# COLUMBIA HOUSING AUTHORITY

# COLUMBIA HOUSING AUTHORITY ANNEX BUILDING RENOVATION

2133 WALKER SOLOMON WAY, COLUMBIA, SOUTH CAROLINA 29204



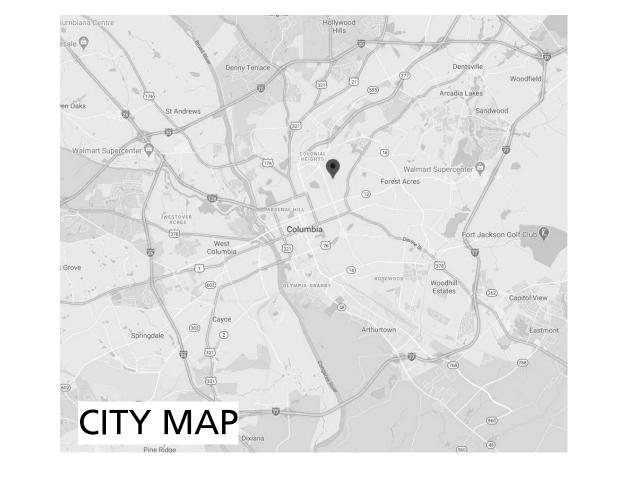
POST OFFICE BOX 5875 COLUMBIA, SOUTH CAROLINA 803.834.4048 p 803.834.4082 f WWW.1X1DESIGN.COM











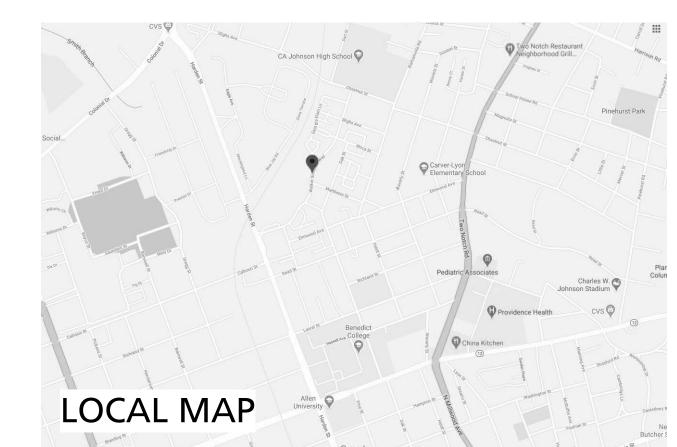
**DOOR CLEARANCE** 

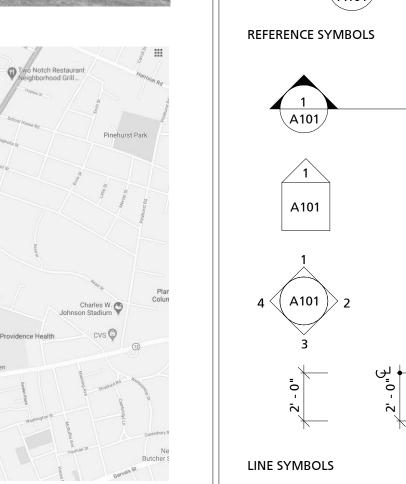
REQUIRED AT ALL ACCESSIBLE DOORS. ARROW INDICATES APPROACH.

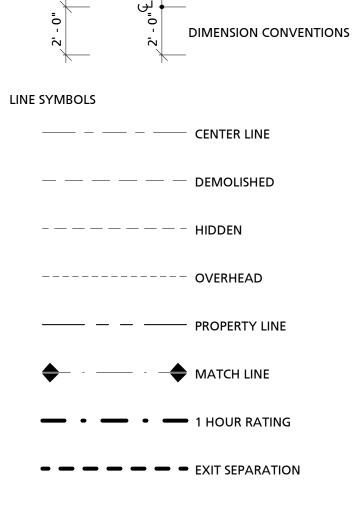
EXISTING BUILDING

12" (W/ LATCH & CLOSER)

60"D X DOOR + 18"W







**DRAWING CONVENTIONS** 

**IDENTITY SYMBOLS** 

VIEW INDICATOR

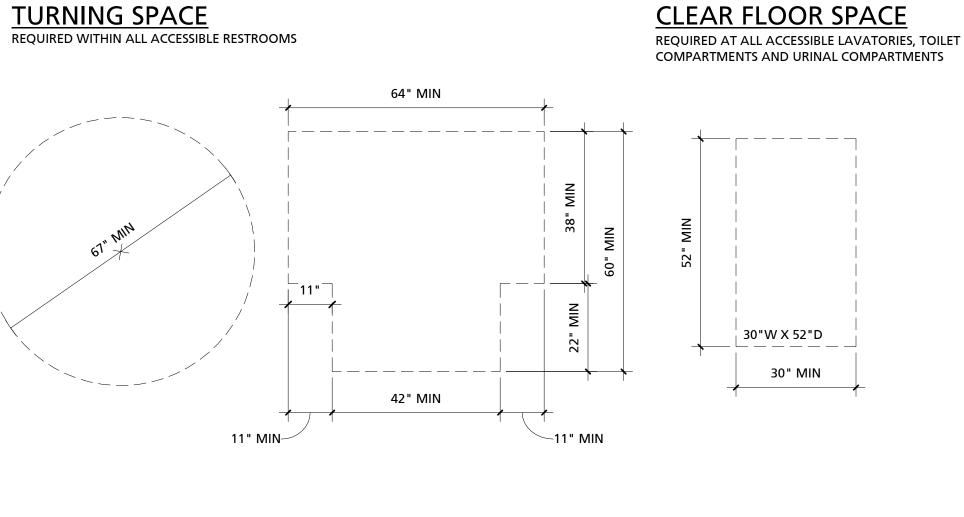
**REVISION CLOUD** 

**BLOWUP DETAIL** 

**ELEVATION** 

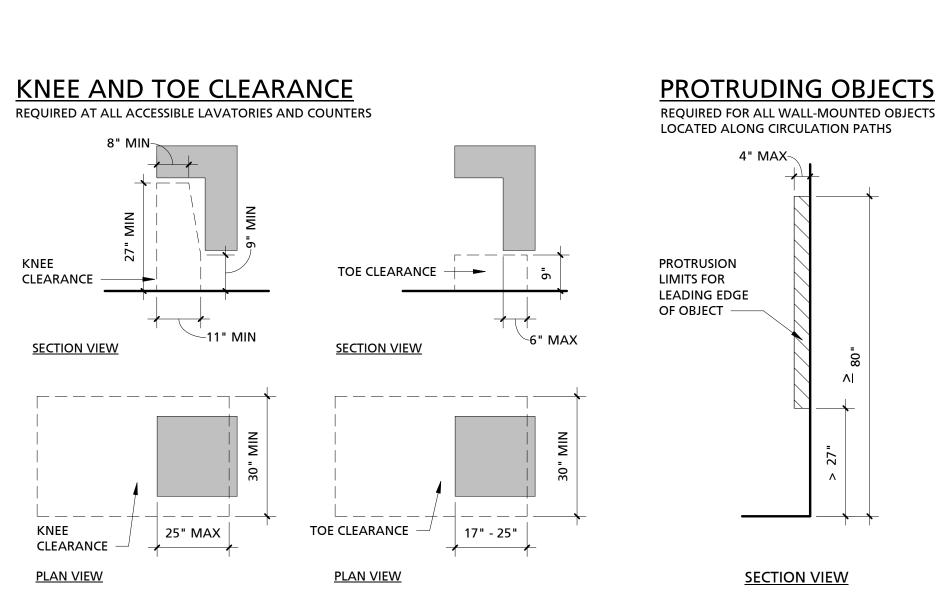
INTERIOR ELEVATION

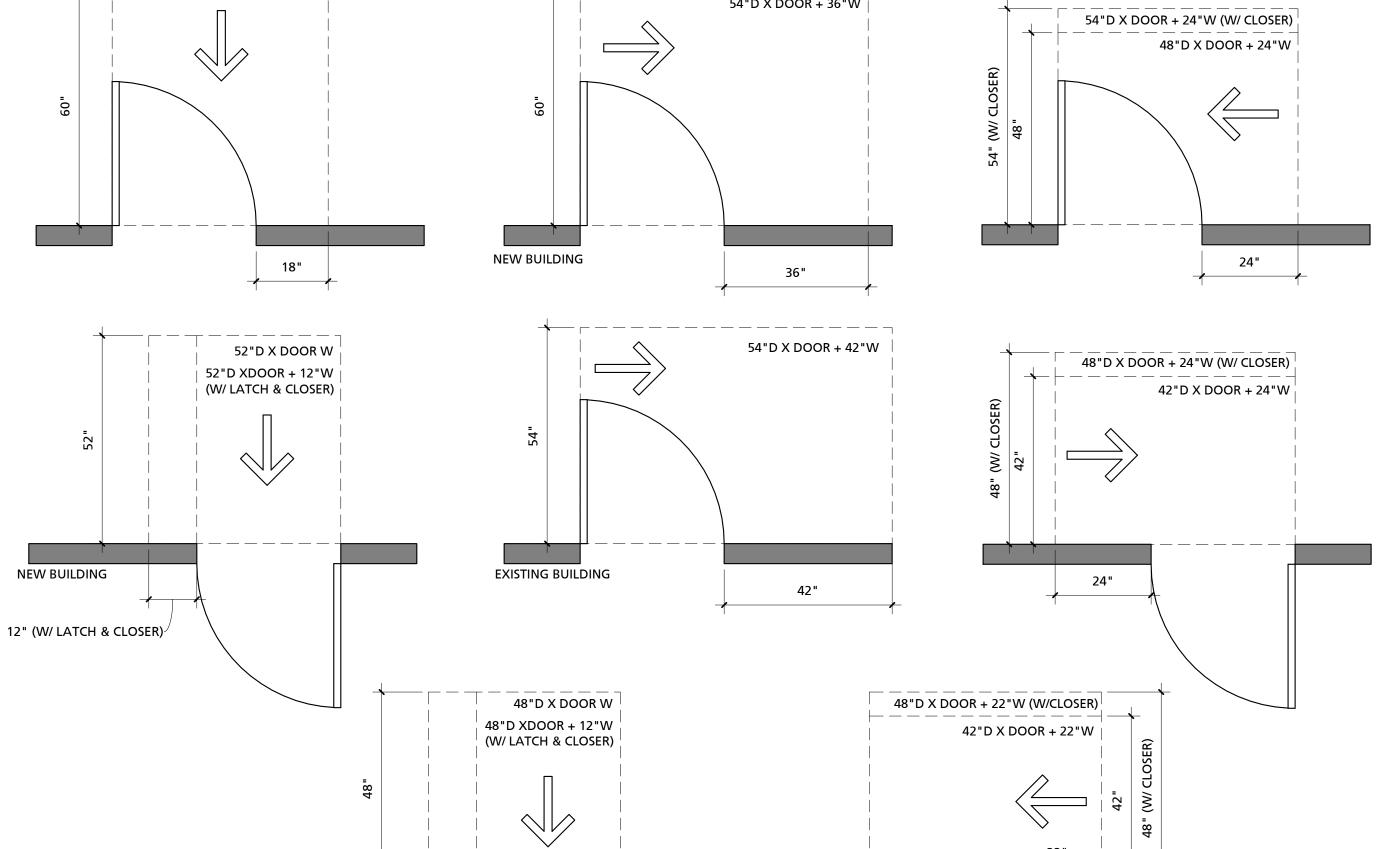
ELEVEL NAME ELEVATION INDICATOR



DIAGRAMS BELOW BASED ON ICC/ANSI A117.1-2017

STATE MAP





54"D X DOOR + 36"W |

# **ABBREVIATIONS**

@	AT
AFF	ABOVE FINISH FLOOR
	ACOUSTICAL PANEL CEILING
	ARCHITECTURAL
7	BUILDING
CL	CENTERLINE
	CLEAR
CO	CASED OPENING
CI	CONTROL JOINT
CPT	CARPET
	CENTER
CONC	CONCRETE
	CONCRETE MASONRY UNIT
DN	DOWN
DS	DOWNSPOUT
DWG	DRAWING
EIFS	<b>EXTERIOR INSULATION AND FINISH</b>
	SYSTEM
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRICAL
	ELEVATOR
EQUIP	EQUIPMENT
ES	EDGE STRIP
EWC	ELECTRIC WATER COOLER
EXP	EXPOSED
EXT	EXTERIOR
EXPT	EXTERIOR PAINT
EXTG	EXISTING
FCO	FLOOR CLEANOUT
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
GC	GENERAL CONTRACTOR
GL	EXTERIOR GLAZING
GR	GROUT
GT	GLASS TILE
GWB	GYPSUM BOARD
HM	HOLLOW METAL

HVAC HEATING, VENTILATION, AIR-

CONDITIONING

LVT LUXURY VINYL TILE

INSUL INSULATION

MAX MAXIMUM

	MP	METAL PANEL
	MTL	METAL COPING
	NIC	NOT IN CONTRACT
	NOM	NOMINAL
	NTS	NOT TO SCALE
	OC	ON CENTER
	OPP	OPPOSITE
	OPNG	OPENING
	Р	PAINT
	PEMB	PRE ENGINEERED METAL BUILDI
	PL	PLASTIC LAMINATE
	PT	PORCELAIN TILE
	PTB	PORCELAIN TILE BASE
SH	PTW	PRESSURE TREATED WOOD
	PWDR	POWDER ROOM
	RB	RUBBER BASE
	REQD	REQUIRED
	RD	ROOF DRAIN
		RESILIENT MOLDING ACCESSORI
		SEALED CONCRETE
	SF	SQUARE FEET
		SIMILAR
		SPECIFICATIONS
	SS	SOLID SURFACES
	ST	STUCCO
	STD	STANDARD
		STAIN WOOD
	STR	STRUCTURAL
	TOS	TOP OF STEEL
	TYP	TYPICAL
	UNO	UNLESS NOTED OTHERWISE
	VIF	VERIFY IN FIELD
	VWC	VINYL WALLCOVERING
	W/	WITH
	WCO	WALL CLEANOUT
		WELDED WIRE FABRIC
	XB	X-BRACING

XTR EXISTING TO REMAIN

MECH MECHANICAL MFR MANUFACTURER MIN MINIMUM

COVER 05/04/2021

#### PART ONE : GENERAL

1.1 CONTRACT RESPONSIBILITIES A. THE AIA DOCUMENT A201 GENERAL CONDITIONS, CURRENT EDITION, SHALL APPLY TO THE

# 1.2 FIELD CONDITIONS

- THE GENERAL CONTRACTOR IS TO VERIFY ALL DIMENSIONS AND FIELD CONDITIONS. THE GC SHALL NOTIFY THE ARCHITECT IN WRITTEN FORM OF ANY VARIANCES PRIOR TO COMMENCING WORK. FAILURE TO REPORT DISCREPANCIES SHALL MAKE ANY COSTS INCURRED ARISING FROM THESE CONDITIONS THE SOLE RESPONSIBILITY OF THE CONTRACTOR. ANY HIDDEN OR UNCOVERED CONDITIONS SHALL BE REPORTED IN THE SAME MANNER AND WITH THE SAME RESTRICTIONS
- THE GC SHALL VERIFY SIZE AND LOCATION OF ALL FLOOR, ROOF AND WALL PENETRATIONS, EQUIPMENT, ETC. AND COORDINATE WITH MECHANICAL AND ELECTRICAL
- PRIOR TO EXCAVATION OR TRENCHING THE GC SHALL DETERMINE AND VERIFY LOCATION OF UTILITY SERVICES IN ALL AREAS TO BE EXCAVATED.
- THE GC SHALL COORDINATE ALL MILLWORK INSTALLATION WITH ELECTRICAL WORK AS
- CONTRACTOR TO INSPECT AND APPROVE ALL SURFACES PRIOR TO INSTALLATION OF ANY FINISHES. REMOVE ALL DIRT, DUST, ETC. FROM SURFACES TO BE FINISHED. SURFACE PROTRUSIONS, LOW SPOTS AND OTHER IMPERFECTIONS SHALL BE FILLED AND SANDED SO THAT SURFACE IS SMOOTH, DRY AND CLEAN.

- ANY CHANGES IN PLAN ARRANGEMENT OR DETAILING AND SPECIFIC INSTRUCTIONS FOR THE PROJECT WITHOUT THE PRIOR WRITTEN NOTIFICATION AND APPROVAL OF THE OWNER WILL VOID ANY OBLIGATIONS AND LIABILITIES SET FORTH BY THE OWNER. IF ANY SUBSTITUTIONS ARE PROPOSED AND APPROVED FOR SPECIFIC EQUIPMENT, THE GC AND HIS SUBCONTRACTORS SHALL BE RESPONSIBLE FOR ALL COORDINATION INCLUDING
- HVAC, PLUMBING, AND ELECTRICAL. ALL SPECIFIED MATERIALS ARE TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS AND SPECIFICATIONS. THE GC IS TO CONSTRUCT THE PROJECT IN ACCORDANCE WITH THE DOCUMENTS. ANY DEVIATIONS FROM THE INTENT OF THE
- DOCUMENTS WITHOUT THE OWNERS WRITTEN APPROVAL IS AT THE CONTRACTOR'S OWN RISK, AND MAY RESULT IN THE WORK BEING REDONE AT THE CONTRACTOR'S EXPENSE. IN THE EVENT THAT THE QUALITY OR GRADE OF MATERIAL OR WORK IS NOT CLEARLY SPECIFIED, THE GC SHALL REQUEST CLARIFICATION FROM THE OWNER. UNDER NO

CIRCUMSTANCES SHALL THE CONTRACTOR ASSUME GRADE OR QUALITY.

IN THE EVENT A DISCREPANCY OCCURS FROM ONE DRAWING TO ANOTHER, OR FROM THE SPECIFICATIONS, THE GENERAL QUALITY OR HIGHER QUALITY SHALL PREVAIL.

#### 1.4 PERMITTING + CODE COMPLIANCE

- THE GC SHALL APPLY FOR ALL PERMITS WHICH INVOLVE DRAWING SUBMITTAL AND PROCESSING, INCLUDING, BUT NOT LIMITED TO, BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, FIRE AND HEALTH PERMITS. THE GC SHALL OBTAIN THESE PERMITS AND PAY
- ALL PERMITTING FEES. THE GC SHALL ASSURE THAT ALL WORK IS DONE IN ACCORDANCE WITH ALL APPLICABLE NATIONAL, STATE AND LOCAL CODES, ORDINANCES AND REQUIREMENTS BY GOVERNING AGENCIES, WHETHER OR NOT SAID CODES, ORDINANCES, REQUIREMENTS, ETC ARE
- SPECIFICALLY SHOWN ON THE DRAWINGS AND/OR SPECIFICATIONS. CONSTRUCTION MATERIAL, ASSEMBLIES, AND PROCEDURES ARE TO COMPLY WITH ALL APPLICABLE CODES AND SUPPLEMENTARY ORDINANCES. WHEN A CONFLICT OCCURS BETWEEN SUCH CODES AND INFORMATION SHOWN ON THE DRAWINGS, THE GC SHALL CONSULT WITH THE OWNER'S REPRESENTATIVE AND/OR ARCHITECT FOR RESOLUTION PRIOR TO COMMENCING WORK.
- CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE ACCESSIBILITY GUIDELINES [ ie ADA ] FOR BUILDINGS AND FACILITIES PER THE CURRENT FEDERAL REGISTER, INCLUDING
- MOUNTING HEIGHTS, CLEARANCES, ACCESSORIES, ET AL. THE GC SHALL BE RESPONSIBLE FOR SCHEDULING INSPECTIONS BY CODE OFFICIALS AND SHALL PAY INSPECTION FEES ASSOCIATED WITH THE WORK.
- PRIOR TO ISSUANCE OF THE BUILDING PERMIT, THE GC SHALL HAVE EVIDENCE OF CURRENT WORKER'S COMPENSATION INSURANCE COVERAGE ON FILE WITH THE DEPARTMENT IN COMPLIANCE WITH THE LOCAL LABOR CODE.
- AFTER OBTAINING THE BUILDING PERMIT AND BEFORE COMMENCING WITH THE WORK, THE GC SHALL SHOW EVIDENCE OF ALL INSURANCE REQUIREMENTS AS REQUIRED BY THE
- FOR PROJECTS REQUIRING DEMOLITION OF EXISTING MATERIALS AND CONSTRUCTION, PROPER DOCUMENTATION REGARDING THE PRESCENCE OR ABSENSE OF HAZARDOUR MATERIALS IS REQUIRED PRIOR TO THE COMMENCEMENT OF CONSTRUCITON ACTIVITIES.

- THE GC SHALL CONFIRM THE RECEIPT OF ALL MATERIALS AND VERIFY QUANTITIES WITH THE SHIPPING MANIFEST OR BILL OF LADING. THE GC SHALL NOTIFY THE OWNERS WITHIN 24 HOURS AFTER RECEIPT OF ANY MATERIALS MISSING FROM, OR DAMAGED DURING, A
- THE GC IS RESPONSIBLE FOR FILING FREIGHT CLAIMS DIRECTLY WITH THE CARRIER AND FOLLOWING THROUGH AS NECESSARY WITH ALL SUBSEQUENT PROCEDURES, INCLUDING INSPECTIONS AND REMOVAL OF DAMAGED MATERIALS.

#### PART TWO: PRODUCTS NOT APPLICABLE

# PART THREE : EXECUTION

- WITHIN FIVE DAYS OF THE AWARD OF CONTRACT, THE GENERAL CONTRACTOR SHALL PROVIDE THE OWNER WITH A PROPOSED PROJECT SCHEDULE INDICATING THE START AND
- COMPLETION DATES OF EACH STAGE OF THE WORK BY TRADE. THE GC IS TO HAVE THE SAME FULL-TIME QUALIFIED SUPERVISOR ON THE SITE THROUGHOUT THE ENTIRE PROJECT SCHEDULE.
- EACH CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIR OF DAMAGE CAUSED BY HIS
- OPERATIONS TO THE WORK OF OTHER TRADES. THE EXISTING BUILDING WILL NOT REMAIN IN USE DURING CONSTRUCTION. THE GC SHALL
- <u>COORDINATE SCHEDULING WITH THE OWNER AS NECESSARY</u> ALL LABOR AND MATERIALS, ALTHOUGH NOT SPECIFICALLY MENTIONED, BUT NECESSARY FOR THE COMPLETION OF THE WORK AND THE SUCCESSFUL OPERATION OF THE SYSTEMS, SHALL BE PROVIDED AS IF IT WAS SPECIFICALLY REQUESTED.
- 2.2 PROJECT CLEAN-UP + COMPLETION
- THE GC SHALL BE RESPONSIBLE FOR OVERALL CONSTRUCTION SITE CLEANLINESS, INCLUDING PROVISION OF A DUMPSTER WITH WEEKLY SERVICING AND REMOVAL OF ALL CONTRACTOR AND SUBCONTRACTOR REFUSE AND DEBRIS. THE GC SHALL SWEEP THE ENTIRE SITE AT THE COMPLETION OF THE WORKDAY.
- THE PREMISES SHALL BE TURNED OVER CLEAR OF ALL DEBRIS, BOXES, WRAPPING, PACKING, AND EXCESS MATERIALS. THE PREMISES SHALL BE LEFT IN BROOM-SWEPT
- ALL MIRRORS AND GLAZING TO BE CLEANED OF PROTECTIVE PADS, MASTICS, AND
- ALL ELECTRICAL PANELS AND BREAKERS TO BE PROPERLY MARKED. THE GC SHALL SET ALL TIMERS FOR PROPER OPERATION TIMES AS REQUIRED BY THE
- THE GC SHALL MOUNT A PERMANENTLY FRAMED CERTIFICATE OF OCCUPANCY IN A LOCATION TO BE DETERMINED BY THE OWNER AND BUILDING OFFICIALS.
- GUARANTEE: CONTRACTOR AGREES TO GUARANTEE ALL WORK, EQUIPMENT AND CONSTRUCTION PROVIDED BY HIM FOR A PERIOD OF ONE YEAR FROM DATE OF SUBSTANTIAL COMPLETION. THIS IS IN ADDITION TO ANY WARRANTY OR GUARANTEES BY EQUIPMENT OR MATERIALS MANUFACTURERS. ANY DEFECTIVE OR NON CONFORMING

WORK SHALL BE REPAIRED AND/OR REPLACED AT THE OWNERS OPTION. ALL COSTS

ASSOCIATED WITH WARRANTY WORK SHALL BE BORNE SOLELY BY THE CONTRACTOR

### **SUMMARY OF WORK : SECTION 01010** PART ONE : GENERAL

# 1.1 PROJECT + WORK IDENTIFICATION

- THE PROJECT CONSISTS OF A RENOVATION TO THE EXISTING COLUMBIA HOUSING AUTHORITY MEDICAL OFFICE BUILDING AS SHOWN ON CONTRACT DOCUMENTS PREPARED BY THE OWNER'S ARCHITECT AND CONSULTANTS.
- GC SHALL OBTAIN A CERTIFICATE OF OCCUPANCY FROM LOCAL BUILDING OFFICIALS PRIOR TO OWNER OCCUPANCY.
- PRIOR TO PARTIAL TENANT OCCUPANCY, MECHANICAL AND ELECTRICAL SYSTEMS SHALL BE FULLY OPERATIONAL. REQUIRED INSPECTIONS AND TESTS SHALL HAVE BEEN SUCCESSFULLY COMPLETED. UPON OCCUPANCY, THE CONTRACTOR WILL PROVIDE OPERATIONAL AND MAINTENANCE OF MECHANICAL AND ELECTRICAL SYSTEMS IN OCCUPIED PORTIONS OF THE BUILDING.

# PROJECT MEETINGS: SECTION 01200

NOTE: ARCHITECT NOR ENGINEERS ARE UNDER CONTRACT TO PROVIDE FULL CONSTRUCTION ADMINSTRATION SERVICES. GC TO COORDINATE PROJECT MEETING REQUIREMENTS DIRECTLY WITH THE OWNER, BASED UPON GENERAL PRACTICES INDICATED BELOW.

1.1 QUALITY ASSURANCE PERSONS DESIGNATED BY CONTRACTORS, SUBCONTRACTORS AND MATERIAL SUPPLIERS TO ATTEND AND PARTICIPATE IN THE PROJECT PROCESS MEETINGS SHALL HAVE ALL REQUIRED AUTHORITY TO COMMIT THE FIRM THEY REPRESENT TO SOLUTIONS WHICH MAY BE AGREED UPON WITHIN THOSE MEETINGS.

- ALL MEETINGS SHALL BE HELD ON THE JOB SITE.
- THE GC WILL RECORD ALL SIGNIFICANT DISCUSSIONS AND AGREEMENTS AND/OR DISAGREEMENTS OR EACH CONFERENCE OR MEETING, ALONG WITH DATA RELATING TO CONSTRUCTION SCHEDULE CHANGES. THE GC WILL PROMPTLY DISTRIBUTE WITHIN THREE BUSINESS DAYS THE RECORD OF THE MEETING TO EACH CONCERNED FIRM OR COMPANY, INCLUDING THE OWNER AND THE ARCHITECT.

# **PROJECT MEETINGS: SECTION 01200 CONTINUED**

### 1.2 PRE CONSTRUCTION CONFERENCE

AFTER CONSULTATION WITH THE ARCHITECT, THE GC SHALL SCHEDULE A PRE CONSTRUCTION CONFERENCE AND ORGANIZATIONAL MEETING BEFORE STARTING CONSTRUCTION AT A TIME CONVENIENT TO THE OWNER, BUT NO LATER THAN 10 BUSINESS DAYS AFTER EXECUTION OF THE AGREEMENT. THE GC SHALL HOLD THE CONFERENCE AT THE JOB SITE, OR ANOTHER LOCATION CONVENIENT TO THE OWNER. THE GC SHALL CONDUCT THE MEETING TO REVIEW RESPONSIBILITIES AND PERSONNEL ASSIGNMENTS; THEREFORE, ALL CONTRACTORS INVOLVED IN THE PROJECT MUST ATTEND, UNLESS SPECIFICALLY EXCUSED BY THE OWNER'S

THE AGENDA SHALL ADDRESS ALL ITEMS OF SIGNIFICANCE THAT COULD AFFECT PROGRESS.

A. THE GC SHALL CONDUCT BIWEEKLY PROGRESS MEETINGS AT THE PROJECT SITE. THE GC SHALL COORDINATE THE MEETING DATES WITH THE PREPARATION OF THE PAYMENT REQUEST, AND SHALL NOTIFY THE OWNER AND THE OWNER'S ARCHITECT OF SCHEDULED MEETING DATES.

- THE GC SHALL ENSURE THE ATTENDANCE OF ALL THE REQUIRED PARTIES, UNLESS SPECIFICALLY EXCUSED BY THE OWNER'S REPRESENTATIVE.
- ATTENDEES: IN ADDITION TO REPRESENTATIVES OF THE OWNER AND THE OWNER'S ARCHITECT, EACH SUBCONTRACTOR, SUPPLIER, OR OTHER ENTITY CONCERNED WITH THE CURRENT PROJECT PROGRESS, OR INVOLVED IN PLANNING, COORDINATION, OR PERFORMANCE OF FUTURE ACTIVITIES, SHALL BE REPRESENTED AT THE PROGRESS MEETING. ALL PARTICIPANTS AT THE CONFERENCE SHALL BE FAMILIAR WITH THE PROJECT AND AUTHORIZED TO CONCLUDE MATTERS RELATING TO THE WORK.
- THE AGENDA SHALL ADDRESS THE FOLLOWING ITEMS:
- ITEMS OF SIGNIFICANCE THAT MAY AFFECT JOB PROGRESS. TOPICS OF DISCUSSION APPROPRIATE TO THE PROJECT STATUS.
  - TO THE MAXIMUM EXTENT PRACTICABLE, THE GC SHALL ADVISE THE OWNER, AT LEAST 24 HOURS IN ADVANCE OF SCHEDULED MEETINGS, REGARDING ALL ITEMS TO BE ADDED TO THE AGENDA.

THE REVIEW AND CORRECTION, OR APPROVAL OF THE PREVIOUS MEETING'S MINUTES.

- THE PROGRESS REVIEW OF THE CONTRACTOR'S CONSTRUCTION SCHEDULE. THE GC SHALL DETERMINE THE PROGRESS OF EACH ACTIVITY IN RELATION TO THE CONSTRUCTION SCHEDULE, AND ADDRESS WHETHER IT IS ON TIME OR BEHIND SCHEDULE. THE GC SHALL DETERMINE HOW ITEMS WHICH ARE BEHIND SCHEDULE WILL BE EXPEDITED, AND SECURE COMMITMENTS FROM THE APPLICABLE CONTRACTORS AND SUPPLIERS. THE GC SHALL DISCUSS WHETHER SCHEDULE REVISIONS ARE REQUIRED TO ENSURE THAT CURRENT AND FUTURE ACTIVITIES WILL BE COMPLETED WITHIN THE CONTRACT TIME.
- THE GC SHALL TAKE DETAILED MEETING NOTES, AND DISTRIBUTE MEETING MINUTES TO ALL ATTENDEES WITHIN 48 HOURS OF THE PROGRESS MEETING.

### | SUBMITTALS : SECTION 01300

PROJECT ARCHITECT.

#### PART ONE : GENERAL

NOTE: ARCHITECT NOR ENGINEERS ARE UNDER CONTRACT TO PROVIDE FULL CONSTRUCTION ADMINSTRATION SERVICES. GC TO COORDINATE SUBMITTAL REQUIREMENTS DIRECTLY WITH THE OWNER, BASED UPON GENERAL PRACTICES INDICATED BELOW.

### 1.1 SUBMITTAL PROCEDURES

- COORDINATION: COORDINATE PREPARATION AND PROCESSING OF SUBMITTALS WITH PERFORMANCE OF CONSTRUCTION ACTIVITIES. TRANSMIT EACH SUBMITTAL SUFFICIENTLY IN ADVANCE OF PERFORMANCE OF RELATED CONSTRUCTION ACTIVITIES TO AVOID DELAY. THE GC IS RESPONSIBLE FOR DELIVERY OF ALL SUBMITTALS TO THE OFFICES OF THE
  - COORDINATE EACH SUBMITTAL WITH FABRICATION, PURCHASING, TESTING, DELIVERY, OTHER SUBMITTALS, AND RELATED ACTIVITIES THAT REQUIRE SEQUENTIAL ACTIVITY.
  - COORDINATE TRANSMITTAL OF DIFFERENT TYPES OF SUBMITTALS FOR RELATED ELEMENTS OF THE WORK SO PROCESSING WILL NOT BE DELAYED BY THE NEED TO REVIEW SUBMITTALS CONCURRENTLY FOR COORDINATION
  - THE PROJECT ARCHITECT RESERVES THE RIGHT TO WITHHOLD ACTION ON A SUBMITTAL REQUIRING COORDINATION WITH OTHER SUBMITTALS UNTIL ALL RELATED SUBMITTALS ARE RECEIVED. THE GC IS EXPECTED TO COORDINATED SUBMITTALS TO MINIMIZE SUCH ACTION.
  - PROCESSING: TO AVOID THE NEED TO DELAY INSTALLATION AS A RESULT OF THE TIME REQUIRED TO PROCESS SUBMITTALS, ALLOW SUFFICIENT TIME FOR SUBMITTAL REVIEW, INCLUDING TIME FOR RESUBMITTAL

# SUBMITTALS.

IF AN INTERMEDIATE SUBMITTAL IS NECESSARY, PROCESS THE SAME AS THE INITIAL

MUST DELAY PROCESSING TO PERMIT COORDINATION WITH SUBSEQUENT

ALLOW ONE WEEK FOR INITIAL REVIEW. ALLOW ADDITIONAL TIME IF THE ARCHITECT

- ALLOW TWO WEEKS FOR REPROCESSING EACH SUBMITTAL.
- PROCESSED
  - THE ARCHITECT MAY ADVISE THE CONTRACTOR WHEN A SUBMITTAL BEING MUST BE DELAYED FOR COORDINATION. IT IS THE GC'S RESPONSIBILITY TO FULLY COORDINATE ALL SUBMITTAL REQUIREMENTS, INCLUDING THOSE OF SUBCONTRACTORS.
  - NO EXTENSION OF CONTRACT TIME WILL BE AUTHORIZED BECAUSE OF FAILURE TO TRANSMIT SUBMITTALS TO THE ARCHITECT WITH SUFFICIENT TIME AS DESCRIBE HEREIN TO PERMIT PROCESSING.
  - 6. SUBMIT FIVE COPIES OF EACH SUBMITTAL TO THE PROJECT ARCHITECT
  - SUBMITTAL PREPARATION : PLACE A PERMANENT LABEL OR TITLE BLOCK ON EACH SUBMITTAL FOR IDENTIFICATION. INDICATE THE NAME OF THE ENTITY THAT PREPARED EACH SUBMITTAL ON THE LABEL OR TITLE BLOCK. INCLUDE THE FOLLOWING INFORMATION ON THE LABEL FOR PROCESSING AND
    - RECORDING THE ACTION TAKEN. PROJECT NAME
    - NAME + ADDRESS OF THE ARCHITECT NAME + ADDRESS OF THE CONTRACTOR
    - NAME + ADDRESS OF THE SUBCONTRACTOR, OR
    - NAME + ADDRESS OF THE SUPPLIER, OR NAME OF THE MANUFACTURER
    - NUMBER AND TITLE OF APPROPRIATE SPECIFICATION SECTION
  - DRAWING NUMBER AND DETAIL REFERENCES, AS NECESSARY SUBMITTAL NUMBER SUBMITTAL TRANSMITTAL: PACKAGE EACH SUBMITTAL APPROPRIATELY FOR TRANSMITTAL
- HANDLING. TRANSMIT EACH SUBMITTAL FROM THE CONTRACTOR TO THE PROJECT ARCHITECT
- USING A TRANSMITTAL FORM. THE GC SHALL NOT TRANSIT SUBMITTALS TO THE | CONSULTANTS. THE PROJECT ARCHITECT WILL NOT ACCEPT SUBMITTALS RECEIVED FROM SOURCES OTHER THAN

### THE GC. 1.2 SHOP DRAWINGS

ARCHITECT

SUBMIT NEWLY PREPARED INFORMATION DRAWN ACCURATELY TO SCALE. HIGHLIGHT, ENCIRCLE, OR OTHERWISE INDICATE DEVIATIONS FROM THE CONTRACT DOCUMENTS. DO NOT REPRODUCE CONTRACT DOCUMENTS OR COPY STANDARD INFORMATION AS THE BASIS OF SHOP DRAWINGS. STANDARD INFORMATION PREPARED WITHOUT SPECIFIC REFERENCE TO THE PROJECT IS NOT CONSIDERED A SHOP DRAWING, AND IS NOT ACCEPTABLE. SHOP DRAWINGS INCLUDE FABRICATION AND INSTALLATION DRAWINGS, SETTING

THE FOLLOWING INFORMATION.

DIAGRAMS, SCHEDULES, PATTERNS, TEMPLATES AND SIMILAR DRAWINGS. INCLUDE

- IDENTIFICATION OF PRODUCTS AND MATERIALS BY SHEET AND DETAIL
- COMPLIANCE WITH SPECIFIED STANDARDS

STAMP INDICATING THE ACTION TAKEN.

NOTATION OF COORDINATION REQUIREMENTS NOTATION OF DIMENSIONS ESTABLISHED BY FIELD MEASUREMENT

SHOP DRAWINGS SHOULD BE COMPLETED SHOWING ALL NECESSARY DETAILS AND SPECIAL CONDITIONS. MANUFACTURER'S STANDARD DETAIL CUTS CAN BE USED ONLY IF THEY FULLY DEMONSTRATE ACTUAL DESIGN OR PROJECT CONDITIONS, AS DETERMINED BY THE

OTHERWISE, NEW, COMPREHENSIVELY-DRAFTED DETAILS MUST BE SUBMITTED.

NONCOMPLIANCE OF THIS REQUIREMENT WILL BE CAUSE FOR REJECTION OF SHOP DRAWINGS WITHOUT REVIEW. DRAWING SUBMITTAL: SUBMIT FIVE COPIES OF EACH SHOP DRAWING. WITH THE EXCEPTION OF TEMPLATES, PATTERNS, OR SIMILAR FULL-SIZE DRAWINGS, ALL SHOP DRAWINGS SHALL BE SUBMITTED ON STANDARD SHEETS AT LEAST 8-1/2 BY 11

- INCHES (ANSI A), BUT NO LARGER THAN 24 BY 36 INCHES (ARCH D). THE CONTRACTOR SHALL ONLY USE THE FINAL. APPROVED REPRODUCIBLES FOR CONSTRUCTION, COORDINATION, DISTRIBUTION TO SUBCONTRACTORS, OR ANY RECORD DOCUMENT REQUIREMENTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PRINTING ALL NECESSARY SUBMITTAL COPIES AFTER THE ARCHITECT'S APPROVAL, OR FOR INTERIM USE PRIOR TO THE ARCHITECT'S FINAL APPROVAL.

THE GC SHALL NOT USE SHOP DRAWINGS WITHOUT AN APPROPRIATE FINAL SIGNED

THE GC SHALL REVIEW, APPROVE, AND STAMP ALL SUBMITTALS PRIOR TO TRANSMISSION TO THE ARCHITECT. EACH SUBMITTAL SHALL BEAR THE LEGIBLE ACTION STAMP OF THE CONTRACTOR. IF THE GC FINDS NUMEROUS ERRORS DURING HIS REVIEWS, THE GC SHALL HAVE THOSE ERRORS CORRECTED AND RE-SUBMITTED TO HIS OFFICE, PRIOR TO SUBMITTING TO THE ARCHITECT FOR AN INITIAL REVIEW.

# SUBMITTALS: SECTION 01300 CONTINUED

### 1.4 ARCHITECT'S ACTION

EITHER THE PROJECT ARCHITECT OR ENGINEER WILL REVIEW EACH SUBMITTAL, INDICATE AN ACTION TO BE TAKEN, AND RETURN PROMPTLY. ONE COPY SHALL BE RESERVED FOR THE OWNER, ONE COPY SHALL BE RESERVED FOR THE ARCHITECT, ONE COPY SHALL BE RESERVED FOR THE ENGINEER ( IF APPLICABLE), AND THE REMAINING COPIES SHALL BE RETURNED TO THE

- COMPLIANCE WITH SPECIFIED CHARACTERISTICS IS THE GC'S RESPONSIBILITY.
- ACTION STAMP: THE ARCHITECT OR ENGINEER SHALL STAMP EACH SUBMITTAL WITH A UNIFORM, SELF-EXPLANATORY ACTION STAMP AND INDICATE THE ACTION TO BE TAKEN, AS FOLLOWS: FINAL UNRESTRICTED RELEASE: WHEN THE ARCHITECT MARKS A SUBMITTAL "REVIEWED" THE WORK COVERED BY THE SUBMITTAL MAY PROCEED PROVIDED COMPLIANCE WITH THE CONTRACT DOCUMENTS. FINAL PAYMENT SHALL DEPEND ON THIS COMPLIANCE.
  - FINAL-BUT-RESTRICTED RELEASE: WHEN THE ARCHITECT MARKS A SUBMITTAL "FURNISH AS CORRECTED, "THE WORK COVERED BY THE SUBMITTAL MAY PROCEED PROVIDED IT COMPLIES WITH ALL SUBMITTAL NOTATIONS AND CORRECTIONS, AS WELL AS THE ON THE REQUIREMENTS OF THE CONTRACT DOCUMENTS. FINAL PAYMENT SHALL DEPEND ON THIS COMPLIANCE.
- RETURNED FOR RESUBMITTAL: WHEN THE ARCHITECT MARKS A SUBMITTAL "REVISE AND RESUBMIT," DO NOT PROCEED WITH WORK COVERED BY THE SUBMITTAL, INCLUDING, BUT NOT LIMITED TO, PURCHASING, FABRICATION, OR DELIVERY. PREPARE A NEW SUBMITTAL ACCORDING TO THE NOTATIONS AND RESUBMIT WITHOUT DELAY.
- THE GC SHALL NOT USE. NOR ALLOW OTHERS TO USE. SUBMITTALS MARKED "REVISE AND RESUBMIT", OR "REJECTED" AT ANY LOCATION WHERE WORK IS IN PROGRESS.
- WHERE A SUBMITTAL IS FOR INFORMATION OR RECORD PURPOSES OR SPECIAL PROCESSING, THE ARCHITECT SHALL RETURN THE SUBMITTAL MARKED "NO ACTION
- UNSOLICITED SUBMITTALS: THE ARCHITECT SHALL RETURN, AT HIS DISCRETION, ALL UNSOLICITED SUBMITTALS TO THE SENDER WITHOUT ACTION.

1.6 SUBMITTALS: IN ADDITION TO PRODUCT DATA, THE GC SHALL SUBMIT SHOP DRAWINGS, INSTALLATION INSTRUCTIONS, COLOR SAMPLES, AND GENERAL RECOMMENDATIONS, AS APPLICABLE, TO MATERIALS AND FINISHES FOR EACH COMPONENT AND FOR TOTAL ASSEMBLIES. THE LIST INCLUDES BUT NOT LIMITED TO THE FOLLOWING:

- 01. DOOR AND HARDWARE SCHEDULE + COMPONENTS. 02. STEEL SHOP DRAWINGS. 03. ALUMINUM STOREFRONT SYSTEM SHOP DRAWINGS WITH SAMPLE COLOR
- 04. GLASS PRODUCT CERTIFICATES AND SAMPLE. 05. PAINT COLORS, EXTERIOR MATERIALS, + JOINT SEALERS.
- STRUCTURAL, PLUMBING, MECHANICAL + ELECTRICAL SUBMITTALS SHALL BE REFERENCED ON THE ENGINEERING DRAWINGS

# **SUBSTITUTIONS: SECTION 01631**

NOTE: ARCHITECT NOR ENGINEERS ARE UNDER CONTRACT TO PROVIDE FULL CONSTRUCTION ADMINSTRATION SERVICES. GC TO COORDINATE SUBSTITUTION REQUIREMENTS DIRECTLY WITH THE OWNER, BASED UPON GENERAL PRACTICES INDICATED BELOW.

### PART ONE : GENERAL

1.1 SUBMITTALS - SEE SECTION 01300 FOR SUBMITTAL INFORMATION

- SUBSTITUTION REQUEST SUBMITTAL: THE OWNER'S ARCHITECT WILL CONSIDER REQUESTS FOR SUBSTITUTION IF RECEIVED WITHIN 10 DAYS AFTER COMMENCEMENT OF THE WORK. REQUESTS RECEIVED MORE THAN 10 DAYS AFTER COMMENCEMENT OF THE WORK MAY BE CONSIDERED OR REJECTED AT THE DISCRETION OF THE
- 1. SUBMIT REQUESTS IN THE FORM, AND ACCORDING TO PROCEDURES REQUIRED
- IDENTIFY THE PRODUCT OR THE FABRICATION OR INSTALLATION METHOD TO BE REPLACED IN EACH REQUEST. INCLUDE RELATED SPECIFICATION SECTION
- PROVIDE COMPLETE DOCUMENTATION THAT SHOWS COMPLIANCE WITH THE REQUIREMENTS FOR SUBSTITUTIONS, AND THE FOLLOWING INFORMATION, AS | COORDINATION INFORMATION, INCLUDING A LIST OF CHANGES OR
  - MODIFICATIONS TO OTHER PARTS OF THE WORK AND TO CONSTRUCTION PERFORMED BY THE OWNER AND SEPARATE CONTRACTORS, THAT WILL BE NECESSARY TO ACCOMMODATE THE PROPOSED SUBSTITUTION.
  - A DETAILED COMPARISON OF SIGNIFICANT QUALITIES OF THE PROPOSED SUBSTITUTION WITH THOSE OF THE WORK SPECIFIED. SIGNIFICANT QUALITIES SHOULD ADDRESS PERFORMANCE, WEIGHT, SIZE, DURABILITY, AND VISUAL EFFECT.
  - PRODUCT DATA, INCLUDING DRAWINGS AND DESCRIPTIONS OF PRODUCTS AND FABRICATION AND INSTALLATION PROCEDURES SAMPLES, WHERE APPLICABLE OR REQUESTED. A STATEMENT INDICATING THE EFFECT ON THE CONTRACTOR'S
  - APPROVAL OF THE SUBSTITUTION. INDICATE THE EFFECT OF THE PROPOSED SUBSTITUTION ON OVERALL CONTRACT TIME. COST INFORMATION, INCLUDING A PROPOSAL OF THE NET CHANGE, IF

CONSTRUCTION SCHEDULE COMPARED TO THE SCHEDULE WITHOUT

- ANY, TO THE CONTRACT SUM. THE CONTRACTOR'S CERTIFICATION THAT THE PROPOSED SUBSTITUTION, CONFORMS TO REQUIREMENTS IN THE CONTRACT DOCUMENTS IN EVERY RESPECT AND IS APPROPRIATE FOR THE APPLICATIONS
- THE CONTRACTOR'S WAIVER OF RIGHTS TO ADDITIONAL PAYMENT OR TIME THAT MAY SUBSEQUENTLY BECOME NECESSARY BECAUSE OF THE FAILURE OF THE SUBSTITUTION TO PERFORM ADEQUATELY.
- 4. ARCHITECT'S ACTION: THE ARCHITECT WILL REQUEST ADDITIONAL INFORMATION OR DOCUMENTATION WITHIN ONE WEEK OF RECEIPT FOR REVIEW OF A REQUEST FOR SUBSTITUTION. THE ARCHITECT WILL NOTIFY THE CONTRACTOR OF ACCEPTANCE OR REJECTION OF THE SUBSTITUTION WITHIN EITHER ONE WEEK OF RECEIPT OF THE REQUEST OR ONE WEEK OF RECEIPT OF ADDITIONAL INFORMATION OR DOCUMENTATION. ACCEPTANCE WILL BE IN
- THE FORM OF A CHANGE ORDER. THE CONTRACTOR SHALL USE THE SPECIFIED PRODUCT IF THE ARCHITECT IS UNABLE TO MAKE A DECISION REGARDING A PROPOSED SUBSTITUTE WITHIN THE TIME ALLOCATED.

# PART TWO: PRODUCTS

# | 2.1 SUBSTITUTIONS - SEE SECTION 01300 FOR SUBMITTAL INFORMATION

- CONDITIONS: THE OWNER WILL RECEIVE AND CONSIDER THE CONTRACTOR'S REQUEST FOR SUBSTITUTION WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS ARE COMPLETED TO THE SATISFACTION OF THE OWNER. IF THE FOLLOWING CONDITIONS ARE NOT SATISFIED, THE OWNER WILL RETURN THE REQUEST WITHOUT ACTION, EXCEPT TO RECORD NONCOMPLIANCE WITH THE REQUIREMENTS.
  - PROPOSED CHANGES ARE IN KEEPING WITH THE INTENT OF THE CONTRACT DOCUMENTS.
  - THE REQUEST IS TIMELY, FULLY DOCUMENTED, AND PROPERLY SUBMITTED.
  - 4. THE SPECIFIED PRODUCT OR METHOD OF CONSTRUCTION CANNOT BE PROVIDED WITHIN THE CONTRACT TIME. THE ARCHITECT WILL NOT CONSIDER THE REQUEST IF THE PRODUCT OR METHOD CANNOT BE PROVIDED AS A RESULT OF FAILURE TO PURSUE THE WORK PROMPTLY OR COORDINATE **ACTIVITIES PROPERLY.**

EXTENSIVE REVISIONS TO THE CONTRACT DOCUMENTS ARE NOT REQUIRED.

- THE REQUESTED SUBSTITUTION OFFERS THE OWNER A SUBSTANTIAL ADVANTAGE, IN COST, TIME, ENERGY CONSERVATION, OR OTHER CONSIDERATIONS, AFTER DEDUCTING ADDITIONAL RESPONSIBILITIES THE OWNER MUST ASSUME. THE OWNER'S ADDITIONAL RESPONSIBILITIES MAY INCLUDE COMPENSATION TO THE ARCHITECT FOR REDESIGN AND EVALUATION SERVICES, INCREASED COST OF OTHER CONSTRUCTION BY THE OWNER, AND SIMILARCONSIDERATIONS.
- THE SPECIFIED PRODUCT OR METHOD OF CONSTRUCTION CANNOT RECEIVE NECESSARY APPROVAL BY A GOVERNING AUTHORITY, AND THE REQUESTED SUBSTITUTION CAN BE APPROVED.
  - THE SPECIFIED PRODUCT OR METHOD OF CONSTRUCTION CANNOT BE P ROVIDED IN A MANNER THAT IS COMPATIBLE WITH OTHER MATERIALS AND WHERE THE CONTRACTOR CERTIFIES THAT THE SUBSTITUTION WILL OVERCOME THE INCOMPATIBILITY.

- 8. THE SPECIFIED PRODUCT OR METHOD OF CONSTRUCTION CANNOT BE COORDINATED WITH OTHER MATERIALS AND WHERE THE CONTRACTOR CERTIFIES THAT THE PROPOSED SUBSTITUTION CAN BE COORDINATED.
- THE SPECIFIED PRODUCT OR METHOD OF CONSTRUCTION CANNOT PROVIDE A WARRANTY REQUIRED BY THE CONTRACT DOCUMENTS AND WHERE THE CONTRACTOR CERTIFIES THAT THE PROPOSED SUBSTITUTION PROVIDES THE REQUIRED WARRANTY.
- THE CONTRACTOR'S SUBMITTAL AND THE ARCHITECT'S ACCEPTANCE OF SHOP DRAWINGS PRODUCT, DATA, OR SAMPLES FOR CONSTRUCTION ACTIVITIES NOT COMPLYING WITH THE

CONTRACT DOCUMENTS DO NOT CONSTITUTE AN ACCEPTABLE OR VALID REQUEST FOR

### SUBSTITUTION, NOR DO THEY CONSTITUTE APPROVAL. CONTRACT CLOSE OUT : SECTION 01700

NOTE: ARCHITECT NOR ENGINEERS ARE UNDER CONTRACT TO PROVIDE FULL CONSTRUCTION ADMINSTRATION SERVICES. GC TO COORDINATE CLOSE OUT REQUIREMENTS DIRECTLY WITH THE | PART THREE: EXECUTION OWNER, BASED UPON GENERAL PRACTICES INDICATED BELOW.

#### | PART ONE : GENERAL

1.1 SUBSTANTIAL COMPLETION

- PRELIMINARY PROCEDURES : BEFORE REQUESTING AN INSPECTION FOR CERTIFICATION OF SUBSTANTIAL COMPLETION, THE GC SHALL COMPLETE THE FOLLOWING. ALL
  - EXCEPTIONS MUST BE LISTED IN THE REQUEST. 1. IN THE APPLICATION FOR PAYMENT THAT COINCIDES WITH, OR IMMEDIATELY FOLLOWS, THE DATE OF SUBSTANTIAL COMPLETION, THE GC SHALL DEMONSTRATE 100 PERCENT COMPLETION FOR THE PORTION OF WORK CLAIMED AS SUBSTANTIALLY COMPLETE.
    - INCLUDE SUPPORTING DOCUMENTATION FOR COMPLETION AS NDICATED IN THE CONTRACT DOCUMENTS AND A STATEMENT SHOWING AN ACCOUNTING OF CHANGES TO THE CONTRACT SUM

CONSTRUCTION, AND EXPLAIN WHY THE WORK IS INCOMPLETE.

- IF 100 PERCENT COMPLETION CANNOT BE SHOWN, THE GC SHALL GENERATE A LIST OF INCOMPLETE ITEMS, THE VALUE OF INCOMPLETE
- 2. ADVISE THE TENANT OF PENDING INSURANCE CHANGEOVER REQUIREMENTS. SUBMIT SPECIFIC WARRANTIES, WORKMANSHIP BONDS, MAINTENANCE
- AGREEMENTS, FINAL CERTIFICATIONS, AND SIMILAR DOCUMENTS. OBTAIN AND SUBMIT RELEASES ENABLING THE OWNER UNRESTRICTED USE OF THE WORK AND ACCESS TO SERVICES AND UTILITIES. THE GC SHALL INCLUDE

OCCUPANCY PERMITS, OPERATING CERTIFICATES, AND SIMILAR RELEASES.

- SUBMIT RECORD DRAWINGS, MAINTENANCE MANUALS, FINAL PHOTO DOCUMENTATION, DAMAGE OR SETTLEMENT SURVEYS AND SIMILAR FINAL RECORD INFORMATION.
- 6. DELIVER TOOLS, SPARE PARTS, EXTRA STOCK, AND SIMILAR ITEMS
- MAKE FINAL CHANGEOVER OF PERMANENT LOCKS AND TRANSMIT KEYS TO THE OWNER; ADVISE THE OWNER'S PERSONNEL OF CHANGEOVER IN SECURITY
- COMPLETE STARTUP TESTING OF SYSTEMS AND INSTRUCTION OF THE TENANT'S OPERATION AND MAINTENANCE PERSONNEL. REMOVE TEMPORARY FACILITIES FROM THE SITE, ALONG WITH MOCKUPS, CONSTRUCTION TOOLS, AND SIMILAR I
- COMPLETE FINAL CLEANUP REQUIREMENTS, INCLUDING TOUCHUP PAINTING.
- 10. TOUCH UP AND OTHERWISE REPAIR AND RESTORE MARRED OR EXPOSED
- B. INSPECTION PROCEDURES: ON RECEIPT OF THE CONTRACTOR'S WRITTEN REQUEST FOR INSPECTION, THE OWNER WILL EITHER PROCEED WITH INSPECTION OR REQUEST ADDITIONAL INFORMATION. THE INSPECTION SHALL BE CONDUCTED WITH THE GENERAL CONTRACTOR, OWNER AND ARCHITECT PRESENT. ADDITIONAL SUBCONTRACTORS MAY BE REQUIRED TO BE PRESENT AT THE REQUEST OF THE OWNER. THE GC WILL BE RESPONSIBLE FOR THE PREPARATION OF THE PUNCH LIST, WHICH SHALL BE ATTACHED TO THE CERTIFICATE OF SUBSTANTIAL COMPLETION. THE OWNER OR HIS ARCHITECT WILL PREPARE THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOLLOWING INSPECTION. THE RESULTS OF THE COMPLETED INSPECTION

WILL FORM THE BASIS OF REQUIREMENTS FOR FINAL ACCEPTANCE.

# 1.2 RECORD DOCUMENT SUBMITTALS

- A. RECORD DRAWINGS: THE GC SHALL MAINTAIN A CLEAN, UNDAMAGED SET OF CONTRACT DRAWINGS AND SHOP DRAWINGS. MARK THE SET TO SHOW IF AND WHERE THE ACTUAL INSTALLATION VARIES SUBSTANTIALLY FROM THE WORK AS ORIGINALLY SHOWN. MARK WHICH DRAWING IS MOST CAPABLE OF SHOWING CONDITIONS FULLY AND ACCURATELY. WHERE SHOP DRAWINGS ARE USED, CROSS-REFERENCE THE CORRESPONDING LOCATION ON THE CONTRACT DRAWINGS. GIVE PARTICULAR ATTENTION TO CONCEALED ELEMENTS THAT WOULD BE DIFFICULT TO
  - MEASURE AND RECORD AT A LATER DATE. 1. MARK RECORD SETS WITH RED ERASABLE PENCIL. USE OTHER COLORS TO DISTINGUISH BETWEEN VARIATIONS IN SEPARATE CATEGORIES OF THE WORK.
  - 2. MARK NEW INFORMATION THAT IS IMPORTANT TO THE OWNER BUT WAS NOT SHOWN ON CONTRACT DRAWINGS OR SHOP DRAWINGS.
  - MARK RELATED CHANGE-ORDER NUMBERS WHERE APPLICABLE.
- ORGANIZE RECORD DRAWING SHEETS INTO A MANAGEABLE SET. BIND WITH DURABLE-PAPER COVER SHEETS; PRINT SUITABLE TITLES, DATES, AND OTHER IDENTIFICATION ON THE COVER OF EACH SET.
- B. O + M MANUALS : ORGANIZE OPERATION AND MAINTENANCE DATA INTO SUITABLE SETS OF A MANAGEABLE SIZE. BIND PROPERLY INDEXED DATA IN INDIVIDUAL HEAVY-DUTY 2-INCH, 3-RING VINYL-COVERED BINDERS. MARK APPROPRIATE IDENTIFICATION ON FRONT AND SPINE OF EACH BINDER. THE GC SHALL SUBMIT A PRELIMINARY COPY TO THE OWNER FOR HIS REVIEW AND AGREEMENT OF DATA THEREIN PRIOR TO FINAL COMPOSITION OF MANUAL. THE GC SHALL INCLUDE THE FOLLOWING TYPES OF
- EMERGENCY INSTRUCTIONS SPARE PARTS LIST COPY OF ALL WARRANTIES TURN-AROUND CYCLES

INFORMATION:

- SHOP DRAWINGS + PRODUCT DATA 6. FIXTURE LAMPING SCHEDULE WIRING DIAGRAMS 8. INSPECTION PROCEDURES LIST OF ALL SUBCONTRACTOR, THEIR TRADE OR WORK PERFORMED,
- AND CURRENT ADDRESS + PHONE NUMBER. C. THE GC SHALL HOLD ALL DATA AND MAKE ONE, FINAL SUBMITTAL TO THE ARCHITECT.

# PART TWO: PRODUCTS

# PART THREE : EXECUTION

3.1 CLOSEOUT PROCEDURES

NOT APPLICABLE

FOLLOWING ITEMS:

HAZARDS

11. WARRANTIES + BONDS

- A. O + M INSTRUCTION: THE GC SHALL ARRANGE FOR THE INSTALLER OF EACH PIECE OF EQUIPMENT THAT REQUIRES REGULAR MAINTENANCE TO MEET WITH THE OWNER'S PERSONNEL, AND PROVIDE INSTRUCTION IN PROPER OPERATION AND MAINTENANCE. IF INSTALLERS ARE NOT EXPERIENCED IN THE O + M PROCEDURES, THE GC SHALL ARRANGE FOR A MANUFACTURER'S REPRESENTATIVE TO PROVIDE INSTRUCTION IN PROPER OPERATION THE ORIENTATION SHOULD INCLUDE A DETAILED REVIEW OF THE
  - MAINTENANCE MANUALS RECORD DOCUMENTS SPARE PARTS + MATERIALS TOOLS LUBRICANTS 6. FUELS **IDENTIFICATION SYSTEMS** CONTROL SEQUENCES
- B. AS PART OF INSTRUCTION FOR OPERATING EQUIPMENT, DEMONSTRATE THE FOLLOWING PROCEDURES: STARTUP SHUTDOWN

CLEANING

12. MAINTENANCE AGREEMENTS

EMERGENCY OPERATIONS NOISE AND VIBRATION ADJUSTMENTS | ECONOMY AND EFFICIENCY SAFETY PROCEDURES EFFECTIVE ENERGY UTILIZATION. **ADJUSTMENTS** 

FINAL CLEANING: SECTION 01710

1.1 ENVIRONMENTAL REQUIREMENTS: CONDUCT CLEANING AND WASTE-DISPOSAL OPERATIONS IN COMPLIANCE WITH LOCAL LAWS AND ORDINANCES. COMPLY FULLY WITH FEDERAL AND LOCAL ENVIRONMENTAL AND

### | PART TWO : PRODUCTS

ANTI-POLLUTION REGULATIONS.

2.1 CLEANING AGENTS: USE CLEANING MATERIALS AND AGENTS RECOMMENDED BY THE MANUFACTURER OR FABRICATOR OF THE SURFACE TO BE CLEANED. THE GC SHALL NOT USE CLEANING AGENTS THAT ARE POTENTIALLY HAZARDOUS TO EITHER HEALTH OR PROPERTY, OR THAT MIGHT DAMAGE FINISHED SURFACES.

2.1 COMPLETE THE FOLLOWING CLEANING OPERATIONS BEFORE REQUESTING INSPECTION FOR FINAL COMPLETION | FOR THE ENTIRE PROJECT: CLEAN THE PROJECT SITE OF RUBBISH, WASTE MATERIAL, LITTER, AND FOREIGN SUBSTANCES IN ALL

- AREAS DISTURBED BY CONSTRUCTION ACTIVITIES. SWEEP ALL PAVED AREAS BROOM CLEAN; POWER WASH ALL DIRT OR OTHER DEBRIS WHICH CAN BE TRACKED INTO THE BUILDING. RAKE GROUNDS TO A SMOOTH, EVEN-TEXTURED SURFACE IN ALL
- AREAS THAT ARE NEITHER PLANTED NOR PAVED. REMOVE PETROCHEMICAL SPILLS, STAINS, AND OTHER FOREIGN DEPOSITS, INCLUDING EXCESS
- CONCRETE AND MORTAR DUMPINGS. REMOVE TOOLS, CONSTRUCTION EQUIPMENT, MACHINERY, AND SURPLUS MATERIAL FROM THE SITE.
- DAMP CLEAN AND DRY 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
- REMOVE DEBRIS AND SURFACE FROM LIMITED ACCESS SPACES, INCLUDING, BUT NO LIMITED TO, ROOFS, PLENUMS, SHAFTS, TRENCHES, EQUIPMENT VAULTS, MANHOLES, AND ATTICS.
- BROOM CLEAN AND WET-MOP CONCRETE FLOORS IN UNOCCUPIED SPACES AFTER REMOVING PAINT

DRIPS, STAINS AND OTHER FOREIGN SUBSTANCES FROM CONCRETE SURFACE.

- VACUUM CARPET AND SIMILAR SOFT SURFACES, REMOVING DEBRIS AND EXCESS NAP. SHAMPOO AS NEEDED TO REMOVE STAINS PER MANUFACTURER'S SPECIFIC RECOMMENDATIONS.
- POLISH MIRRORS AND GLASS.

RESULTING FROM WATER EXPOSURE.

- REMOVE ALL NON-PERMANENT LABELS. TOUCH UP AND OTHERWISE REPAIR AND RESTORE MARRED, EXPOSED FINISHES AND SURFACES. REPLACE FINISHES AND SURFACES THAT CANNOT BE SATISFACTORILY REPAIRED OR RESTORED OR THAT ALREADY SHOW EVIDENCE OF REPAIR OR RESTORATION.
- 1. DO NOT PAINT OVER "UL" AND SIMILAR LABELS, INCLUDING MECHANICAL AND ELECTRICAL

WIPE SURFACES OF MECHANICAL AND ELECTRICAL EQUIPMENT. REMOVE EXCESS LUBRICATION, PAINT

- AND MORTAR DROPPINGS, AND OTHER FOREIGN SUBSTANCES. CLEAN AND SANITIZE PLUMBING FIXTURES TO A CONDITION FREE FROM STAINS, INCLUDING STAINS
- DIFFUSERS, REGISTERS, AND GRILLS. CLEAN DUCTS, BLOWERS, AND COILS IF UNITS WERE OPERATED WITHOUT FILTERS DURING
- CLEAN LIGHT FIXTURES, LAMPS, AND REFLECTORS TO FUNCTION WITH FULL EFFICIENCY. REPLACE ALL BURNED-OUT OR INCANDESCENT BULBS IN FIXTURES WITH STANDARD COMPACT FLUORESCENT
- LEAVE THE PROJECT CLEAN AND READY FOR OCCUPANCY. PEST CONTROL: ENGAGE AN EXPERIENCED LICENSED EXTERMINATOR TO MAKE A FINAL INSPECTION

AND RID THE PROJECT OF RODENTS, INSECTS, BIRDS, AND OTHER PESTS.

THE CONSTRUCTION PERIOD.

OPERATIONS. REMOVE WASTE MATERIALS FROM THE SITE AND DISPOSE OF LAWFULLY.

**221 PICKENS STREET (29205)** POST OFFICE BOX 5875 COLUMBIA, SOUTH CAROLINA 803.834.4048 p 803.834.4082 f WWW.1X1DESIGN.COM

CLEAN TRANSPARENT MATERIALS, INCLUDING MIRRORS AND GLASS IN ALL DOORS AND WINDOWS. REMOVE GLAZING COMPOUNDS AND OTHER SUBSTANCES THAT ARE NOTICEABLY OBSCURE THE MATERIAL. REPLACE CHIPPED OR BROKEN GLASS AND OTHER DAMAGED TRANSPARENT MATERIALS.

REPLACE DISPOSABLE AIR FILTERS; CLEAN PERMANENT AIR FILTERS. CLEAN EXPOSED SURFACES OF REMOVAL OF PROTECTION: REMOVE TEMPORARY PROTECTION AND FACILITIES INSTALLED DURING CONSTRUCTION TO PROTECT PREVIOUSLY COMPLETED INSTALLATIONS DURING THE REMAINDER OF COMPLIANCE: COMPLY WITH GOVERNING REGULATIONS AND SAFETY STANDARDS FOR CLEANING

No. Description Date ADD #2

PROJECT NUMBER C-19-066-2

SPECIFICATIONS

05/04/2021

SHEET ADDED