

DIVISION 01 – GENERAL REQUIREMENTS

01 10 00	Summary of Work
01 25 00	Substitution Procedures
01 26 00	Contract Modification Procedures
01 29 00	Payment Procedures
01 31 13	Project Coordination
01 31 19	Project Meetings
01 33 00	Submittal Procedures
01 35 00	Special Procedures
01 41 00	Regulatory Requirements
01 42 19	Reference Standards
01 50 00	Temporary Facilities and Controls
01 60 00	Product Requirements
01 73 29	Cutting and Patching
01 77 00	Closeout Procedures
01 78 23	Operation and Maintenance Data
01 78 36	Warranties
01 78 39	Project Record Documents

SECTION 01 10 00 - SUMMARY OF WORK

PART 1 GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Work covered by Contract Documents.
- B. Contract method.
- C. Contractor use of premises.
- D. Owner occupancy.
- E. Sequence of Work.
- F. Owner Technical Standards.

1.2 RELATED SECTIONS

- A. Section 01 35 00 Special Procedures

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. Furnish and install all necessary equipment and materials to provide fully operational systems as specified, described, shown, and intended herein. Work includes provisions recommended by manufacturers of equipment installed hereunder including

miscellaneous support equipment, installation, start-up, testing, and operation. This specification represents minimum requirements and is not intended to restrict the contractor from providing additional functions, options or enhancements if contractor so desires. Work includes:

1. Replace the existing service with new OFCI switchboard. Maintain and re-terminate existing feeders on new switchboard.
2. New CT enclosure and meter base.
3. Modify and re-route the utility transformer secondary conduits into new CT enclosure.
4. Contractor's coordination and scheduling with Salem Electric.
5. New feeders, panels, and branch circuits as shown on the Drawings.
6. Arc flash and short circuit study.
7. HVAC Fan installation.
8. Structural calculations for HVAC fan installation.
9. Minor demolition work.
10. New sump, sump pump, piping and site work. See Civil Drawings. Provide electrical as shown on Electrical Drawings.
11. Underground trenching and boring. See Civil Drawings.
12. Floor slab repairs. See Architectural Drawings.
13. Gate and fence work. See Architectural Drawings. Provide electrical as shown on Electrical Drawings.
14. New plumbing work. See Architectural Drawings. Provide electrical as shown on Electrical Drawings.

1.4 CONTRACT METHOD

- A. Work will be constructed under a not to exceed amount contract.

1.5 CONTRACTOR USE OF PREMISES

- A. Limit use of premises for work, for storage, and for access to allow:
 1. Owner's uninterrupted use of facilities.
 2. Public usage in adjacent spaces.
 3. Work by other contractors.
- B. Coordinate use of premises under the direction of the Owner.
- C. Assume full responsibility for protection and safekeeping of products under this Contract.
- D. Obtain and pay for use of additional storage or work areas needed for operations under this Contract.
- E. Coordinate all utility shutdowns with Owner.

1.6 OWNER OCCUPANCY

- A. Areas near and adjacent to work under this Contract are currently occupied. Owner

will occupy premises during the entire construction period for performance of normal operations. Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage. Normal Owner working hours are 7am to 6pm Monday through Friday.

- B. Building occupants will have access to areas adjacent to the work area covered by this Contract. It is the responsibility of the Contractor to put up barricades and warning signs to adequately protect the occupants or any Owner's representative from being exposed to an unsafe condition while the Contractor is performing the work.

1.7 OWNERS TECHNICAL STANDARDS

- A. Perform work in accordance with ODAS technical standards included in Appendix A - TECHNICAL STANDARDS FOR REMODELING AND MODIFICATIONS OF OFFICE BUILDINGS.

1.8 SEQUENCE OF WORK

- A. The facility will be occupied during the entire construction period for conduct of normal operations. Construction shall be sequenced to minimize disruption and reduce the downtime of the primary access path.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDED

- A. Requirements and procedures associated with product substitutions after bid close.

1.2 ALLOWANCE OF SUBSTITUTIONS

- A. After effective date of Agreement, the Engineer in consultation with the Owner may, at its option, consider formal requests from the Contractor for substitution of products in place of those specified when submitted in accordance with the requirements of this section. One or more of the following conditions must also be documented:
 1. The substitution shall be subject to the requirements of the bid documents.
 2. The substitution must be required for compliance with final interpretation of code requirements or insurance regulations.
 3. The substitution must be due to the unavailability of the specified product(s), through no fault of the Contractor.
 4. The substitution may be requested when specified products cannot be obtained in time to avoid delay of completion of all work due to no fault of the Contractor, and then only if a request is sub-mitted within 30 days of the start of Contract Time.
 5. The substitution may be requested when subsequent information discloses the inability of the specified product(s) to perform properly or to fit in the designated space.
 6. The substitution may be due to the manufacturer's or fabricator's refusal to certify or guarantee performance of the specified product as required.
 7. The substitution may be requested when it is clearly seen, in the judgment of the Owner that a substitution would be substantially to the Owner's best interest in terms of cost, time or other considerations.

1.3 SUBSTITUTION REQUESTS

- A. Prepare one request for each substitution item proposed for consideration. Requests will not be accepted from anyone other than Contractor.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Minimum information to be all manufacturers' product data as defined in Section 01 33 00, paragraph 1.4C, or same information provided as submittal requirements of like products if it exceeds minimum. All variations of the proposed substitute and other related work from that specified will be identified in the request and available maintenance, repair, and replacement service will be indicated. Engineer may require Contractor to furnish, at Contractor's expense, additional data about the proposed substitute.

- C. Request constitutes a representation that Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds, in all respects, the specified product quality and will perform the functions and achieve the results called for by the design.
 - 2. Provide the same warranty for substitutions as for specified product.
 - 3. Coordinate installation and make all other changes which may be required for work to be complete in all respects, including changes required by suppliers, subcontractors, and others providing related work.
 - 4. Complete the work within the Contract time.
- D. Each request will contain an itemized estimate of all costs or credits that will result directly or indirectly from acceptance of such substitute, including costs of redesign and claims of other contractors affected by the resulting change, which will be considered by Engineer in evaluating the proposed substitute.
- E. Substitutions will not be considered when they are indicated or implied on shop drawings or product data submittals without separate written request.

1.4 APPROVAL OF SUBSTITUTION REQUEST

- A. Within seven days of receiving a complete substitution request, the Engineer in consultation with the Owner will evaluate the request and notify the Contractor of its acceptance or not.
- B. The Engineer after consultation with the Owner will be the sole judge of acceptability and decision of the Engineer will be final.
- C. An acceptable substitution will only be executed in accordance as defined in the State of Oregon General Conditions.

PART 2 – PRODUCTS -NOT USED

PART 3 – EXECUTION -NOT USED.

END OF SECTION

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. This section specifies administrative and procedural requirements for handling and processing the following Contract modifications.
 - 1. Requests for Information
 - 2. Field Order
 - 3. Change Order Requests
 - 4. Construction Change Directives
 - 5. Change Orders

1.2 DEFINITIONS

- A. Request for Information (RFI): Written request submitted by Contractor to Engineer on standard form requesting interpretation of Contract Documents. An RFI shall only be used as a vehicle for confirming or verifying an issue through and interpretation of the Contract Documents; responses that result in change to Contract Documents and adjustment to Contract Sum and/or Contract Time must be documented in a Change Order Request.
- B. Field Order (FO): Written order, instruction, or project manual interpretation issued by Architect to Contractor which authorizes minor changes to Work which do not alter Contract Sum or Contract Time.
- C. Change Order Request (COR):
 - 1. Initiated by Engineer: Written request by Engineer to Contractor to quote change to Contract Sum and/or Contract Time for proposed change to Contract Documents.
 - 2. Initiated by Contractor: Written request by Contractor to Engineer proposing change to Contract Documents accompanied with quotation for change to Contract Sum and/or Contract Time.
- D. Construction Change Directive (CCD): Written order prepared by Engineer, signed by Owner and Engineer, directing Contractor to proceed with change to Contract Documents which affect Contract Sum and/or Contract Time, for subsequent inclusion in a Change Order after change to Contract Sum and/or Contract Time has been determined.
- E. Change Order (CO): As defined in the General Conditions and signed by Owner and Contractor.

1.3 FORMAT

- A. Change Order and Construction Change Directive on forms provided by the Owner or Engineer.

1.4 FIELD ORDER

- A. If evaluation of a proposal indicates that a Construction Change is appropriate but does not affect Contract Sum or Contract Time, Architect will issue a Field Order. Distribute a copy of the Field Order to the appropriate sub-contractors and coordinate associated work.

1.5 CHANGE ORDER REQUEST

- A. Change Order Requests may be initiated by the Owner or Engineer or by the Contractor. The Change Order Requests will result in a Field Order, approved Change Order Request, or Construction change Directive if a Change in Work is found to be necessary. Change Order Requests are for information only and are not an instruction or authorization to execute the change or an order to stop work in progress.
- B. Owner or Engineer Initiated Proposals: Provide sufficient substantiating data to allow the Engineer to evaluate the proposal including the following:
 - 1. Cost data for new work including:
 - a. Labor required.
 - b. Materials required.
 - c. Taxes, insurance, and bonds.
 - d. Overhead and profit.
 - 2. Cost data for work to be deleted including:
 - a. Labor required.
 - b. Materials required.
 - c. Taxes, insurance, and bonds.
 - d. Overhead and profit.
 - 3. Changes to contract time:
 - a. New project staging requirements.
 - b. New product delivery times.
 - 4. All other justifying documentation considered necessary by Engineer to allow adequate evaluation of proposal.
- C. Contractor Initiated Proposals: In addition to proposal requirements listed in 01 26 00-1.4B, provide the following information:
 - 1. Description of proposal change.
 - 2. Reason for making change.
 - 3. Effect on work of other Contractors.
 - 4. Effect on work by Owner.
 - 5. Effect on construction phasing.

1.6 CHANGE ORDERS

- A. If evaluation of a proposal indicates that a Construction Change is appropriate and that the change affects the Contract Sum or Contract Time, a Change Order will be issued.
- B. A copy of the Change Order will be prepared by the Owner and forwarded to the

Contractor.

- C. An authorized representative of the Contractor will sign each copy and return all copies to the Owner.
- D. An authorized representative of the Owner will sign each copy and return a copy to the Contractor.

1.7 CONSTRUCTION CHANGE DIRECTIVE

- A. If a Construction Change is identified which must be processed quickly to avoid delay of the project, a Construction Change Directive may be issued.
- B. The Construction Change Directive will include:
 - 1. The method of determining the Change in Contract Sum.
 - 2. An estimated increase (decrease) in Contract Sum.
 - 3. The method of determining the Change in Contract Time.
- C. An estimated increase (decrease) in Contract Time. The Construction Change Directive will be signed by the Owner and will serve as authorization to proceed with the described change in work.
- D. If the change in work involves an increase in Contract Sum and the estimated increase is approached before the additional or changed work is complete, the Contractor must stop work associated with the change until an additional Construction Change Directive or Change Order is issued.
- E. Simultaneously to completing work under a Construction Change Directive, the Contractor shall prepare a proposal as previously described detailing the exact change in Contract Sum and Contract Time associated with the work in question. The proposal will be reviewed by the Architect and Owner, and a Change Order will be issued if the changes in Contract Sum and Contract Time are agreeable.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CHANGES TO WORK

- A. Do not begin any work not expressly shown or described in the Contract Documents without a written Field Order, approved Change Order Request, or Construction Change Directive.

END OF SECTION

SECTION 01 29 00 - PAYMENT PROCEDURES

PART 1 GENERAL

1.1 RELATED REQUIREMENTS

- A. General Conditions.
- B. Supplementary Conditions.

1.2 FORMAT

- A. AIA G702 - Application and Certificate for Payment.
- B. AIA G703 - Continuation Sheet.
- C. Payment request is to include the Contractor's Federal Tax Identification number.

1.3 PREPARATION OF APPLICATIONS

- A. Type required information or use media-driven printout.
- B. Execute certification by signature of authorized officer and notarize.
- C. Use data on accepted Schedule of Values. Provide dollar value in each column for each line item for materials installed. Application for payment for stored materials will be accepted at Owner's sole discretion subject to conditions stated in General Conditions.
- D. List each approved Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01 77 00, Closeout Procedures.

1.4 SUBMITTAL PROCEDURES

- A. Submit to Engineer under transmittal letter.
- B. Submit original Application for Payment at time stipulated in preconstruction conference.
- C. Submit a copy of updated progress schedule; no payment will be certified without submission of updated schedules.

1.5 SUBSTANTIATING DATA

- A. When Engineer requires substantiating information, submit data justifying line item amounts in question.
- B. Provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 31 13 - PROJECT COORDINATION

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Coordination of the work and division of responsibility of each subcontractor under this Contract.

1.2 DESCRIPTION

- A. Coordinate scheduling, submittals, and work of the various sections of specifications to assure efficient and orderly sequence of installation of construction elements with provisions for accommodating items to be installed later.
- B. Coordinate and assign responsibility for completing various parts of the work to the appropriate subcontractor.

1.3 COORDINATION OF SUBMITTALS

- A. Schedule and coordinate submittals specified in Section 01 33 00, Submittal Procedures. Contractor is fully responsible for providing all submittals within time periods allotted.
- B. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service such equipment.
- C. Coordinate request for substitutions to assure compatibility of space of operating elements and effect on work of other sections.

1.4 COORDINATION AND ASSIGNMENT OF RESPONSIBILITY TO SUBCONTRACTORS

- A. Work under this Contract, including furnishing all equipment and materials and their proper installation, is specified under various sections in Division 01 through Division 26. Divisions are, in general, divided by trade. It is not the intent of these Specifications to imply that work specified under a particular Division must be performed by the trade normally associated with that Division.
- B. Assign responsibility for furnishing and for installing various material and equipment as specified herein to the appropriate subcontractors and trades, and determine the division of responsibility when there is interdependent work.
- C. Assume full responsibility for settling any disputes or conflicts concerning interdependent work or work that is looked upon as belonging to more than one trade.

- D. Prepare master schedule to record responsibilities under each section of Division 01 through Division 26 of this specification for actions which directly relate to mechanical and electrical work, including submit-tals and temporary utilities. Coordinate electrical power charac-teristics and control wiring requirements for each item of equipment and review such characteristics and requirements with both the mechanical and electrical subcontractors prior to ordering any equipment.
- E. Distribute copies of schedule to Owner and Engineer and to each concerned entity, subcontractor, or trade.

1.5 COORDINATION OF EQUIPMENT SHUTDOWN WITH OWNER

- A. Coordinate existing system or equipment shut-down with Owner's schedule, use, input. See Specification Section 01 35 00, Special Procedures.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 31 19 - PROJECT MEETINGS

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Project Progress Meetings
- B. Related:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to General Conditions, Supplementary General Conditions, and Sections in Division 01 of these specifications.
 - 2. Some of the items mentioned in this Section are described further in other pertinent Sections of these specifications.

1.2 PRE-CONSTRUCTION CONFERENCE

- A. Schedule Pre-Construction Conference within seven days after "Notice To Proceed." Representatives of the Owner, Engineer, and Contractor in attendance.
- B. Minimum Agenda:
 - 1. List of subcontractors.
 - 2. Distribution of Contract Documents.
 - 3. Tentative construction schedule.
 - 4. Coordination of Contractor and subcontractors
 - 5. Designation of responsible personnel
 - 6. Critical work sequencing.
 - 7. Processing of observation reports, change orders, and applications for payment.
 - 8. Submittals.
 - 9. Use of construction site.
 - 10. Coordination with work of others.
 - 11. Delivery and storage.
 - 12. Safety and emergency procedures.
 - 13. Security procedures; keys.
 - 14. Parking requirements.
 - 15. Hazardous materials.
- C. Location of meeting to be at the site or at a location determined by the Owner's Authorized Representative.
- D. Provide the names, direct phone numbers, cellular numbers, and email addresses for the Contractor's project manager and foreman.

1.3 PROJECT PROGRESS MEETINGS

- A. Project progress meetings will be held at site approximately once a week or as otherwise directed by the Owner's Authorized Representative during period of

construction.

- B. Representatives of Owner, Engineer, Contractor, and major subcontractors to attend.
- C. Prepare meeting agenda, related to the Installation Contract, preside at meeting, prepare minutes of meeting, and distribute copies of minutes within 3 days to Owner, Engineer, meeting participants, and other affected parties.
- D. Minimum Agenda:
 - 1. Review and approve previous meeting minutes.
 - 2. Review work progress since previous meeting.
 - 3. Field observations, problems, conflicts.
 - 4. Problems which impede construction schedule.
 - 5. Review off-site fabrication and delivery schedules.
 - 6. Corrective measures and procedures to regain projected schedule.
 - 7. Revisions to Construction Schedule.
 - 8. Progress, schedule, during succeeding work period.
 - 9. Coordination of schedules.
 - 10. Review submittal schedules.
 - 11. Pending changes and substitutions.
 - 12. Review proposed changes for effect on Construction Schedule and on completion date.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Project schedule.
- B. Schedule of values.
- C. Product evaluation data.

1.2 DEFINITIONS

- A. **Manufacturer's Product Data:** Manufacturer's product data consist of one or more levels of manufacturer's information as described below and as requested in the submittal schedule. The three levels of information include manufacturer's list, manufacturer's catalog data, and manufacturer's technical and engineering data.
 - 1. **Manufacturer's List:** Manufacturer's list includes a typewritten list of manufacturer's name, sizes, and model or catalog numbers, referenced to the specification section.
 - 2. **Manufacturer's Catalog Data:** Manufacturer's catalog data includes standard catalog information clearly identified to indicate specific products or equipment proposed and point of operation, if appropriate. Include installation instructions.
 - 3. **Manufacturer's Technical and Engineering Data:** Manufacturer's technical and engineering data includes materials, dimensions, details, installation instructions, weights, capacities, illustrations, wiring diagrams, control diagrams, piping diagrams, connection diagrams, performance data (including performance curves), mix design, and any other information required for a complete and thorough evaluation of the equipment or items specified, and to verify compliance with specifications. Control diagrams or control schematics, where specified and required by the submittal schedule, include a detailed schematic of the proposed control modifications and their interface with existing control equipment, where appropriate, and a manufacturer and model number listing of all proposed control components shown on the control schematic.
- B. **Shop Drawings:** Shop drawings are construction drawings of items manufactured specifically for this project. Shop drawings include dimensions, construction details, weights, and additional information to identify the physical features of the system or piece of equipment.
- C. **Samples:** Samples illustrate functional characteristics of the product with integral parts and attachment devices. Samples allow evaluation of full range of manufacturer's standard colors, textures, and patterns.

- D. Certificates, Test Data or Other Information: Requirements for certificates, test data, or other information will be listed under referenced specification sections.

1.3 PROCEDURES

- A. Deliver three (3) printed copies of submittals to Engineer at address listed on title sheet of project manual within five business days of receiving Notice-to-Proceed. Transmit each item by cover letter or with approved transmittal form referencing the project, the Owner, and the Contractor.
- B. Engineer will require five business days for review of submittal documents.
- C. Revise and resubmit. Complete substitutions of original submittals unless specifically noted otherwise.
- D. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.
- E. Submittal information required in Section 01 33 00, Submittal Procedures - 1.4 below must be provided regardless of whether the proposed item or work is in exact accordance with the specification requirements.
- F. No item requiring approved submittal information delivered to the site or installed, or any associated work performed until required submittals have been approved for compliance with the Contract Documents by the Engineer. Any item delivered to the site or installed, or any work performed without an approved submittal, which is deficient in any way, removed from the site without expense to the Owner.

1.4 SUBMITTALS REQUIRED

- A. Project Schedule:
 - 1. A progress schedule for the proposed work, as outlined in the General Conditions and specified hereunder, prepared and submitted for review.
 - 2. Coordination: Meet with Owner's representatives prior to preparing schedule to ascertain specific Owner scheduling requirements.
 - 3. Submit three copies of completed schedule for review. Upon Engineer's signed approval work may commence.
 - 4. Format: Horizontal bar chart or CPM format at Contractor's option.
 - a. Provide a continuous vertical line to identify the beginning work day of each week.
 - b. Within each time bar, indicate estimated completion percent increments.
 - c. Coordinate construction schedule with the schedule of values, list of subcontractors, submittal schedule, payment requests, and other schedules.
 - d. Indicate substantial completion date.
 - 5. Schedule continually updated. Submit revised schedule with each application for payment.

B. Schedule of Values:

1. A schedule of values for the proposed work, as outlined in the General Conditions and specified hereunder, prepare and submit for review.
2. Submit a copy of schedule of values for review.
3. Prepare schedule of values using AIA form G703, columns A, B, and C.
4. Applications for payment will not be accepted until the schedule of values has been approved by signature of Architect.

C. Product Evaluation Data:

1. Submit product evaluation data within five business days of contract execution. Multiple submission or submission other than in one complete assembled document is not acceptable except where prior written approval is obtained. Where approval is obtained allowing the Contractor to submit after 30 days, a list of data remaining to be submitted and a date of submittal for each item provided to the Engineer.
2. Submit manufacturer's product data as follows:
 - a. Submit the number of sets of assembled submittal documents which the Contractor requires, plus one additional set which will be retained by the Architect.
 - b. Submittals for manufacturer's product data in sufficient detail to establish conformance with specified requirements. Specific features marked with contrasting ink on printed literature. If translucent highlighting method is used, highlighted print reproducible by photocopy.
 - c. Submit both hardcopies and electronic format. Assemble the complete hardcopy submittal document in one or more three-ring, loose-leaf binders. Complete document consists of items identified in the submittal schedule.
 - d. Order of the bound contents the same as in the submittal schedule.
 - e. Each item or logical group of items identified by a separate tab marker in the bound document (example: "pumps," "air compressors", etc.).
 - f. Each bound document contains a Table of Contents which lists each tab and each item under each tab.
 - g. Catalog data (each separate item) identified by the name of the item, the system, the applicable specification paragraph number, drawing number and schedule.
3. Submit shop drawings as follows:
 - a. Submit the number of sets of shop drawings which the Contractor requires, plus three additional sets which will be retained by the Engineer.
 - b. Submit shop drawings in the form of blue-line reproductions. After review by Engineer, make appropriate changes on original, reproduce, and distribute to the necessary parties.
 - c. Minimum scale for shop drawings 1/4-inch = 1-foot or larger if required for clarity.
 - d. Reinforcement bending and placing submittals prepared in conformance with "Manual of Standard Practice for Detailing Reinforced Concrete Structures," ACI Publication 3.5.

4. Submit samples as follows:
 - a. Submit two samples unless otherwise specified in individual specification sections.
 - b. Include identification on each sample.
5. Certificates, test data, or other information submitted as detailed in individual specification sections.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 35 00 - SPECIAL PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDES

- A. Protection of work.
- B. Maintaining systems operational.
- C. Owner access and use.
- D. Shutdown Sequencing
- E. Owner Furnished Contractor Installed Switchboard
- F. HVAC Fan Installation
- G. Floor slab repairs
- H. Gate Installation
- I. Noise, dust, and odor control.
- J. Security.
- K. Furnishings to remain in work area.

1.2 PROTECTION OF WORK

- A. Protect from damage any existing finishes, equipment, and adjacent work which is scheduled to remain.

1.3 MAINTAINING SYSTEMS OPERATIONAL

- A. All systems currently operating including lighting, security access system, storm water drainage system, critical building systems, and other systems which serve Owner utilized areas must be maintained operational during construction. If any system currently in use must be turned off to perform work, permission must be obtained and owner notified prior to performing any work. Permission must be requested seven days prior to any shut down of equipment or panels.

1.4 OWNER ACCESS AND USE

- A. The Owner will occupy the facility during the entire course of the project. Normal occupancy hours are from 8:00 a.m. to 5:00 p.m. from Monday through Friday. Coordinate with Owner for approval to perform work outside these normal working hours, per specifications and contract documents.

1.5 SHUTDOWN SEQUENCING

- A. The Contractor shall schedule the utility shutdown so that all work related to the shutdown does not interfere with normal occupancy hours. Under no circumstances shall it be acceptable for power to be unavailable to the Owner during normal occupancy hours.
- B. The Owner will permit the shutdown work to be performed during the weekend.
- C. The Contractor shall be responsible for coordinating and scheduling the work to be performed by Salem Electric.
- D. The Contractor shall coordinate the shutdown time and dates, including evening and weekend work, with the Owner. The Contractor shall provide a minimum of three (3) weeks advanced notice to the Owner prior to the shutdown.

1.6 OWNER FURNISHED CONTRACTOR INSTALLED SWITCHBOARD

- A. The Contractor shall install an Owner Furnished switchboard.
- B. The switchboard is stored at the Surplus Building by the Owner.
- C. The Contractor shall provide all equipment required to move the switchboard to its installation location. The Contractor shall provide forklifts and shall not assume that they can use the Owner's forklifts.
- D. The Contractor shall inspect the switchboard prior to taking possession of it from the Owner. The Contractor shall provide written notice to the Owner that they have performed an inspection, the condition is in new and working condition, there are no missing components, and that the Contractor shall undertake responsibility and liability for installing the switchboard. Any deficiencies shall be brought immediately to the attention of the Owner and Engineer.

1.7 HVAC FAN INSTALLATION

- A. The fan installation shall be permitted to occur during normal occupancy hours. The construction sequencing shall be coordinated with the Owner to cause minimal disruption to the facility. Coordinate the sequencing of the fan installation with the Owner.
- B. The fan installation will restrict access to the Owner to storage aisles during construction. Contractor shall cordon off the aisles where the fans are being installed to prevent access by non-construction personnel. All safety requirements shall comply with OSHA.

1.8 FLOOR SLAB REPAIRS

- A. The floor slab repair requirements have been specified on the Architectural Documents.

The Owner shall identify the exact locations of cracks to repair in the field.

- B. All floor slab repair locations shall be approved by the Owner an Engineer prior to performing work.

1.9 GATE INSTALLATION

- A. Construction work shall be performed on only one gate at a time. Access to the site shall be maintained at all times.
- B. The installation of one gate shall be completed and accepted prior to commencing work on the second gate.
- C. Coordinate the sequencing of the gate installation with the Owner.
- D. The Contractor shall provide all safety barriers required to protect personnel during the gate installation, including protecting all underground trenching and boring.

1.10 SECURITY AND ACCESS

- A. Take all reasonable precautions to maintain building and site security during construction. Responsible for all loss or damage from theft or vandalism resulting from inadequate security.

1.11 FURNISHINGS TO REMAIN IN WORK AREA

- A. Items of equipment, furnishings, and material required for use by the Owner will remain at their present locations. Take all precautions to protect Owner equipment, furnishings, and other materials from damage. Contractor is responsible for all damage to Owner equipment, furnishings, and materials resulting from work.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 41 00 - REGULATORY REQUIREMENTS

PART 1 – GENERAL

1.1 CODES AND STANDARDS

- A. Comply with national, state, and all local codes, safety orders, applicable building code ordinances, and requirements of the serving utility.
- B. Design features outlined in the Contract Documents take precedence when over and above the requirements of relevant codes. Relevant codes serve only as minimum standards.
- C. Where execution of the work as outlined in the Contract Documents would be in conflict with codes and standards, immediately notify the Architect and do not perform any work until clarification and direction are obtained. Responsible for and pay for all associated costs for correcting any work the Contractor performs which does not comply with codes and standards, whether or not it has been completed in accordance with the design as out-lined in the Contract Documents.
- D. All materials and equipment used, where rated, bear the seal of approval of the NFPA, UL, and conform to applicable ANSI, ASME, NEMA, and OSHA standards.

1.2 PERMITS AND INSPECTIONS

- A. Plan check will be obtained by Owner.
- B. Obtain the approved plans and specifications from **City of Salem** Building Department and pay permit fees.
- C. Arrange for all required inspections and deliver certificates of final inspection upon completion of work.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 42 19 - REFERENCE STANDARDS

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Applicability of Reference Standards.
- B. Provision of Reference Standards at site.
- C. Acronyms used in Contract Documents for Reference Standards. Source of Reference Standards.

1.2 QUALITY ASSURANCE

- A. For products or workmanship specified by association, trade, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect as of the Bid date, except when a specific date is specified.
- C. When required by individual Specifications section, obtain copy of standard. Maintain copy at jobsite during submittals, planning, and progress of the specific work, until Substantial Completion.

1.3 SCHEDULE OF REFERENCES

AA	Aluminum Association 1525 Wilson Boulevard, Suite 600 Arlington VA 22209
ACI	American Concrete Institute PO Box 2958 Vancouver, Washington 98668
AGC	Associated General Contractors of America 9450 SW Commerce Circle, Suite 200 Wilsonville, Oregon 97070

AISC	American Institute of Steel Construction 1221 Avenue of the Americas New York, NY 10020
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers 345 East 47th Street New York, NY 10017
ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, PA 19103
FS	Federal Specifications General Services Administration Specifications and Consumer
IEEE	Institute of Electrical and Electronics Engineers 345 East 47th Street New York, NY 10017
MIL	Military Specification Naval Publications and Forms Center 5801 Tabor Avenue Philadelphia, PA 19120
MSS	Manufacturer's Standardization Society 420 Lexington Avenue New York, NY
NEMA	National Electrical Manufacturer's Association 2101 L Street, N.W. Washington, D.C. 20037
NETA	National Electric Testing Association 450 Murdock Avenue Meriden, CT 06450
NFPA	National Fire Protection Association Battery March Park Quincy, MA 02269
PS	Product Standard U.S. Department of Commerce Washington, D.C. 20203
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association 8224 Old Court House Road Vienna, VA 22180

UL	Underwriters' Laboratories, Inc. 333 Pfingsten Road Northbrook, IL 60062
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PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Temporary Fire Protection.
- B. Staging Areas and Materials Storage.
- C. Electricity, Lighting.
- D. Telephone Service.
- E. Water.
- F. Sanitary Facilities.
- G. Cleaning during Construction.
- H. Parking.
- I. Removal.

1.2 RELATED SECTIONS

- A. 01 10 00 Summary of Work
- B. 01 35 00 Special Procedures

1.3 STAGING AREAS AND MATERIALS STORAGE.

- A. Clean and repair any damage caused during staging, handling, and storage of materials. Return areas and existing facilities to specified or original condition.

1.4 ELECTRICITY, LIGHTING

- A. Connect to existing service; provide branch wiring and distribution boxes located to allow service and lighting by means of construction-type power cords. Owner will pay costs of energy used.
- B. Existing and permanent lighting may be used during construction. Maintain lighting and make routine repairs.

1.5 TELEPHONE SERVICE

- A. Provide telephone and directory listing name and business phone number.

1.6 WATER

- A. Connect to existing facilities; extend branch piping with outlets located so that water is available by use of hoses. Owner will pay for water used.

1.7 SANITARY FACILITIES

- A. Provide temporary toilet facilities in a location approved by Owner for use by construction crew. Maintain in sanitary condition.

1.8 CLEANING DURING CONSTRUCTION

- A. Do not allow accumulation of waste materials and rubbish; regularly dispose of demolition and construction debris off-site. Provide trash receptacles and pay for servicing.

1.9 PARKING

- A. Contractor is responsible for acquiring vehicle parking.

1.10 REMOVAL

- A. Remove temporary materials, equipment, services, and construction prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary facilities. Restore existing facilities used during construction to specified or to original condition.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 60 00 - PRODUCT REQUIREMENTS

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Workmanship.
- B. Manufacturer's Instructions.
- C. Manufacturer's Instructions.
- D. Transportation and Handling.
- E. Storage and Protection.

1.2 PRODUCTS

- A. Comply with specifications and referenced standards as minimum requirements.
- B. Components required to be supplied in quantity within a specification section the same, and interchangeable.
- C. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by Contract Documents.

1.3 WORKMANSHIP

- A. Perform work in accordance with contract documents manufacturer's instructions, codes, and recognized industry standards. Work determined to be of inferior quality by Owner's representative replaced at no expense to Owner.

1.4 TRANSPORTATION AND HANDLING

- A. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
- B. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- C. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

1.5 MANUFACTURER'S INSTRUCTIONS

- A. Perform work in accordance with Manufacturer's instructions.

- B. Do not omit preparatory or installation procedures required by Manufacturer, unless specifically modified or exempted by Contract Documents.
- C. When Contract Documents require work to comply with Manufacturer's instructions or recommendations, obtain and distribute such instructions or recommendations to parties performing work and provide one copy to Architect. Maintain one set at job site during installation and until acceptance.
- D. Handle, install, connect, clean, condition, and adjust products in strict accordance with such instructions and in conformance with specified requirements.
- E. Should job conditions or specified requirements conflict with Manufacturer's instructions or recommendations, notify Architect immediately. Do not proceed with work without clear instructions from the Owner or Architect.

1.6 STORAGE AND PROTECTION

- A. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weathertight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions.
- B. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- C. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.
- D. After installation, provide coverings to protect products from damage from traffic and construction operations, remove when no longer needed.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 73 29 - CUTTING AND PATCHING

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

1.2 COORDINATION OF WORK

- A. See Section 01 10 00, Summary of Work.
- B. It is the responsibility of the Contractor to provide cutting and patching to allow the installation of materials and equipment as specified under Division 01 through Division 26 or to assign the responsibility for cutting and patching to the appropriate trade or subcontractor.
- C. Areas to be patched as a result of demolition work are shown on Drawings. Additional patching may be required. It is the Contractor's responsibility to coordinate with all trades to ensure that all repair and refinishing work necessary for the completion of the project is accomplished.

1.3 DESCRIPTION

- A. Execute cutting, fitting, and patching to complete work and to:
 - 1. Fit the several parts together, to integrate with other work.
 - 2. Uncover work to install ill-timed work.
 - 3. Remove and replace defective and non-conforming work.
 - 4. Remove samples of installed work for testing where requested.
 - 5. Provide openings in non-structural elements for penetrations of mechanical and electrical work.
 - 6. Provide openings in exterior walls for equipment installation.
 - 7. Provide airtight covers around areas where extensive cutting of steel or masonry elements are taking place.

1.4 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
 - 1. Structural integrity of any element of the project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of site exposed elements.
- B. Include in request:
 - 1. Necessity for cutting or alteration.
 - 2. Description of proposed work and products to be used.
 - 3. Alternates to cutting and patching.

4. Date and time work will be executed.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Match those provided in original installation.

PART 3 – EXECUTION

3.1 INSPECTION

- A. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
- B. After uncovering, inspect conditions affecting performance of work.
- C. Beginning of cutting or patching means acceptance of existing conditions by contractor.

3.2 PREPARATION

- A. Provide supports to assure structural integrity of surroundings, devices, and methods to protect other portions of project from damage.
- B. Provide protection from elements for areas which may be exposed by work; maintain excavations free of water.

3.3 PERFORMANCE

- A. Cut openings, pockets, and chases neatly. Use carborundum saws or approved means or devices. Saw cut pavement with vertical straight line joints. Locate cuts at existing joint, reveal, or other pattern mark.
- B. Execute work by methods to avoid damage to other new or existing work, and which will provide proper surfaces to receive patching and finishing.
- C. Fit work airtight in interior walls, watertight in exterior walls, to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- D. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection or previous joint for an assembly, refinish entire unit.
- E. Repaint surfaces to match existing surfaces to nearest break.

- F. Patch openings left in floors, walls, or ceilings from pipe or conduit removed to match existing walls or floors.

3.4 CLEANING

- A. Perform final cleaning.
 - 1. Maintain all areas including contract occupied areas in a clean, hazard free condition.
 - 2. Clean spillage, overspray, and heavy collection of dust in Owner occupied areas immediately.
- B. At completion of work of each trade, clean area and make surfaces ready for work of successive trades.
- C. At completion of alterations work in each area, provide final cleaning and return space to a condition suitable for use.

END OF SECTION

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.1 SECTION INCLUDED

- A. Closeout Procedures

1.2 DEFINITIONS:

- A. Substantial Completion: In addition to the definitions of Substantial Completion included in the General Conditions, Substantial Completion is further defined to include equipment start-up, operator training, and receipt of draft operations and maintenance manuals.

1.3 CLOSEOUT PROCEDURES

- A. Comply with procedures stated in General Conditions of the Contract for issuance of Certificate of Substantial Completion.
- B. When Contractor considers work has reached final completion, submit written certification of the following items:
 - 1. Contract Documents have been reviewed.
 - 2. Work has been inspected by Contractor for compliance with Contract Documents.
 - 3. Work is complete in accordance with Contract Documents and is ready for inspection.
 - 4. Each system has been tested and verified operational.
- C. In addition to submittals required by the conditions of the Contract, provide submittals required by governing authorities, and submit a final statement of accounting giving total adjusted contract sum, previous payments, and sum remaining due.
- D. Owner will issue a final change order reflecting approved adjustments to Contract sum not previously made by change order.

1.4 RE-INSPECTION OF WORK

- A. If re-inspection for Substantial Completion or Final Completion is required, the cost to Owner of all Engineers' re-inspection services will be deducted from the Contract Sum.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 78 23 - OPERATING AND MAINTENANCE DATA

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Compilation of product data and related information re-quired for maintenance of products.
- B. Preparation of operation and maintenance data and instruc-tions for systems and equipment.
- C. Submittal of operation and maintenance data.

1.2 SUBMITTALS

- A. Submit three copies of operating and maintenance manuals for all operating apparatus and equipment furnished under the Contract to the Engineer30 days or more prior to date of final inspection.
- B. Bind manuals in 3-inch, three-ring, high quality vinyl covered binders, clearly indexed and provided with thumb tabs for each item or product. Include a directory of all subcontractors and maintenance contractors with names, addresses, and telephone numbers, indicating the area of responsibility for each. Index tabs match submittal schedule and include any additional information required for operations and maintenance, whether in submitted schedule or not.
- C. Manuals: Contain full information for each item of mechanical, electrical, or other operating equipment, including:
 - 1. Schematic diagrams of all control systems.
 - 2. Circuit directories for each electrical and communications panelboard.
 - 3. Manufacturer's instructions for installation, startup, operation, inspection, and maintenance.
 - 4. Lubrication schedules.
 - 5. Performance capacity.
 - 6. Catalog data sheets.
 - 7. Parts list.
 - 8. Maintenance schedules.
 - 9. List of recommended spare parts.
- D. Maintenance instructions indicate routine type work with step-by-step instructions that should be performed to ensure long life and proper operations. Include recommended frequency of performance.
- E. Mark the model actually provided where the literature covers more than one model. Include four copies of all submittal data corrected to "as-built" conditions within the manual.

- F. Provide a composite summary table indicating each item of equipment listed in the operations and maintenance manual and its required maintenance and time period. This summary table is the first section in the O&M manual.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 78 36 - WARRANTIES

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Preparation and submittal of warranties and bonds.

1.2 WARRANTIES AND BONDS REQUIRED

- A. Warranties and bonds required for specific products or work as detailed in individual specification sections.

1.3 FORM AND TIME OF SUBMITTAL OF WARRANTIES AND BONDS

- A. Provide duplicate, notarized copies. Execute contractor's submittals and assemble documents executed by subcontractors, suppliers, and manufacturers. Provide table of contents and assemble in binder with durable plastic cover.
- B. Submit material prior to final application for payment. For equipment put into use with Owner's permission during construction, submit within 10 days after first operation. For items of work delayed materially beyond date of Substantial Completion, provide updated submittal within ten days after acceptance, listing date of acceptance as start of warranty period.
- C. Subcontractor Warranties:
 - 1. The following trades will execute a warranty form. See Warranty Form, attached herein.
 - 2. Minimum of one year warranty unless otherwise indicated above and/or in individual sections of the specifications.
 - 3. The completed warranty form and two copies signed by the Sub-contractor and countersigned by the General Contractor, forwarded by the Contractor to the Owner with one copy of each to the Engineer.
 - 4. All warranties are to be executed on subcontractor's letterhead, unless otherwise noted.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Maintenance and submittal of record documents and samples.

1.2 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. In addition to requirements in general conditions, maintain at the site one record copy of:
 - 1. Contract drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change orders and other modifications to the contract.
 - 5. Field Orders.
 - 6. Reviewed shop drawings, product data, and samples.
 - 7. Field test records.
 - 8. Inspection certificates.
- B. Store record documents and samples apart from documents used for construction. Provide files, racks, and secure storage for record documents and samples.
- C. Label and file record documents and samples in accordance with section number listings in Table of Contents of this project manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- D. Maintain record documents in a clean, dry, and legible condition. Do not use record documents for construction purposes.
- E. Keep record documents and samples available for inspection by Engineer.

1.3 RECORDING

- A. Record information on a set of blue-line opaque drawings, provided by Owner.
- B. Use felt tip marking pens for recording information: Red for additions, green for deletions.
- C. Record information concurrently with construction progress. Do not conceal any work until required information is recorded.
- D. Contract drawings and shop drawings: Legibly mark each item to record actual construction, including:
 - 1. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

2. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
 3. Field changes of dimension and detail.
 4. Changes made by modifications.
 5. Changes to control diagrams and schematics.
 6. Details not on original contract drawings such as conduit and wiring runs.
 7. References to related product data, shop drawings, and modifications.
- E. Specifications: Legibly mark each item to record actual construction, including:
1. Manufacturer, trade name, and catalog number of each product actually installed, particularly optional items and substitute items.
 2. Changes made by Addenda and modifications.
- F. Other Documents: Maintain manufacturer's certifications, inspection certifications, and field test records required by individual specifications sections.

1.4 SUBMITTALS

- A. Prior to final completion deliver record drawings and samples to Engineer.
- B. Transmit with cover letter in duplicate, listing:
1. Date.
 2. Project title and number.
 3. Contractor's name, address, and telephone number.
 4. Number and title of each record document.
 5. Signature of contractor or authorized representative.

PART 2 – PRODUCTS - NOT USED

PART 3 – EXECUTION - NOT USED

END OF SECTION

