instructions, a letter of release will be required, acknowledged by the Owner, stating the dates of instruction and personnel to whom instructions were given.

C. Additional diagrams, operating instructions, etc. shall be provided as specified hereinafter in the other sections of these specifications.

1.19 MATERIAL AND EQUIPMENT SCHEDULES

A. Contractor shall refer to both drawings and specification for schedules. Where reference is made to items “scheduled on drawings” or “scheduled in specifications,” same shall include schedules contained in both the drawings and the specifications. The Contractor’s attention is directed to the various specification sections and drawings for schedules.

1.20 APPLICABLE CODES AND STANDARDS

A. The installation shall meet the minimum standards prescribed in the latest editions of the following listed codes and standards, which are made a part of these specifications, except as may be hereinafter specifically modified in these specifications and associated drawings.

1. National Fire Protection Association Standards (NFPA):
   a. NFPA No. 10, Portable Fire Extinguishers
   b. NFPA No. 54, National Fuel and Gas Code
   c. NFPA No. 70, National Electrical Code
   e. NFPA No. 255, Method of Test of Surface Burning Characteristics of Building Materials


3. American Society of Mechanical Engineers (ASME): Section IV, V, CSD-1


5. National Electrical Manufacturers’ Association (NEMA): All applicable manuals and standards.


7. Occupational Safety and Health ACT (OSHA): National Sanitation Foundation, Standard No. 2

8. Americans with Disabilities Act, 1990

9. State jurisdiction Accessibility Standards

10. American Gas Association (AGA)

11. Underwriters Laboratories, Inc. (UL)

12. Applicable State Building Codes (Uniform Building Codes, as amended):

13. All County codes related to mechanical, electrical, plumbing, and system equipment; piping; conduit; wiring; etc. furnished and installed under these specifications.

14. All City ordinances related to mechanical, electrical, plumbing, and systems and equipment; piping; conduit; wiring; etc. furnished and installed under these specifications.

15. Refer to specification sections heretofore bound for additional codes and standards.

B. All materials and workmanship shall comply with all applicable city, state, and national codes, specifications, and industry standards. All materials shall be listed by the Underwriters Laboratories, Inc. as conforming to its standards and so labeled in every case where such a standard has been established for the particular type of material in question.
C. The contract documents are intended to comply with the aforementioned rules and regulations; however, some discrepancies may occur. Where such discrepancies occur, the Contractor shall immediately notify the Owner’s Representative in writing of said discrepancies and apply for an interpretation. Should the discovery and notification occur after the execution of a contract, any additional work required for compliance with said regulations shall be paid for as covered by Division 1 of these contract documents, providing no work or fabrication of materials has been accomplished in a manner of noncompliance. Should the Contractor fabricate and/or install materials and/or workmanship in such a manner that does not comply with the applicable codes, rules, and regulations, the Contractor who performed such work shall bear all costs arising in correcting these deficiencies to comply with said rules and regulations.

1.21 DEFINITIONS

A. Refer to the condition of the contract for Division 1 for additional requirements regarding definitions.

B. Where “as required” is used in these specifications or on the drawings, it shall mean “that situations exist that are not necessarily described in detail or indicated that may cause the Contractor certain complications in performing the work described or indicated. These complications entail the normal coordination activities expected of the Contractor where multiple trades are involved and new or existing construction causes deviations to otherwise simplistic approaches to the work to be performed. The term shall not be interpreted to permit an option on the part of the Contractor to achieve the end result.”

C. Where “and/or” is used in these specifications or on the drawings, it shall mean “that situations exist where either one or both conditions occur or are required and shall not be interpreted to permit an option on the part of the Contractor.

D. Unless specifically indicated otherwise elsewhere in these specifications or on the drawings the word “furnish” or any of its derivatives shall be understood to indicate the purchase, delivery, storage and protection of an item at the job site in a location and manner suitable for use by the recipient who will be responsible for installation of this item. The word “install” or any of its derivatives shall be understood to indicate taking receipt of an item, properly mounting it, and providing the related utilities (electrical, communication, etc.) for proper and complete operation of the item. Installation shall also include calibration, programming and operational testing of said item. The word “provide” or any of its derivatives shall be understood to indicate both furnishing and installing an item.

1.22 SUBSTANTIAL COMPLETION

A. Refer to Division 1 for additional requirements for substantial completion.

B. Substantial completion shall be defined as the level of project completion where the owner is ready to occupy the building. The contractor shall have ensured that all mechanical, electrical, plumbing, and building systems (elevators, automatic doors, hardware, security, etc.) are complete and in fully functional working order. This level of completion does not absolve the contractor from the requirements of final inspection or final acceptance. The
contractor shall ensure there are no life safety issues unresolved with the project at the time of substantial completion.

C. All “punch” list items shall have been resolved or shall be identified as pending resolution. Items listed as unresolved shall be either pending information or direction from the owner or owner’s representative or shall be awaiting parts or supplies that are “on order”. The contractor at the owner’s discretion shall produce documentation of the part or supply on order status.

1.23 FINAL INSPECTION

A. Refer to Division 1 for additional requirements for final inspection.

B. It shall be the responsibility of the Contractor to personally conduct a careful inspection, assuring himself that the work on the project is ready for final acceptance and developing his own “punchlists,” before calling upon the Owner’s Representative to make a final inspection. Failure of the Contractor to conduct such inspections and provide the Owner’s Representative with a copy of his “punchlists” prior to the final inspection shall be adequate cause for the Owner’s Representative to cancel any Contractor-requested final inspection.

C. In order not to delay final acceptance of the work, the Contractor shall conduct his own “final inspections” prior to requesting the Owner’s Representative to “final” the project; will have all necessary bonds, guarantees, receipts, affidavits, etc. called for in the various articles of this specification prepared and signed in advance; and together with a letter of transmittal listing each paper included, shall deliver the same to the Owner’s Representative at or before the time of said final inspection. The Contractor is cautioned to check over each bond, receipt, etc. before preparing same for submission to see that the terms check with the requirements of the specifications.

D. The final inspection will be made jointly by the Owner’s Representative and the Owner.

1.24 REQUIREMENTS FOR FINAL ACCEPTANCE

A. Requirements for final acceptance shall include but not be limited to the Contractor accomplishing the following:

1. Construction: Complete all construction.
2. Deficiency Lists: Correct all deficiencies listed at time of Substantial Completion.
3. Owner’s Manual: Submit at least 30 days prior to final acceptance one (1) copy of the owner’s manual for the Owner’s Representative’s review and comments. Following acceptance, prepare three (3) copies of bound and indexed owner’s manual, to be delivered at the time of final acceptance, which shall include but not be limited to the following:
   a. System operating instructions.
   b. System control drawings.
   c. System interlock drawings.
   d. System maintenance instructions.
   e. Manufacturers’, suppliers’, and subcontractors’ names, addresses, and telephone numbers, both local representatives and manufacturers’ service headquarters.
   f. Equipment operating and maintenance instructions and parts lists.
1.25 RECORD DRAWINGS

A. The Contractor shall maintain a set of contract drawings at the job site on which he shall indicate the installed locations of all equipment, electrical lighting, data drops, fire alarm devices, PA system devices, security devices, outlets, and electrical feeders. These drawings shall be used for reference or construction and shall not leave the field office. Upon completion of the work, the Contractor shall obtain and pay for Mylar’s and/or disks (if available as CAD files) of the contract drawings from the Owner’s Representative and transfer the above information to these Mylar’s to provide “Record Drawings.” The above-mentioned prints and “Record Drawings” shall then be delivered to the Owner’s Representative. Refer to paragraph entitled “Record Drawings” of the Supplemental General Conditions.

1.26 WARRANTY

A. General: All work performed (including equipment and materials furnished) under the various sections of these specifications shall be 100% warranted, for a period of one (1) year from the date of substantial completion thereof, against defective materials, design, and unauthorized substitution. Upon receipt of note of failure of any part of the guaranteed equipment and/or facilities during the guaranty period, the affected part(s) or facilities shall be replaced promptly with new parts, etc. by and at the expense of the Contractor. Further, the Contractor shall properly obtain, execute, and forward any and all manufacturer’s warranties on equipment furnished under the Contract. Refer to Division 1 for additional requirements.

B. Extended Period: The Contractor shall provide all extended time warranties available from the manufacturer of the equipment provided as standard at no additional cost. This includes all extended warranties where specified with certain equipment as directed in other sections of this Specification.
PART 2 - PRODUCTS

2.1 MATERIALS AND WORKMANSHIP

A. All materials, unless otherwise specified, shall be current United States manufacture, new, free from all defects, and of the best quality. Foreign goods specifically approved for use by the Owner’s Representative prior to bidding may be furnished.

B. Materials and equipment shall be installed in accordance with the manufacturer’s recommendations and the best standard practice for the type of work involved. All work shall be executed by electricians skilled in their respective trades, and the installations shall present a neat, precise appearance.

C. The responsibility for the furnishing and intended installation of the proper electrical equipment and/or material as intended rests entirely upon the Contract. The Contractor shall request advice and supervisory assistance from the representative of specific manufacturers during the installation.

2.2 MATERIAL AND EQUIPMENT REQUIREMENTS

A. Manufacturer’s Instructions: The manufacturer’s published instructions shall be followed for preparing, assembling, installing, erecting, and cleaning manufacturer materials or equipment, unless otherwise indicated. The Contractor shall promptly notify the Owner’s Representative in writing of any conflict between the requirements of the Contract Documents and the manufacturer’s direction and shall obtain the clarification of the Owner’s Representative before proceeding with the work. Should the Contractor perform any such work that does not comply with the manufacturer’s directions or such clarification by the Owner’s Representative, he shall bear all costs arising in connection with the correction of the deficiencies.

B. Storage at Site: The Contractor shall not receive material or equipment at the jobsite until there is suitable space provided to properly protect equipment from rust, drip, humidity, and dust damage from surrounding work. All new or relocated equipment shall be stored inside or protected from the environment. Equipment that is not properly stored shall be replaced by the contractor at no cost to the owner.

C. Capacities shall be not less than those indicated and shall be such that no component or system becomes inoperative or is damaged because of startup or other overload conditions.

D. Conformance to Agency Requirements: Where materials or equipment are specified to be approved, listed, tested, or labeled by the Underwriters Laboratories, Inc., or constructed and/or tested in accordance with the standards as listed in the NEC, the Contractor shall submit proof that the items furnished under this section of the specifications conform to such requirements. The label of the Underwriters Laboratories, Inc. applied to the item will be acceptable as sufficient evidence that the items conform to such requirements.

E. Nameplates: Each major component of equipment shall have the manufacturer’s name, address, and model-identification number embossed on a plate securely attached to the item of equipment. All data on nameplates shall be legible at the time of Final Inspection. All
equipment starters and disconnects shall be tagged with the equipment designated mark and circuit.

F. Prevention of Rust: Standard factory finish will be acceptable on equipment specified by model number otherwise surfaces of ferrous metal shall be given a rust-inhibiting coating. The treatment shall withstand 200 hours in salt-spray fog test, in accordance with Method 6061 of Federal Standard No. 141. Immediately after completion of the test, the specimen shall show no signs of wrinkling or cracking and no signs of rust creepage beyond 1/8 inch on either side of the scratch mark. Where rust inhibitor coating is specified hereinafter, any treatment that will pass the above test is acceptable unless a specific coating is specified, except that coal tar or asphalt-type coatings will not be acceptable unless so stated for a specific item. Where steel is specified to be hot-dip galvanized, mill-galvanized sheet steel may be used provided all raw edges are painted with a zinc-pigmented paint conforming to Military Specification MIL-P-26915.

G. Protection of Connections: Switches, breaker handles, keys setscrews, handles and other parts not listed for normal occupied operation (light switches, etc.) shall be located accessible to but out of paths to prevent their accidental shutoff.

H. Verifications of Dimensions: The Contractor shall be responsible for the coordination and proper relation of his work to the building structure and to the work of all trades. The Contractor shall visit the premises and thoroughly familiarize himself with all details of the work and working conditions, to verify all dimensions in the field, and to advise the Owner’s Representative of any discrepancy before performing any work. Adjustments to the work required in order to facilitate a coordinated installation shall be made at no additional cost to the Owner, Architect, or Engineer.

I. Standard Products: Materials and equipment to be provided shall be the standard catalog products of manufacturers regularly engaged in the manufacture of products conforming to these specifications and shall essentially duplicate materials and equipment that have been in satisfactory use at least two years.

2.3 SUBSTITUTION OF MATERIALS AND EQUIPMENT

A. No substitution of materials or equipment herein specified or called for on the drawings will be permitted, except by written permission of the Owner’s Representative. Where several makes of equipment or material are mentioned, any item named may be bid upon provided it meets space, capacity specifications, finish, usage (switching, ballasts, similar operation), and looks and functions as what was specified.

B. Do not submit substitutions that do not match in whole what was specified or scheduled. Deviations from scheduled or specified items are installed at the contractor’s risk and are subject to replacement if the owner/engineer deems the product different from the specified item.

C. If the specified item is no longer available, it is the contractors responsibility to contact the architect/engineer and notify that the item is not available and suggest a suitable substitution that matches in whole the form, function, and appearance of the scheduled or specified item.
D. Refer to Conditions of the Contract and Division 1 for additional requirements regarding substitutions.

2.4 FLAME SPREAD AND SMOKE DEVELOPED PROPERTIES OF MATERIALS

A. Plenum cable, conduit, insulation, equipment support and mounting hardware, tapes, adhesives, core materials, jackets, and other materials in concealed locations, including any above-ceiling area, shall have a flame spread rating not over 25 without evidence of continued progressive combustion and a smoke developed rating no higher than 50. Flame spread and smoke developed ratings shall be in accordance with NFPA Standard No. 255.

2.5 SLEEVES, INSERTS, AND FASTENINGS

A. General: Proper openings through floors, masonry walls, roofs, etc. for the passage of conduits shall be provided. All conduit through floors and walls must pass through sleeves, except conduit that is cast-in-place. Sleeves shall be set in new construction before concrete is poured, as cutting holes through any part of the concrete will not be permitted unless acceptable to the Owner’s Representative.

B. Materials: Sleeves shall be of standard weight galvanized iron pipe, except heavy-gauge galvanized iron sleeves may be utilized in concrete pours where acceptable to the Owner’s Representative for size and metal gauge. Sleeves in fittings, grade beams, and where pipes enter or leave the building or pass through concrete or masonry shall be Schedule 40 PVC along the pipe route from the underground installation to the insulating coupling installed above ground.

2.6 CONDITION OF MATERIALS

A. All materials required for the installation of the electrical systems shall be new and unused. Any material or equipment damaged in transit from the factory, during delivery to premises, while in storage on premises, while being erected and installed, or while being tested, until time of final acceptance, shall be replaced by this Contractor without extra cost to Owner.

PART 3 - EXECUTION

3.1 SPACE AND EQUIPMENT ARRANGEMENTS

A. The size of electrical equipment indicated on the drawings is based on the dimensions of a particular manufacturer. While other manufacturers will be acceptable, it is the responsibility of the Contractor to determine whether the equipment he proposes to furnish will fit in the space. Shop drawings shall be prepared when required by the Owner’s Representative to indicate a suitable arrangement.

B. All equipment shall be installed in a manner to permit access to all surfaces.
3.2 HOISTING, SCAFFOLDING, AND TRANSPORTATION

A. Provide hoisting and scaffolding facilities as required to set materials and equipment in place.

3.3 PROTECTION

A. The Contractor shall take such precautions as may be necessary to properly protect all materials and equipment from damage from the time of delivery until the completion of work. This shall include the erection of all required temporary shelters and supports to adequately protect any items stored in the open on the site from the weather, the ground and surrounding work; the cribbing of any items above the floor of the construction; and the covering of items in the uncompleted building with tarpaulins or other protective covering. Failure on the part of the Contractor to comply with the above will be sufficient cause for the rejection of the items in question.

B. The Contractor shall protect existing facilities, the work of others, and the premises from any and all damages that may be made possible by the execution of work.

C. Equipment and materials shall be protected from rust both before and after installation. Any equipment or materials found in a rusty condition at the time of final inspection must be cleaned of rust and repainted as specified elsewhere in these specifications.

3.4 COOPERATION BETWEEN TRADES AND WITH OTHER CONTRACTORS

A. Each trade, subcontractor, and/or Contractor must work in harmony with the various trades, subcontractors, and/or Contractors on the job as may be required to facilitate the progress to the best advantage of the job as a whole. Each trade, subcontractor, and/or Contractor must pursue its work promptly and carefully so as not to delay the general progress of the job. This Contractor shall work in harmony with Contractors working under other contracts on the premises.

B. It shall be the responsibility of each trade to cooperate fully with the other trades on the job to help keep the jobsite in a clean and safe condition. At the end of each day’s work, each trade shall properly store all of its tools, equipment, and materials and shall clean its debris from the job. Upon the completion of the job, each trade shall immediately remove all of its tools, equipment, any surplus materials, and all debris caused by its portion of the work.

3.5 PRECEDENCE OF MATERIALS

A. These specifications and the accompanying drawings are intended to cover systems which will not interfere with the structural design of the building, which will fit into the several available spaces, and which will ensure complete and satisfactory systems. Each subcontractor and/or trade shall be responsible for the proper fitting of his material and apparatus into the building.

B. The work of the various trades shall be performed in the most direct and workmanlike manner without hindering or handicapping the work of other trades. Piping interferences shall be handled by giving precedence to pipe lines which require a stated grade for proper
operation. Where space requirements conflict, the following order or precedence shall, in general, be observed:

1. Building lines.
2. Structural members.
3. Soil and drain piping.
5. Vent piping.
6. Supply, return, and outside air ductwork.
7. Exhaust ductwork.
8. HVAC water and steam piping.
9. Steam condensate piping.
10. Fire protection piping.
11. Natural gas piping.
12. Domestic water (cold and hot).
13. Refrigerant piping.

3.6 CONNECTIONS FOR OTHERS

A. This Contractor shall rough-in for and make all electrical connections to all fixtures, equipment, machinery, etc. provided by others in accordance with detailed roughing-in drawings provided by the equipment suppliers, by actual measurements of the equipment connections, or as detailed.

B. After the equipment is set in place, this Contractor shall make all final connections and shall provide all required conduit, fittings, whips, connectors, etc.

C. The Mechanical Contractors will set in place, ready for connection, all motors to be provided under their Contracts. The Mechanical Contractors will furnish and deliver all starter and control equipment not shown in motor control centers for any motors which they furnish. The Mechanical Contractor shall be responsible for the complete installation of all automatic temperature control systems, including wire, conduit, and interlocking connections.

D. The Electrical Contractor shall connect all motors and shall set in place all control devices, furnishing supports if and as necessary, and shall furnish and install all interconnecting line voltage wiring and make all connections ready for operation between motors, starters, and disconnect switches, as required. The Electrical Contractor shall furnish and install all motor control centers, including breakers, starters, etc. The Contractor shall refer to the Mechanical drawings and specifications for his scope of the connections to equipment furnished under these Contracts.

3.7 INSTALLATION METHODS

A. Where to Conceal: All conduits shall be concealed in chases, walls, furred spaces, below suspended floors, or above the ceilings of the building unless otherwise indicated. All concealed conduit shall be run in a professional manner, and parallel or perpendicular to the building lines.

B. Where to Expose: In mechanical rooms, only where necessary, conduit may be run exposed. All exposed conduit shall be run in the neatest, most inconspicuous manner, and parallel or
perpendicular to the building lines. Conduit shall be bent in a manner as to run parallel to other conduits and not cross at angles.

C. Support: All conduit shall be adequately and properly supported from the building structure by means of hangers or clamps to walls as herein specified.

D. Maintaining Clearance: Where limited space is available above the ceilings and below concrete beams or other deep projections, conduit shall be sleeved through the projection where it crosses, rather than hung below them, in a manner to provide maximum above-floor clearance. Sleeves shall be as herein specified. Approval shall be obtained from the Owner’s Representative for each penetration.

E. All conduits, etc. shall be cut accurately to measurements established at the building and shall be worked into place without springing or forcing. All conduits run exposed in machinery and equipment rooms shall be installed parallel to the building lines. Conduits in furred ceilings and in other concealed spaces may be run at angles to the construction but shall be neatly grouped and racked indicating good workmanship. All conduit openings shall be kept closed until the systems are closed with final connections.

F. Special Requirements:
1. The Contractor shall study all construction documents and carefully lay out all work in advance of fabrication and erection in order to meet the requirements of the extremely limited spaces. Where conflicts occur, the Contractor shall meet with all involved trades and the Owner’s Representative and resolve the conflict prior to erection of any work in the area involved.
2. All conduit not directly buried in the ground or installed outside shall be considered as “interior.”
3. Prior to the installation of any ceiling material, gypsum, plaster, or acoustical board, the Contractor shall notify the Owner’s Representative so that arrangements can be made for an inspection of the above-ceiling area about to be “sealed off.” The Contractor shall give as much advance notice as possible up to ten (10) working days, but in no case less than five (5) working days.
4. The purpose of this inspection is to verify the completeness and quality of the installation of the electrical systems and any other special above-ceiling systems, such as data, fire alarm, security. The ceiling supports (tee bar or lath) should be in place so that access panel and light fixture locations are identifiable and so that clearances and access provisions may be evaluated.
5. No ceiling material shall be installed until the deficiencies listed from this inspection have been corrected to the satisfaction of the Owner’s Representative.

3.8 CUTTING AND PATCHING

A. General: Cut and patch walls, floors, etc. resulting from work in existing construction or where made necessary by failure to provide proper openings or recesses in new construction.

B. Methods of Cutting: Openings cut through concrete and masonry shall be made with masonry saws and/or core drills and at such locations acceptable to the Owner’s Representative. Impact-type equipment will not be used except where specifically acceptable to the Owner’s Representative. Openings in concrete for pipes, conduits, outlet boxes, etc.
shall be core drilled to exact size. Determine location of embedded conduit and reinforcing bars prior to cutting.

C. Restoration: All openings shall be restored to “as-new” condition under the appropriate specification section for the materials involved, and shall match remaining surrounding materials and/or finishes.

D. Masonry: Where openings are cut through masonry walls, provide and install lintels or other structural supports to protect the remaining masonry. Adequate supports shall be provided during the cutting operation to prevent any damage to the masonry occasioned by the operation. All structural members, supports, etc. shall be of the proper size and shape, and shall be installed in a manner acceptable to the Owner’s Representative.

E. Plaster: All mechanical work in area containing plaster shall be completed prior to the application of the finish plaster coat. Cutting of finish plaster coat will not be permitted.

F. Weakening: No cutting, boring, or excavating which will weaken the structure shall be undertaken.

3.9 SLEEVES, INSERTS, AND FASTENINGS

A. Sleeves: The minimum clearance between horizontal conduit and sleeve shall be ¼ inch, except that the minimum clearance shall be ½ inch where piping contacts the ground. Sleeves through floors shall extend ¾ inch above the floor; sleeves through walls and partitions shall be installed flush with exposed surfaces. Sleeves are not required for piping indicated to the cast-in-concrete slabs-on-fill.

B. Inserts: Suitable concrete inserts for conduit and equipment hangers shall be set and properly located for all conduit and equipment to be suspended from concrete construction.

C. Fasteners: Fastening of pipes, conduits, etc. in the building shall be as follows:
   1. To wood members: by wood screws.
   2. To masonry and concrete: by threaded metal inserts, metal expansion screws, or toggle bolts, whichever is appropriate for the particular type of masonry or concrete.
   3. To steel: machine screws or welding (when specifically permitted or directed), or bolts.

D. Weatherproofing: The annular space between a conduit and its sleeve in exterior walls or through floor to below grade shall be filled with polyurethane foam rods 50% greater in diameter than the space as backing and fill material and made watertight with a permanent elastic polysulfide compound. Seal both surfaces of wall or floor with a fire-resistant sealant.

3.10 FIRE AND SMOKE PARTITION, WALL, AND/OR FLOOR PENETRATIONS

A. Conduit passing through fire- or smoke-rated floors, partitions, walls, or other barriers within a UL-listed assembly which shall maintain the rating of the applicable wall, floor, partition, or barrier. Flexible conduit shall not be used in rated walls. Provide connections between “hard” pipe and flexible whips on either side of wall. Fireproof around conduits.
B. The Contractor shall review the architectural and structural drawings and determine the location of the fire-rated building elements. Where these elements are penetrated, UL-listed fire-rated penetration assemblies approved by the local authority shall be provided in accordance with the manufacturer’s instructions to obtain the required rating.

3.11 CONDUIT SUPPORT

A. Conduit Support: All conduits throughout the building, both horizontal and vertical, shall be adequately supported from the construction to line of grade, with proper provision for expansion, contraction, vibration elimination, and anchorage. Vertical conduits shall be supported from floor lines with riser clamps sized to fit the lines and to adequately support their weight. At the bases of lines, where required for proper support, provide anchor base fittings or other approved supports.

B. Conduit shall not be supported from any other system.

3.12 HANGERS

A. General: Each hanger shall be properly sized to fit the supported pipe or to fit the outside of the insulation on lines where specified.

B. Attachment:
   1. The load on each hanger and/or insert shall not exceed the safe allowable load for any component of the support system, including the concrete which holds the inserts. Reinforcement at inserts shall be provided as required to develop the strength required.
   2. Where pipes are supported under steel beams, approved-type beam clamps shall be used.
   3. Where conduit is supported under wood joists, hanger rods shall be attached to joists with side beam brackets or angle clips.

C. Spacing: All hangers shall be so located as to properly support horizontal lines without appreciable sagging of these lines. All PVC shall be supported at intervals recommended by the manufacturer, or as otherwise specified or indicated.

D. Trapezes: Where multiple lines are run horizontally at the same elevation and grade, they may be supported on trapezes of Kindorf, Elcen, or approved equal, channel-suspended on rods or pipes. Trapeze members including suspension rods shall each be properly sized for the number, size, and loaded weight of the lines they are to support.

E. Ceiling-Mounted Devices: All lighting and devices or assemblies mounted in lay-in-type ceilings and which are supported by the ceiling grid, directly or indirectly, and which weigh in excess of 2 lbs., shall be provided with at least two 12-gauge minimum wire supports connected securely between the device or assembly and the structure, to serve as a safety support in the event of the collapse of or a disturbance in the support of the ceiling system that might cause the device or assembly to fall through the ceiling. This includes, but is not limited to, light fixtures, J-boxes, and heavy speakers. Provide additional support as required where the weight of the device or assembly will exceed the safe limits of the wire supports.

F. Perforated strap iron or wire will not be acceptable as hanger material.
G. Miscellaneous: Provide any other special foundations, hangers, and supports indicated on the drawings, specified elsewhere herein, or required by conditions at the site. Hangers and supporting structures for suspended equipment shall be provided as required to support the load from the building structure in a manner acceptable to the Owner’s Representative.

3.13 TESTS AND INSPECTIONS

A. Refer to conditions of the contract and Division 1 for additional requirements regarding tests and inspections.

B. General: The Contractor shall make all tests deemed necessary by the inspection departments of the authority having jurisdiction, Board of Underwriters, etc. He shall provide all equipment, materials, and labor for making such tests. Fuel and electrical energy for system operational tests following beneficial occupancy by the Owner will be paid for by the Owner.

C. Other: Additional tests specified hereinafter under the various specification sections shall be made.

D. Notification: The Owner’s Representative shall be notified at his office 36 hours prior to each test and other specifications requirements requiring action on the part of the Owner, Architect, Engineer, and/or Owner’s Representative.

E. Test Logs: All tests which the Contractor conducts shall have pertinent data logged by the Contractor at the time of testing. Data shall include date, time, personnel, description and extent of system tested, test conditions, test results, specified results, and any other pertinent data. Data shall be delivered to the Owner’s Representative as specified under “Requirements for Final Acceptance.

F. Inspections: In general, an inspection by the Owner’s Representative shall be required prior to closing up any work and prior to beneficial occupancy or final project completion. The closing up of work includes, but is not limited to, conduit installations prior to backfilling; electrical and fire protection work prior to placement of concrete; or closing up walls and overhead electrical and fire protection work prior to installation of the ceiling.

3.14 CLEANING AND PAINTING

A. The contractor shall at all times keep the premises free from accumulations of waste material or rubbish. Debris shall be removed from the site and from any street or alley adjacent to the site.

B. Thoroughly clean and touch up the finish on all parts of the materials and equipment. Exposed parts in equipment rooms, and all other spaces except sealed chases and attics shall be thoroughly cleaned of cement, plaster, and other materials, and all oil and grease spots shall be removed. Such surfaces shall be carefully wiped and all cracks and corners scraped out.

C. Exposed metal work which is not galvanized shall be carefully brushed down with steel brushes to remove rust and other spots and left smooth and clean and then painted with a suitable rust resistant primer. Exposed metal work includes work exterior to the building;
exposed in mechanical or electrical equipment rooms and storage rooms; and other areas where occupants could see the work, whether normally occupied or not.

D. All other painting shall be accomplished under the Painting Section of Division 9 of the specifications.

E. At completion of the project, the Contractor shall remove all tools, scaffolding, and surplus materials. Contractor shall leave the area “broom clean”. Before final acceptance, vacuum all panels, switchboards, starters, and other electrical devices. Wipe clean all fixture lenses and reflectors, all panelboard and switchboard interior and exterior surfaces, being careful to remove all stray paint, construction materials, dust, and particles. Touch-up all marred surfaces to restore existing conditions to those provided by the manufacturer.

3.15 IDENTIFICATION AND LABELING

A. General: The Contractor shall make it possible for the personnel operating and maintaining the equipment and systems in this project to readily identify the various pieces of equipment, disconnects, panels, etc. by marking them. All disconnects/starters/panels shall be labeled for the equipment they serve. Marks shall be the same as the drawings.

3.16 COORDINATION OF WORK

A. The light fixture grid layout as indicated on the drawings must be maintained. This Contractor shall refer to all light fixture plans and details indicated on the drawings.

B. The electrical trades shall locate all junction boxes, pull boxes, conduits, etc. to avoid interference with the diffusers, dampers, grilles, etc. The mechanical trades shall furnish to all other trades copies of approved ductwork shop drawings to assist in the coordination of the rough-in and installation of all items of work.

C. The order of space allocation priority in plan and in elevation shall be as follows.
   1. 1st Light Fixtures, at Ceiling Soffit + 6"
   2. 2nd Grade Plumbing Waste and Vent Systems
   3. 3rd Ductwork
   4. 4th Pressurized Piping Systems
   5. 5th Electrical Conduit
   6. 6th Ceiling Support System, where required

3.17 DISCHARGE OF WASTES FROM CONSTRUCTION SITE

A. The Contractor shall comply with all applicable provisions of local, state, and federal laws regarding the discharge of wastes into sewer and waterways. Special caution shall be exercised to prevent the discharge of wastes which contain oil, tar, asphalt, roofing compound, kerosene, gasoline, paint, mud, cement, lime, or other materials which would degrade the water quality of the receiving water course.

B. Disposal of Lamps and Ballasts: The proper disposal of all ballasts and lamps from the demolition of lighting fixtures as part of this project will be the responsibility of the Electrical Contractor. All lamps and ballasts found to contain hazardous contaminants will be
removed from the site and transported to a licensed disposal facility by a contractor licensed in this field. All work shall be performed in accordance with current state and Federal rules and regulations pertaining to the processing of contaminated waste materials. A certificate of proper disposal from the licensed waste contractor shall be provided to the Engineer.

3.18 OPERATING AND MAINTENANCE MANUAL

A. The Contractor shall furnish indexed operating and maintenance manuals with complete technical data for each electrical system, piece of equipment, and material installed under this Contract.

B. The manuals shall be identified on the cover as “Operating and Maintenance Manual” and shall list the name and location of project, the Owner, the Engineers, the General Contractor, and the Subcontractors installing equipment represented in the brochure.

C. Two (2) copies of the manual, bound in three-ring hardback binders shall be provided. One copy shall be completed and delivered to the Engineer prior to the time that system and equipment tests are performed. The second copy shall be delivered prior to final acceptance. The manual shall have a Table of Contents and shall be grouped in tabbed sections according to the specification sections. Each section shall be organized as follows:

1. Approved engineering submittals with complete performance and technical data.
2. Manufacturer’s local representative and/or distributor's name and address.
3. Manufacturer’s installation instructions and brochures.
4. Manufacturer’s operating and maintenance brochures.
5. Manufacturer’s installation wiring diagram.
6. Contractor’s field wiring diagram, if different.
7. Manufacturer’s brochure listing recommended spare parts.
8. Manufacturer’s brochure listing replacement part numbers and descriptions.

D. Provide a final section entitled, “Warranties and Guarantees”, for all equipment as well as Contractor’s warranty.

3.19 CONDITIONS OF EQUIPMENT AT FINAL ACCEPTANCE

A. At the time of acceptance, the Contractor shall have inspected all installed systems to assure the following has been completed:

1. Fixtures are operating, and lenses and reflectors are free of dust, debris, and fingerprints.
2. Panelboards have all conductors neatly formed, bundled, and made-up tight. Cans shall be vacuum cleaned and surfaces cleaned of stray paint, dust, grease, and fingerprints. All circuit directories to be neatly typed and in place.
3. Wall plates and exposed switch and receptacle parts to be clean, free of paint, plaster, etc.
4. Safety and disconnect switches and motor starters to be vacuum cleaned of debris and dust, and all surfaces free of stray paint, grease, and fingerprints.
5. Switchgear, transformers, and system devices shall be cleaned internally and externally and have all surfaces restored to original surface conditions.
6. Touch-up all scratched surfaces using paint matching the existing equipment paint. Where paint cannot be matched, the entire surface shall be repainted in a color and manner approved by the Engineer.

END OF SECTION 260015
SECTION 260519 – CONDUCTORS AND CABLES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
   A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY
   A. This Section includes building wires and cables and associated connectors, splices, and terminations for wiring systems rated 600 V and less.

1.3 SUBMITTALS
   A. Product Data: For each type of product indicated.

1.4 QUALITY ASSURANCE
   A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
   B. Comply with NFPA 70.

PART 2 - PRODUCTS

2.1 MANUFACTURERS
   A. Available Manufacturers: Subject to compliance with requirements, all conductors shall be listed for the application, temperature, and insulation rating to which they are intended.

2.2 CONDUCTORS AND CABLES
   A. Refer to Part 3 “Conductor and Insulation Applications” Article for insulation type, cable construction, and ratings.
   B. Conductor Material:
      1. Copper complying with NEMA WC-70.
      2. Solid conductors, sizes 10 and 12, uncoated copper per ASTM B3.
      3. Stranded conductor, all other sizes, uncoated copper per ASTM B3, ASTM B787, and ASTM B8.
   C. Conductor Insulation Types: Type THHN-THWN and complying with NEMA WC-70.
      1. Rated for sunlight resistance all colors.
2. Conductors shall be color coded for voltage and phase as per NEC and any local amendments.
3. Larger conductors shall have taped color coding.
4. Size, rating, temperature, and type shall be permanently marked on conductor jacket.
5. Insulation shall be PVC, heat and moisture resistant, flame retardant compound as per UL-83 and UL-1063.
6. Jacket shall be polyamide outer nylon covering per UL-83 and UL-1063.

D. Rated for sunlight resistance all colors.

2.3 CONNECTORS

A. Wire Connectors Size 6-14 AWG:
   1. Description: Factory-fabricated UL listed connected and of size, ampacity rating, material, type, and class for application and service indicated.
   2. Provide self-locking square wire spring grab screw on wire connectors sized as per NEC and the number of conductors to be connected.
   3. Thermoplastic deep shell design, with wings on smaller connectors, rated for application temperature, Minimum 105 degrees C.
   4. Copper to copper connection, 600V.
   5. Provide high temp wire connectors for all high temperature equipment applications.

B. Push-in wire connectors are Not Approved and shall not be used for any power or lighting circuits above 50V.

PART 3 - EXECUTION

3.1 CONDUCTOR AND INSULATION APPLICATIONS

A. Exposed Branch Circuits: Type THHN-THWN, single conductors in raceway.

B. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN-THWN, single conductors in raceway.

C. Fire Alarm Circuits: Power-limited, fire-protective, signaling circuit cable.

3.2 INSTALLATION

A. Conceal cables in finished walls, ceilings, and floors, unless otherwise indicated.

B. Minimum line voltage conductor size is #12.

C. Neutrals shall not be shared on any single pole circuit.

D. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
E. Install exposed cables parallel and perpendicular to surfaces of exposed structural members and follow surface contours where possible.

F. Install without damaging conductors/cable, shield, or jacket.
   1. Do not bend conductors/cable, in handling or installation, to smaller radii than minimum recommended by manufacturer.
   2. All new installation cabling shall be one piece without breaks or splices except at device connections.

G. Pull conductors/cables without exceeding manufacturer's recommended pulling tensions.
   1. Pull simultaneously if more than one is being installed in same raceway.
   2. Use pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation.
   3. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage media or raceway.

H. Provide pull boxes as per NEC.

I. Provide junction or pull boxes at all splice points.

J. Support cables according to Section “Basic Electrical Materials and Methods.”

K. Seal around cables penetrating fire-rated elements according to Section “Firestopping.”

L. Identify and color-code conductors and cables according to Section “Electrical Identification” and adhere to local color code requirements.

3.3 CONNECTIONS

A. Tighten electrical connectors and terminals according to manufacturers published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

B. Make splices and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.
   1. Use oxide inhibitor in each splice and tap conductor for aluminum conductors.

C. Wiring at Outlets: Install conductor at each outlet, with at least 12 inches of slack.

3.4 FIELD QUALITY CONTROL

A. Testing: Engage a qualified testing agency to perform the following field quality-control testing:
   1. After installing conductors and cables and before electrical circuitry has been energized, test for compliance with requirements.
   2. Perform each electrical test and visual and mechanical inspection stated in NETA ATS, Section 7.3.1. Certify compliance with test parameters.

B. Test Reports: Prepare a written report to record the following:
1. Test procedures used.
2. Test results that comply with requirements.
3. Test results that do not comply with requirements and corrective action taken to achieve compliance with requirements.

END OF SECTION 260519
SECTION 260526 – GROUNDING AND BONDING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes grounding of electrical systems and equipment. Grounding requirements specified in this Section may be supplemented by special requirements of systems described in other Sections.

1.3 SUBMITTALS

A. Submittals not required.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

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

1. Grounding Conductors, Cables, Connectors, and Rods:
   a. Apache Grounding/Erico Inc.
   b. Boggs, Inc.
   c. Chance/Hubbell.
   d. Copperweld Corp.
   e. Dossert Corp.
   f. Ericko Inc.; Electrical Products Group.
   g. Framatome Connectors/Burndy Electrical.
   h. Galvan Industries, Inc.
   i. Harger Lightning Protection, Inc.
   j. Hastings Fiber Glass Products, Inc.
   k. Heary Brothers Lightning Protection, Co.
   l. Ideal Industries, Inc.
   m. ILSCO.
   o. Korns: C.C. Korns Co.; Division of Robroy Industries.
   p. Lightning Master Corp.
   q. Lyncole XIT Grounding.
   r. O-Z/Gedney Co.; a business of the EGS Electrical Group.
   s. Raco, Inc.; Division of Hubbell.
   t. Robbins Lightning, Inc.
2.2 GROUNDING CONDUCTORS

A. For insulated conductors, comply with Section “Conductors and Cables.”

B. Material: Copper.

C. Equipment Grounding Conductors: Insulated with green-colored insulation.

D. Copper Bonding Conductors: As follows:
   1. Bonding Cable: 28 kcmil, 14 strands of No. 17 AWG copper conductor, ¼ inch in diameter.
   2. Bonding Conductor: No. 4 or No. 6 AWG, stranded copper conductor.
   3. Bonding Jumper: Bare copper tape, braided bare copper conductors, terminated with copper ferrules; 1 inches wide and 1/16 inches thick.
   4. Tinned Bonding Jumper: Tinned-copper tape, braided copper conductors, terminated with copper ferrules; 1 inches wide and 1/16 inches thick.

2.3 CONNECTOR PRODUCTS

A. Comply with IEEE 837 and UL 467; listed for use for specific types, sizes, and combinations of conductors and connected items.

B. Bolted Connectors: Bolted-pressure-type connectors, or compression type.

2.4 PART 3 - EXECUTION

3.1 APPLICATION

A. Use only copper conductors for both insulated and bare grounding conductors in direct contact with earth, concrete, masonry, crushed stone, and similar materials.

B. In raceways, use insulated equipment grounding conductors.

C. Equipment Grounding Conductor Terminations: Use bolted pressure clamps.

3.2 EQUIPMENT GROUNDING CONDUCTORS

A. Comply with NFPA 70, Article 250, for types, sizes, and quantities of equipment grounding conductors, unless specific types, larger sizes, or more conductors than required by NFPA 70 are indicated.

B. Install equipment grounding conductors in all feeders and circuits.

C. Nonmetallic Raceways: Install an equipment grounding conductor in nonmetallic raceways unless they are designated for telephone or data cables.
3.3 INSTALLATION

A. Grounding Conductors: Route along shortest and straightest paths possible, unless otherwise indicated. Avoid obstructing access or placing conductors where they may be subjected to strain, impact, or damage.

B. Bonding Straps and Jumpers: Install so vibration by equipment mounted on vibration isolation hangers and supports is not transmitted to rigidly mounted equipment. Use exothermic-welded connectors for outdoor locations, unless a disconnect-type connection is required; then, use a bolted clamp. Bond straps directly to the basic structure taking care not to penetrate any adjacent parts. Install straps only in locations accessible for maintenance.

3.4 CONNECTIONS

A. General: Make connections so galvanic action or electrolysis possibility is minimized. Select connectors, connection hardware, conductors, and connection methods so metals in direct contact will be galvanically compatible.

1. Use electroplated or hot-tin-coated materials to ensure high conductivity and to make contact points closer to order of galvanic series.
2. Make connections with clean, bare metal at points of contact.
5. Coat and seal connections having dissimilar metals with inert material to prevent future penetration of moisture to contact surfaces.

B. Equipment Grounding Conductor Terminations: For No. 8 AWG and larger, use pressure-type grounding lugs. No. 10 AWG and smaller grounding conductors may be terminated with winged pressure-type connectors.

C. Tighten screws and bolts for grounding and bonding connectors and terminals according to manufacturers published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

D. Compression-Type Connections: Use hydraulic compression tools to provide correct circumferential pressure for compression connectors. Use tools and dies recommended by connector manufacturer. Provide embossing die code or other standard method to make a visible indication that a connector has been adequately compressed on grounding conductor.

E. Moisture Protection: If insulated grounding conductors are connected to ground rods or grounding buses, insulate entire area of connection and seal against moisture penetration of insulation and cable.

END OF SECTION 260526
SECTION 260533 – RACEWAYS AND BOXES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes raceways, fittings, boxes, enclosures, and cabinets for electrical wiring.

B. Related Sections include the following:
   1. Division 7 Section “Firestopping” for firestopping materials and installation at penetrations through walls, ceilings, and other fire-rated elements.
   2. Section “Basic Electrical Materials and Methods” for supports, anchors, and identification products.
   3. Section “Wiring Devices” for devices installed in boxes and for floor-box service fittings.

1.3 DEFINITIONS

A. EMT: Electrical metallic tubing.

B. ENT: Electrical nonmetallic tubing.

C. FMC: Flexible metal conduit.

D. IMC: Intermediate metal conduit.

E. LFMC: Liquidtight flexible metal conduit.

F. LFNC: Liquidtight flexible nonmetallic conduit.

G. RNC: Rigid nonmetallic conduit.

H. PVC-GRS: PVC-Coated galvanized rigid steel.

1.4 SUBMITTALS

A. Submittals not required.

1.5 QUALITY ASSURANCE
A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

B. Comply with NFPA 70.

1.6 COORDINATION

A. Coordinate layout and installation of raceways, boxes, enclosures, cabinets, and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system, and partition assemblies.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:
   1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the manufacturers specified.
   2. Refer to 3.1, RACEWAY APPLICATION, for materials to be used.

2.2 METAL CONDUIT AND TUBING

A. Available Manufacturers:
   1. AFC Cable Systems, Inc.
   2. Alflex, Inc.
   3. Anamet Electrical, Inc.; Anaconda Metal Hose.
   4. Electri-Flex Co.
   5. Grinnell Co./Tyco International; Allied Tube and Conduit Div.
   6. Republic Conduit.
   7. Manhattan/CDT/Cole-Flex.
   8. O-Z Gedney; Unit of General Signal.
   9. Wheatland Tube Co.
   10. Perma-Cote
   11. Plasti Bond
   12. KorKap

B. Rigid Steel Conduit: ANSI C80.1.

C. IMC: ANSI C80.6.

D. PVC-Coated Steel Conduit and Fittings: UL514b NEMA RN 1.

E. PVC- Coated IMC and Fittings: ETL PVC-001 NEMA RN 1 UL6.

F. EMT: ANSI C80.3.
G. FMC: Zinc-coated steel. Non UL listed FMC is not allowed for any line voltage (greater than 70V) system.

H. LFMC: Flexible steel conduit with PVC jacket.

I. Fittings: NEMA FB 1; compatible with conduit and tubing materials. Provide fittings factory matched with conduit types.
1. Indoor Fittings: Steel Set Screw or Steel Compression
2. Outdoor Fittings: Threaded fittings on IMC or Rigid Conduit
3. Outdoor Fittings: Compression fittings with gaskets on all transitions to flexible conduit.
4. Die cast fittings are not acceptable anywhere.
5. Provide factory fittings with MC cable where allowed.
6. EMT crimp type fittings are not acceptable.

2.3 BOXES, ENCLOSURES, AND CABINETS

A. Available Manufacturers:
1. Cooper Crouse-Hinds; Div. of Cooper Industries, Inc.
2. Emerson/General Signal; Appleton Electric Company.
3. Erickson Electrical Equipment Co.
6. O-Z/ Gedney; Unit of General Signal.
7. RACO; Division of Hubbell, Inc.
8. Stahlin
10. Spring City Electrical Manufacturing Co.

B. Sheet Metal Outlet and Device Boxes: NEMA OS 1.

C. Cast-Metal Outlet and Device Boxes: NEMA FB 1, Type FD, with gasketed cover.

D. Nonmetallic Outlet and Device Boxes: NEMA OS 2.

E. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.

F. Cast-Metal Pull and Junction Boxes: NEMA FB 1, cast aluminum with gasketed cover.

G. Hinged-Cover Enclosures: NEMA 250, Type 1, with continuous hinge cover and flush latch.
1. Metal Enclosures: Steel, finished inside and out with manufacturer's standard enamel.

H. Cabinets: NEMA 250, Type 1, galvanized steel box with removable interior panel and removable front, finished inside and out with manufacturer's standard enamel. Hinged door in front cover with flush latch and concealed hinge. Key latch to match panelboards. Include
metal barriers to separate wiring of different systems and voltage and include accessory feet where required for freestanding equipment.

2.4 FACTORY FINISHES

A. Finish: For raceway, enclosure, or cabinet components, provide manufacturer's standard prime-coat finish ready for field painting.

B. Finish: For raceway, enclosure, or cabinet components, provide manufacturer's standard paint applied to factory-assembled surface raceways, enclosures, and cabinets before shipping.

PART 3 - EXECUTION

3.1 RACEWAY APPLICATION

A. Outdoors:
1. Exposed: Rigid steel or IMC.
2. Concealed: Rigid steel or IMC.
5. Underground Primary: PVC Schedule 80 with long radius elbows.
7. Underground Data: PVC Schedule 40 with long radius elbows.
8. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFNC.
9. Boxes and Enclosures: NEMA 250, Type 3R.
11. Penetrations through exterior walls: RMC or IMC
12. Coastal or Corrosive Locations or where specifically indicated on drawings: ETL PVC-001 PVC-GRS

B. Indoors:
1. Exposed in Mechanical/Electrical/Unfinished Spaces: EMT.
2. Exposed in Finished Spaces: Metal Surface Raceway painted/finished to match space finishes.
3. Concealed: EMT.
4. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC; except use LFNC in damp or wet locations or with water equipment.
5. Damp or Wet Locations: Sealed EMT with sealed fittings.
6. Underfloor: Sealed EMT with sealed fittings or IMC.
7. Boxes and Enclosures: NEMA 250, Type 1, except as follows:
   a. Damp or Wet Locations: NEMA 250, Type 4, nonmetallic.

C. Minimum Raceway Size: 1/2-inch for single 20A or less circuits; otherwise, 3/4-inch trade size.
D. Raceway Fittings: Compatible with raceways and suitable for use and location.
   1. Intermediate Steel Conduit: Use threaded rigid steel conduit fittings, unless otherwise indicated.
   2. PVC Externally Coated, Rigid Steel Conduits: Use only fittings approved for use with that material. Patch all nicks and scrapes in PVC coating using the manufacturer’s PVC touch up compound after installing conduits.

E. Install nonferrous conduit or tubing for circuits operating above 60 Hz.

F. Aluminum conduit will not be accepted on this project.

3.2 INSTALLATION

A. Conduit Routing:
   1. All branch circuit conduit shall be run overhead unless specifically directed by the engineer.
      a. Exceptions:
         1) Conduit to floor boxes.
         2) Conduit to locations otherwise inaccessible overhead (exposed or not).
         3) Conduit to exterior slab locations without overhead cover.
         4) Conduit to column mounted lighting, devices, or equipment inaccessible from above.
   2. Panel feeder conduits may be run in the floor or underfloor ONLY IF indicated on the drawings or directed by the engineer.
   3. Service secondary conduits may be run underfloor or in-ground.
   4. Conduit for exterior equipment or lighting may be run underfloor or in-ground.
   5. All conduit serving any equipment or devices (to include panels, transformers, and switchboards, or any other electrical distribution equipment) within the perimeter of the building shall be run within the perimeter of the building. Conduit shall not run across courtyards or underground from one section of the building to another section of the contiguous building.
      a. Exception: Service entrance conduit.
   6. All conduit shall be run at right angles or parallel to the building lines to the limits that the structure will allow. Raceways shall not be run diagonal or curved.

B. Installation of the PVC Coated Conduit System shall be performed in accordance with the Manufacturer’s Installation Manual. To assure correct installation, the installer shall be certified by Manufacturer to install coated conduit.

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

D. Install raceways as high as possible and coordinate installation with other equipment.

E. Install raceways to equipment mounted on the floor away from walls from overhead down to the equipment or disconnects. Do not run across the floor creating a tripping hazard. Rack support conduit at the disconnect.
F. Provide clear access to all pull and j-boxes. Provide access doors over hard (non-lay-in ceilings) to all pull boxes. Minimum access required 1.5x (times) box cover size or 18 inches.

G. Label all j-box and pull box covers with circuits contained within box.

H. Under no circumstances shall power and data or any signal below 50V be shared in the same raceway, tray, channel, or sleeve.

I. Install raceways for power conductors (any conductor over 50V) 12 inches from any signal/communications conductor (data, fiber optics, telephone, fire alarm, PA, community antenna and radio distribution (CATV), low power or network powered broadband communications, systems controls, and any other system operating under 50V) not in conduit on J-hooks.

J. Install raceways for power conductors (any conductor over 50V) 12 inches from communications raceways. Communications raceways include; data, fiber optics, telephone, fire alarm, PA, community antenna and radio distribution (CATV), low power or network powered broadband communications, systems controls, and any other system operating under 50V.
1. Exception: Data and power raceways shall be permitted to be 2 inches apart only at the wall drop to the devices. Above the ceiling or overhead the minimum 12 inch spacing shall be maintained.
2. Exception: Listed dual channel power poles
3. Exception: Within the surface raceways. When not within the surface raceway, the power and communications raceways shall be 12 inches apart.
4. Underground: Data and power conduit/raceway shall be allowed in the same trench only if specifically allowed by the engineer and then there shall be a minimum of 12 inches of fill between the power and communications raceways. Magnetic marking tape shall be placed above the level of the highest (closest to grade) raceway.

K. Exterior Exposed Raceways:
1. See application schedule for raceway types.
2. Provide non-flexible raceways through roofs to disconnects, panels, or receptacles as per application schedule.
3. Provide transitions from non-flexible raceways to flexible raceways within 3 feet of the equipment.
   a. Exception: Flexible raceways may exceed 3 feet only to accommodate the drip legs.
4. Penetrate roofing membranes with approved methods only for the type of roof used. See roofing or architectural details.
5. Provide chem-curbs on built-up roofs unless otherwise directed from roofing or architectural details.
6. Support all exposed raceway on roofs with manufactured neoprene blocks with integral galvanized channel, conduit hangers as part of a manufactured assembly with galvanized channel (portable pipe hangers or equal), or approved method as per architectural.
7. Exposed raceways on roofs shall not be unsupported in any areas nor attached directly to the roof.
8. Provide roof hoods for multiple conduits through roofs as indicated.
9. Provide drip legs for all exterior exposed raceways from disconnects to equipment.

L. Complete raceway installation before starting conductor installation.

M. Support raceways as specified in Section “Basic Electrical Materials and Methods.”

N. Install temporary closures to prevent foreign matter from entering raceways during construction. Remove prior to completion of conduit.

O. Sleeves: Provide metallic raceway sleeves through walls or floors for all conductors/cabling not in raceways. Provide bushings at both ends of sleeves prior to installing any conductors or wiring. Firestop as per opening fire rating requirements.

P. Protect stub-ups from damage where conduits rise through floor slabs. Arrange so curved portions of bends are not visible above the finished slab.

Q. Make bends and offsets so ID is not reduced. Keep legs of bends in the same plane and keep straight legs of offsets parallel, unless otherwise indicated.

R. Firestop: Firestop all raceway penetrations in rated walls. Provide intumescent fill in all sleeve openings. Contractor shall be responsible for all wall repair and damage. Excessive firestop for holes too large (½ inch beyond the edge of the raceway) is unacceptable. Holes shall be repaired with suitable wall materials to maintain the integrity of the wall construction.

S. Cut openings in walls as per the outer edges of the raceway. Openings made with hammers or other wall damaging tools are not acceptable. Holes too large (½ inch beyond the edge of the raceway) are unacceptable and shall be repaired with suitable wall materials to maintain the integrity of the wall construction. Contractor shall be responsible for repair to match existing.

T. Provide manufactured elbows of conduit type specified for PVC raceways. Field constructed elbows are not allowed. Rigid Non-metallic tubing shall not have any field fabricated 90 degree bends. Provide manufactured elbows at all 90 degree changes in direction.

U. Conceal conduit and EMT within finished walls, ceilings, and floors, unless otherwise indicated.
   1. Install concealed raceways with a minimum of bends in the shortest practical distance, considering type of building construction and obstructions, unless otherwise indicated.

V. Expansion Joints: Provide flexible connections suitable for use with conduit type for all conduit in structural expansion joints or independent slabs that are within another structural assembly.

W. Raceways Through Slabs to Interior Spaces: Install where practical and leave at least 2 inches from any walls unless required to come up in the wall. Coordinate with grade or perimeter beams prior to installation.
   1. Secure raceways to concrete with conduit clamps.
   2. Change from nonmetallic raceways to rigid steel conduit or IMC before rising above the floor.
a. Exception: Raceways from below grade into transformers and switchgear enclosures shall be RNC with bushings.

b. Exception: Raceways from below grade for telephone boards and data/signal equipment shall be RNC with bushings.

3. Tape conduit from minimum 3 inches below transition to 3 inches above the floor so that no portion of the rigid steel conduit or IMC is in contact with the concrete.

X. Raceways Through Floors: Install where practical and leave at least 2 inches from any walls. Coordinate with grade or perimeter beams prior to installation.
   1. Secure raceways to concrete with conduit clamps.
   2. Provide sleeve seals for conduit penetrations through floors. Provide firestopping at all floor penetrations.

Y. Install ALL exposed raceways parallel or at right angles to nearby surfaces or structural members and follow surface contours as much as possible.
   1. Run parallel or banked raceways together on common supports.
   2. Make parallel bends in parallel or banked runs. Use factory elbows only where elbows can be installed parallel; otherwise, provide field bends for parallel raceways.
   3. Install conduit as high as possible.
   4. Flexible cable or raceway for general circuiting is allowed exposed in mechanical or electrical spaces only. Not allowed in finished spaces.
      a. Exception: As equipment connection only.

Z. Join raceways with fittings designed and approved for that purpose and make joints tight.
   1. Use insulating bushings to protect conductors.

AA. Tighten set screws of threadless fittings with suitable tools.

BB. Terminations:
   1. Where raceways are terminated with locknuts and bushings, align raceways to enter squarely and install locknuts with dished part against box. Use two locknuts, one inside and one outside box.
   2. Where raceways are terminated with threaded hubs, screw raceways or fittings tightly into hub so end bears against wire protection shoulder. Where chase nipples are used, align raceways so coupling is square to box; tighten chase nipple so no threads are exposed.

CC. Install pull tape/wires in empty raceways.
   1. For raceways under 2 inches and under less than 100 feet, use polypropylene or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches of slack at each end of pull wire.
   2. Raceways under 2 inches and over 100 feet without intermediate pull boxes, provide mule tape. With intermediate pull boxes use pull wire.
   3. For raceways over 2 inches and use mule tape.
   4. Sleeves under 36 inches do not require pull tape/wire.

DD. Install raceway sealing fittings at suitable, approved, and accessible locations and fill them with UL-listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Label boxes “seal-off”. Install raceway sealing fittings at the following points:
1. Where conduits pass from warm to cold locations, such as boundaries of refrigerated spaces.
2. Where otherwise required by NFPA 70.

EE. Stub-up Connections: Extend conduits through concrete floor for connection to freestanding equipment. Install with an adjustable top or coupling threaded inside for plugs set flush with finished floor. Extend conductors to equipment with rigid steel conduit; FMC may be used 6 inches above the floor. Install screwdriver-operated, threaded plugs flush with floor for future equipment connections.

FF. Flexible Connections: Use maximum of 72 inches of flexible conduit for recessed and semi-recessed lighting fixtures if not using MC Cable for lighting whips; for equipment subject to vibration, noise transmission, or movement, and for all motors indoors of non-water operating equipment. Use LFNC in damp or wet locations or to any water operating equipment. Install separate ground conductor across flexible connections.

GG. Prime and Paint exposed conduit in finished spaces, unless pre-painted surface raceways is provided, as per owner/architect. Provide with paintable surface.

HH. Install hinged-cover enclosures and cabinets plumb. Support at each corner.

II. Cap all un-used/spare conduits. Does not include sleeves.

JJ. Wireways or gutters above panelboards, switchboards, distribution boards, or any other circuit distributing panel shall not be wider than 1.5x (times) the width of the panel or panels if adjoining.

KK. Under no circumstances shall wireways, pull boxes, or gutters wrap the room and be used as a channel for circuits, unless specifically called out by the engineer or per manufacturers shop drawings.

3.3 PROTECTION

A. Provide final protection and maintain conditions that ensure coatings, finishes, and cabinets are without damage or deterioration at time of Substantial Completion.
   1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.
   2. Repair damage to PVC or paint finishes with matching touchup coating recommended by manufacturer.
   3. Provide cover over conduits during storage to prevent dirt and debris from entering conduits during storage.

3.4 CLEANING

A. After completing installation of exposed, factory-finished raceways and boxes, inspect exposed finishes and repair damaged finishes.

B. Remove debris from conduits prior to capping any spare conduits.
C. Blow-out empty conduits that are future spares in any exterior or underground installation prior to capping.

END OF SECTION 260533
SECTION 260553 – ELECTRICAL IDENTIFICATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section includes electrical identification materials and devices required to comply with ANSI C2, NFPA 70, OSHA standards, and authorities having jurisdiction.

1.3 SUBMITTALS

A. Submittals not required.

1.4 QUALITY ASSURANCE

A. Comply with ANSI C2.

B. Comply with NFPA 70.

C. Comply with ANSI A13.1 and NFPA 70 for color-coding.

PART 2 - PRODUCTS

1.3 MISCELLANEOUS IDENTIFICATION PRODUCTS

A. Cable Ties: fungus-inert, self-extinguishing, one-piece, self-locking, Type 6/6 nylon cable ties.
   2. Tensile Strength: 50 lb minimum.
   3. Temperature Range: Minus 40 to plus 185 deg F.

B. Paint: Formulated for the type of surface and intended use.
   1. Primer for Galvanized Metal: Single-component acrylic vehicle formulated for galvanized surfaces.
   2. Primer for Concrete Masonry Units: Heavy-duty-resin block filler.
   3. Primer for Concrete: Clear, alkali-resistant, binder-type sealer.
   4. Enamel: Silicone-alkyd or alkyd urethane as recommended by primer manufacturer.

PART 3 - EXECUTION
3.1 INSTALLATION

A. Identification Materials and Devices: Install at locations for most convenient viewing without interference with operation and maintenance of equipment.

B. Lettering, Colors, and Graphics: Coordinate names, abbreviations, colors, and other designations with corresponding designations in the Contract Documents or with those required by codes and standards. Use consistent designations throughout Project.

C. Sequence of Work: If identification is applied to surfaces that require finish, install identification after completing finish work.

D. Color-Coding of Secondary Branch Circuit Conductors: Use the following colors for service, feeder, and branch-circuit branch circuit conductors:

1. 120/208V 3 Phase Conductors:
   a. Phase A: Black.
   b. Phase B: Red.
   c. Phase C: Blue.
   e. Ground: Green.

2. Factory apply color the entire length of conductors, except the following field-applied, color-coding methods may be used instead of factory-coded wire for sizes larger than No. 10 AWG:
   a. Colored, pressure-sensitive plastic tape in half-lapped turns for a distance of 6 inches from terminal points and in boxes where splices or taps are made. Apply last two turns of tape with no tension to prevent possible unwinding. Use 1-inch-wide tape in colors specified. Adjust tape bands to avoid obscuring cable identification markings.
   b. Colored cable ties applied in groups of three ties of specified color to each wire at each terminal or splice point starting 3 inches from the terminal and spaced 3 inches apart. Apply with a special tool or pliers, tighten to a snug fit, and cut off excess length.

END OF SECTION 260553
Blinn Student Center and BCPA
R&R Mechanical Projects
902 College Avenue, Brenham, Texas 77833

Brenham Campus Student Center Fire Damper and Mechanical Renovations
March 02, 2022
Project Number 210634-02

Addendum 1

R&R Mechanical Projects
Blinn Student Center and BCPA
902 College Avenue, Brenham, Texas 77833

R&R Mechanical Projects
Blinn Student Center and BCPA
902 College Avenue, Brenham, Texas 77833

MECHANICAL, PLUMBING AND ELECTRICAL ENGINEERS

Cleary Zimmerman Engineers
300 West 26th Street
Bryan, Texas 77803
Voice (979) 341-8181
NEW WATERSTOP DETAIL

**NEW WATERSTOP DETAIL AT DUCT OBSTRUCTION**

- Existing wall or floor assembly
- Bolt or 3/4" tie for securing around duct penetration
- New 3" x 3" x 1/4" steel angle, cover with sealant
- New 5' long 3" x 3" x 1/4" steel angle, set in full bed of sealant

**DUCT PENETRATION DETAIL**

- Existing floor area may require anchor bolt @ 6" O.C. thru
- 2-1/4" x 1/4" stainless steel anchor bolt w/rubber gasket

**TYPICAL PIPE PENETRATION DETAIL**

- 2"-1/2" x 1/2" captive plate w/1/2" flange
- Membrane flashing between existing wall, deck, and new membrane
- Backer rod and sealant

**MECHANICAL ROOM SIDE**

- U.L. System No. W-L-7096
- Existing 1-hour firestop sealant, fire rated gypsum board/stud wall assembly
- Fireproofed membrane - National Sanitation Foundation
- Vent flashing at threshold

**THIRD FLOOR PLAN**

- South Mechanical Room
- North Mechanical Room
- Third Floor Plan
- ENLARGED MECH. PLANS

**PACKAGE 02 - BRENHAM CAMPUS STUDENT CENTER FIRE DAMPER AND MECHANICAL REPAIRS**

BRENN M, TX 77833
GENERAL DEMOLITION NOTES:

1. REMOVE AND REINSTALL ITEMS: CLEAN AND REPAIR ITEMS TO FUNCTIONAL CONDITION ADEQUATE FOR INTENDED REUSE. PAINT EQUIPMENT TO MATCH NEW EQUIPMENT. PACK OR CRATE ITEMS AFTER CLEANING AND REPAIRING. IDENTIFY CONTENTS OF CONTAINERS. PROVIDE CONNECTIONS, SUPPORTS, AND MISCELLANEOUS MATERIALS NECESSARY TO MAKE ITEM FUNCTIONAL FOR USE INDICATED.

2. EXISTING ITEMS TO REMAIN: PROTECT CONSTRUCTION INDICATED TO REMAIN AGAINST DAMAGE AND SOILING DURING SELECTIVE DEMOLITION. WHEN PERMITTED BY OWNER, 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. COORDINATE ALL DEMO ACTIVITIES WITH OWNER AND PROVIDE 10 DAYS NOTICE FOR ANY POWER OUTAGES.
GENERAL DEMOLITION NOTES:

1. GENERAL: EXCEPT FOR ITEMS OR MATERIALS INDICATED TO BE REUSED, SALVAGED, REINSTALLED, OR OTHERWISE INDICATED TO REMAIN OWNER'S PROPERTY, REMOVE DEMOLISHED MATERIALS FROM PROJECT SITE AND LEGALLY DISPOSE OF THEM IN AN EPA-APPROVED LANDFILL. DO NOT ALLOW DEMOLISHED MATERIALS TO ACCUMULATE ON-SITE. REMOVE FROM OWNER OCCUPIED AREAS DAILY. REMOVE AND TRANSPORT DEBRIS IN A MANNER THAT WILL PREVENT SPILLAGE ON ADJACENT SURFACES AND AREAS.

2. REMOVE ALL EXISTING CONSTRUCTION ONLY TO THE EXTENT INDICATED. COMPLETE SELECTIVE DEMOLITION OPERATIONS ABOVE EACH FLOOR OR TIER BEFORE DISTURBING SUPPORTING MEMBERS ON THE NEXT LOWER LEVEL.

3. REMOVE ALL EXISTING CIRCUITS AFTER CLEANING. EXCEPT CIRCUITS IN BUILDING MONITORING AND SECURITY SYSTEMS IN EXISTING TO-Destroy PORTIONS OF THE BUILDING. DO NOT DEMOLISH CIRCUITS IN THESE AREAS. IF CIRCUITS ARE IN BOTH "TO REMAIN" AND "TO BE REMOVED" AREAS, DEMOLISH BACK TO NEAREST "TO REMAIN" J-BOX.

4. REMOVE ALL EXISTING CONSTRUCTION ONLY TO THE EXTENT REQUIRED BY NEW CONSTRUCTION AND AS INDICATED. COMPLETE SELECTIVE DEMOLITION OPERATIONS ABOVE EACH FLOOR OR TIER BEFORE DISTURBING SUPPORTING MEMBERS ON THE NEXT LOWER LEVEL.

5. REMOVE ALL EXISTING CONSTRUCTION ONLY TO THE EXTENT INDICATED. COMPLETE SELECTIVE DEMOLITION OPERATIONS ABOVE EACH FLOOR OR TIER BEFORE DISTURBING SUPPORTING MEMBERS ON THE NEXT LOWER LEVEL.

6. REMOVE AND SALVAGE ITEMS: CLEAN SALVAGED ITEMS, PACK OR CRATE ITEMS AFTER CLEANING. IDENTIFY CONTENTS OF CONTAINERS. STORE ITEMS IN A SECURE AREA UNTIL DELIVERY TO OWNER. TRANSPORT ITEMS TO OWNER'S STORAGE AREA DESIGNATED BY OWNER. PROTECT ITEMS FROM DAMAGE DURING TRANSPORT AND STORAGE.

7. REMOVE AND REINSTALL ITEMS: CLEAN AND REPAIR ITEMS TO FUNCTIONAL CONDITION ADEQUATE FOR INTENDED REUSE. PAINT EQUIPMENT TO MATCH NEW EQUIPMENT. PACK OR CRATE ITEMS AFTER CLEANING AND REPAIRING. IDENTIFY CONTENTS OF CONTAINERS. PROTECT ITEMS FROM DAMAGE DURING TRANSPORT AND STORAGE. 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.

8. EXISTING ITEMS TO REMAIN: PROTECT CONSTRUCTION INDICATED TO REMAIN (INCLUDING ALL FIRE DEVICES) AGAINST DAMAGE AND SOILING DURING SELECTIVE DEMOLITION. WHEN PERMITTED BY OWNER, 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.

9. COORDINATE ALL DEMOLITION ACTIVITIES WITH OWNER AND PROVIDE 10 DAYS NOTICE FOR ANY POWER OUTAGES.

MECHANICAL FIRST FLOOR PLAN - NORTH
GENERAL DEMOLITION NOTES:

1. REMOVE ALL ITEMS OR MATERIALS INDICATED TO BE REMOVED, SALVAGED, REUSED, SALVAGED, REINSTALLED, OR OTHERWISE INDICATED TO REMAIN OWNER'S PROPERTY. REMOVE ITEMS INDICATED TO REMAIN AND INSTALL ITEMS SINCE REMOVED TO PREVENT SPILLAGE ON ADJACENT SURFACES AND AREAS.

2. TRACE CONDUCTORS EXISTS TO REMAIN PORTIONS OF THE BUILDING. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. DO NOT REMOVE CI- CIRCUIT MAMMALS TO REMOVAL. 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GENERAL DEMOLITION NOTES:

1. REMOVE AND SALVAGED FROM: CLEAR SALVAGED ITEMS, PACK FOR CRATE ITEMS (IF CLEANED). IDENTIFY CONTENTS OF CONTAINERS, STORE ITEMS IN A SECURE AREA UNTIL DELIVERED TO OWNER. TRANSPORT ITEMS TO OWNER'S STORAGE AREA DESIGNATED BY OWNER. PROVIDE CONNECTIONS, SUPPORTS, AND MISC. MATERIALS NECESSARY TO MAINTAIN FUNCTIONALITY FOR USE INSCREAS.

2. EXISTING ITEMS TO REMAIN: PROTECT CONSTRUCTION INDICATED TO REMAIN (INCLUDING ALL FIRE DEVICES) AGAINST DAMAGE AND SOILING DURING SELECTIVE DEMOLITION. WHEN PERMITTED BY OWNER, ITEMS MAY BE REMOVED TO A SUITABLE, PROTECTED STORAGE LOCATION DURING SELECTIVE DEMOLITION OPERATIONS AND REINSTALLED IN THEIR ORIGINAL LOCATION AFTER SELECTIVE DEMOLITION OPERATIONS ARE COMPLETE.

3. COORDINATE ALL DEMO ACTIVITIES WITH OWNER AND PROVIDE 10 DAYS NOTICE FOR ANY POWER OUTAGES.

MECHANICAL ROOM 301

EXISTING BLOWER DAMPER TO BE DEMOLISHED.
EXISTING PIPE SMOKE DAMPER TO BE DEMOLISHED.

MECHANICAL SECOND FLOOR PLAN - NORTH

SCALE: 1/8" = 1'-0"
MECHANICAL GENERAL NOTES:

1. AFTER INSTALLATION OF EACH DAMPER, DUCTWORK AND INSULATION TO BE PATCHED TO MATCH EXISTING.

2. CONTRACTOR TO FIELD VERIFY ALL DAMPER SIZES PRIOR TO ORDERING DAMPERS.
MECHANICAL FIRST FLOOR PLAN - NORTH

MECHANICAL GENERAL NOTES:

1. AFTER INSTALLATION OF EACH DAMPER, DUCTWORK AND INSULATION TO BE PATCHED TO MATCH EXISTING.
2. CONTRACTOR TO FIELD VERIFY ALL DAMPER SIZES PRIOR TO ORDERING DAMPERS.

SCALE: 1/8" = 1'-0"
MECHANICAL KEYED NOTES:
1. CENTER AIR DEVICE BETWEEN EXISTING LIGHT FIXTURES.
2. ROUTE DUCT THROUGH EXISTING WALL PENETRATIONS.
3. COORDINATE LOCATION AROUND FIXTURES.
4. THE INFORMATION ABOVE TO BE FOLLOWED ON TOP OF EACH CENTER FIXTURE BY CENTER DAMPER FOR EACH DUCT.

MECHANICAL GENERAL NOTES:
1. AFTER INSTALLATION OF ALL DAMPERS, DUCTWORK AND INSULATION TO BE PATCHED TO MATCH EXISTING.
2. CONTRACTOR TO FIELD VERIFY ALL DAMPER SIZES PRIOR TO ORDERING DAMPERS.
**MECHANICAL KEYED NOTES:**

1. TWO RETURN AIR DUCTS STACKED ON TOP OF EACH OTHER. PROVIDE 24"x16" SMOKE DAMPERS FOR EACH DUCT.

**MECHANICAL GENERAL NOTES:**

1. AFTER INSTALLATION OF EACH DAMPER, DUCTWORK AND INSULATION TO BE PATCHED TO MATCH EXISTING.
2. CONTRACTOR TO FIELD VERIFY ALL DAMPER SIZES PRIOR TO ORDERING DAMPERS.
1. MULTI-BLADE FIRE/SMOKE DAMPER DETAIL

2. MULTI-BLADE SMOKE DAMPER DETAIL

AIR DEVICE SCHEDULE

<table>
<thead>
<tr>
<th>TAG</th>
<th>MODEL</th>
<th>AIR G</th>
<th>THROW (IN) (@ 100 FPM)</th>
<th>CFM RANGE</th>
<th>INLET</th>
<th>P DIA</th>
<th>O.D.</th>
<th>P.D. (&quot;WG&quot;)</th>
<th>MAX. NC</th>
<th>REFERENCE</th>
<th>NOTES</th>
</tr>
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AIR DEVICE SCHEDULE NOTES:
1. FIELD INSULATE PLENUM BOX OR BACKSIDE OF DIFFUSER.
2. ALL AIR DEVICES TO BE ALUMINUM AND PAINTED TO MATCH ARCHITECTURAL SPECIFICATION.
3. REFER TO REFLECTED CEILING PLANS FOR CEILING TYPES. ALL AIR DEVICES MOUNTED IN A DRYWALL CEILING SHALL HAVE A MOUNTING FRAME.
4. FOR 2-WAY DISCHARGE, THROWS LISTED REFLECT AIRFLOW IN A SINGLE DIRECTION.
5. P.D. ("WG") REFLECTS "TOTAL" PRESSURE (STATIC AND DYNAMIC).
KEYED PLAN NOTES:

JUNCTION BOX FOR SMOKE DAMPER POWER.

NEW FIRE ALARM RELAY MODULE. CONNECT TO FIRE ALARM SYSTEM SO THAT UPON ALARM, ALL AIR HANDLING UNITS SHUT DOWN AND ALL SMOKE DAMPERS CLOSE.

EXISTING PANEL PC.

CONNECT TO A SPARE 20A/1P CIRCUIT BREAKER IN EXISTING PANEL PC USING 2#12, 1#12 GROUND IN 1/2" CONDUIT.

REFER TO SHEET E1.2 FOR CONTINUATION.

REFER TO SHEET E1.3 FOR CONTINUATION.

REFER TO SHEET E1.4 FOR CONTINUATION.
KEYED PLAN NOTES:

JUNCTION BOX FOR SMOKE DAMPER POWER.
REFER TO SHEET E1.1 FOR CONTINUATION.
CONNECT TO A NEW 20A/1P CIRCUIT BREAKER INSTALLED IN AVAILABLE SPACE IN EXISTING PANEL PE-RT. CONNECT USING 2#12, 1#12 GROUND IN 1/2" CONDUIT.
EXISTING PANEL PE-RT.
**MECHANICAL EQUIPMENT CONNECTIONS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Voltage</th>
<th>Load</th>
<th>Circuit</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect fan to receptacle circuit serving the room. Provide new Wall Switch for operation. Label Switch &quot;Exhaust Fan&quot;. Junction box for smoke damper power. New fire alarm relay module connect to fire alarm system so that upon alarm, all air handling units shut down and all smoke dampers close. Existing panel MB. Connect to a spare 20A/1P breaker in existing panel MB using 2#12, 1#12 ground in 1/2&quot; conduit. Refer to Sheet E1.1 for continuation.</td>
<td>240V-3-60</td>
<td>12 Watts</td>
<td>SEE KEYED NOTE 1</td>
<td>2#12, 1#12 GROUND IN 1/2&quot; CONDUIT, NEW WALL SWITCH</td>
</tr>
</tbody>
</table>
KEYED PLAN NOTES:

- Junction Box for Smoke Damper Power.
- New Fire Alarm Relay Module. Connect to fire alarm system. DO NOT USE MODULE ALREADY INSTALLED. REFER TO SHEET E1.1 FOR CONTINUATION.
- New Junction Panel. PY.
- Existing Panel P6. Connect to 500A 20A breaker.
- Existing Panel P2. Connect to spare 20A/1P breaker in existing panel.
- Existing Panel P3. 12 gauge wire in 1/2" conduit.