ADVERTISEMENT FOR BIDS
Contractor’s Agreement Design/Bid/Build
State of Colorado
University of Colorado Anschutz Medical Campus
Notice Number: 18-136885

Notice Status: Open
Publish Date: 7/10/2018
# Notice Revisions: 0
Revision Publish Date: NA

Project No: 18-136885
Project Title: Project A - CU Anschutz Phase 1 Laboratory 4400 Renovation (R2)
Estimated Construction Cost: $25,000 - $60,000

***** THIS PROJECT IS ONLY OPEN TO THE SMALL CONSTRUCTION PURCHASE PROGRAM CONTRACTORS (SCPP) *****

Settlement Notices

For all projects with a total dollar value above $150,000 Notice of Final Settlement is required by C.R.S. 38-26-107(1).
Final Settlement, if required, will be advertised via: Electronic Media

Project Description: CU Anschutz seeks a Documented quote from a SCPP Pre-qualified contractors for this project. The project will consist of laboratory casework, exhaust hood removal, mechanical system modifications, electrical, medical gas, and architectural finishes in an existing laboratory space.

Scope of Services: Provide construction services to complete all necessary materials and labor for this project and to complete all work according to published project schedule deadlines.

Minimum Requirements

Notice is hereby given to all interested parties that all firms will be required to meet all minimum requirements to be considered for this project. To be considered as qualified, interested firms shall have, as a minimum:

1. Provided General Contracting services within the last three (3) years for at least two (2) projects each in excess of $100,000 (hard costs), utilizing the expertise present in their Colorado Office; and

2. Demonstrated specific General Contracting experience in projects of similar scope and complexity; and
Firms meeting the minimum requirements may obtain the bidding documents on the website accompanying this advertisement.

The Facilities Management website:
http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx

SMALL CONSTRUCTION PURCHASE PROGRAM (SCPP) INFORMATION:
http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/Pages/SCPP.aspx

Other Information

Preference shall be given to Colorado resident bidders and for Colorado labor, as provided by law.

Pre-Bid Meeting

A mandatory Pre-Bid Meeting will be held:
University of Colorado Anschutz Medical Campus
Research 2, Room P15-7114
12700 East 19th Ave
Aurora, Colorado 80045

Comments: Mandatory Pre-Bid Meeting/Tour will be at CU Anschutz Medical Campus, Research Building 2, 12700 E 19th Avenue, Aurora, CO 80045 in 4th Floor Conference Room P15-4105 and a tour of the project site will be conducted.

Schedule/Submission Details

1. The schedule of events for the RFP process and an outline of the schedule for the balance of the project is as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>7/10/2018</td>
</tr>
<tr>
<td>Mandatory Pre-Bid Tour</td>
<td>7/17/2018 1:00 PM</td>
</tr>
<tr>
<td>Date Email Questions Due</td>
<td>7/23/2018 1:00 PM</td>
</tr>
<tr>
<td>Date Email Answers Issued</td>
<td>7/25/2018 1:00 PM</td>
</tr>
<tr>
<td>Sealed Bids Due/Non-Public Bid Opening</td>
<td>7/31/2018 1:00 PM</td>
</tr>
<tr>
<td>Negotiation of General Contractor Contract</td>
<td>8/06/2018</td>
</tr>
<tr>
<td>Contract Approval (projected)</td>
<td>8/17/2018</td>
</tr>
<tr>
<td>Anticipated Design Start</td>
<td>6/11/2018</td>
</tr>
<tr>
<td>Anticipated General Contractor Start</td>
<td>8/20/2018</td>
</tr>
<tr>
<td>Anticipated Construction Start/Finish</td>
<td>9/10/18 - 9/21/18</td>
</tr>
</tbody>
</table>

2. Documented quotes are due **7/31/2018** and shall be received no later than **1:00 PM**, and shall be submitted accepted via email, at the following address:

Agency: University of Colorado Anschutz Medical Campus
Contact Name: ben.bohmann@ucdenver.edu
Address: Campus Services Building
1945 Wheeling Street, Campus Box F-418
Aurora, Colorado 80045
Comments: Late documented quotes will be rejected without consideration. The University of Colorado Anschutz Medical Campus and the State of Colorado assume no responsibility for costs related to the preparation of submittals.

3. The above schedule is tentative. Responding firms shall be notified of revisions in a timely manner by email. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

Point of Contact/Clarification

Name: Ben Bohmann
Agency: University of Colorado Anschutz Medical Campus
Phone: (303) 724-3956
Fax: NA
Email: ben.bohmann@ucdenver.edu

This Notice is also available on the web at www.colorado.gov/pacific/osa/cdnotices

Media of Publication(s): State Architect website and the CU Anschutz Facilities Projects website

Publication Dates: 7/10/2018
CU ANSCHUTZ MEDICAL CAMPUS
LABORATORY 4400 RENOVATION
R1 R2 GATES MOVE & RENOVATION
Aurora, Colorado

DLR Group Project No. 37-18239-00

100% CONSTRUCTION DOCUMENTS

July 3, 2018
1.1 DESIGN PROFESSIONALS OF RECORD

A. Architect:
   1. Bob Binder, AIA
   2. 203373
   3. Responsible for Divisions 01-02, 09, 012 Sections except where indicated as prepared by other design professionals of record.

B. HVAC Engineer:
   1. Jon Anderson
   2. 0049641
   3. Responsible for Division 23 Section except where indicated as prepared by other design professionals of record.
C. Electrical Engineer:

1. Jon Rasmussen
2. 38949
3. Responsible for Division 26 Section except where indicated as prepared by other design professionals of record.

END OF DOCUMENT 000107
### SECTION 00 01 00 – TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Division</th>
<th>Section Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>00 01 00</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>00 01 25</td>
<td>INTRODUCTION TO GUIDELINES</td>
</tr>
<tr>
<td>00 73 46</td>
<td>WAGE DETERMINATION SCHEDULE</td>
</tr>
<tr>
<td>DIVISION 01 - GENERAL REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>01 00 00</td>
<td>GENERAL REQUIREMENTS</td>
</tr>
<tr>
<td>01 10 00</td>
<td>SUMMARY</td>
</tr>
<tr>
<td>01 18 00</td>
<td>PROJECT UTILITY SOURCES</td>
</tr>
<tr>
<td>01 26 00</td>
<td>CONTRACT MODIFICATION PROCEDURES</td>
</tr>
<tr>
<td>01 29 00</td>
<td>PAYMENT PROCEDURES</td>
</tr>
<tr>
<td>01 31 00</td>
<td>PROJECT MANAGEMENT AND COORDINATION</td>
</tr>
<tr>
<td>01 32 00</td>
<td>CONSTRUCTION PROGRESS DOCUMENTATION</td>
</tr>
<tr>
<td>01 32 33</td>
<td>PHOTOGRAPHIC DOCUMENTATION</td>
</tr>
<tr>
<td>01 33 00</td>
<td>SUBMITTAL PROCEDURES</td>
</tr>
<tr>
<td>01 35 44</td>
<td>SPECIAL PROCEDURES FOR ENVIRONMENTAL HEALTH AND SAFETY AND FIRE AND LIFE SAFETY</td>
</tr>
<tr>
<td>01 35 46</td>
<td>INDOOR AIR QUALITY PROCEDURES</td>
</tr>
<tr>
<td>01 35 46A</td>
<td>INDOOR AIR QUALITY PROCEDURES - APPENDIX A: IAQ PLAN</td>
</tr>
<tr>
<td>01 35 96</td>
<td>SPECIAL PROCEDURES FOR PROPERTY PROTECTION</td>
</tr>
<tr>
<td>01 40 00</td>
<td>QUALITY REQUIREMENTS</td>
</tr>
<tr>
<td>01 41 00</td>
<td>REGULATORY REQUIREMENTS</td>
</tr>
<tr>
<td>01 42 00</td>
<td>REFERENCES</td>
</tr>
<tr>
<td>01 50 00</td>
<td>TEMPORARY FACILITIES AND CONTROLS</td>
</tr>
<tr>
<td>01 60 00</td>
<td>PRODUCT REQUIREMENTS</td>
</tr>
<tr>
<td>01 73 00</td>
<td>EXECUTION</td>
</tr>
<tr>
<td>01 74 19A</td>
<td>APPENDIX A - FORM CWM-1: CONSTRUCTION WASTE IDENTIFICATION</td>
</tr>
<tr>
<td>01 74 19B</td>
<td>APPENDIX B - FORM CWM-2: DEMOLITION WASTE IDENTIFICATION</td>
</tr>
<tr>
<td>01 74 19C</td>
<td>APPENDIX C - FORM CWM-3: CONSTRUCTION WASTE REDUCTION WORK PLAN</td>
</tr>
<tr>
<td>01 74 19D</td>
<td>APPENDIX D - FORM CWM-4: DEMOLITION WASTE REDUCTION WORK PLAN</td>
</tr>
<tr>
<td>01 74 19G</td>
<td>APPENDIX G - FORM CWM-7: CONSTRUCTION WASTE REDUCTION PROGRESS REPORT</td>
</tr>
<tr>
<td>01 74 19H</td>
<td>APPENDIX H - FORM CWM-8: DEMOLITION WASTE REDUCTION PROGRESS REPORT</td>
</tr>
<tr>
<td>01 77 00</td>
<td>CLOSEOUT PROCEDURES</td>
</tr>
<tr>
<td>01 77 00A</td>
<td>CLOSEOUT PROCEDURES - APPENDIX A: SUPPLEMENTAL NOTICE OF OCCUPANCY AND USE LIST</td>
</tr>
<tr>
<td>01 77 00B</td>
<td>CLOSEOUT PROCEDURES - APPENDIX B: SUPPLEMENTAL BUILDING / PROJECT ACCEPTANCE LIST</td>
</tr>
<tr>
<td>01 78 23</td>
<td>OPERATION AND MAINTENANCE DATA</td>
</tr>
<tr>
<td>01 78 39</td>
<td>PROJECT RECORD DOCUMENTS</td>
</tr>
<tr>
<td>01 78 46</td>
<td>EXTRA STOCK MATERIALS</td>
</tr>
<tr>
<td>01 79 00</td>
<td>DEMONSTRATION AND TRAINING</td>
</tr>
<tr>
<td>01 81 13</td>
<td>SUSTAINABLE DESIGN REQUIREMENTS</td>
</tr>
</tbody>
</table>
DIVISION 02 - EXISTING CONDITIONS

02 81 00 TRANSPORTATION/DISPOSAL OF HAZARDOUS MATERIAL

DIVISION 03 - CONCRETE

NOT USED

DIVISION 04 - MASONRY

NOT USED

DIVISION 05 - METALS

NOT USED

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES

NOT USED

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

NOT USED

DIVISION 08 - OPENINGS

NOT USED

DIVISION 09 - FINISHES

09 29 00 GYPSUM BOARD
09 65 00 RESILIENT FLOORING
09 91 23 INTERIOR PAINTING

DIVISION 10 - SPECIALTIES

NOT USED

DIVISION 11 - EQUIPMENT

NOT USED

DIVISION 12 - FURNISHINGS

12 35 53 LABORATORY CASEWORK

DIVISION 13 - SPECIAL CONSTRUCTION

NOT USED
DIVISION 14 - CONVEYING EQUIPMENT

NOT USED

DIVISION 21 - FIRE SUPPRESSION

NOT USED

DIVISION 22 - PLUMBING

22 30 00 PLUMBING EQUIPMENT

DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING

23 00 00 PLUMBING, HEATING VENTILATING AND AIR CONDITIONING (HVAC)
23 05 23 GENERAL-DUTY VALVES FOR PIPING
23 05 53 IDENTIFICATION FOR PIPING AND EQUIPMENT
23 05 93 TESTING, ADJUSTING, AND BALANCING FOR HVAC
23 07 00 INSULATION
23 08 00 COMMISSIONING OF HVAC
23 30 00 HVAC AIR DISTRIBUTION
23 60 00 LABORATORY PIPING SYSTEMS

DIVISION 26 - ELECTRICAL

26 05 00 COMMON WORK RESULTS FOR ELECTRICAL
26 05 19 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
26 05 29 HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
26 05 33 RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS
26 05 53 IDENTIFICATION FOR ELECTRICAL SYSTEMS
26 20 00 LOW VOLTAGE ELECTRICAL DISTRIBUTION
26 27 26 WIRING DEVICES

DIVISION 27 - COMMUNICATIONS

NOT USED

DIVISION 28 - ELECTRONIC SAFETY AND SECURITY

NOT USED

DIVISION 31 - EARTHWORK

NOT USED

DIVISION 32 - EXTERIOR IMPROVEMENTS

NOT USED
DIVISION 33 - UTILITIES

NOT USED

END OF SECTION 00 01 00
SECTION 00 01 25

INTRODUCTION TO GUIDELINES

PART 1 - GENERAL

1.1 INTRODUCTION TO DIVISION 01 “GENERAL REQUIREMENTS” MASTER SPECIFICATION

A. Specification Master: The University has prepared a complete Division 01 “General Requirements” master specification required for use on all University projects by Architects, Engineers, and other Design Professionals who provide design services for the University. The master specification has been written to provide a consistent set of general requirements from project to project. They represent the University’s preferred administrative and procedural requirements and are coordinated with State of Colorado Contracts for Construction and General Conditions.

B. Denver Campus and Anschutz Medical Campus: There are a number of procedures and requirements that differ between the Denver and Anschutz Medical Campuses. As such, the University has developed a unique master for each campus. The Design Professional should take care to obtain the correct campus specific master from the University Project Manager.

C. Editing Division 01 Master Specifications: It is the intent of these masters to require a minimum amount of editing; however, in all cases some editing will be required to reflect project specific conditions and requirements.

1. Obtaining master specification: The University Project Manager will provide the Design Professional with an editable copy of the Division 01 master in Microsoft Word format.

2. Editor’s notes: Editor’s notes are found throughout the text where the Design Professional is required to make a choice and/or edit the subsequent paragraph(s) in the Section Text based on project specific requirements. Editor’s notes are indicated by Blue, Arial 8pt font surrounded by a thin black line as indicated below. Delete the editor’s notes after making the indicated edits.

3. Options: Optional selections in the Section Text are indicated by a bold font surrounded by brackets. To edit the option, delete all text that is not applicable, remove brackets from around the applicable choice, and change font from bold to normal face. The following is an example of what an editor’s note and optional text look like in the Section Text.

   a. Contractor’s Agreement Design/Bid/Build, State Form SC-6.21 and The General Conditions of the Construction Contract Design/Bid/Build for definitions and contractual requirements related to contract modification procedures.

4. Format: Do not change format, including but not limited to font typeface and size, page margins, header and footer layout, outline numbering and indents.

   a. Outline numbering: The document template is set up so that outline numbering is automatic. Use the “Decrease Indent” and “Increase Indent” buttons on the “Paragraph” menu to demote or promote a paragraph in the outline respectively.

   b. Styles: Automatic numbering, formatting and indents are controlled by the use of Styles within the Microsoft Word document. It is suggested that the editor become familiar with this software capability before editing.

      1) Warning: Do not cut and paste text from another document into the master unless familiar with software capability to change Styles. Imported text carries with it
INTRODUCTION TO GUIDELINES

2) Styles from the document of origin and will damage the auto-numbering capability of the template unless the appropriate document styles are applied after inserting.

2) Hierarchy of styles: The following is the hierarchy of styles within each document:

   PRT (PART 1)
   ART (1.1)
   PR1 (A.)
   PR2 (1.)
   PR3 (a.)
   PR4 (1)
   PR5 (a)

3) Section Title and End of Section: Styles for these are SCT and EOS respectively.

D. Commissioning: The University may choose to engage a Commissioning Agent (CxA) and provide commissioning on projects, even if not pursuing LEED certification. Coordinate project commissioning requirements with University Project Manager and, if required, develop Section 01 91 13 "General Commissioning Requirements" for inclusion in Division 01. Coordinate general commissioning requirements with other required commissioning activities indicated in Mechanical and Electrical Sections, including but not limited to testing and balancing and equipment startup requirements.

E. Large Project versus Small Project: There are a number of options in the Section Text that distinguish between a large project and a small project. Make the appropriate selection in consultation with University Project Manager. In general, small projects are those with a construction budget of least than $500,000.

1.2 INTRODUCTION TO DIVISION 02 – 33 GUIDELINES

A. Guidelines: The University has prepared these Guidelines for the benefit and use of Architects, Engineers, and other Design Professionals who provide design services for the University. Divisions 02 through 33 are not intended to be project specifications, nor do they cover all materials and systems which may be required for any given project. These Guidelines represent the University's preferences for the various systems and materials indicated but may not be suitable in all cases. They represent a minimum acceptable level of quality and in some cases indicate preferred and/or required material manufacturers to be used on all projects. Any deviations from this Guideline shall be clearly identified in writing and approved by the University.

B. University Materials Preferences: In order to be concise and useful to the Design Professional, the Guidelines focus only on materials, systems and/or standards where the University has a preference or where the University standard is higher than that typically accepted within the design and construction industry. In all other cases, it is the Design Professional’s responsibility to select and specify appropriate industry standards to govern the fabrication and installation of the work. For example, in SECTION 03 30 00 – CAST-IN-PLACE CONCRETE, the Guidelines do not list ACI 301 – Specification for Structural Concrete as a reference standard because it is expected that the Design Professional would include this reference standard as a customary matter of practice without direction to do so by the Guidelines.

1.3 Designer-of-Record Responsibility

A. Notwithstanding the above, the Architect, Engineer, or other Design Professional using this Specification Master and Guideline understands that they alone are the professional designer of record and wholly responsible for the incorporation and/or specification of any and all selections of either systems, components, materials, and/or manufacturers as may be required and appropriate for the design. The
Design Professional is both required and expected to evaluate the suitability of all materials and systems indicated herein for the purpose intended. They alone shall be considered as author of and fully responsible for the entire design. No claim shall be made of or considered by the University or any of its Consultants who assisted the University in authoring these Guidelines related to any design defect alleged to have resulted from the Design Professionals compliance with these Guidelines. By accepting and using these Guidelines the Design Professional acknowledges the above and the limitations indicated therein.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 00 01 25
SECTION 00 73 46 - WAGE DETERMINATION SCHEDULE

PART 1 - GENERAL

1.1 DAVIS-BACON WAGE DETERMINATIONS
   A. Coordinate with the University Project Manager to determine if applicable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 00 73 46
SECTION 01 00 00 - GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Design Requirements:
   1. Designer Responsibility: Based on a series of meetings with the University Project Manager and applicable University staff, draft Division 01 Specification Sections consistent with State of Colorado Construction Contract provisions, General and Supplementary Conditions of the Contract, including requirements for administrative procedures consistent with the size and scope of the project.

   2. Content: Include, as applicable, the following Sections:
      a. SECTION 01 00 00 – SUMMARY.
      b. SECTION 01 25 00 – SUBSTITUTION PROCEDURES.
      c. SECTION 01 26 00 – CONTRACT MODIFICATION PROCEDURES.
      d. SECTION 01 31 00 – PROJECT MANAGEMENTS AND COORDINATION.
      e. SECTION 01 32 33 – PHOTOGRAPHIC DOCUMENTATION.
      f. SECTION 01 33 00 – SUBMITTAL PROCEDURES.
      g. SECTION 01 35 00 – SPECIAL PROCEDURES.
         1) This Section includes special environment health and safety procedures unique to work at University projects.
      h. SECTION 01 35 46 – INDOOR AIR QUALITY PROCEDURES
         1) This Section includes special procedures required by the University to maintain a high level of indoor air quality both during construction and subsequent to occupancy.
      i. SECTION 01 40 00 – QUALITY REQUIREMENTS.
      j. SECTION 01 41 00 – REGULATORY REQUIREMENTS.
      k. SECTION 01 42 00 – REFERENCES.
      l. SECTION 01 50 00 – TEMPORARY FACILITIES AND CONTROLS.
      m. SECTION 01 60 00 – PRODUCT REQUIREMENTS.
      n. SECTION 01 73 00 – CLOSEOUT PROCEDURES.
      o. SECTION 01 74 19 – CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL.
      p. SECTION 01 78 23 – OPERATION AND MAINTENANCE DATA.
      q. SECTION 01 78 39 – PROJECT RECORD DOCUMENTS.
      r. SECTION 01 78 46 – EXTRA STOCK MATERIALS.
      s. SECTION 01 79 00 – DEMONSTRATION AND TRAINING.
      t. SECTION 01 81 13 – SUSTAINABLE DESIGN REQUIREMENTS.
      u. SECTION 01 91 13 – GENERAL COMMISSIONING REQUIREMENTS.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01 00 00
SECTION 01 10 00

SUMMARY

PART 1 - GENERAL

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

1.2 SUMMARY
A. Section Includes:
   1. Project information.
   2. Work covered by Contract Documents.
   3. Work by University.
   4. Work under separate contracts.
   5. University-furnished and installed products.
   7. Access to site.
   8. Coordination with occupants.
   10. Specification and drawing conventions.
B. Related Requirements:
   1. Section 01 35 46 “Indoor Air Quality Procedures” for requirements and procedures related to maintaining air quality in adjacent occupied spaces and buildings.
   2. Section 01 50 00 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of University's facilities and for the provision of temporary construction barriers and dust partitions.

1.3 PROJECT INFORMATION
A. Project Identification: UC Anschutz Medical Campus,
   Laboratory 4400 Renovation, R1 R2 Gates Move & Renovation
   Project Number: 18-136885
   1. Project Location: 12700 E 19th Avenue Aurora, Colorado, 80045
B. Principal Representation: University of Colorado Denver.
   1. University's Representative: Ben Bohmann, Project Manager, Facilities Projects,
      Ben.bohmann@ucdenver.edu  m: 303-325-4090
   2. Architect/Engineer: DLR Group, Architectural
      Bob Binder, bbinder@dlrgroup.com, d: 303-218-6681
D. Architect/Engineer's Consultants: The Architect/Engineer has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. DLR Group, Architectural
   a) Bob Binder, bbinder@dlrgroup.com, d: 303-218-6681
   b) Ansley Prodoehl, aprodoehl@dlrgroup.com, d: 303-218-6710

2. DLR Group, Mechanical / Plumbing
   a) Jon Anderson, jon.anderson@dlrgroup.com, d: 303-218-6682

3. DLR Group, Electrical
   a) Jon Rasmussen, jrasmussen@dlrgroup.com, d: 303-218-6702

1.4 WORK COVERED BY CONTRACT DOCUMENTS

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

1. Phase 1: Dr. Law Lab Move located on the 4th floor of Research Building 2 (P15) on the University of Colorado Anschutz Medical Campus.

2. Scope includes:
   a. Removal of 2 fume hoods from Room P15-4400E, to be delivered back to owner
   b. Installation of 2 Incubators (stacked) & Biosafety Cabinets in Rm. P15-4400E, with associated CO2, Vacuum, and power requirements
   c. Removal of shelving and installation of glass front cabinets to match existing on east wall of Room P15-4400A
   d. Modify existing HVAC & plumbing systems to accommodate removed items & new equipment.
   e. Modify existing power locations to accommodate removed items & new equipment.
   f. It is assumed existing lighting to remain unmodified.

1.5 WORK BY UNIVERSITY

A. General: Cooperate fully with University so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by University. Coordinate the Work of this Contract with work performed by University.

1.6 WORK UNDER SEPARATE CONTRACTS

A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

1.7 UNIVERSITY-FURNISHED AND INSTALLED PRODUCTS

A. University will furnish certain items of equipment/furnishings as shown on the Drawings. Contractor will be responsible for coordinating their work to accommodate these items including, but not limited to, physical space fit, utility connections and rough-in, power wiring and electrical characteristics.
B. Include in Project scheduling the latest times when information for such items is required and so notify the University in writing.

1.8 UNIVERSITY-FURNISHED, CONTRACTOR-INSTALLED PRODUCTS

A. The University will furnish certain items delivered to the jobsite as shown on the drawings. Contractor will receive, unload, move, set in position, anchor and connect such items and put them into operating condition.

B. The Contractor will be responsible for coordinating their work to accommodate these items including, but not limited to, physical space fit, utility connections and rough-in, power wiring and electrical characteristics.

C. Include in Project scheduling the latest times when information for such items is required and so notify the University in writing.

D. Cooperate with University in scheduling the delivery of these items and be responsible for accommodating their storage and protection in the building and their replacement or repair due to damage as a result of Contractor’s operations.

1.9 ACCESS TO SITE

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

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

1. Adjust means and methods of construction based on site limits and restrictions.
2. Locate staging areas only where permitted by University.
3. As part of this Project, replace damaged lawns, sprinkler systems, sidewalks and any other existing site improvements within staging area and access ways.

C. Construction Access and Travel:

1. Use only those entrances, exits, and travel ways on campus roads and within the building designated by University. Contractor's personnel are not permitted in non-designated areas of University's existing facilities. Use only designated travel ways for transporting demolition materials, new construction materials, tools and equipment.
2. Use of other than designated travel ways on campus roads and within existing buildings requires a minimum of 20 business days prior approval by University.
   a. Request variations to traffic flow including temporary fire lane, parking lot, sidewalk and road closures, regulatory signage, and traffic control devices in accordance with University “Procedure for Approval of Regulatory Signage, Traffic Control Devices and for Street Closures at the Anschutz Medical Campus” and “AMC Campus Street and Parking Lot Closure Request” available through University Project Manager.
3. Access to the site will be as permitted by the University. Prearrange delivery and use of cranes, heavy trucks and other heavy equipment at least 72 hours prior to need through the University’s Project Manager and University Police.
4. Maintain access to fire lanes and campus operations at all times. Provide flag personnel during the ingress or egress of large equipment.
a. When fire lanes and/or access way must be temporarily disrupted notify University Police and University Parking and Transportation at least 20 business days in advance and reconfirm 72 hours in advance through the University’s Project Manager.

5. Arrange for and obtain all necessary permits from City of Aurora for any disruption to or temporary closures of public city streets. Coordinate procurement of permits with Anschutz Medical Campus Liaison and University Project Manager.

D. Construction Parking:

1. General: Contractor must pay for all parking and, if available, may be assigned parking spaces in designated contractor parking lots. Parking in lots designated for visitors and patients is not permitted. Make arrangements for designated spaces and payment for long term parking with University Parking Services through the University Project Manager.

2. Provide temporary parking or use designated areas of University’s existing parking areas as applicable to the Project and in accordance with the following:

a. All parking on University property, including parking on University owned streets, is under the exclusive control and authority of University Parking and Transportation Services. Direct policy question to the department at (303) 724-2555.

b. There is no free parking on campus. Displacement or use of existing parking spaces by Contractor, either for parking or for staging, is a Contractor cost.

c. Use of existing parking spaces or other areas outside of Contractor’s staging area must be approved in advance by University Parking and Transportation Services.

d. University Parking and Transportation Services may require and issue parking permits through the University Project Manager. Permits must be displayed and visible at all times while parked on the campus. Failure to display a permit will result in citations being written and possible removal of the vehicle from University property.

e. Keep all designated parking areas clean and free of litter and debris. University reserves the right to direct Contractor to clean areas not kept clean and orderly.

f. University Parking and Transportation Services may change parking assignments as deemed necessary, restrict the use of any space(s) or lot(s) at any time, and determine the hours of control and mode of operations for any parking area at any time. University Parking and Transportation Services may deny or revoke parking privileges to any person when deemed necessary and/or considered to be in the best interests of the University.

3. Parking on University property is at the Contractor’s own risk. The University and any entity affiliated with it are not responsible for fire, theft, and damage to or loss of contractor’s or subcontractor’s vehicle or any article left therein. Only a license is granted to the user and no bailment is created.

E. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.10 COORDINATION WITH OCCUPANTS

A. University may occupy site and both existing and adjacent building(s) during entire construction period. Cooperate with University during construction and sequence operations to minimize conflicts and facilitate University usage. Perform the Work so as not to interfere with University’s day-to-day operations.

1. Maintain existing exits from existing and adjacent building, unless otherwise indicated.
2. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from University and approval of authorities having jurisdiction.

3. Limit construction operations to those methods and procedures which will not adversely and unduly affect the working environment of University’s occupied spaces, including noise, dust, odors, air pollution, ambient discomfort, poor lighting, hazards and other undesirable effects and conditions.

4. Coordinate with University Project Manager to schedule jack hammering or activities producing dusty conditions, excessive fumes or odors during off-hours.

5. When work must be accomplished in areas containing existing furniture, upon a minimum of 3 business days notification of the University Project Manager, University will remove or relocate existing furniture.

6. Provide not less than 72 hours' notice to University Project Manager of activities that will affect University's operations. University Project Manager will coordinate with campus tenants.
   
a. Refer to “Work Restrictions” Article of this Section for procedures and notification requirements related to utility interruptions.

7. Provide temporary barriers and partitions, or other means as required to protect occupants of existing building and the general public from injury due to construction activities. Prevent the spread of dust and dirt to adjacent occupied areas and building.

1.11 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations.

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

2. In planning and executing the Work, take into consideration the special needs of University patient care, teaching and research settings, for example, supply of critical utilities, noise and dust control, access to existing loading docks, occupied buildings, etc.

B. Normal Working Hours: Limit work to normal working hours of 7:00 a.m. to 6:00 p.m., Monday through Friday.

1. Notify University Project Manager of all proposed work outside of normal working hours. Include dates, times, names and contact information for contractors and subcontractor performing the Work with notification. University Project Manager will notify, as appropriate, other University personnel and departments including, but not limited to, Building Maintenance and Operations (BMO) Directors, BMO assigned representative, Campus Police and Facilities Management.

C. Noise and Vibration: Coordinate operations that may result in high levels of noise and vibration, or other disruption to University occupancy with University.

1. Noise during Normal Working Hours: Identify potentially disruptive construction activities at weekly Progress Meeting and adjust active time of day to reduce significant impacts on occupants.

2. Noise outside Normal Working Hours: Schedule construction work or demolition work outside of normal working hours with University Project Manager at minimum of 72 hours in advance.

   a. The maximum permissible noise level is 75 decibels (dBA), measured at the adjacent property line.

D. Contractor Identification:
1. Supervisory staff for the primary contractor must obtain an identification badge at the University Anschutz Medical Center (AMC) Building 500. Submit the University Access Control Badge Application form through University Project Manager. Submitted forms shall be complete with all required information including a letter on company letterhead confirming employee status with company and stating whether the company completes background testing and/or drug screening. Contractor supervision must display badge on site during construction activities.

2. To the greatest extent possible, Contractor’s and subcontractor’s employees must wear a recognizable logo shirt or hardhat identifying them as members of the contractor’s work force.

E. Use of Existing Elevators: Use “freight” elevators only and protect finishes during transport. Restrict use exclusively to time required to move construction materials.

1. Do not block corridors, aisles, passageways or doors leading to elevator except as, and only to the extent approved by University Project Manager.

F. Keys: Submit written request to University Project Manager on University Key Request Form.

1. To the extent the need for keys is demonstrated and required to complete the Work, University Project Manager will issue keys to Contractor.
2. Contractor is responsible for all costs related to lost or non-returned keys.
3. Electrical, mechanical and sensitive research space may require University escort in lieu of issuing keys.

G. Dock Deliveries: Restrict use exclusively to time required to unload and move construction materials.

H. Existing Utility Interruptions: Do not interrupt water, sewer, plumbing, gas, steam, chilled water, oxygen, HVAC, electrical power, lighting, telephone and other related utilities serving facilities occupied by University without prior notice and approval by the University. Coordinate and schedule interruptions in advance through the University Project Manager in strict conformance with University Utility Interruption/Outage Request Procedure.

1. Form of Notice: University Utility Interruption and Start-up Request form.
2. Time of Notice: Notice for major and minor outages as defined by the Utility Interruption/Outage Request Procedure is 8 business days for minor outages and 31 business days for major outages.

I. Fire Alarm and Fire Sprinkler Interruptions: When construction activities require interruption of fire alarm or fire sprinkler service, or when dust from construction activities is likely to cause accidental alarm, advise University Project Manager who will submit an interruption request.

1. Form of Notice: University Fire Alarm/Sprinkler Disable Request Form.
2. Time of Notice: Prior to noon on the day before the anticipated interruption.

J. Nonsmoking Campus: Smoking, chewing tobacco, and other related tobacco product use is not permitted at any location on campus or on any adjacent property.

K. University Policies Applying to All Contractors: Comply with University policies applying to contractors including drug policy, sexual harassment policy and tobacco free policy. Obtain copies of University policies from University Project Manager.

1. Controlled Substances: Use of tobacco products and other controlled substances on Project site and surrounding Campus is not permitted.

L. Designated Eating Areas: Restrict consumption of food on project site to designated eating areas as approved by University Project Manager.
1.12 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
3. Words in the singular number include the plural and those in the plural include the singular.
4. Words of any gender include any other gender.

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

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

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
3. Keynoting: Materials and products may be identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00
PART 1 - GENERAL

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

1.2 SUMMARY
A. Section includes matrix of utility sources applicable to Project.

1.3 QUALITY ASSURANCE
A. Comply with utility company and regulatory agency codes, standards, and guidelines for the provision of new or extension of exiting utilities.

1.4 UTILITY SOURCE MATRIX
A. The following matrix summarizes utility responsible for provision of utility service:
<table>
<thead>
<tr>
<th></th>
<th>AMC Trunk</th>
<th>AMC In Tract</th>
<th>DC Trunk</th>
<th>DC In Tract</th>
<th>AMC Trunk</th>
<th>AMC In Tract</th>
<th>DC Trunk</th>
<th>DC In Tract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam</td>
<td>University</td>
<td>Developer</td>
<td>Xcel</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Chilled Water</td>
<td>University</td>
<td>Developer</td>
<td>NA</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>NA</td>
</tr>
<tr>
<td>Electricity</td>
<td>University</td>
<td>Developer</td>
<td>Xcel</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Storm Drainage</td>
<td>COA</td>
<td>Developer</td>
<td>DW</td>
<td>University</td>
<td>University/COA</td>
<td>Note 5</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td>COA</td>
<td>Developer</td>
<td>DW</td>
<td>University</td>
<td>University/COA</td>
<td>Note 5</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Water</td>
<td>COA</td>
<td>Developer</td>
<td>DW</td>
<td>University</td>
<td>University/COA</td>
<td>Note 5</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>University</td>
<td>Developer</td>
<td>Note 3</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>DW</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>Xcel</td>
<td>Developer</td>
<td>Xcel</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>University</td>
<td>DW</td>
</tr>
</tbody>
</table>

**University**: University of Colorado Denver  
**Note 1**: University owns Trunk steam and chilled water from CUP to vault  
**COA**: City of Aurora  
**Note 2**: University owns Trunk electrical from switch gear to manhole  
**DW**: Denver Water  
**Note 3**: University owns Trunk telecom ductbank from main switch to manhole. Developer owns cable from switch to building  
**Developer**:  
**Note 4**: Xcel has license agreement with University  
**Note 5**: University and COA jointly permit  

University, TCH, UCH. In Tract lines are owned by the building they are feeding.
PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 18 00
SECTION 01 26 00

CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

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

1.2 SUMMARY
   A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
   B. Related Requirements:
      1. Section 01 25 00 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.
      2. Contractor’s Agreement Design/Bid/Build, State Form SC-6.21 and The General Conditions of the Construction Contract Design/Bid/Build, for definitions and contractual requirements related to contract modification procedures.

1.3 DEFINITIONS
   A. Change Order: A written order in compliance with the requirements of the Contract authorizing changes in the Work. For the purposes of this Section a Change Order and a Contract Amendment shall have the same meaning.

1.4 INFORMATIONAL SUBMITTALS
   A. Contractor’s Authorized Signatory: Submit name of individual authorized to accept changes and responsible for informing others employed by Contractor of changes in the Work.

1.5 MINOR CHANGES IN THE WORK
   A. Architect/Engineer will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time.

1.6 CHANGE ORDER BULLETIN
   A. University-Initiated Change Order Bulletin: Architect/Engineer will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications. It will also state the time period for which the request will remain valid.

2. Work Change Order Bulletins issued by Architect/Engineer are not instructions either to stop work in progress or to execute the proposed change.

B. Contractor-Initiated Change Order Bulletin: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect/Engineer.


2. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

1.7 CHANGE ORDER PROPOSAL

A. Change Order Proposal: In response to a University-Initiated Change Order Bulletin or accompanying a Contractor-Initiated Change Order Bulletin, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change described.


2. Labor Rates: Prior to submitting first Change Order Proposal, submit bare, unburdened hourly labor rates for all contractor and subcontractor labor categories; submit itemized breakdown of all applicable additional labor benefit costs to be added to the bare labor cost to arrive at the total burdened hourly labor cost.

3. Equipment Costs: Provide cost backup for all equipment clearly indicating equipment billing rates and sufficient to demonstrate, as determined by the University Project Manager, that proposed rates are competitive and reasonable in all cases. Submit completed Change Order Proposal Form within the requested timeframe. Include backup documentation to support calculations consistent with Contract provisions, including but not limited to, the following:

   a. Contractor and Subcontractor labor, material and equipment costs including:
      1) A list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
      2) Applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
      3) Costs of labor and supervision directly attributable to the change and as permitted by the terms and conditions of the General Contract for Construction.

   b. Contractor and Subcontractor overhead and profit.
   c. Contractor’s bond cost.
   d. Justification for Change in Contract Time: An updated Contractor’s construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

4. Maintain detailed records of work completed. Provide complete information for evaluation of proposed changes and to substantiate proposed changes in Contract Sum or Contract Time.
1.8 ADMINISTRATIVE CHANGE ORDERS

A. Allowance Adjustment: See Section 01 21 00 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.

B. Unit-Price Adjustment: See Section 01 22 00 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.

1.9 CHANGE ORDER PROCEDURES

A. Submit three signed copies of Change Order Proposal to Architect/Engineer for review.

1. University-Initiated Change Order Bulletins: University and Architect/Engineer will evaluate Contractor’s Change Order Proposal and either request additional information or suggest modifications. Based on this review and evaluation University will either accept or reject the proposal.

2. Contractor-Initiated Change Order Bulletins: Architect/Engineer will evaluate Contractor’s claim based on the terms and conditions of the Contractor Agreement and General Conditions of the Construction Contract, as applicable.

3. Architect/Engineer’s Action: When satisfied as to the accuracy and completeness of the Change Order Proposal, the Architect/Engineer will sign all three copies and forward to the University for consideration.

B. On University's approval of a Change Order Proposal, Architect/Engineer will prepare, sign and forward three copies of a Change Order, State Form SC-6.31 available from the website of the Office of the State Architect, for signature by the Contractor. Contractor then forwards all three copies of signed Change Order to the University for signature and distribution of fully executed copies to Architect/Engineer and Contractor for record.

C. Upon receipt of a fully executed Change Order, promptly perform the following:

1. Revise Schedule of Values on the Application for Payment Form by indicating each authorized Change Order as a separate line item and adjusting the Contract Sum as shown on the Change Order.
   a. University will not pay for changes to the Work until authorized by a Change Order signed by all parties.

2. Revise the Progress Schedule to reflect any change in the Contract Time.

3. Enter changes in the Project Record Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00
SECTION 01 29 00
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

B. Related Requirements:

1. Section 01 21 00 "Allowances" for procedural requirements governing the handling and processing of allowances.
2. Section 01 22 00 "Unit Prices" for administrative requirements governing the use of unit prices.
3. Section 01 26 00 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
4. Section 01 32 00 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.

1.3 DEFINITIONS

A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor’s construction schedule. Schedule of values report from cost-loaded Critical Path Method Schedule prepared in accordance with Section 01 32 00 “Construction Progress Documentation” may serve to satisfy requirements for the schedule of values.

1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:

   a. Application for Payment forms with continuation sheets.
   b. Submittal schedule.
   c. Items required to be indicated as separate activities in Contractor's construction schedule.

   1) Construction Manager’s Fee.
   2) Estimated Project General Conditions Costs.
2. Submit schedule of values and hold a conference with the Architect/Engineer and University Project Manager to finalize the schedule of values at earliest possible date, but no later than 10 business days before the date scheduled for submittal of initial Certificates and Applications for Payment.

3. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.

B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the schedule of values:
   a. Project name and location.
   b. Name of Architect/Engineer.
   c. Architect/Engineer's project number.
   d. Contractor's name and address.
   e. Date of submittal.

2. Arrange schedule of values consistent with format of AIA Document G703.

   a. Include separate line items under Contractor and principal subcontracts for LEED documentation, where applicable, and other Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.

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

5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
   a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.

6. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
   a. Temporary facilities and other major cost items that are not a direct cost of actual work-in-place shall be shown as separate line items in the schedule of values.

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

1.5 APPLICATIONS FOR PAYMENT

A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect/Engineer and paid for by University.

1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
B. Pay Application and Schedule Review Meetings: Conduct in accordance with Section 01 31 00 “Project Management and Coordination.” Provide draft application for payment and draft schedule update reflecting work accomplished during previous pay period. Review progress achieved; discuss and resolve issues affecting the progress; and review critical activities to be accomplished during the following 90 calendar days.

   1. Jobsite Walk: When required, conduct a walk of the jobsite to confirm progress related to any activity in question.

C. Monthly Schedule Reporting: Upon conclusion of the Pay Application and Schedule Review Meeting, but not later than the 28th of the month, update the Construction Schedule and submit the Pay Application.

D. Payment Application Times: Submit Application for Payment to Architect/Engineer by the first day of the month and no more than five (5) business days prior thereto. The period covered by each Application for Payment is per the date indicated in the Application.

E. Payment Application Review: The Architect/Engineer shall, within five (5) business days after the receipt of each Certificate and Application for Payment, review the Project Application for Payment and either execute a Project Certificate for Payment to the University or notify the Contractor in writing of the reasons for withholding a Certificate.

   1. All applications for payment, except the final application, and the payments there under, shall be subject to correction in the next application rendered following the discovery of any error.

F. Application for Payment Forms: Use State Form SBP-7.2 “Certification for Contractor Payment.”

G. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect/Engineer will return incomplete applications without action.

   1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
   2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
   3. Include amounts of Change Orders issued before last day of construction period covered by application.
   4. Indicate separate amounts for work being carried out under University-requested project acceleration.

H. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site as approved in advance by the University Project Manager and items stored at an off-site location previously agreed upon in writing.

   1. Provide certificate of insurance, evidence of transfer of title to University, and consent of surety to payment, for stored materials.
   2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
   3. Provide summary documentation for stored materials indicating the following:

      a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
PAYMENT PROCEDURES

b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.

c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.

I. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect/Engineer by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.

J. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:

1. List of subcontractors.
2. Schedule of values.
3. Contractor's construction schedule (preliminary if not final).
4. Products list (preliminary if not final).
5. Schedule of unit prices.
6. Submittal schedule (preliminary if not final).
7. List of Contractor's staff assignments.
8. List of Contractor's principal consultants.
11. Initial progress report.

K. Application for Payment at Substantial Completion: After Architect/Engineer issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
2. This application shall reflect Certificate(s) of Substantial Completion issued previously for University occupancy of designated portions of the Work.

L. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited to, the following:

1. All items on Pre-acceptance Checklist (State Form SBP-05) have been completed.
2. Notice of Acceptance (State Form SBP-6.27) has been issued.
3. Statements to support local sales tax refunds, if any submitted.
4. Notice of Contractor’s settlement has been published.
5. Evidence of completion of Project closeout requirements, including but not limited to:
   a. Submittal of Record Documents.
   b. Submittal of all Operation and Maintenance Manuals.
   c. Completion of all required demonstration and training.
6. Updated final statement, accounting for final changes to the Contract Sum.
7. Evidence that claims have been settled.
8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when University took possession of and assumed responsibility for corresponding elements of the Work.


PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 29 00
SECTION 01 31 00
PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

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

1.2 SUMMARY
A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
   1. General coordination procedures.
   2. Coordination drawings.
   3. Requests for Information (RFIs).
   4. Project Web site.
   5. Project meetings.
B. Related Requirements:
   1. Section 01 32 00 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
   2. Section 01 73 00 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
   3. Section 01 77 00 "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS
A. RFI: Request from Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS
A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Within 21 calendar days of Notice of Award submit, as complete as possible, a preliminary list to include all major subcontractors. Augment, complete and submit the final subcontractor list within 60 calendar days of Notice of Award, unless a longer duration is approved by the Architect/Engineer. Include the following information in tabular form:
   1. Name, address, and telephone number of entity performing subcontract or supplying products.
   2. Number and title of related Specification Section(s) covered by subcontract.
   3. Drawing number and detail references, as appropriate, covered by subcontract.
B. Key Personnel Names: Within 14 calendar days after Notice to Proceed, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1.5 GENERAL COORDINATION PROCEDURES

A. General: Each entity involved in the performance of work for the entire Project shall cooperate in the overall coordination of the Work; promptly, when requested, furnish information concerning its portion of the Work; and respond promptly and reasonably to the decisions and requests of persons designated with coordination, supervision, administrative or similar authority.

1. University Standard Project Management Forms

   a. Where applicable, obtain from the University Project Manager and use the following University Standard Forms:

      1) Preconstruction Agenda
      2) Change Order Log with Contingency Codes
      3) Access Control Badge Application Form
      4) Utility Interruption Request Form
      5) Utility Start-Up Request Form
      6) Fire Alarm/Sprinkler Disable Request Form
      7) Hot Work Permit Form
      8) Anschutz Medical Campus (AMC) Street and Parking Lot Closure Form
      9) Indoor Air Quality (IAQ) Planning Checklist
     10) Indoor Air Quality (IAQ) Inspection Checklist

2. Site Utilization:

   a. In addition to the site utilization limitations and requirements indicated in Section 01 10 00 “Summary” and indicated by the Contract Documents; administer the allocation of available space equitably among entities needing access and space, so as to produce the best overall efficiency in the performance of the total work of the project. Schedule deliveries so as to minimize the space and time requirements for storage of materials and equipment on the site; but do not unduly risk delays in the work.

   b. Concurrent with work of the Contractor, other contractors, suppliers, and the University personnel may be working in relatively close proximity. The Contractor is solely responsible for coordinating their work with that of other contractors and will make no claims for failure to do so.

3. Layout:

   a. It is recognized that the Contract Documents are diagrammatic in showing certain physical relationships of the various elements and systems and their interfacing with other elements and systems. Establishment and coordination of these relationships is the exclusive responsibility of the Contractor. Do not scale the drawings. Lay out and arrange all elements to contribute to safety, efficiency and to carry the harmony of design throughout the Work. In case of conflict or undimensioned locations, verify required positioning with Architect/Engineer.

4. Substrate Examination:
a. The Installer of each element of the work must examine the conditions of the substrate to receive the work, dimensions and spaces adjacent, tolerances, interfacing with other elements and services, and the conditions under which the work will be performed, and must notify the Contractor in writing of conditions detrimental to the proper or timely completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Installer.

5. Large and Heavy Equipment:

a. Contractor to coordinate with University Project Manager requirements to be maintained for the subsequent entry of large equipment units. Coordinate the movement of heavy items with shoring and bracing, so that the building structure will not be overloaded during the movement and installation.

b. Where equipment or products to be installed on the roof are too heavy to be hand-carried, do not transport across roof deck; position by crane or other device so as to avoid overloading the roof deck.

B. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections of the Specification that depend on each other for proper installation, connection, and operation.

   1. Contractor Communication with the University: Direct all communication with the University through the University Project Manager.
   2. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
   3. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
   4. Make adequate provisions to accommodate items scheduled for later installation.

C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.

   1. Prepare similar memoranda for University and separate contractors if coordination of their Work is required.

D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

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

E. Coordination of Submittals: Prior to transmittal to the Architect/Engineer, review shop and erection drawings, product data, and samples for compliance with Contract Documents and for coordination among work of all Sections of the Specifications. Coordination of submittals shall include, but not be limited to the following:
1. Verification of field dimensions and clearances and relationship to available space and anchors.
2. Verification of compatibility with equipment and work of other Sections, electrical characteristics, and operational control requirements.
3. Verification of motor voltages and control characteristics.
4. Coordination of controls, interlocks, wiring of pneumatic switches, and relays.
5. Coordination of wiring and control diagrams.
6. Review of the effect of any changes on work of other Sections.
7. For any item to be installed in or on a finished surface, certify that applicable Contract Documents have been checked and that the item submitted is compatible with the surface finish on which it is to be installed.
8. Equipment and material submittals shall show sufficient data to indicate complete compliance with Contract Documents as follows:
   a. Proper sizes and capabilities.
   b. Ability to fit in the available space in a manner that will allow proper service.
   c. Construction methods, materials, and finishes.
   d. List of accessories.

F. Special Coordination Requirements for Mechanical and Electrical Work:

1. General: Provide necessary work and services required to coordinate the complete installation of heating, ventilating, and air conditioning (HVAC) equipment and systems; plumbing systems and fixtures; electrical equipment, fixtures, and systems; and other equipment or systems containing motors and controls or requiring connection to mechanical or electrical systems; all so that the various systems perform as indicated and are in harmony with other project Work.

2. Contract Drawings:
   a. Drawings are schematic in nature, and indicate in general how the various components are integrated with other parts of the building. Coordinate exact locations by job measurement, by verifying the requirements of other trades, and by review of Contract Documents.

3. Mechanical and Electrical Drawings indicate general routing of the various parts of the systems, but do not indicate all sizes, fittings, offsets, and runouts which are required. Coordinate correct sizes, fittings, offsets, and runouts required to fit systems into allocated spaces. Coordinate locations of all light fixtures, vents, and supply grilles to conform to the ceiling grid system or other modular finishes.

4. Coordinate installation of mechanical and electrical work in compliance with the following requirements:
   a. Install piping, ductwork and similar services straight and true, aligned with other work, close to walls and overhead structure, allowing for insulation, concealed (except where indicated as exposed) in occupied spaces, and out-of-the-way with maximum passageway and headroom remaining in each space.
   b. Install electrical work in a neat, organized manner with conduit and similar services in or parallel with building lines, and concealed unless indicated as exposed.
   c. For all work maintain maximum practical overhead clearance but not less than 6" above ceiling. Where exposed, maintain 7'-0" minimum clearance.
   d. Arrange all work to facilitate maintenance and repair or replacement of equipment. Locate services requiring maintenance on valves and similar units in front of services requiring less maintenance. Connect equipment for ease of disconnecting, with minimum of interference with other work.
   e. Provide space to permit removal of coils, tubes, fan shafts, filters, other parts which may require replacement.
   f. Locate operating and control equipment and devices for easy access. Furnish access panels where units are concealed by finishes and similar work.
g. Integrate mechanical work in ceiling plenums with suspension system, light fixtures and other work, so that required performances of each will be achieved.

h. Give the right-of-way to piping systems required to slope for drainage over other service lines and ductwork.

i. Advise other trades of openings required in their work for accommodation of mechanical and electrical elements. Provide and place sleeves and anchors required in other work.

5. Access to Equipment: Except where located above accessible ceilings, provide access panels wherever access is required to concealed valves, controls, dampers, pull boxes and other devices requiring ongoing or periodic access.

a. Acceptable types of access panels are specified in Division 08.

b. Each trade is responsible for providing access panels needed for access to their equipment and coordinating installation with other Division 03, 04, 06 and 09 trades.

c. Coordinate requirements and obtain approval of locations from Architect/Engineer.

G. Compatibility of Systems:

1. Provide products and equipment which are compatible with other work requiring mechanical/electrical interface including electrical connections, control devices, water, drain and other piping connections. Verify electrical characteristics, fuel requirements and other interface requirements before ordering equipment and resolve conflicts that may arise.

2. Coordinate equipment, mechanical and electrical work in accordance with the following schedule:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FURNISHED BY</th>
<th>MOUNTED BY</th>
<th>LOW VOLTAGE WIRED BY</th>
<th>POWER WIRED &amp; CONNECTED BY</th>
<th>LOW VOLTAGE CONTROL CONNECTED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment motors</td>
<td>I</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>--</td>
</tr>
<tr>
<td>Motor starters, contactors and overload heaters</td>
<td>MI</td>
<td>EI</td>
<td>EI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Fused and unfused disconnect switches</td>
<td>EI**</td>
<td>EI**</td>
<td>EI**</td>
<td>EI</td>
<td>--</td>
</tr>
<tr>
<td>Manual operating switches, speed switches, push-button stations and pilot lights</td>
<td>MI</td>
<td>EI</td>
<td>EI</td>
<td>EI</td>
<td>EI</td>
</tr>
<tr>
<td>Duct detectors</td>
<td>EI</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Control relays and transformers</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Thermostats, time switches*</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Temperature control panels</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Motor and solenoid valves, damper motors, PE and EP switches</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>--</td>
<td>MI</td>
</tr>
<tr>
<td>Refrigeration equipment, cooling tower and controls</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>Electric meters</td>
<td>EI</td>
<td>EI</td>
<td>EI</td>
<td>EI</td>
<td>MI</td>
</tr>
<tr>
<td>-----------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Steam meters</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
</tr>
<tr>
<td>Chilled water meters,</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
</tr>
<tr>
<td>Water meters</td>
<td>MI***</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
</tr>
<tr>
<td>Natural Gas</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
<td>MI</td>
</tr>
</tbody>
</table>

I = Installer of equipment requiring electrical service  
EI = Electrical Installer  
MI = Mechanical Installer

* Motor driven units which are controlled from line voltage automatic controls such as line voltage thermostats, float switches or time switches which conduct full load current of the motor shall be wired for both power and control circuit under the electrical contract. However, if the control device does not conduct full load current, then the responsibility shall be that set forth in the above schedule. (Example: a 208 volt, 3-phase, 3-wire motor requires 120 volt control. Electrical Installer shall furnish a 120 volt circuit for control and 208 volt circuit for power and wire the power circuit. Mechanical Installer shall wire the control circuit.)

** Disconnects for AH units are factory mounted.

***Building Service meter provided by Civil. Any sub meter provided by MI. Coordinate meter requirements with utility for remote monitoring by 23 09 00 – Instrumentation and Controls.

H. Complete Systems:

1. It is the intent of the Contract Documents that all systems, including mechanical and electrical, be complete and functional to provide the intended or specified performance. Provide all incidental items and parts necessary to achieve this requirement.

2. Provide correctly sized power, utilities, piping, drains, services and their connections to equipment and systems requiring them, whether or not specific items are listed in the schedule under “Compatibility of Systems” paragraph in this Section.

I. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

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

2. Establish recycling program at job site. Refer to Section 01 74 19 “Construction Waste Management and Disposal” for additional requirements.

1.6 COORDINATION DRAWINGS

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

1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.

b. Coordinate the addition of trade-specific information to the coordination drawings by multiple subcontractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.

c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.

d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.

e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.

f. Indicate required installation sequences.

g. Indicate dimensions shown on the Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect/Engineer indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

h. Architect/Engineer will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.

   1) Architect/Engineer makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
   2) Digital Data Software Program: Drawings are available in CAD.
   3) Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to University and Architect/Engineer.

B. Interference Resolution: Whenever job measurements and an analysis of the building coordination model, Drawings and Specifications indicate that the various systems cannot be installed without significant deviation from the intent of the Contract, prepare interference drawings as required to indicate conflict between the various systems and other components of the building such as beams, columns, and walls. Include plans, elevations, sections, and other details drawn to large scale as required to clearly define the interference and to indicate the Contractor's proposed solution. Submit interference drawings for review by the Architect prior to proceeding with work in the general areas of the conflict.

1.7 REQUESTS FOR INFORMATION (RFIs)

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

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

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

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

C. RFI Forms: Hard copy form or software-generated form with substantially the same content as indicated above, acceptable to Architect/Engineer.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

D. Architect/Engineer's Action: Architect/Engineer will review each RFI, determine action required, and respond. Allow seven calendar days for Architect/Engineer's response for each RFI. RFIs received by Architect/Engineer after 1:00 p.m. will be considered as received the following working day.

1. The following Contractor-generated RFIs will be returned without action:
   a. Requests for approval of submittals.
   b. Requests for approval of substitutions.
   c. Requests for approval of Contractor's means and methods.
   d. Requests for coordination information already indicated in the Contract Documents.
   e. Requests for adjustments in the Contract Time or the Contract Sum.
   f. Requests for interpretation of Architect/Engineer's actions on submittals.
   g. Incomplete RFIs or inaccurately prepared RFIs.

2. Architect/Engineer's action may include a request for additional information, in which case Architect/Engineer's time for response will date from time of receipt of additional information.

3. Architect/Engineer's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Contractor-Initiated Change Order Bulletin and Proposal according to Section 01 26 00 "Contract Modification Procedures."
   a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect/Engineer in writing within seven calendar days of receipt of the RFI response.

E. On receipt of Architect/Engineer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect/Engineer within seven calendar days if Contractor disagrees with response.

1.8 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify University and Architect/Engineer of scheduled meeting dates and times a minimum of 4 business days prior to meeting.
   a. Participants, including representatives of subcontractors and suppliers, shall be qualified, familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.

3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including University and Architect/Engineer, within three business days of the meeting.

B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time and site convenient to all parties, but not later than 14 calendar days after Notice to Proceed.

1. Conduct the conference to review responsibilities and personnel assignments.
2. Attendees: Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work and include the following:
   a. Authorized representatives of University:
      1) University Project Manager.
      2) University Building Maintenance Operations (BMO) Representative.
   b. Architect/Engineer and their consultants.
   c. Contractor’s project manager and superintendent.
   d. Major subcontractors and suppliers.
   e. Other concerned parties shall attend the conference.
3. Agenda: Discuss items of significance that could affect progress, including the following:
   a. Designation of key personnel and their duties.
   b. Lines of communications.
   c. List of major subcontractors and suppliers.
   d. Tentative construction schedule.
      1) Phasing.
      2) Critical work sequencing and long-lead items.
      3) Equipment deliveries and priorities.
   e. Procedures and processing of:
      2) RFI’s
      3) Testing and inspecting.
      4) Applications for Payment.
      5) Submittals.
      6) Preparation of record documents.
   f. Use of the premises, existing building and adjacent buildings as applicable.
      1) Work restrictions.
      2) Working hours.
      3) University's occupancy requirements.
4) Procedures for disruptions and shutdowns.
5) Construction parking and staging.
6) Construction route and site access.
7) Office, work, and storage areas.
8) Progress cleaning and housekeeping procedures.

g. Project coordination.
h. Distribution of the Contract Documents.
i. Temporary facilities and controls.
j. Indoor Air Quality Plan and Monitoring including procedures for moisture and mold control.
k. Construction waste management and recycling.
l. Safety.

1) Fire and Life Safety.
2) Health and Safety.

m. First aid.
n. Security.
o. Building Department.
p. Telecommunications.
q. Building Services.
r. Building Operations.
s. University Work Related Policies.
t. Contractor Contacts.
u. University Contacts.
v. University Process Forms.

1) Key Request Form.
2) Access Control Badge Application Form.
3) Utility Interruption Request Form.
4) Utility Start-Up Form.
5) Fire Alarm/ Sprinkler Disable Request Form.
6) Hot Work Permit Form.
7) Anschutz Medical Campus (AMC) Street and Parking Lot Closure Form.
8) Indoor Air Quality (IAQ) Plan.
9) IAQ Planning Checklist.
10) IAQ Inspection Checklist.
11) Request for Variance.

4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site for installations, systems or assemblies where required by individual Specification Sections, or where deemed necessary by Contractor.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect/Engineer of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following, as appropriate:

   b. Options.
   c. Related RFIs.
d. Related Change Orders.

e. Purchases.

f. Deliveries.

g. Submittals.

h. LEED requirements, for projects pursuing LEED certification.

i. Review of mockups.

j. Possible conflicts.

k. Compatibility requirements.

l. Time schedules.

m. Weather limitations.

n. Manufacturer's written instructions.

o. Warranty requirements.


q. Acceptability of substrates.

r. Temporary facilities and controls.

s. Space and access limitations.

t. Regulations of authorities having jurisdiction.

u. Testing and inspecting requirements.

v. Installation procedures.

w. Coordination with other work.

x. Required performance results.

y. Protection of adjacent work.

z. Protection of construction and personnel.

3. Record significant conference discussions, approved schedules, agreements, and disagreements, including required corrective measures and actions.

4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information, including University Project Manager and Architect/Engineer.

5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Progress Meetings: Conduct progress meetings at weekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.

2. Attendees: Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work and include the following:

a. University Project Manager.

b. University Health Safety Department Representative.


d. University Campus Building Official.

e. Architect/Engineer and their consultants.

f. Contractor’s project manager and superintendent.

g. Major subcontractors and suppliers.

h. Other entities concerned with current progress or involved in planning, coordination, or performance of future activities.

i. As needed, University Building Maintenance Operations (BMO), Subject Matter Experts (SME), and University Facility Support Services (FSS) Representatives.

3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.

a. Contractor's Construction Schedule:
1) Review progress since the last meeting.
2) Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule.
3) Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
4) Review schedule for next two week period.
5) Review schedule of deliveries.
6) Review off-site fabrication.

b. Site Safety.
c. Indoor Air Quality Management monitoring.
d. Status of submittals.
e. Status of RFIs.
f. Status of Changes including:
   1) Change Order Bulletins.
   2) Change Order Proposals.
   3) Change Orders.
   4) Pending claims and disputes.
g. Review present and future needs of each entity present including:
   1) Access.
   2) Site utilization.
   3) Temporary facilities and controls.
   4) Coordination.

4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.

E. Pay Application and Schedule Review Meeting: Conduct review meeting monthly on or about the 25th of each month.

1. Attendees:
   a. University Project Manager.
   b. Architect/Engineer.
   c. Contractor’s Project Manager, Superintendent and Scheduler.

2. Agenda: Review draft pay application and progress schedule update in accordance with the requirements of Section 01 29 00 “Payment Procedures” and Section 01 32 00 “Construction Progress Documentation.”

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:

1. Startup construction schedule.
2. Contractor's construction schedule.
3. Construction schedule updating reports.
4. Daily construction reports.
5. Monthly project status reports.
6. Material location reports.
7. Site condition reports.
8. Special reports.

B. Related Requirements:

1. Section 01 33 00 "Submittal Procedures" for submitting schedules and reports.
2. Section 01 40 00 "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
2. Predecessor Activity: An activity that precedes another activity in the network.
3. Successor Activity: An activity that follows another activity in the network.

B. Cost Loading: The allocation of the schedule of values for the completion of an activity as scheduled. The sum of costs for all activities must equal the total Contract Sum [exclusive of profit, overhead, and general conditions costs].

C. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
D. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.

E. Event: The starting or ending point of an activity.

F. Float: The measure of leeway in starting and completing an activity.
   1. Float time is not for the exclusive use or benefit of either University or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
   2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
   3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

G. Resource Loading: The allocation of manpower necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

A. Format for Submittals: Submit required submittals in the following format:
   1. Working electronic copy of schedule file, where indicated.
   2. PDF electronic file and four paper copies.

B. Startup construction schedule (bar chart).
   1. Approval of cost-loaded, startup construction schedule will not constitute approval of schedule of values for cost-loaded activities.

C. Contractor's Detailed Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
   1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.

1.5 COORDINATION

A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
   1. Secure time commitments for performing critical elements of the Work from entities involved.
   2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

A. Time Frame: Extend schedule from date established for commencement of the Work to date of Substantial Completion.
1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date is not permitted. Contract completion date may only be modified by Change Order.

B. Activities: Treat each story or separate area as a separate numbered activity for each main element of the Work. Comply with the following:

1. Activity Duration: Define activities so no activity is longer than 21 calendar days, unless specifically allowed by Architect/Engineer.
2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 calendar days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
3. Submittal Review Time: Include review and resubmittal times indicated in Section 01 33 00 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
4. Startup and Testing Time: Include adequate time for startup, testing and commissioning.
5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect/Engineer's administrative procedures necessary for issuing Notice of Substantial Completion.

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

1. Phasing: Arrange list of activities on schedule by phase.
2. Work by University: Include a separate activity for each portion of the Work performed by University.
3. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Section 01 10 00 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
4. University-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 01 10 00 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
5. Work Restrictions: Show the effect of the following items, as applicable, on the schedule:
   a. Coordination with existing construction.
   b. Limitations of continued occupancies.
   c. Uninterruptible services.
   d. Partial occupancy before Substantial Completion.
   e. Use of premises restrictions.
   f. Environmental control.
6. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
   a. Submittals.
   b. Mockups.
   c. Fabrication.
   d. Sample testing.
   e. Deliveries.
   f. Installation.
   g. Tests and inspections.
   h. Building flush-out.
   i. Startup and placement into final use and operation.
7. Construction Areas: As applicable, identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:

a. Structural completion.
b. Temporary enclosure and space conditioning.
c. Permanent space enclosure.
d. Completion of mechanical installation.
e. Completion of electrical installation.
f. Substantial Completion.

D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Commencement of Work, Substantial Completion, Notice of Occupancy and Use, and Final Acceptance. As applicable, also include milestones for Partial Substantial Completion and Partial Notice of Occupancy and Use.

E. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.

F. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules and as approved by University and Architect/Engineer.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE (BAR CHART OR GANTT CHART)

A. Bar-Chart or Gantt-Chart Schedule: Submit startup, horizontal, bar-chart-type or a comprehensive, fully developed, horizontal, Gantt-chart-type construction schedule within 30 calendar days of date established for commencement of the Work. Base schedule on the startup construction schedule and additional information received since the start of Project.

B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Use the same breakdown of construction activities as indicated in the Schedule of Values.

1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar. With each required construction schedule update, place a contrasting mark in each bar to indicate actual completion.

C. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using contractor’s preliminary schedule and startup network diagram, prepare a skeleton network to identify probable critical paths.

1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:

a. Preparation and processing of submittals.
b. Mobilization and demobilization.
c. Purchase of materials.
d. Delivery.
e. Fabrication.
f. Utility interruptions.
g. Installation.
h. Work by University that may affect or be affected by Contractor's activities.

i. Testing and commissioning.

j. Punch list and final completion.

k. Activities occurring following final completion.

2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.

3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.

4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.

a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.

5. Cost- and Resource-Loading of CPM Schedule: Assign cost to construction activities on the CPM schedule. Do not assign costs to submittal activities. Assign activities and costs for mobilization, bonds, permits and insurance. Obtain Architect/Engineer's approval prior to assigning costs to material procurement activities if intending to bill for materials stored on site. Assign costs under main subcontracts for testing and commissioning activities, operation and maintenance manuals, punch list activities, Project record documents, LEED documentation, and demonstration and training (if applicable), in the amount of not more than 5 percent of the Contract Sum.

a. Each activity cost shall reflect an appropriate value subject to approval by Architect/Engineer.

b. Total cost assigned to activities shall equal the total Contract Sum [exclusive of general conditions, overhead and profit costs].

c. As requested by University, code activities to permit sorting of Schedule of Values by CSI Division, funding sources, sub-trades, building systems, Bid Packages as applicable, or combinations thereof.

d. Resource load activities with forecasted manpower and code to permit production of graphically depicted manpower report. Show manpower effort for each subcontractor and as an aggregate for each month.

D. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.

E. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:

1. Contractor or subcontractor and the Work or activity.
2. Description of activity.
3. Main events of activity.
4. Immediate preceding and succeeding activities.
5. Early and late start dates.
6. Early and late finish dates.
7. Activity duration in workdays.
8. Total float or slack time.
10. Dollar value of activity (coordinated with the schedule of values).

F. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
2. Changes in early and late start dates.
3. Changes in early and late finish dates.
5. Changes in the critical path.
6. Changes in total float or slack time.

G. Summary Reports: With each schedule update, at a minimum provide the following hard copy cost and resource reports:

1. Cost report showing activity dollar value, dollar value of work in place to-date and dollar value for current period.
2. Cost report showing activity dollar value, dollar value of work in place to-date, and dollar value for current period summarizing to schedule of values.
3. Resource report showing man-day allocations by specific trade on each activity.
5. Cash flow report showing monthly projections of expenditures.
6. Narrative schedule report documenting:
   a. Description of the actual work accomplished during the reporting period.
   b. Description of any problem areas.
   c. Description of current and anticipated delays with recommended corrective actions to mitigate such delays.
   d. A list of proposed modifications, additions, deletions, and changes in logic to the approved construction schedule.

2.3 REPORTS

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

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

A. General: Submit special reports directly to University within one calendar day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise University in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

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

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

END OF SECTION 01 32 00
SECTION 01 32 33

PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for the following:
   1. Preconstruction photographs.
   2. Periodic construction photographs.
   3. Final completion construction photographs.

B. Related Requirements:
   1. Section 01 33 00 "Submittal Procedures" for submitting photographic documentation.
   2. Section 01 77 00 "Closeout Procedures" for submitting photographic documentation as project record documents at Project closeout.

1.3 INFORMATIONAL SUBMITTALS

A. Qualification Data: For photographer.

B. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.

C. Digital Photographs: Submit image files within three business days of taking photographs.
   1. Digital Camera: Minimum sensor resolution of 12 megapixels.
   2. Format: Minimum 3200 by 2400 pixels, in unaltered original files, with same aspect ratio as the sensor, uncropped, date and time stamped, in folder named by date of photograph, accompanied by key plan file.
   3. Identification: Provide the following information with each image description in file metadata tag:
      a. Name of Project.
      b. Name and contact information for photographer.
      c. Name of Architect/Engineer.
      d. Name of Contractor.
      e. Date photograph was taken.
      f. Description of vantage point, indicating location, direction (by compass point), and elevation or story of construction.
      g. Unique sequential identifier keyed to accompanying key plan.
1.4 QUALITY ASSURANCE
   A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

1.5 USAGE RIGHTS
   A. Obtain and transfer copyright usage rights from photographer to University for unlimited reproduction of photographic documentation.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA
   A. Digital Images: Provide images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS
   A. Photographer: Engage a qualified photographer to take construction photographs.
   B. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
      1. Maintain key plan with each set of construction photographs that identifies each photographic location.
   C. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
      1. Date and Time: Include date and time in file name for each image.
      2. Field Office Images: Maintain one set of images accessible in the field office at Project site, available at all times for reference. Identify images in the same manner as those submitted to Architect/Engineer.
   D. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect/Engineer.
      1. Flag construction limits before taking construction photographs.
      2. Take the required amount of photos to accurately represent the existing conditions adjacent to property before starting the Work.
      3. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
   E. Architect/Engineer-Directed Construction Photographs: From time to time, Architect/Engineer will instruct photographer about number and frequency of photographs and general directions on vantage
points. Select actual vantage points and take photographs to show the status of construction and progress since last photographs were taken.

F. Final Completion Construction Photographs: Take the necessary amount of color photographs after date of Substantial Completion for submission as project record documents. Architect/Engineer will inform photographer of desired vantage points.

1. Do not include date stamp.

G. Additional Photographs: University through Architect/Engineer may request photographs in addition to periodic photographs specified. Additional photographs will be paid for by Change Order and are not included in the Contract Sum.

1. Three business days' notice will be given, where feasible.
2. In emergency situations, take additional photographs within 24 hours of request.
3. Circumstances that could require additional photographs include, but are not limited to, the following:

   a. Special events planned at Project site.
   b. Immediate follow-up when on-site events result in construction damage or losses.
   c. Photographs to be taken at fabrication locations away from Project site. These photographs are not subject to unit prices or unit-cost allowances.
   d. Substantial Completion of a major phase or component of the Work.
   e. Extra record photographs at time of final acceptance.
   f. University's request for special publicity photographs.

END OF SECTION 01 32 33
SECTION 01 33 00

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

B. Related Requirements:

1. Section 01 29 00 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 01 32 00 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
3. Section 01 78 23 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
4. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
5. Division 02 through 33 for additional submittal requirements specific to indicated Specification Sections.

1.3 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect/Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals." Submittals not specifically indicated as informational submittals are considered to be action submittals.

B. Informational Submittals: Written and graphic information and physical samples that do not require Architect/Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals" and include, but are not limited to:

1. Schedules.
2. Permits.
3. Applications for payment.
4. Performance and payment bonds.
5. Insurance certificates.
7. Schedule of Values.
8. Inspection and test results.
10. Coordination drawings.
13. Anschutz Medical Campus Street Services Request.

C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.


1.4 ACTION SUBMITTALS

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

1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
2. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
   a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
3. Format: Arrange the following information in a tabular format:
   a. Scheduled date for first submittal.
   b. Specification Section number and title.
   c. Submittal category: Action; informational.
   d. Name of subcontractor.
   e. Description of the Work covered.
   f. Scheduled date for resubmittal.
   g. Scheduled date for Architect/Engineer's final release or approval.
   h. Scheduled date of fabrication.
   i. Scheduled dates for purchasing.
   j. Scheduled dates for installation.
   k. Activity or event numbers.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Architect/Engineer's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect/Engineer for Contractor's use in preparing submittals.

1. Architect/Engineer will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings [and Project record drawings].
a. Architect/Engineer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
b. Digital Drawing Software Program: The Contract Drawings are available in <Insert name and version of digital drawing software program and operating system>.
c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to University and Architect/Engineer.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit for review with sufficient time to avoid construction delays.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

a. Architect/Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect/Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 14 calendar days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect/Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
3. Resubmittal Review: Allow 14 calendar days for review of each resubmittal.
4. Large and/or Complex Submittals: For large and/or complex submittals, as determined by the Architect/Engineer and for submittals that require sequential reviews by Architect/Engineer’s consultants, a review period greater than 14 calendar days may be required. Architect/Engineer and Contractor shall identify such submittals upon submission of the submittal schedule and determine a mutually agreed upon review period.

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

1. Indicate name of firm or entity that prepared each submittal on label or title block.
2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect/Engineer.
3. Include the following information for processing and recording action taken:

a. Project name.
b. Date.
c. Name of Architect/Engineer.
d. Name and address of Contractor.
e. Name and address of subcontractor.
f. Name and address of supplier.
g. Name of manufacturer.
h. Submittal number or other unique identifier, including revision identifier.
1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).

i. Number and title of appropriate Specification Section.

j. Drawing number and detail references, as appropriate.

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

l. Other necessary identification.

4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect/Engineer observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect/Engineer.

5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect/Engineer will return without review submittals received from sources other than Contractor.

a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:

1) Project name.

2) Date.

3) Destination (To:).

4) Source (From:).

5) Name and address of Architect/Engineer.

6) Name and address of Contractor.

7) Name of firm or entity that prepared submittal.

8) Names of subcontractor, manufacturer, and supplier.

9) Category and type of submittal.

10) Submittal purpose and description.

11) Specification Section number and title.

12) Specification paragraph number or drawing designation and generic name for each of multiple items.

13) Drawing number and detail references, as appropriate.

14) Indication of full or partial submittal.

15) Transmittal number.

16) Submittal and transmittal distribution record.

17) Remarks.

18) Contractor's certification that information complies with Contract Document requirements.

19) Signature of transmitter.

E. Options: Identify options requiring selection by Architect/Engineer.

F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect/Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.

G. Contractor Certification: On transmittal include Contractor's certification that information complies with Contract Document requirements.
H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
   1. Note date and content of previous submittal.
   2. Note date and content of revision in label or title block and clearly indicate extent of revision.
   3. Resubmit submittals until they are marked with approval notation from Architect/Engineer's action stamp.

I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect/Engineer's action stamp.

K. Record Documents: Retain complete additional copies of submittals on Project site to be submitted as record documents in accordance with requirements of Section 01 78 39 “Project Record Documents.”

L. Legibility: Provide clear and legible submittals. Submittals that are blurry or are for any reason unreadable will be returned without action.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
   1. Action Submittals: Submit three paper copies of each submittal to Architect/Engineer and one to University unless otherwise indicated. Architect/Engineer will return one copy.
   2. Informational Submittals: Submit two paper copies of each submittal to Architect/Engineer and one to University unless otherwise indicated. Architect/Engineer will not return copies.
   3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
   1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
   2. Mark each copy of each submittal to show which products and options are applicable.
   3. Include the following information, as applicable:
      a. Manufacturer's catalog cuts.
      b. Manufacturer's product specifications.
      c. Manufacturer's installation instructions.
      d. Manufacturer's printed recommendations.
      e. Standard color charts.
      f. Statement of compliance with specified referenced standards.
      g. Statement of compliance with specified trade association standards.
      h. Testing by recognized testing agency.
      i. Application of testing agency labels and seals.
      j. Notation of coordination requirements.
k. Notation of dimensions verified by field measurement.

4. For equipment, include the following in addition to the above, as applicable:
   a. Wiring diagrams showing factory-installed wiring.
   b. Printed performance curves.
   c. Operational range diagrams.
   d. Rough-in diagrams and templates indicating clearances required to other construction, if not indicated on accompanying Shop Drawings.

5. Submit Product Data before or concurrent with Samples.
7. Submit additional copies of Product Data as required complying with requirements of Section 01 78 39 “Project Record Documents.”

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Highlight, encircle or otherwise indicate deviations from Contract Documents. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect/Engineer's digital data drawing files is otherwise permitted. Standard information prepared without specific reference to the Project is not considered a shop drawing.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Identification of products.
   b. Schedules.
   c. Compliance with specified standards.
   d. Notation of coordination requirements.
   e. Notation of dimensions established by field measurement.
   f. Relationship and attachment to adjoining construction clearly indicated.
   g. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than size of Construction Drawings.

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

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Mount, display or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match the Architect/Engineer's Sample.
3. Identification: Attach label on unexposed side of Samples that includes the following:
   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of applicable Specification Section.
   e. Specification paragraph number and generic name of each item.
   f. Compliance with recognized standards.
   g. Availability and delivery time.
4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
   a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect/Engineer will return submittal with options selected.

5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
   a. Number of Samples: Submit three sets of Samples. Architect/Engineer will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
      1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as University's property, are the property of Contractor.

7. Distribution of Samples: Prepare and distribute additional sets to Subcontractors, manufacturers, fabricators, suppliers, Installers, and others as required for performance of the Work. Show distribution on transmittal forms.

8. Field Samples and Mock-Ups: Field Samples and mock-ups specified in individual Sections are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.

E. Selection of Related Materials: Where selections of colors, patterns, textures are specified to be made by Architect/Engineer, assemble complete samples of all specified or approved products for all Specification Sections and submit to Architect/Engineer. Review specifications and assemble all such samples for a combined single submittal. Indicate on the transmittal the latest date for selections to be made for each item to permit delivery of material in accordance with Progress Schedule. Architect/Engineer's action is limited solely to the specified selections or rejection of submittal items not in accordance with Specifications.

F. Coordination Drawing Submittals: Comply with requirements specified in Section 01 31 00 "Project Management and Coordination."

G. Contractor's Construction Schedule: Comply with requirements specified in Section 01 32 00 "Construction Progress Documentation."
H. Application for Payment and Schedule of Values: Comply with requirements specified in Section 01 29 00 "Payment Procedures."

I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 01 40 00 "Quality Requirements."

J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 01 77 00 "Closeout Procedures."

K. Maintenance Data: Comply with requirements specified in Section 01 78 23 "Operation and Maintenance Data."

L. LEED Submittals: For project required to obtain LEED certification, comply with requirements specified in Division 01 Section "Sustainable Design Requirements".

M. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

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

O. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

P. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

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

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

S. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

T. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

U. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:

1. Name of evaluation organization.
2. Date of evaluation.
3. Time period when report is in effect.
4. Product and manufacturers’ names.
5. Description of product.
6. Test procedures and results.
7. Limitations of use.

V. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

W. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

X. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

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

2.2 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect/Engineer.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect/Engineer. Submittals received without Contractor’s substantive review and approval stamp will be rejected and returned to the Contractor.

B. Project Closeout and Maintenance Material Submittals: See requirements in Section 01 77 00 “Closeout Procedures.”

C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor’s
approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT/ENGINEER'S ACTION

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

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

C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect/Engineer.

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

E. Submittals not required by the Contract Documents may be returned by the Architect/Engineer without action.

END OF SECTION 01 33 00
SECTION 01 35 44

SPECIAL PROCEDURES FOR ENVIRONMENTAL HEALTH AND SAFETY AND FIRE AND LIFE SAFETY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes special administrative and procedural requirements related to environmental health and safety.

B. University is Authority Having Jurisdiction (AHJ) for Fire and Life Safety. This responsibility is administered by the University’s Fire and Life Safety Officer.

C. Related Requirements:

1. Section 01 35 46 “Indoor Air Quality Procedures” for procedure related to maintaining indoor air quality during construction.

2. Section 02 81 00 “Transportation/Disposal of Hazardous Materials.”

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 ENVIRONMENTAL HEALTH AND SAFETY AND FIRE AND LIFE SAFETY PROCEDURES

A. Physical, Life, and Fire Safety:

1. All contractors are required to conform to the Federal Occupational Safety and Health Administration (OSHA) regulations for construction (29 CFR 1926). Certain General Industry Standards (29 CFR 1910) may also apply, depending on location of work.

2. Provide an effective health and safety program to control hazards, including but not limited to compressed gases, welding, electrical, safety netting, cranes, scaffolding and supplies on the roof.

3. Provide fire protection in all construction areas to the satisfaction of the Authority Having Jurisdiction.

4. During the construction phase, the Authority Having Jurisdiction may conduct oversight inspections to observe and provide recommendations regarding applicable safety standards. The following minimum items are included:

   a. Do not block exit corridors. Install signage clearly identifying exit routes.

   b. Provide physical barriers with appropriate warning signage to protect public areas from construction work.
c. Conduct daily inspections to eliminate fire hazards and any other safety hazards.
d. Periodic safety inspections will be performed on job sites by the Authority Having Jurisdiction. The Authority Having Jurisdiction for fire safety will present University’s Project Manager with a written summary of the findings who will then take these issues to the Contractor’s superintendent, foreman or other designated representative and return the summary form with documentation of the resolution of safety items to AHJ. Abate deficient items in a timely manner. Include documentation and resolution of safety items presented in weekly Progress Meeting minutes. Inspections by University AHJ are spot-checks only. They are not all encompassing. These inspections and recommendations do not relieve the Contractor from obligations related to safe work practices, as required under federal law.
e. AHJ has the right to access the site at all times. Should a potential threat to personnel or property be observed, AHJ may require the hazard related operation immediately altered until adequate safeguards are addressed.
f. Supply AHJ, through the University Project Manager, with a copy of Contractor’s weekly safety meeting minutes and safety inspection reports.
g. Provide signs used for proper identification of construction areas.
h. Provide adequate number of appropriately rated fire extinguishers to be available on-site for emergency use in the construction area.
i. Insure standpipes, pull stations, electrical panels, water control valves and fire hydrants are accessible at all times.
j. Post emergency notification phone numbers provided by Contractor and University in all construction areas.
k. Notify University Project Manager of any lost time injuries occurring on University’s property within one (1) calendar day and of any fatalities immediately.
l. Submit copies of all injury reports to AHJ, through University’s Project Manager.
m. Equip construction personnel with personal protective equipment (PPE) where required. Coordinate with University Project Manager to identify where use of PPE will be required.

B. OSHA Hazard Communication Standard:

1. Every Contractor and Subcontractor performing work shall comply with the OSHA Hazard Communication Standard. Compliance includes joint University and Contractor responsibilities for the purpose of providing timely communications and information sharing with regard to hazardous materials, chemicals and chemical sources which may be present on-site or brought in by Contractor.
2. University Project Manager will provide Contractor with the following:
   a. Information regarding known hazardous chemicals and agents or other hazards present at the job site.
   b. University emergency procedures and contact numbers.
3. Provide safety training and environmental surveillance of all workers.
4. Inform and provide University’s Project Manager the following:
   a. Material safety data sheets (MSDS) for all chemicals introduced into the workplace.
   b. Information regarding potential sources of pollutants which may be entrained in University's air intakes, e.g., roofing tar fumes, nuisance dusts, exhaust from internal combustion engines, welding or cutting fumes, and asbestos - if damaged or encountered during the course of the work.

C. Asbestos and Lead Paint:

1. The presence of asbestos-containing materials and/or paint containing lead on the job site does not mean a problem exists. Areas where asbestos is friable and not contained or lead paint is present or will be caused to be present in airborne or settled dust are of concern.
2. Responsibilities of University and Contractor regarding asbestos and lead paint are as follows:
   
a. University:
   
   1) Notify the Contractor of the condition and location(s) where asbestos is known to be present or may reasonably be encountered, e.g., asbestos insulation, ceiling tiles, floor tiles, fire doors, wall and ceiling plasters, concrete, grouting, etc., and lead paint on metal building materials, walls, windows, etc.
   
   2) Coordinate with Contractor when response action is required by a Subcontractor.
   
   3) Contract with third party contractor to monitor areas where friable asbestos and/or lead-containing particles are present during construction/renovation projects for its own records and purpose. Monitoring results can be shared with Contractors but are in no way to be used for Contractor employee monitoring.
   
   4) Final authority on all asbestos-related concerns and contractual arrangements.
   
   b. Contractor:
   
   1) Notify University's Project Manager of any suspected or existing problem involving asbestos or lead and cease work in that area until University has assessed the situation.
   
   2) Ensure that undamaged asbestos-containing material and/or material containing lead, not included in the scope of the project, are not damaged.
   
   3) Train and monitor their own employees, including Asbestos Awareness training and Lead Paint Awareness training, where applicable.
   
   4) Be responsible for all environmental/industrial hygiene surveillance of its work staff and subcontractors and for required area monitoring where potential contamination of adjacent areas exists.
   
   5) Prevent problems which can result in asbestos or lead exposure to building occupants.
   
   6) Coordinate with the University’s EHS Department and Building Maintenance and Operations through University’s Project Manager and perform all activities that may potentially disturb asbestos containing materials in a manner acceptable to the EHS.
   
   7) Follow State of Colorado regulation, Emission Standards for Asbestos, Part B, Control of Asbestos, “Regulation 8” and OSHA standards regulating exposure to asbestos and lead.
   
   8) Where applicable, comply with Section 02 81 00 “Transportation/Disposal of Hazardous Materials.”
   
   
D. Carcinogens:
   
   1. Contractor or any Subcontractor shall not knowingly install or cause to be installed any material or product containing carcinogens. Refer to Annual Report on Carcinogens, U.S. Department of Health and Human Services, National toxicology Program.
   
E. Hazardous Waste:
   
   1. All hazardous wastes are to be handled and disposed of according to current EPA and CDPHE guidelines which can be obtained through University Project Manager. Only individuals specifically authorized by University may sign hazardous waste manifests for wastes generated on University’s property. Only University approved transporters and disposal facilities are to be used for transportation and disposal of hazardous wastes.
F. The Control of Hazardous Energy (Lockout/Tagout):
   1. Provide and enforce a program and procedures for the control of hazardous energy (lockout/tagout) including, but not limited to, locks, tags and lockout devices. Provide proof that workers have received safety training in the control of hazardous energy through lockout/tagout.

G. Hot Work Operations:
   1. Comply with University hot work policy and obtain Hot Work Permit prior to executing any hot work in existing buildings.
   2. Notify University Project Manager prior to any hot work on University property.
   3. Provide and enforce a program to control fires during hot work operations. Provide appropriately rated fire extinguishers, fire retardant protective covers (when needed), and any other hot work related equipment.

H. Confined Space Entry:
   1. Work in compliance with the “Confined Spaced Entry Procedure for Non-University Personnel” whenever any project requires entry into a confined space. A copy of this procedure can be obtained from University EHS through University’s Project Manager.

I. Green Tagging of Work Area:
   1. Obtain a Green Tag and Construction Permit from the University Project Manager prior to any work being conducted in a laboratory or on any exhaust ductwork system serving a laboratory. If a Green Tag has been issued, it will be displayed at the entry of the laboratory area. The Green Tag assures that any radioactive, chemical or biological materials have been removed from the laboratory verifying the area is free from hazards to workers. If a Green Tag is not displayed, coordinate tagging with EHS through University’s Project Manager.

END OF SECTION 01 35 44
SECTION 01 35 46

INDOOR AIR QUALITY PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for managing emissions and moisture control during construction.

1.3 DEFINITIONS

A. Sustainable Design Related Terminology: As defined in ASTM E 2114.

B. Adequate Ventilation: Ventilation, including air circulation and air changes, required to cure materials, dissipate humidity, and prevent accumulation of particulates, dust, fumes, vapors, or gases.

C. Hazardous Materials: Any material that is regulated as a hazardous material in accordance with 49 CFR 173, requires a Material Safety Data Sheet (MSDS) in accordance with 29 CFR 1910.1200, or which during end use, treatment, handling, storage, transportation or disposal meets or has components which meet or have the potential to meet the definition of a Hazardous Waste in accordance with 40 CFR 261. Throughout this specification, hazardous material includes hazardous chemicals.

1. Hazardous materials include: pesticides, biocides, and carcinogens as listed by recognized authorities, such as the Environmental Protection Agency (EPA) and the International Agency for Research on Cancer (IARC).

D. Indoor Air Quality (IAQ): The composition and characteristics of the air in an enclosed space that affect the occupants of that space. The indoor air quality of a space refers to the relative quality of air in a building with respect to contaminants and hazards and is determined by the level of indoor air pollution and other characteristics of the air, including those that impact thermal comfort such as air temperature, relative humidity and air speed.

E. Interior Final Finishes: Materials and products that will be exposed at interior, occupied spaces including but not limited to flooring, wallcovering, finish carpentry, and ceilings.

F. Packaged Dry Products: Materials and products that are installed in dry form and are delivered to the site in manufacturer's packaging including but not limited to carpets, resilient flooring, ceiling tiles, and insulation.

G. Wet Products: Materials and products installed in wet form, including paints, sealants, adhesives, special coatings, and other materials which require curing.
1.4 QUALITY ASSURANCE

A. Inspection and Testing Lab Qualifications: Minimum of 5 years experience in performing the types of testing specified herein.

1.5 PRECONSTRUCTION MEETING

A. After award of Contract and prior to the commencement of the Work, schedule and conduct meeting with University and Architect/Engineer to review and discuss the proposed IAQ Management Plan and develop a mutual understanding of detailed requirements for maintaining indoor air quality and environmental protection.

1.6 SUBMITTALS

A. Indoor Air Quality (IAQ) Management Plan: Not less than 10 business days before the Pre-construction meeting, prepare and submit an IAQ Management Plan including, but not limited to, the following:

1. Procedures for control of emissions during construction.
   a. Identify schedule for application of interior finishes.

2. Procedures for moisture control during construction.
   a. Identify porous materials and absorptive materials.
   b. Identify schedule for inspection of stored and installed absorptive materials.

3. Revise and resubmit Plan as required by University.
   a. Approval of Contractor’s Plan will not relieve the Contractor of responsibility for compliance with applicable environmental regulations.

B. Product Data:

1. Submit product data for filtration media used during construction and during operation. Include Minimum Efficiency Reporting Value (MERV).
2. Submit air pressure difference maps for each mode of operation of HVAC.
3. Material Safety Data Sheets: Submit MSDSs for inclusion in Operation and Maintenance Manual for the following products. Coordinate with Section 01 78 23 – Operation and Maintenance Data.
   a. Adhesives.
   b. Floor and wall patching/leveling materials.
   c. Caulking and sealants.
   d. Insulating materials.
   e. Fireproofing and firestopping.
   f. Carpet.
   g. Paint.
   h. Clear finish for wood surfaces.
   i. Lubricants.
   j. Cleaning products.

C. Inspection and Test Reports:

1. Moisture control inspections.
2. Moisture content testing.
3. Moisture penetration testing.
4. Microbial growth testing.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 IAQ MANAGEMENT - EMISSIONS CONTROL

A. Provide point person responsible for the implementation and assurance that the Indoor Air Quality Plan is being implemented.

B. University Indoor Air Quality Plan: Comply with the requirements of the University IAQ Plan, latest version, appended to this Specification Section.

C. Flush-Out: After construction ends, prior to occupancy and with all interior finishes installed, perform a building flush-out by supplying a total air volume of 14,000 cu.ft. of outdoor air per sq.ft. of floor area while maintaining an internal temperature of at least 60 degrees F and relative humidity no higher than 60%.

3.2 IAQ MANAGEMENT - MOISTURE CONTROL

A. Housekeeping:

1. Keep materials dry. Protect stored on-site and installed absorptive materials from moisture damage.
2. Verify that installed materials and products are dry prior to sealing and weatherproofing the building envelope.
3. Install interior absorptive materials only after building envelope is sealed and weatherproofed.

B. Inspections: Document and report results of inspections; state whether or not inspections indicate satisfactory conditions.

1. Examine materials for dampness as they arrive. If acceptable to University, dry damp materials completely prior to installation; otherwise, reject materials that arrive damp.
2. Examine materials for mold as they arrive and reject materials that arrive contaminated with mold.
3. Inspect stored and installed absorptive materials regularly for dampness and mold growth. Inspect weekly.

   a. Where stored on-site or installed absorptive materials become wet, notify Architect/Engineer and University. Inspect for damage. If acceptable to University, dry completely prior to closing in assemblies; otherwise, remove and replace with new materials.

4. Basement: Monitor basement and crawlspace humidity, and dehumidify when relative humidity is greater than 85 percent for more than 2 weeks or at the first sign of mold growth.

5. Site drainage: Verify that final grades of site work and landscaping drain surface water and ground water away from the building.

6. Weather-proofing: Inspect moisture control materials as they are being installed. Include the following:
a. Air and weather-resistive barrier: Verify air and weather-resistive barrier is installed without punctures and/or other damage. Verify air barrier and weather-resistive is sealed completely.

b. Flashing: Verify correct shingling of the flashing for roof, walls, windows, doors, and other penetrations.

c. Insulation layer: Verify insulation is installed without voids.

d. Roofing: In accordance with ASTM D7186 Standard Practice for Quality Assurance Observation of Roof Construction and Repair

7. Plumbing: Verify satisfactory pressure test of pipes and drains is performed before closing in and insulating lines.

8. HVAC: Inspect HVAC system as specified in Section 23 08 00 – Commissioning.

   a. And, inspect HVAC to verify:

   1) Condensate pans are sloped and plumbed correctly.
   2) Access panels are installed to allow for inspection and cleaning of coils and ductwork downstream of coils.
   3) Ductwork and return plenums are air sealed.
   4) Duct insulation is installed and sealed.
   5) Chilled water line and refrigerant line insulation are installed and sealed.

C. Schedule:

   1. Schedule work such that absorptive materials, including but not limited to porous insulations, paper-faced gypsum board, ceiling tile, and finish flooring, are not installed until they can be protected from rain and construction-related water.
   2. Weather-proof as quickly as possible. Schedule installation of moisture-control materials, including but not limited to air and weather-resistive barriers, flashing, exterior sealants and roofing, at the earliest possible time.

D. Testing for Moisture Content: Test moisture content of porous materials and absorptive materials to ensure that they are dry before sealing them into an assembly. Document and report results of testing. Where tests are not satisfactory, dry materials and retest. If satisfactory results cannot be obtained with retest, remove and replace with new materials.

   1. Concrete: Moisture test prior to finish flooring application as specified in Division 09.
   2. Wood: Moisture test as per ASTM D4444 - Standard Test Methods for Use and Calibration of Hand-Held Moisture Meters; unless otherwise indicated acceptable upper limits for wood products are < 20% at center of piece; < 15% at surface.
   3. Gypsum Board, Gypsum Plaster, Insulation, and other absorptive materials: Moisture test with a Pinless Moisture Meter to assess patterns of moisture, if any.

E. Testing for Moisture Penetration:

   1. Windows: Test as per ASTM E1105 Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls by Uniform or Cyclic Static Air Pressure Difference at 100 percent static-air-pressure difference specified in applicable Division 08 Sections; unless otherwise indicated, acceptable upper limits are no leakage for 15 minutes.

   a. Number of Tests: 1 percent of openings but not less than two.
2. Horizontal Waterproofing (not roofing): Test as per ASTM D5957 Standard Guide for Flood Testing Horizontal Waterproofing Installations; acceptable upper limits are no leakage for 15 minutes.
   a. Test frequency: 100 percent of horizontal waterproofed surfaces.

3. Masonry: Test as per ASTM C1601 Standard Test Method for Field Determination of Water Penetration of Masonry Wall Surfaces; acceptable upper limits are no leakage for 15 minutes.

4. Exterior Walls:
   a. Air tightness of the enclosure test: ASTM E779 Standard Test Method for Determining Air Leakage Rate by Fan Pressurization or ASTM E1827
      1) Air Leakage: The mean value of the air leakage flow rate calculated from measured data at 0.3 in wg (75 Pa) must not exceed 0.25 cu ft/ minute per square foot of envelope area. Measurements must be referenced at standard conditions of 14.696 psi (101.325 KPa) and 68 deg F.

F. Testing for Support of Microbial Growth: Test and report in accordance with ASTM D6329 Standard Guide for Developing Methodology for Evaluating the Ability of Indoor Materials to Support Microbial Growth Using Static Environmental Chambers. Indicate susceptibility of product or material to colonization and amplification of microorganisms. Identify microorganisms and conditions of testing.

1. Normal conditions: Perform testing at 35 degrees Centigrade and 50 percent relative humidity.
2. Extreme conditions: Perform worst case scenarios screening tests by providing an atmosphere where environmental conditions may be favorable for microbial growth.
3. Perform testing for the following:
   a. Fireproofing material on appropriate substrate.
   b. Ceiling tile.
   c. Wall covering.
   d. Other appropriate material.

END OF SECTION 01 35 46
This plan describes the measures to be taken to provide good indoor air quality (IAQ) during construction and after construction is complete and the occupants have moved into the building. This plan is based on the SMACNA standard “IAQ Guidelines for Occupied Buildings under Construction” and the requirements of the LEED.

It is not the intent of this document to replace or supersede OSHA regulations as to safe construction workplace practices. It remains the responsibility of the Construction Manager and the individual sub-contractors to maintain safe building and site operations. Addition precautions may be necessary when hazardous materials are present.

The plan will address construction IAQ by recommending procedures in five areas of concern, which in turn will allow the building to achieve two LEED program points:

- HVAC system protection
- Containment source control
- Pathway interruption
- Housekeeping
- Scheduling

The following describes the specific measures to be performed in each area of concern:

1. HVAC Protection
   - During construction, provide MERV 13 filters for supply air intake when in use. Provide MERV 8 filters at the return air system openings when in use. Perform frequent maintenance when the HVAC system is being utilized and replace filters as they become loaded, prior to building flushout, and prior to occupancy.
   - When performing construction activities that produce dust, such as drywall sanding, concrete cutting, masonry work, wood sawing or adding insulation, seal off the supply diffusers and return air system openings completely for the duration of the task.
   - Shut down and seal off the supply diffusers and return air ducts during any demolition operations.
   - Whenever the HVAC system is not used during construction, seal off the supply diffusers and return air system openings to prevent the accumulation of dust and debris in the duct system.
   - Do not use the mechanical rooms to store construction or waste materials. Keep rooms clean and neat.
   - Provide periodic duct inspections during construction; if the ducts become contaminated due to inadequate protection, clean the ducts professionally in accordance with NADCA (National Air Duct Cleaning Association) standards.
   - The General Contractor shall take photographs showing measures in place.

2. Source Control
   - Use low VOC products as indicated by the specifications to reduce potential problems.
   - Restrict traffic volume and prohibit idling of motor vehicles where emissions could be drawn into the building.
Utilize electric or natural gas alternatives for gasoline and diesel equipment where possible and practical. Use low-sulfur diesel in lieu of regular diesel.

Cycle equipment off when not being used or needed.

Exhaust pollution sources to the outside with portable fan systems. Prevent exhaust from recirculating back into the building from construction equipment outside the building.

Keep containers of wet products closed as much as possible. Cover or seal containers of waste materials that can release odor or dust.

Protect stored on-site or installed absorptive building materials from weather and moisture; wrap with plastic and seal tight to prevent moisture absorption.

The General Contractor shall take photographs showing measures in place.

3. Pathway Interruption

- Provide dust curtains or temporary enclosures to prevent dust from migrating to other areas when applicable.
- Locate pollutant sources as far away as possible from supply ducts and areas occupied by workers when feasible. Supply and exhaust systems may have to be shut down or isolated during such activity.
- During construction, isolate areas of work to prevent contamination of clean or occupied areas. Pressure differentials may be utilized to prevent contaminated air from entering clean areas.
- Depending on weather, ventilation using 100% outside air will be used to exhaust contaminated air directly to the outside during installation of VOC emitting materials.

4. Housekeeping

- Provide regular cleaning concentrating on HVAC equipment and building spaces to remove contaminants from the building prior to occupancy.
- All coils, air filters, fans and ductwork shall remain clean during installation and, if required, will be cleaned prior to performing the testing, adjusting and balancing of the systems.
- Suppress and minimize dust with wetting agents or sweeping compounds. Utilize efficient and effective dust collecting methods such as a damp cloth, wet mop, or vacuum with particulate filters, or wet scrubber.
- Remove accumulations of water inside the building. Protect porous materials such as insulation and ceiling tile from exposure to moisture.
- Thoroughly clean all interior surfaces prior to replacing filters and running HVAC system for system balancing, commissioning and building flushout.
- Provide photographs of the above activities during construction to document compliance.

5. Scheduling and Construction Activity Sequence

- Schedule high pollution activities that utilize high VOC level products (including paints, sealers, insulation, adhesives, caulking and cleaners) to take place prior to installing highly absorbent materials (such as ceiling tiles, gypsum wall board, fabric furnishing, carpet and insulation, for example). These materials will act as ‘sinks’ for VOCs, odors and other contaminants, and release them later after occupancy.

PLANNING AND INSPECTION CHECKLISTS

The planning and inspection checklists included in this document are useful to ensure construction IAQ management is planned and implemented correctly. The planning checklist should be completed by the contractor prior to construction. The inspection checklists should be completed monthly to confirm the IAQ management plan is being followed. At the time of inspection, photographs should be taken to support the checklist and to provide audit documentation for the USGBC.
Planning Checklist
(Must be completed weekly)

Project _________________________________________________________________
Completed by: _________________________________________________________________
(Name & Company)
Date: ________________________________

1. HVAC Protection
   - MERV 13 filters at supply air intake
   - MERV 8 filters at return air openings
   - Seal supply diffusers and return air during demolition
   - Seal supply diffusers and return air openings during construction
   - Mechanical rooms clean and neat
   - Periodic duct inspections during construction
   - General Contractor to document with photographs

2. Source Control
   - Low/no VOC products as indicated by specifications
   - Restrict vehicle traffic volume and prohibit idling
   - Utilize electric or natural gas alternatives for gasoline and diesel
   - Cycle equipment off when not being used or needed
   - Exhaust pollution sources to the outside
   - Keep containers of wet products closed
   - Cover or seal containers of waste materials
   - Protect absorptive building materials from weather and moisture
   - Prevent fume migration from construction vehicles and equipment into adjacent buildings
   - General Contractor to document with photographs

3. Pathway Interruption
   - Provide dust curtains or temporary enclosures
   - Locate pollutant sources as far away as possible from supply dusts and areas occupied by workers
   - General Contractor to document with photographs
   - Isolate areas of work to prevent contamination of clean or occupied areas
   - When using VOC emitting materials ventilate using 100% outside air
4. **Housekeeping**

- Provide regular cleaning, including HVAC equipment
- If necessary clean HVAC equipment prior to testing, adjusting and balancing the systems
- Suppress and minimize dust with wetting agents or sweeping compounds
- Remove accumulations of water inside the building
- Protect porous materials
- General Contractor to document with photographs

5. **Scheduling and Construction Activity Sequence**

- Schedule high pollution activities prior to installing absorbent materials
- General Contractor to document with photographs

I confirm the checked activities to be proceeding according to the Construction Indoor Air Quality Plan. Items that are not checked will be addressed, initialed and dated once corrective actions have been taken. Items that are not applicable are labeled as such.

Signed: ___________________________________________  Date: __________________

(Contractor)
**University of Colorado Denver IAQ**  
**June 19, 2018**

**Inspection Checklist**  
(Must be completed weekly)

| Project _________________________________________________________________ |
| Completed by: _________________________________________________________________ |
| Date: ________________________________ |

**1. HVAC Protection**
- ☐ MERV 13 filters at supply air intake
- ☐ MERV 8 filters at return air openings
- ☐ Seal supply diffusers and return air during demolition
- ☐ Seal supply diffusers and return air openings during construction
- ☐ Mechanical rooms clean and neat
- ☐ Periodic duct inspections during construction
- ☐ General Contractor to document with photographs

**2. Source Control**
- ☐ Low/no VOC products as indicated by specifications
- ☐ Restrict vehicle traffic volume and prohibit idling
- ☐ Utilize electric or natural gas alternatives for gasoline and diesel
- ☐ Cycle equipment off when not being used or needed
- ☐ Exhaust pollution sources to the outside
- ☐ Keep containers of wet products closed
- ☐ Cover or seal containers of waste materials
- ☐ Protect absorptive building materials from weather and moisture
- ☐ General Contractor to document with photographs

**3. Pathway Interruption**
- ☐ Provide dust curtains or temporary enclosures
- ☐ Locate pollutant sources as far away as possible from supply ducts and areas occupied by workers
- ☐ General Contractor to document with photographs
- ☐ Isolate areas of work to prevent contamination of clean or occupied areas
- ☐ When using VOC emitting materials ventilate using 100% outside air
- ☐ General Contractor to document with photographs

**4. Housekeeping**
Provide regular cleaning, including HVAC equipment
If necessary clean HVAC equipment prior to testing, adjusting and balancing the systems
Suppress and minimize dust with wetting agents or sweeping compounds
Remove accumulations of water inside the building
Protect porous materials
General Contractor to document with photographs

5. Scheduling and Construction Activity Sequence
Schedule high pollution activities prior to installing absorbent materials
General Contractor to document with photographs

I confirm the checked activities to be proceeding according to the Construction Indoor Air Quality Plan. Items that are not checked will be addressed, initialed and dated once corrective actions have been taken. Items that are not applicable are labeled as such.

Signed: ___________________________ Date: ______________
(Contractor)
SECTION 01 35 96

SPECIAL PROCEDURES FOR PROPERTY PROTECTION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Procedures for establishing existing conditions and monitoring procedures for protection of adjacent or nearby structures and improvements including, but not limited to, sidewalks, landscaping, parking facilities, roadways, or driveways, whether on or off the University's property arising from construction traffic and demolition of existing conditions and adjacent areas related to renovation work.

1.2 UNIVERSITY'S SURVEY

A. University has obtained visual inspections of adjacent and nearby buildings together with photographic records showing details and conditions. This survey was made on <Insert Date> and the photographs are dated and certified by the photographer as of that date. One set of these data is available for Contractor's use and records.

1.3 SUBMITTALS

A. Submit photographs and survey data from same points as original, certified and dated by photographer and taken upon completion of renovation work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 MONITORING

A. Establish accurate levels and positions of all elements relative to other fixed points to permit accurate monitoring of potential changes.

B. At all times during construction activities which are likely to affect adjacent properties, improvements or building, monitor conditions carefully including horizontal or vertical movements, changes in existing cracks, joints or defects or development of new cracks and other evidence of changing conditions. Report immediately to University’s Project Manager and Architect/Engineer any changes to existing conditions and stop work where such appear to be significant or potentially dangerous to persons or property.

3.2 REMEDIES

A. Conduct construction operations and specifically demolition of existing conditions in a manner that will avoid damage to adjacent buildings, structures, properties or improvements. Promptly remedy any such damage whether to University's or other property and hold the University harmless from such damage.

3.3 POST-CONSTRUCTION SURVEY
A. Within 30 calendar days of completion of those construction activities that would potentially damage adjacent or nearby properties, re-survey all items of University's original survey and Contractor's supplemental information, including monitoring control points. Perform this work using a licensed surveyor and independent photographer. Identify specifically each changed condition, its magnitude and probable cause.

END OF SECTION 01 35 96
SECTION 01 40 00
QUALITY REQUIREMENTS

PART 1 - GENERAL

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

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

B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.

1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.

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

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

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

C. Related Requirements:
1. Section 01 42 00 "Reference" for list of references, standards and definitions.
2. Section 01 91 13 “General Commissioning” for coordination of testing with commissioning activities.
3. Division 23 for testing, adjusting and balancing of mechanical systems.
4. Division 26 for testing of electrical systems.

1.3 DEFINITIONS
A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect/Engineer.

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

1. As indicated in individual Specifications Sections or on the Drawings, the Work may include the
following types of mockups:

   a. Laboratory Mockups: Full-size physical assemblies constructed at testing facility to verify
      performance characteristics.
   b. Integrated Exterior Mockups: Mockups of the exterior envelope erected separately from
      the building but on Project site, consisting of multiple products, assemblies, and
      subassemblies.
   c. Room Mockups: Mockups of typical interior spaces complete with wall, floor, and ceiling
      finishes, doors, windows, millwork, casework, specialties, furnishings and equipment, and
      lighting.

D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and
   materials are incorporated into the Work, to verify performance or compliance with specified criteria.

E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency
   qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product
   performance and compliance with specified requirements.

F. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill,
   factory, or shop.

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

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

I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee,
   Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including
   installation, erection, application, and similar operations.

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

J. Experienced: When used with an entity or individual, "experienced" means having successfully
   completed a minimum of five previous projects similar in nature, size, and extent to this Project; being
   familiar with special requirements indicated; and having complied with requirements of authorities
   having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

A. Referenced Standards: If compliance with two or more standards is specified and the standards establish
different or conflicting requirements for minimum quantities or quality levels, comply with the most
stringent requirement. Refer conflicting requirements that are different, but apparently equal, to
Architect/Engineer for a decision before proceeding.
B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect/Engineer for a decision before proceeding.

1.5 INFORMATIONAL SUBMITTALS

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

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

B. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:

1. Specification Section number and title.
2. Entity responsible for performing tests and inspections.
3. Description of test and inspection.
4. Identification of applicable standards.
5. Identification of test and inspection methods.
6. Number of tests and inspections required.
7. Time schedule or time span for tests and inspections.
8. Requirements for obtaining samples.
9. Unique characteristics of each quality-control service.

1.6 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:

1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making tests and inspections.
6. Description of the Work and test and inspection method.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and reinspecting.
B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:

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

C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

D. Permits, Licenses, and Certificates: For University's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.7 QUALITY ASSURANCE

A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

1. Monitor quality control over products, services, site conditions, and workmanship to produce work of specified quality.
2. Comply fully with manufacturers' instructions, including each step in sequence.
3. If manufacturers' instructions conflict with Contract Document requirements, request clarification from Architect/Engineer before proceeding.
4. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
5. Perform work by persons qualified to produce workmanship of specified quality.

B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
D. Subcontractor and Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance. In addition, comply with the following:

1. For all trades: Proof of applicable licensing.
2. Electrical contractors:

3. Plumbing Contractors:
   c. Gas piping installations: State of Colorado master plumber with minimum 5 years institutional or heavy commercial gas piping experience. Provide an on-site supervisor with a minimum of 3 years of supervisory experience.

E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.

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

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

G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329 or ASTM D 3740 as appropriate; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
4. Authorized to operate in the State of Colorado.
5. Calibrate testing equipment at reasonable intervals with devices of accuracy traceable to National Bureau of Standards or of accepted values of natural physical constants.

H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.

J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following:
QUALITY REQUIREMENTS

1. Contractor responsibilities include the following:
   a. Provide test specimens representative of proposed products and construction.
   b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
   c. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
   d. When required, build site-assembled test assemblies and mockups using installers who will perform same tasks for Project.
   e. When required, build laboratory mockups at testing facility using personnel, products, and methods of construction indicated for the completed Work.
   f. When testing is complete, remove test specimens, assemblies, mockups, and laboratory mockups, as applicable; do not reuse products on Project.

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

1.8 QUALITY CONTROL

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

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

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

1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
   a. Contractor shall not employ same entity engaged by University, unless agreed to in writing by University.
3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 01 33 00 "Submittal Procedures."

D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.

E. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.

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

G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
   1. Access to the Work.
   2. Incidental labor and facilities necessary to facilitate tests and inspections.
   3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
   4. Facilities for storage and field curing of test samples including, but not limited to, safe storage and proper curing of concrete test cylinders at Project site for first 24 hours after casting as required by ASTM C 31.
   5. Delivery of samples to testing agencies.
   6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
   7. Security and protection for samples and for testing and inspecting equipment at Project site.

H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
   1. Schedule times for tests, inspections, obtaining samples, and similar activities.

I. Manufactured Items and Equipment: Where manufactured products or equipment are required to have representative samples tested, do not use such materials or equipment until tests have been made and the materials or equipment found to be acceptable. Do not incorporate in the work any product which becomes unfit for use after acceptance.
J. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Coordinate and submit concurrently with Contractor's construction schedule. Update as the Work progresses.

1. Distribution: Distribute schedule to University, Architect/Engineer, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.9 SPECIAL TESTS AND INSPECTIONS

A. Special Tests and Inspections: University will engage a qualified testing agency or special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of University, and as follows:

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

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections including instructions received from University. Include the following:

1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect/Engineer.
4. Identification of testing agency or special inspector conducting test or inspection.
5. Disposition: Pass, fail, nature of defects, if any.
6. Date and descriptions of remedial or correction action taken.

B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect/Engineer's reference during normal working hours.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 73 00 "Execution."

B. Protect construction exposed by or for quality-control service activities.

C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

3.3 SCHEDULE OF INSPECTIONS AND TESTS BY UNIVERSITY

A. University will engage testing agency and pay for testing and inspection associated with the following materials and systems, where included in the Project:
   1. Electrical resistance of static-control resilient flooring.
   2. Fan vibration.

END OF SECTION 01 40 00
PART 1 - GENERAL

1. RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Building Department Authority.
2. Applicable Codes and Standards.

1.3 BUILDING DEPARTMENT AUTHORITY

A. The University of Colorado Denver is charged with the responsibility of ensuring that provision of applicable codes, standards and guidelines are met on its campuses.

B. The University Denver campus has an established Building Authority responsible to review and examine buildings and plan documents, to permit and inspect construction and/or demolition to ensure conformance to codes adopted by the University and issue certificates of temporary occupancy and occupancy if satisfactory conformance is demonstrated.

C. The authority is executed by the Campus Building Official (CBO) who has the responsibility to perform all the duties set forth in the Current Approved State Buildings Codes and other applicable codes and standards indicated in the “Applicable Codes and Standards” Article of this Section.

D. Permits: Obtain a separate permit for each Project from the Office of the CBO prior to erecting, constructing, enlarging, repairing, moving, removing, converting or demolishing any building or portion thereof. Coordinate and obtain all permits through the University Project Manager. The Contractor is not responsible for costs associated with construction permits.

1. Exempt work: A building permit is not required for the following:

a. Fences less than or equal to 6 feet tall.
b. Movable casework, counters and partitions not over 5 feet 9 inches tall with no electrical or plumbing.
c. Platforms, walks, and driveways not more than 30 inches above grade and not over any basement or story below.
d. Painting, papering and similar finish work.
e. Other work of limited scope at the discretion of the CBO.

E. Permit Issuance: The CBO, or at the discretion of the CBO a third party code consultant, will review application, Drawings, Specifications, computations and other data filed for permit. Complete the permit application with the University Project Manager. Permits require submittal of two (2) stamped, signed
sets of Construction Documents, including Drawings, Specifications and all Addenda, and one (1) set of each engineering discipline’s calculations, where such calculations are required. If CBO determines that submittal conforms to the requirements of the Building Code and other applicable codes, standards, laws, regulations and ordinances, an inspection record card will be issued with the building permit. Keep one stamped set of documents on site. The University will keep one stamped set in the Campus Support plan room.

F. Suspension or Revocation of Permit: CBO may, in writing, suspend or revoke a permit issued in error or on the basis of submitted information that is incorrect or that is in violation of the Building Code and other applicable codes and standards.

G. Posting of Permit: Post the Permit in a visible and protected location near the access to the project.

H. Inspection Record Card: Post the Inspection Record Card next to the permit in a visible and protected location near the access to the project. CBO will make required entries based on inspection of the work.

I. Inspection Requests:
   1. Notify CBO that work is ready for inspection two business days before such inspection is desired by telephoning the number posted on the permit. The CBO retains the right to require requests in writing.
   2. A re-inspection fee may be charged for prior rejected items.

J. Construction Inspections:
   1. Contractor is not responsible for costs associated with construction inspections, except re-inspections. The CBO or his/her designee will perform all general building, electrical and plumbing inspections. All construction or work for which a permit is required must remain accessible and exposed for inspection purposes. Provide access to and means for inspection of work.
   2. Site Utilities: Contact and comply with all requirements of City of Aurora.
   3. Plumbing and Electrical Inspections: For new buildings and major additions, contact and comply with all requirements of State of Colorado Plumbing and Electrical Boards.
   4. Provisions for structural and other special inspections required by Contract Documents, current approved State Building Codes and University Codes will be provided by the University.

K. Certification of Occupancy:
   1. When CBO inspects the project and finds no violations of any provision of the Building Code, other applicable codes, standards, laws, regulations and ordinances, CBO will issue a Certification of Occupancy (CO) which will contain the following:
      a. Building permit number.
      b. Address of building.
      c. Name and address of Owner.
      d. Description of building or portion thereof for which certification is issued.
      e. Statement that described building or portion thereof has been inspected for compliance with the requirements of the Building Code, other applicable codes, standards, laws, regulations and ordinances, as relates to type of occupancy and use for which the building is intended.
2. Temporary Certificate of Occupancy (TCO): If CBO finds no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, CBO may issue a TCO for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.

3. Posting of CO: Provide a copy to the University Project Manager and post in a conspicuous location on the premises. CO may not be removed except by CBO upon initial occupancy.

4. Revocation of CO:

1.4 MS4 STORM WATER AND WATER QUALITY PERMITS

A. The University has a non-standard MS4 permit for entire Anschutz Medical Campus (AMC) that requires University oversight of campus construction and its water quality impact. Contractors are required to prepare Storm Water Quality Plans and obtain State of Colorado CDPHE permits for all projects that impact site. In addition, Contractors shall comply with the University MS4 permit requirements, including keeping written record of weekly inspections of Storm Water Quality measures and attaching record to the weekly Progress Meeting minutes. Submit the plan, permits, and evidence of final closeout to University Project Manager who will copy all such storm water documents to University Engineering Department. Coordinate with University Project Manager who will arrange for University Grounds Manager to attend monthly inspections and closeout walk.

1.5 APPLICABLE CODES AND STANDARDS

A. The following approved building codes and standards have been adopted by State Buildings Programs (SBP) as the minimum requirements to be applied to all state-owned buildings and physical facilities including capital construction and controlled maintenance construction projects. Current applicable codes can be obtained from The Office of the State Architect’s website.

B. University of Colorado Denver Codes and Standards: The following codes and standards supplement those indicated on the Office of the State Architect website.

   a. [link](http://ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/Pages/GuidelinesStandards.aspx)
   a. Use the most restrictive interpretation where NFPA 101 conflicts with the IBC requirements.


19. OSHA “Occupational Safety and Health Standards” (29 CRF 1910).
21. CDC-NIH Biosafety in Microbiological and Biomedical Laboratories (BMBL); latest edition.


C. Other Standards: As indicated in individual Specification Sections.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 41 00
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Definitions.
2. Industry Standards.
3. Abbreviations and Acronyms.

B. Related Requirements:

1. Section 01 10 00 “Summary” for an explanation of specification and drawing conventions.
2. Section 01 41 00 “Regulatory Requirements” for a list of applicable codes.

1.3 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

1. Definitions in this Section are not intended to be complete, exhaustive or exclusive. They are general and apply to the Work to the extent that such definitions are not stated more explicitly in other provisions of the Contract Documents.

B. "Approved": When used to convey Architect/Engineer's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect/Engineer's duties and responsibilities as stated in the Conditions of the Contract. Except where expressly indicated, such approval does not release the Contractor from responsibility to fulfill requirements of the Contract Documents.

C. “Backup”: N+1 system.

D. "Directed": A command or instruction by Architect/Engineer. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

E. “EHS”: Environmental Health and Safety.

F. “Engineer”: Architect/Engineer. Other terms including “Mechanical Engineer”, “Electrical Engineer”, or “Structural Engineer” have the same meaning as “Engineer.”

H. “Guarantee”: The narrow definition of the term “warranty” applying to both “warranty” and “guarantee” which terms are used interchangeably.

I. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."

J. “Redundant”: 2N system. The level of redundancy is determined by design.

K. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work, whether lawfully imposed by authorities having jurisdiction or not.

L. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

M. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.

N. “Owner”: Principal Representative and/or University.

O. "Provide": Furnish and install, complete and ready for the intended use.

P. “Project Manual”: Bound, printed volume or volumes including Conditions of the Contract and Specifications, which may also include bidding requirements, contract forms, details, schedules, surveys, reports or other relevant items that may or may not be Contract Documents.

Q. "Project Site": Space available for performing construction activities, either exclusively or in conjunction with others performing other work as part of the Project. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

R. “Supplementary Conditions”: University Special Supplementary General Conditions. Other terms including “Supplementary General Conditions” shall have the same meaning.

1.4 INDUSTRY STANDARDS

A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

1. Referenced standards take precedence over standards that are not referenced but generally recognized in the construction industry as applicable.

B. Publication Dates: Comply with standards in effect as of date of the Contract Documents.

1. Updated Codes and Standards: Where an applicable code or standard has been revised and reissued after the date of the Contract Documents and before performance of Work affected, submit Contractor-Initiated Change Order Bulletin and Change Order Proposal in accordance with Section 01 26 00 “Contract Modification Procedures” for consideration to modify contract requirements to comply with revised code or standard.
C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.
2. Where required by individual Specification Sections provide and maintain copies of referenced codes and standards at Project Site.
3. Although copies of standards needed for enforcement of requirements may be part of required submittals, the Architect/Engineer reserves the right to require the Contractor to submit additional copies as necessary for enforcement of requirements.

D. Unreferenced Standards: Unreferenced standards are not directly applicable to the Work, except as a general requirement of whether the Work complies with recognized construction industry standards.

E. Conflicting Requirements: Where compliance with two or more standards is specified, and they establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced, unless the Contract Documents indicate otherwise. Refer requirements that are different, but apparently equal, and uncertainties as to which quality level is more stringent to the Architect/Engineer for a decision before proceeding.

1.5 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name</th>
<th>Phone</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>AABC</td>
<td>Associated Air Balance Council</td>
<td>(202) 737-0202</td>
<td><a href="http://www.aabc.com">www.aabc.com</a></td>
</tr>
<tr>
<td>AAMA</td>
<td>American Architectural Manufacturers Association</td>
<td>(847) 303-5664</td>
<td><a href="http://www.aamanet.org">www.aamanet.org</a></td>
</tr>
<tr>
<td>AASHTO</td>
<td>American Association of State Highway and Transportation Officials</td>
<td>(202) 624-5800</td>
<td><a href="http://www.transportation.org">www.transportation.org</a></td>
</tr>
<tr>
<td>AATCC</td>
<td>American Association of Textile Chemists and Colorists</td>
<td>(919) 549-8141</td>
<td><a href="http://www.aatcc.org">www.aatcc.org</a></td>
</tr>
<tr>
<td>ABMA</td>
<td>American Bearing Manufacturers Association</td>
<td>(202) 367-1155</td>
<td><a href="http://www.americanbearings.org">www.americanbearings.org</a></td>
</tr>
<tr>
<td>ACI</td>
<td>American Concrete Institute (Formerly: ACI International)</td>
<td>(248) 848-3700</td>
<td><a href="http://www.concrete.org">www.concrete.org</a></td>
</tr>
<tr>
<td>ACPA</td>
<td>American Concrete Pipe Association</td>
<td>(972) 506-7216</td>
<td><a href="http://www.concrete-pipe.org">www.concrete-pipe.org</a></td>
</tr>
<tr>
<td>AEIC</td>
<td>Association of Edison Illuminating Companies, Inc. (The)</td>
<td>(205) 257-2530</td>
<td><a href="http://www.aeic.org">www.aeic.org</a></td>
</tr>
<tr>
<td>AF&amp;PA</td>
<td>American Forest &amp; Paper Association</td>
<td>(800) 878-8878</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Website</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>---------</td>
<td>---------------------</td>
</tr>
<tr>
<td>AGA</td>
<td>American Gas Association</td>
<td><a href="http://www.aga.org">www.aga.org</a></td>
<td>(202) 824-7000</td>
</tr>
<tr>
<td>AHAM</td>
<td>Association of Home Appliance Manufacturers</td>
<td><a href="http://www.aham.org">www.aham.org</a></td>
<td>(202) 872-5955</td>
</tr>
<tr>
<td>AHRI</td>
<td>Air-Conditioning, Heating, and Refrigeration Institute (The)</td>
<td><a href="http://www.ahrinet.org">www.ahrinet.org</a></td>
<td>(703) 524-8800</td>
</tr>
<tr>
<td>AI</td>
<td>Asphalt Institute</td>
<td><a href="http://www.asphaltinstitute.org">www.asphaltinstitute.org</a></td>
<td>(859) 288-4960</td>
</tr>
<tr>
<td>AIA</td>
<td>American Institute of Architects (The)</td>
<td><a href="http://www.aia.org">www.aia.org</a></td>
<td>(800) 242-3837, (202) 626-7300</td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
<td><a href="http://www.ansi.org">www.ansi.org</a></td>
<td>(202) 293-8020</td>
</tr>
<tr>
<td>ARI</td>
<td>Air-Conditioning &amp; Refrigeration Institute (See AHRI)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASHRAE</td>
<td>American Society of Heating, Refrigerating and Air-Conditioning Engineers</td>
<td><a href="http://www.ashrae.org">www.ashrae.org</a></td>
<td>(800) 527-4723, (404) 636-8400</td>
</tr>
<tr>
<td>ASME</td>
<td>ASME International (American Society of Mechanical Engineers)</td>
<td><a href="http://www.asme.org">www.asme.org</a></td>
<td>(800) 843-2763, (973) 882-1170</td>
</tr>
<tr>
<td>ASSE</td>
<td>American Society of Safety Engineers (The)</td>
<td><a href="http://www.asse.org">www.asse.org</a></td>
<td>(847) 699-2929</td>
</tr>
<tr>
<td>ASSE</td>
<td>American Society of Sanitary Engineering</td>
<td><a href="http://www.asse-plumbing.org">www.asse-plumbing.org</a></td>
<td>(440) 835-3040</td>
</tr>
<tr>
<td>AWS</td>
<td>American Welding Society</td>
<td><a href="http://www.aws.org">www.aws.org</a></td>
<td>(800) 443-9353, (305) 443-9353</td>
</tr>
<tr>
<td>AWWA</td>
<td>American Water Works Association</td>
<td><a href="http://www.awwa.org">www.awwa.org</a></td>
<td>(800) 926-7337, (303) 794-7711</td>
</tr>
<tr>
<td>CISCA</td>
<td>Ceilings &amp; Interior Systems Construction Association</td>
<td><a href="http://www.cisca.org">www.cisca.org</a></td>
<td>(630) 584-1919</td>
</tr>
<tr>
<td>Acronym</td>
<td>Name</td>
<td>Phone</td>
<td>Website</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>CSA</td>
<td>CSA International (Formerly: IAS - International Approval Services)</td>
<td>(866) 797-4272</td>
<td><a href="http://www.csa-international.org">www.csa-international.org</a></td>
</tr>
<tr>
<td>CSI</td>
<td>Construction Specifications Institute (The)</td>
<td>(800) 689-2900</td>
<td><a href="http://www.csinet.org">www.csinet.org</a></td>
</tr>
<tr>
<td>CTI</td>
<td>Cooling Technology Institute (Formerly: Cooling Tower Institute)</td>
<td>(281) 583-4087</td>
<td><a href="http://www.cti.org">www.cti.org</a></td>
</tr>
<tr>
<td>ECA</td>
<td>Electronic Components Association</td>
<td>(703) 907-8024</td>
<td><a href="http://www.ec-central.org">www.ec-central.org</a></td>
</tr>
<tr>
<td>ECAMA</td>
<td>Electronic Components Assemblies &amp; Materials Association (See ECA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EIA</td>
<td>Electronic Industries Alliance (See TIA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EIMA</td>
<td>EIFS Industry Members Association</td>
<td>(800) 294-3462</td>
<td><a href="http://www.eima.com">www.eima.com</a></td>
</tr>
<tr>
<td>FM Approvals</td>
<td>FM Approvals LLC</td>
<td>(781) 762-4300</td>
<td><a href="http://www.fmglobal.com">www.fmglobal.com</a></td>
</tr>
<tr>
<td>FM Global</td>
<td>FM Global (Formerly: FMG - FM Global)</td>
<td>(401) 275-3000</td>
<td><a href="http://www.fmglobal.com">www.fmglobal.com</a></td>
</tr>
<tr>
<td>GA</td>
<td>Gypsum Association</td>
<td>(301) 277-8686</td>
<td><a href="http://www.gypsum.org">www.gypsum.org</a></td>
</tr>
<tr>
<td>GS</td>
<td>Green Seal</td>
<td>(202) 872-6400</td>
<td><a href="http://www.greenseal.org">www.greenseal.org</a></td>
</tr>
<tr>
<td>HPW</td>
<td>H. P. White Laboratory, Inc.</td>
<td>(410) 838-6550</td>
<td><a href="http://www.hpwhite.com">www.hpwhite.com</a></td>
</tr>
<tr>
<td>IAS</td>
<td>International Approval Services (See CSA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICBO</td>
<td>International Conference of Building Officials (See ICC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICC</td>
<td>International Code Council</td>
<td>(888) 422-7233</td>
<td><a href="http://www.iccsafe.org">www.iccsafe.org</a></td>
</tr>
<tr>
<td>IEC</td>
<td>International Electrotechnical Commission</td>
<td>41 22 919 02 11</td>
<td><a href="http://www.iec.ch">www.iec.ch</a></td>
</tr>
<tr>
<td>IEEE</td>
<td>Institute of Electrical and Electronics Engineers, Inc. (The)</td>
<td>(212) 419-7900</td>
<td><a href="http://www.ieee.org">www.ieee.org</a></td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
<td>Phone</td>
<td>Website</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>-------</td>
<td>------------------------------</td>
</tr>
</tbody>
</table>
| IES       | Illuminating Engineering Society  
(Formerly: Illuminating Engineering Society of North America) | (212) 248-5000 | www.ies.org |
| IESNA     | Illuminating Engineering Society of North America  
(See IES) | | |
| IEST      | Institute of Environmental Sciences and Technology | (847) 981-0100 | www.iest.org |
| IGMA      | Insulating Glass Manufacturers Alliance | (613) 233-1510 | www.igmaonline.org |
| Intertek   | Intertek Group  
(Formerly: ETL SEMCO; Intertek Testing Service NA) | (800) 967-5352 | www.intertek.com |
| ISA       | International Society of Automation (The)  
(Formerly: Instrumentation, Systems, and Automation Society) | (919) 549-8411 | www.isa.org |
| ISAS      | Instrumentation, Systems, and Automation Society (The)  
(See ISA) | | |
| ISFA      | International Surface Fabricators Association  
(Formerly: International Solid Surface Fabricators Association) | (877) 464-7732  
(801) 341-7360 | www.isfanow.org |
| ISO       | International Organization for Standardization | | www.iso.org |
| ISSFA     | International Solid Surface Fabricators Association  
(See ISFA) | | |
| ITU       | International Telecommunication Union | 41 22 730 51 11 | www.itu.int/home |
| MFMA      | Metal Framing Manufacturers Association, Inc.  
www.metalframingmfg.org | (312) 644-6610 | |
| MHIA      | Material Handling Industry of America  
www.mhia.org | (800) 345-1815  
(704) 676-1190 | |
| MMPA      | Moulding & Millwork Producers Association  
(Formerly: Wood Moulding & Millwork Producers Association)  
www.wmmpa.com | (800) 550-7889  
(530) 661-9591 | |
| MPI       | Master Painters Institute  
www.paintinfo.com | (888) 674-8937  
(604) 298-7578 | |
| MSS       | Manufacturers Standardization Society of The Valve and Fittings Industry Inc.  
www.mss-hq.org | (703) 281-6613 | |
<p>| NAAMM     | National Association of Architectural Metal Manufacturers | (630) 942-6591 | |</p>
<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
<th>Website</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.naamm.org">www.naamm.org</a></td>
<td>NACE International</td>
<td>(800) 797-6223</td>
<td>(281) 228-6200</td>
<td></td>
</tr>
<tr>
<td>NACE</td>
<td>National Association of Corrosion Engineers International</td>
<td><a href="http://www.nace.org">www.nace.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NADCA</td>
<td>National Air Duct Cleaners Association</td>
<td>(202) 737-2926</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NECA</td>
<td>National Electrical Contractors Association</td>
<td>(301) 657-3110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEMA</td>
<td>National Electrical Manufacturers Association</td>
<td>(703) 841-3200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NETA</td>
<td>InterNational Electrical Testing Association</td>
<td>(888) 300-6382</td>
<td>(269) 488-6382</td>
<td></td>
</tr>
<tr>
<td>NFHS</td>
<td>National Federation of State High School Associations</td>
<td>(317) 972-6900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFPA</td>
<td>NFPA</td>
<td>(800) 344-3555</td>
<td>(617) 770-3000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Fire Protection Association</td>
<td><a href="http://www.nfpa.org">www.nfpa.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NFPA</td>
<td>NFPA International</td>
<td>(800) 589-8956</td>
<td>(978) 557-0720</td>
<td></td>
</tr>
<tr>
<td>NFRC</td>
<td>National Fenestration Rating Council</td>
<td>(301) 589-1776</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSPE</td>
<td>National Society of Professional Engineers</td>
<td>(703) 684-2800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDI</td>
<td>Plumbing &amp; Drainage Institute</td>
<td>(864) 646-8453</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RFCI</td>
<td>Resilient Floor Covering Institute</td>
<td>(914) 332-0040</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TCNA</td>
<td>Tile Council of North America, Inc.</td>
<td>(970) 907-7700</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Formerly: Tile Council of America)</td>
<td><a href="http://www.tileusa.com">www.tileusa.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMA</td>
<td>Tubular Exchanger Manufacturers Association, Inc.</td>
<td>(252) 735-0040</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIA</td>
<td>Telecommunications Industry Association</td>
<td>(914) 332-0040</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance)</td>
<td><a href="http://www.tiaonline.org">www.tiaonline.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TIA/EIA</td>
<td>Telecommunications Industry Association/Electronic Industries Alliance</td>
<td>(301) 657-3110</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(See TIA)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

<table>
<thead>
<tr>
<th>Code Agency</th>
<th>Recognized Name</th>
<th>Telephone Number</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE</td>
<td>Army Corps of Engineers</td>
<td>(202) 761-0011</td>
<td><a href="http://www.usace.army.mil">www.usace.army.mil</a></td>
</tr>
<tr>
<td>DOC</td>
<td>Department of Commerce</td>
<td>(301) 975-4040</td>
<td>National Institute of Standards and Technology</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
<td>(215) 697-2664</td>
<td><a href="http://dodssp.daps.dla.mil">http://dodssp.daps.dla.mil</a></td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Energy</td>
<td>(202) 586-9220</td>
<td><a href="http://www.energy.gov">www.energy.gov</a></td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
<td>(202) 272-0167</td>
<td><a href="http://www.epa.gov">www.epa.gov</a></td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
<td>(866) 835-5322</td>
<td><a href="http://www.faa.gov">www.faa.gov</a></td>
</tr>
</tbody>
</table>
D. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

**FG** Federal Government Publications  

**GSA** General Services Administration  
www.gsa.gov (800) 488-3111 (202) 619-8925

**HUD** Department of Housing and Urban Development  
www.hud.gov (202) 708-1112

**LBL** Lawrence Berkeley National Laboratory  
Environmental Energy Technologies Division  
http://eetd.lbl.gov (510) 486-4000

**OSHA** Occupational Safety & Health Administration  
www.osha.gov (800) 321-6742

**SD** Department of State  
www.state.gov (202) 647-4000

**TRB** Transportation Research Board  
National Cooperative Highway Research Program  
www.trb.org (202) 334-2934

**USDA** Department of Agriculture  
Agriculture Research Service  
U.S. Salinity Laboratory  
www.ars.usda.gov (202) 720-3656

**USDA** Department of Agriculture  
Rural Utilities Service  
www.usda.gov (202) 720-2791

**USDJ** Department of Justice  
Office of Justice Programs  
National Institute of Justice  
www.ojp.usdoj.gov (202) 307-0703

**USP** U.S. Pharmacopeia  
www.usp.org (800) 227-8772 (301) 881-0666

**USPS** United States Postal Service  
www.usps.com (202) 268-2000

**CFR** Code of Federal Regulations  
Available from Government Printing Office  

**DOD** Department of Defense  
Military Specifications and Standards  
Available from Department of Defense Single Stock Point  
http://dodssp.daps.dla.mil (215) 697-2664
REFERENCES

DSCC    Defense Supply Center Columbus
       (See FS)

FED-STD    Federal Standard
          (See FS)

FS    Federal Specification
      Available from Department of Defense Single Stock Point
      http://dodssp.daps.dla.mil
      Available from Defense Standardization Program
      www dsp dla mil
      Available from General Services Administration
      www gsa gov
      Available from National Institute of Building Sciences/Whole Building
      Design Guide
      www wbdg org/ccb

MILSPEC    Military Specification and Standards
           (See DOD)

USAB    United States Access Board
        www.access-board gov

USATBCB    U S Architectural & Transportation Barriers Compliance Board
           (See USAB)

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00
SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

1. Nothing in this Section is intended to limit types and amounts of temporary work required, and no omission from this Section will be recognized as an indication by Architect/Engineer that such temporary activity is not required for successful completion of the Work. The use of alternative facilities equivalent to those specified is the Contractor's option, subject to Architect/Engineer's and University acceptance.

B. Related Requirements:

1. Section 01 10 00 "Summary" for work restrictions and limitations on utility interruptions.
2. Section 01 35 46 “Indoor Air Quality” for temporary facility work including HVAC, air filtration, moisture management, air filtration and dust control partitions required to comply with indoor air quality requirements during construction.

1.3 USE CHARGES

A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, University's construction forces, Architect/Engineer, testing agencies, and authorities having jurisdiction.

B. Use Charges: As follows:

1. For new construction: Arrange for and pay for water, sewer, electric power, steam and chilled water use charges for utility usage by all entities for construction operations.
2. For renovations of existing facilities: Arrange for and University will pay for all use charges.

C. Temporary Metering: For all utility connection; sub-meter at point of connection to existing systems.

1. Temporary utility meter must be approved by University Campus Energy Engineer.
2. Meters shall be operational prior to any use of utility for temporary heating.
1.4  INFORMATIONAL SUBMITTALS

A.  Site Plan:  Show temporary facilities, utility hookups, staging areas, and parking areas for construction personnel.

B.  Erosion- and Sedimentation-Control Plan:  Show compliance with requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.

C.  Fire-Safety Program:  Show compliance with requirements of NFPA 241 and authorities having jurisdiction.  Indicate Contractor personnel responsible for management of fire-prevention program.

D.  Dust- and HVAC-Control Plan:  Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation.  Identify further options if proposed measures are later determined to be inadequate.  Include the following:
   1.  Locations of dust-control partitions at each phase of work.
   2.  HVAC system isolation schematic drawing.
   3.  Location of proposed air-filtration system discharge.
   5.  Other dust-control measures.

1.5  QUALITY ASSURANCE

A.  General:  Comply with governing regulations and utility company regulations and recommendations for the construction of temporary facilities including, but not necessarily limited to, code compliances, permits, inspections, testing, health, safety, pollution and environmental compliances.


D.  Electric Service:  Comply with NECA, NEMA, and UL standards and regulations for temporary electric service.  Install service to comply with NFPA 70.

E.  Tests and Inspections:  Arrange for authorities having jurisdiction to test and inspect each temporary utility before use.  Obtain required certifications and permits.

F.  Accessible Temporary Egress:  Where temporary accessible egress from existing buildings or portions thereof is provided, comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.6  PROJECT CONDITIONS

A.  Temporary Use of Permanent Facilities:  Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before University's acceptance, regardless of previously assigned responsibilities.

B.  Conditions of Use:  Keep temporary services and facilities clean and neat in appearance.  Operate in a safe and efficient manner.  Take necessary fire prevention measures.  Do not overload facilities, or permit them to interfere with progress.  Do not allow hazardous, dangerous or unsanitary conditions, or public nuisances to develop or persist on the site.
PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Provide both new or used materials and equipment for temporary facilities, which are in substantially undamaged and serviceable condition. Provide types and qualities which are recognized in the construction industry as suitable for the intended use in each application. Comply with Utility Company requirements as applicable.

2.2 TEMPORARY FACILITIES

A. Field Offices, General: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.

B. Common-Use Field Office: Insulated, weather-tight, of sufficient size to accommodate needs of University, Architect/Engineer, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly.

C. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
   1. Store combustible materials apart from building.
   2. Comply with Section 01 10 00 “Summary” for use of site for staging areas.

2.3 EQUIPMENT

A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

B. Digital Camera: Minimum 12 megapixel; available in field office for use.

C. Thermometer: Outdoor, re-settable type indicating daily maximum and minimum temperatures.
   1. Locate in a shaded-from-the-sun, conveniently readable location that will give reasonably accurate readings of the actual air temperature and be reached easily for resetting.

D. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate, expand and modify facilities as required by progress of the Work.

B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
C. Use qualified workers for the installation of temporary facilities.

3.2 TEMPORARY UTILITY INSTALLATION

A. General: Install temporary service or connect to existing service.

1. Arrange with utility company, University, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services. Comply with requirements in Section 01 10 00 “Summary” for existing utility disruption procedures.

B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.

1. Connect temporary sewers to municipal system as directed by authorities having jurisdiction.

C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction. Where available, connect to University's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to University. At Substantial Completion, restore these facilities to condition existing before initial use.

1. Obtain and pay for all required water taps.

D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.

1. Toilets: Use of University's existing toilet facilities is not permitted.
2. Provide temporary toilets within available site area in location approved by University which will best serve the needs of construction personnel.
3. Supply and maintain toilet tissue, paper towels, paper cups and similar disposable materials as appropriate for each sanitary facility, and provide appropriate waste paper containers for used materials.
4. At Contractor’s option, provide drinking water for construction personnel by either water-system-connected drinking fountains or by containerized tap dispensers with paper cups (or both).

E. Heating: Provide temporary heating required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.

1. HVAC Equipment: Unless University authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
   a. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
   b. Heating Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
   c. Permanent HVAC System: If University authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air and exhaust grille in system and remove at end of construction. Clean and adjust HVAC system and put in new condition before Completion as required in Section 01 77 00 “Closeout Procedures”.

TEMPORARY FACILITIES AND CONTROLS 01 50 00 - 4
F. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.

1. Prior to commencing work, isolate the HVAC system in area where work is to be performed.
   a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
   b. Maintain negative air pressure within work area using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.

2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.

3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

G. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.

1. Provide dehumidification systems when required to reduce substrate moisture levels to level required to allow installation or application of finishes.

H. Electric Power Service: Provide weatherproof, grounded, electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations. Include, as required, transformers, overload protected disconnects, automatic ground fault interrupters and main distribution switchgear. Maintain equipment in a condition acceptable to University.

1. Install electric power service overhead unless otherwise indicated.
2. Where available capacity exists in existing system, connect temporary service to University's existing power source, as directed by University.
3. Provide separate connection for power and for lighting.
4. Provide sufficient 220v outlets for special tools, welding equipment and similar devices requiring such service at locations where required.
5. Provide sufficient circuits and duplex 120v single phase outlets so located that any part of the work can be reached with a 75 foot extension cord to accommodate normal power tools and supplemental lighting.

I. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.

1. Provide temporary light to levels and as required by governing regulations but not less than minimum 5 foot-candle illumination in all areas accessible to workers during hours they are at the job; minimum 10 foot-candles for shop areas; 20 foot-candles or more where detailed or finishing work is being done, supplemented as may be required.
2. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
3. Install lighting for Project identification sign.
4. Where permanent light fixtures have been used for temporary lighting, supply temporary lamps and replace with new lamps at time of Completion.
5. Provide lighting in stairways and exits at all times.
J. Telephone Service: Provide temporary telephone service in Contractor’s field office and distribute to each work station.

1. Pay for line installation, monthly charges, and expenses necessary to extend service from minimum point of presence (MPOP) as determined by University I/S.
2. Provide temporary telephone service in common-use facilities for use by all construction personnel.
3. Provide answering machine and a dedicated telephone line for a facsimile machine.
4. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.

3.3 SUPPORT FACILITIES INSTALLATION

A. General: Comply with the following:

1. Provide construction for temporary offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
2. Maintain support facilities until Architect/Engineer schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to University.

B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas within construction limits indicated on Drawings.

1. Surface temporary access road with road base material of not less than 4 inch thickness and compact.
2. Provide temporary signage and temporary pedestrian accessways or other special considerations necessary for continued University operations.
3. Provide stop sign(s) at all points of egress from construction site to meet standards established in the Manual of Uniform Traffic Code Devices (MUTCD).
4. Maintain University access to areas affected by temporary access roads during inclement weather.
5. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
6. Restore to original condition to satisfaction of University when no longer required.

C. Temporary Walks: Construct and maintain temporary walks around the construction work and to offices, toilets and similar locations on the site.

D. Traffic Controls: Comply with requirements of authorities having jurisdiction.

1. Protect existing site improvements to remain including curbs, pavement, and utilities.
2. Maintain access for fire-fighting equipment and access to fire hydrants.

E. Parking: Comply with requirements in Section 01 10 00 “Summary.”

F. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.

1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
2. Remove snow and ice as required to minimize accumulations.
G. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 01 73 00 "Execution."

1. Coordinate with University Project Manager to obtain approval from University Environmental Services Manager.
2. Provide waste chutes as required in accordance with applicable laws and regulations.

H. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel. The selection of type, size and number of hoisting facilities is the sole responsibility of the Contractor.

1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

I. Temporary Elevator Use: Use of elevators is not permitted without prior written approval of the Architect/Engineer and University Project Manager.

1. If so approved, only one designated elevator may be used subject to the requirements of “Existing Elevator Use” paragraph below.

J. Existing Elevator Use: When approved by University, one designated existing elevator may be used at no charge to Contractor or other subcontractors for transporting personnel, small tools, materials, and equipment. Comply with requirements of Section 01 10 00 “Summary” and the following:

1. Contractor will not be granted exclusive use of the designated elevator. University personnel and staff will be permitted to use this elevator as their work duties require.
2. Entire car is lined (floor, walls, ceiling) with 3/4 inch Fir plywood or equivalent.
3. Total load carried does not exceed rated capacity of elevator.
4. No materials, equipment, trash, tools or other items too large to be readily moved into and out of the car may be carried in the elevator.
5. Before acceptance of the building, linings are removed; all exposed surfaces are in new condition; all controls, relays, other parts showing any wear have been replaced.
6. Entire elevator, including machinery, electrical components, doors, operators and controls shall be tested, adjusted, and put in new condition with specified warranties and maintenance to take effect at date of Completion Certificate.
7. Written clearance has been obtained from the Elevator Service Company stating that the installation is safe and complete for this use prior to using it.
8. The Contractor signs the Elevator Service Company's standard agreement and release forms for this usage and pays charges for maintenance, service, repairs, and reconditioning.

K. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate.

L. Existing Stair Usage: Use of University's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition acceptable to University. At Substantial Completion, restore stairs to condition existing before initial use.

1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.

M. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.
3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

B. Protection of Work: Protect in-progress and completed work from damage or deterioration, other than normal weathering of exposed materials, through construction duration until completion, as appropriate and as recommended by manufacturer and Installer.

1. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings. Protect finished floors and stairs from traffic, movement of heavy objects, and storage.
2. Prohibit traffic and storage on waterproofed and roofed surfaces, on lawn and landscaped areas.
3. Always protect excavation, trenches, and building, from damage from rain water, spring water, ground water, backing up of drains or sewers. Provide pumps, equipment, enclosures, to provide this protection.
4. Remove protective coverings and materials at the appropriate time but no later than final cleaning operations.

C. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.

1. Comply with work restrictions specified in Section 01 10 00 "Summary."

D. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.

1. Comply with Section 01 41 00 “Regulatory Requirements” Article “MS4 Storm Water and Water Quality Permits.”
2. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant- protection zones.
3. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
4. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
5. Remove erosion and sedimentation controls and restore and stabilize areas disturbed during removal.

E. Stormwater Control: Comply with Section 01 41 00 “Regulatory Requirements” Article “MS4 Storm Water and Water Quality Permits.”

F. Tree and Plant Protection: Install temporary fencing or guard located outside the drip line of trees to protect vegetation from damage arising out of construction operations, including cutting, breaking or skinning of roots and skinning or bruising of bark. Protect tree root systems from damage, flooding, and erosion.

1. Do not stockpile construction materials or excavated materials inside dripline.
2. University will identify historically recorded trees and vegetation not to be disturbed.
3. Water trees and other vegetation to remain as required to maintain their health for the duration of the Project.
4. Repair or replace trees and vegetation damaged by construction operations in a manner acceptable to Architect/Engineer. Use a qualified tree surgeon to perform the work.
G. **Pest Control:** Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.

H. **Site Enclosure Fence:** Within 10 business days of mobilization, furnish and install site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates and will protect adjacent sites from damage or contamination.

1. **Extent of Fence:** As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
2. **Portable Chain-Link Fencing:** Minimum 2-inch, 0.148-inch-thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch-OD line posts and 2-7/8-inch-OD corner and pull posts, with 1-5/8-inch-OD top and bottom rails. Provide bases for supporting posts.
3. Locate so base supports do not extend outside work area where adjacent to walkways.
4. **Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to University.**

I. **Security:** Provide security program and facilities to protect the Work, existing facilities, and University operations and to prevent unauthorized entrance, vandalism, theft, and similar violations of security.

1. Coordinate with University Police.
2. Provide lockable entrances and lock entrances at end of each work day.
3. **After review and approval by University, install temporary enclosure around partially completed areas of construction.**
4. **Storage:** Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.

J. **Barricades, Warning Signs, and Lights:** Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting wherever required to prevent accidents and losses.

K. **Temporary Egress:** Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.

L. **Covered Walkway:** Where regulations require or where a public roadway/walkway adjoins the Project site and materials may be hoisted across the walkway, erect protective, covered walkway for passage of individuals through or adjacent to Project site. Coordinate with entrance gates, other facilities, and obstructions. Comply with regulations of authorities having jurisdiction.

1. **Construct covered walkways using scaffold or shoring framing.**
2. **Provide overhead waterproof decking, protective enclosure walls, handrails, barricades, warning signs, exit signs, lights, safe and well-drained walkways, and similar provisions for protection and safe passage.**
3. **Paint and maintain appearance of walkway for duration of the Work in a manner acceptable to the Architect/Engineer and University.**
4. **Extend back wall beyond structure to complete the enclosure fence.**

M. **Temporary Enclosures:** Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
2. Coordinate temporary enclosures with ventilating and drying-of-the-work requirements, so as to avoid dangerous conditions and deleterious effects.
3. Close openings through floor or roof decks and horizontal surfaces with load-bearing wood-framed construction.

N. Temporary Partitions: Provide floor-to-floor or floor-to-ceiling dustproof partitions terminating in dustproof floor or ceiling above to limit dust and dirt migration and to separate existing active elevator hoistways and other areas occupied by University from dust, fumes and noise in compliance with Section 01 35 46 “Indoor Air Quality” and the following:

1. Construct dustproof partitions with 5/8 inch gypsum wallboard with joints taped on occupied side, and 1/2 inch fire-retardant-treated plywood on construction operations side.
2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
3. Insulate partitions to control noise transmission to occupied areas.
4. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
5. Protect air-handling equipment.
6. Provide walk-off mats at each entrance through temporary partition.
7. At elevator hoistway entrances not used during construction, seal openings with plastic sheet and duct tape.

O. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.

1. Fire Extinguishers: Minimum one per floor at or near useable exit.
   a. Provide additional extinguishers where convenient and effective for intended purpose.
   b. Comply with NFPA 10 to the extent applicable.
2. Strictly enforce site prohibition against smoking.
3. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
4. Develop and supervise an overall fire-prevention and protection program for personnel at Project site. Coordinate with University Project Manager to review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
5. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.
6. Maintain unobstructed access to fire extinguishers, temporary fire protection facilities, stairways and other access routes for fighting fires.
7. Store combustible materials in containers in fire-safe locations.
8. Permanent Fire Protection System: Complete and make operational at earliest possible date. Instruct site personnel on use of permanent system.

3.5 MOISTURE AND MOLD CONTROL

A. Contractor's Moisture-Protection Plan: Comply with requirements in Section 01 35 46 “Indoor Air Quality Procedures.”
3.6 OPERATION, TERMINATION, AND REMOVAL

A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.

1. Do not permit temporary offices and similar temporary or permanent spaces to be used as living quarters or for other unintended occupancies or uses.

B. Maintenance: Maintain facilities in good operating condition until removal.

1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

C. Janitorial Services: Provide daily janitorial services for temporary offices, toilets, and similar areas at the project site. Require users of other temporary facilities to maintain clean and orderly premises.

D. Operate Project-identification-sign lighting daily from dusk until 12:00 midnight.

E. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.

F. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion, unless Architect/Engineer requests that it be retained for a longer period of time. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are property of Contractor. University reserves right to take possession of Project identification signs.
2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 77 00 "Closeout Procedures."

END OF SECTION 01 50 00
SECTION 01 60 00

PRODUCT REQUIREMENTS

PART 1 - GENERAL

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

1.2 SUMMARY
   
   A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers’ standard warranties on products; special warranties; and comparable products.

   B. Related Requirements:

   1. Section 01 21 00 "Allowances" for products selected under an allowance, if applicable.
   2. Section 01 23 00 "Alternates" for products selected under an alternate, if applicable.
   3. Section 01 25 00 "Substitution Procedures" for requests for substitutions.
   4. Section 01 42 00 "References" for applicable industry standards for products specified.
   5. Section 01 77 00 “Closeout Procedures” for submittal of project warranties.

1.3 DEFINITIONS
   
   A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.

   1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
   2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
   3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

   B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.
1.4 ACTION SUBMITTALS

A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Requests for consideration of comparable products will only be entertained during bidding.
2. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
3. Architect/Engineer's Action: If necessary, Architect/Engineer will request additional information or documentation for evaluation of a comparable product request. Architect/Engineer will notify Contractor of approval or rejection of proposed comparable product.
   a. Form of Approval: Written Addendum.

B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 01 33 00 "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options. The complete compatibility between the various choices available to the Contractor is not assured by the various requirements of the Contract Documents, but must be provided by the Contractor.

B. Source Limitations: To the fullest extent possible, provide products of the same kind, from a single source.

C. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturers or producer's nameplates or trademarks on exposed surfaces of products which will be exposed to view in occupied spaces or on the exterior.

D. Labels: Locate required product labels and stamps on a concealed surface or, where required for observation after installation, on an accessible surface that is not conspicuous.

E. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface which is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data.

1. Name of product and manufacturer.
2. Model and serial number.
3. Capacity.
4. Speed.
5. Ratings.
6. Power characteristics (if applicable).
7. UL label or compliance (if applicable).

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
B. Delivery and Handling:

1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

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

1.7 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents. Such disclaimers and limitations do not relieve warranty requirements on Work that incorporates product nor do they relieve suppliers, manufacturers and subcontractors required to countersign special warranties with the Contractor.

1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to University.
2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for University.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.

1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time and Form: Comply with requirements in Section 01 77 00 "Closeout Procedures."

D. Warranty Requirements:
1. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

2. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.

3. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the University has benefited from use of the Work through a portion of its anticipated useful service life.

4. University's Recourse:
   a. Written warranties made to the University are in addition to implied warranties, and shall not limit the duties, obligations, rights and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the University can enforce such other duties, obligations, rights, or remedies.
   b. Rejection of Warranties: The University reserves the right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
   c. The University reserves the right to refuse to accept Work for the Project where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged, are asbestos free, and, unless otherwise indicated, are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. University reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect/Engineer will make selection.
6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product and provide only products previously approved during bid phase by written Addendum. The determination of equivalence is at the sole discretion of the Architect/Engineer who has no obligation to prove non-equivalence.
7. Mechanical and electrical equipment design and their space requirements are based on the first named item of the Section in which specified or that scheduled on the Drawings. If other than the first named or scheduled item listed for use is selected, modification to other elements of Work may be required. Show all such modification on shop drawings and submittals as appropriate. The cost of such modifications is solely the responsibility of the Contractor.
8. Where manufacturers are listed as acceptable for specific proprietary products but precise identification by model, series, or trade name is not specified, submit detailed product information for such products for Architect/Engineer's acceptance prior to ordering. Include specific requirements for modifications to other construction, including but not limited to, power and utility requirements, characteristics, capacities, size and locations. The cost of such modifications is solely the responsibility of the Contractor.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

3. Products:
   a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

4. Manufacturers:
   a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. If proposing a comparable product by another manufacturer, whether named or not, provide a custom product if manufacturer's standard product does not include salient features of the Basis-of-Design product indicated. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

6. Contractor's Option: Where materials, products, systems or methods are specified to be selected from a list of options, subject to compliance with requirements, the choice of which material, method, product or system will be solely at the Contractor's discretions. There will be no change in Contract Sum or Time because of such choice.

C. Visual Matching Specification: Where Specifications require "match Architect/Engineer's sample", provide a product that complies with requirements and matches Architect/Engineer's sample. Architect/Engineer's decision will be final on whether a proposed product matches.

1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 01 25 00 "Substitution Procedures" for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect/Engineer from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect/Engineer will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
2.2 COMPARABLE PRODUCTS

A. Conditions for Consideration: Prior to bid, Architect/Engineer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect/Engineer will reject request:

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

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

3. Evidence that proposed product provides specified warranty.

4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.

5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00
SECTION 01 73 00

EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

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

B. Related Requirements:

1. Section 01 10 00 "Summary" for limits on use of Project site and procedures related to utility interruptions.

1.3 DEFINITIONS

A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.

B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For land surveyor or professional engineer.

B. Certificates: Submit certificate signed by land surveyor or professional engineer certifying that location and elevation of improvements comply with requirements.

C. Cutting and Patching Plan and Request: Submit plan and request describing procedures at least 21 calendar days prior to the time cutting and patching will be performed.

1. Submit request whenever cutting and patching operation affect:
EXECUTION

1. EXECUTION

a. Work of the University or any separate contractor.
b. Structural value or integrity of any element of the Project.
c. Integrity or effectiveness of weather-exposed or moisture-resistant elements or systems.
d. Efficiency, operational life, maintenance or safety of operational elements.
e. Visual qualities of sight-exposed elements.
f. Cutting new openings in existing structural concrete walls, floors and suspended slabs.
g. Cutting new openings in existing roofs and roofing materials.
h. Cutting exterior walls.
i. Cutting into shafts.

2. Include the following information:

a. Extent: Describe reason for and extent of each occurrence of cutting and patching, including explanation of why cutting and patching operation cannot be reasonable avoided.
b. Changes to In-Place Construction: Describe cutting and patching methods and anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
c. Products: List products to be used for patching and firms or entities that will perform patching work.
d. Trades: Indicate trades and subcontractors who will perform the work.
e. Dates: Indicate when cutting and patching will be performed.
f. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.

1) Include description of provisions for temporary services and systems during interruption of permanent services and systems.
2) Comply with requirements of Section 01 10 00 “Summary” related to existing utility and system interruptions.

g. Structural Elements: Where cutting and patching structural elements requires the addition of reinforcement, submit details and calculations signed and sealed by an Engineer registered in the State of Colorado. Indicate how new reinforcing will be integrated with original structure.

3. Limitations: Approval of cutting and patching request does not waive right of Architect/Engineer or University to later require complete removal and replacement of work found to be unsatisfactorily cut and patched.

D. Certified Surveys: Submit two copies signed by land surveyor or professional engineer.

E. Final Property Survey: Submit one electronic and two paper copies showing the Work performed and record survey data.

1. Include certified statement that lines and levels of the work comply with the requirements of the Contract Documents and listing authorized or accepted deviations, cross-referenced to Change Order number, where applicable.

1.5 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect/Engineer of locations and details of cutting and await directions from Architect/Engineer before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.

2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include but are not limited to the following:
   a. Primary operational systems and equipment.
   b. Fire separation assemblies.
   c. Air or smoke barriers.
   d. Fire-suppression systems.
   e. Mechanical systems piping and ducts.
   f. Control systems.
   g. Communication systems.
   h. Fire-detection and alarm systems.
   i. Conveying systems.
   j. Electrical wiring systems.
   k. Operating systems of special construction.

3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
   a. Water, moisture, or vapor barriers.
   b. Membranes and flashings.
   c. Exterior curtain-wall construction.
   d. Sprayed fire-resistive material.
   e. Equipment supports.
   f. Piping, ductwork, vessels, and equipment.
   g. Noise- and vibration-control elements and systems.

4. Visual Elements: Do not cut and patch construction exposed to the exterior or exposed in occupied spaces in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect/Engineer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

5. Hazardous Materials: Do not proceed with cutting and patching operations until University has examined existing construction for the presence of asbestos and/or lead-based coatings. Comply with requirements in Section 01 35 00 “Special Procedures.”

C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.
PART 2 - PRODUCTS

2.1 MATERIALS

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

1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with requirements in Division 01 Section “Sustainable Design Requirements.”

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect/Engineer for the visual and functional performance of in-place materials.

C. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work. Notify University Project Manager and Architect/Engineer and obtain approval prior to disturbing, moving or penetrating soil.

1. Arrange for locating buried utilities including water and sewer lines within construction limits. Obtain location information and stake all known utilities prior to commencing construction activities.

   a. Contact Utility Notification Center of Colorado (UNCC), 1-800-922-1987, and comply with UNCC guidelines.

2. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.

3. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

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

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

3.2 PREPARATION

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

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

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

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect/Engineer according to requirements in Section 01 31 00 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect/Engineer promptly.

B. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish limits on use of Project site.
3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
4. Inform installers of lines and levels to which they must comply.
5. Check the location, level and plumb, of every major element as the Work progresses.
6. Notify Architect/Engineer when deviations from required lines and levels exceed allowable tolerances. Record deviation which are accepted (i.e., not corrected) on record drawings in accordance with the requirements of Section 01 78 39 “Project Record Documents.”
7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect/Engineer.

3.4 FIELD ENGINEERING

A. Identification: University will identify existing benchmarks, control points, and property corners.

B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect/Engineer. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect/Engineer before proceeding.

2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.

C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.

3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

E. Final Property Survey: Engage a land surveyor or professional engineer to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor or professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.

1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.

2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."
3.5 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
   1. Make vertical work plumb and make horizontal work level.
   2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
   3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated to the extent they are more explicit or stringent than requirements of the Contract Documents.

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

D. Isolate each part of complete installation from incompatible material as needed to prevent deterioration.

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

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

G. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.

H. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

I. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned, true and level as applicable, with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
   1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect/Engineer.
   2. Allow for building movement, including thermal expansion and contraction.
   3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

J. Attachment to Concrete:
   1. No drilled inserts or powder-actuated fasteners are permitted in pre-stressed concrete except as specifically authorized by Contractor and carried out under the direct supervision of its Superintendent.
   2. Only those devices with a maximum controlled penetration of 3/4 inch or less will be permitted. Make holes through slabs by means of sleeves placed no closer than 2 inch from tensioning cables. Core drilling will not be permitted unless unavoidable and as specified for cutting and patching in this Section.
K. Joints: Unless indicated otherwise, make joints of uniform width. Where joint locations in exposed work are required but not indicated, arrange joints for the best visual effect. Confirm arrangement with Architect/Engineer before proceeding. Fit exposed connections together to form hairline joints.

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

3.6 CUTTING AND PATCHING

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

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

B. Responsibility: Provide cutting and patching work, including attendant excavation and backfill required to complete the Work or to:

1. Make components fit together properly.
2. Uncover portions of the Work to provide for installation of ill-timed work.
3. Remove and replace defective work or work not conforming to requirements of Contract Documents.
4. Remove samples of installed work as specified for testing.
5. Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.

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

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

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

F. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 01 10 00 "Summary."

G. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas, coordinate cutting and patching according to requirements in Section 01 10 00 "Summary."

H. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations. Employ methods which will prevent settlement or damage to other work.
5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
6. Proceed with patching after construction operations requiring cutting are complete.

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

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
   a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
   b. Restore damaged pipe covering to its original condition.
3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
   a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.

J. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 UNIVERSITY-INSTALLED PRODUCTS

A. Site Access: Provide access to Project site for University's construction personnel.
B. Coordination: Coordinate construction and operations of the Work with work performed by University's construction personnel.

1. Construction Schedule: Inform University of Contractor's preferred construction schedule for University's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify University if changes to schedule are required due to differences in actual construction progress.
2. Preinstallation Conferences: Include University's construction personnel at preinstallation conferences covering portions of the Work that are to receive University's work. Attend preinstallation conferences conducted by University's construction personnel if portions of the Work depend on University's construction.

3.8 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.

2. Do not hold waste materials more than seven calendar days during normal weather or three calendar days if the temperature is expected to rise above 80 deg F.
3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

   a. Use containers intended for holding waste materials of type to be stored.

B. Collection Point: Review location with University and obtain approval.

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

D. Wind Blown Debris: Prevent spread of trash, debris, cartons, packing material, or other waste on or off Project site by wind.

E. Dust: Sprinkle dusty debris with water.

F. Packing Materials: Immediately after uncrating or unpacking materials or equipment, remove all crating, lumber, excelsior, wrapping or other like combustible materials from building to central collection facility.

G. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

   1. Remove liquid spills promptly.
   2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

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

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

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

K. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 01 74 19 "Construction Waste Management and Disposal."
L. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

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

N. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

O. Snow and Ice: Remove snow and ice from sidewalks adjacent to site and from access ways to building and construction site.

P. Streets: At frequency required by University and/or governing authority, clean adjacent and nearby streets of dirt resulting from construction operations.

3.9 STARTING AND ADJUSTING

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

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

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

D. Manufacturer's Field Service: Comply with qualification requirements in Section 01 40 00 "Quality Requirements."

3.10 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.

B. Comply with manufacturer's written instructions for temperature and relative humidity.

C. Limiting Exposures: Supervise construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:

1. Excessive static or dynamic loading.
2. Excessive internal or external pressures.
3. Excessively high or low temperatures.
4. Thermal shock.
5. Excessively high or low humidity.
6. Air contamination or pollution.
7. Water or ice.
8. Solvents.
10. Light.
11. Radiation.
12. Puncture.
13. Abrasion.
14. Heavy traffic.
15. Soiling, staining and corrosion.
16. Bacteria.
17. Rodent and insect infestation.
19. Electrical current.
20. High speed operation.
21. Improper lubrication.
22. Unusual wear or other misuse.
23. Contact between incompatible materials.
24. Misalignment.
25. Excessive weathering.
27. Improper shipping or handling.
28. Theft.
29. Vandalism.

END OF SECTION 01 73 00
## FORM CWM-1: CONSTRUCTION WASTE IDENTIFICATION

<table>
<thead>
<tr>
<th>MATERIAL CATEGORY</th>
<th>GENERATION POINT</th>
<th>EST. QUANTITY OF MATERIALS RECEIVED* (A)</th>
<th>EST. WASTE - % (B)</th>
<th>TOTAL EST. QUANTITY OF WASTE* (C = A x B)</th>
<th>EST. VOLUME CY (CM)</th>
<th>EST. WEIGHT TONS (TONNES)</th>
<th>REMARKS AND ASSUMPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging: Cardboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Boxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Sheet or Film</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Polystyrene</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Pallets or Skids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Crates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Paint Cans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Pails</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site-Clearing Waste</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masonry or CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Cut-Offs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Warped Pieces</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood or OSB (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Waste Chutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim (cut-offs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Sealant Tubes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gypsum Board (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet and Pad (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Insert units of measure.
<table>
<thead>
<tr>
<th>MATERIAL DESCRIPTION</th>
<th>EST. QUANTITY</th>
<th>EST. VOLUME CY (CM)</th>
<th>EST. WEIGHT TONS (TONNES)</th>
<th>REMARKS AND ASSUMPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphaltic Concrete Paving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brick</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood and OSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Paneling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Steel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rough Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors and Frames</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glazing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustical Tile</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demountable Partitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping Supports and Hangers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valves</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinklers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper Wiring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting Ballasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Devices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switchgear and Panelboards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATERIAL CATEGORY</td>
<td>GENERATION POINT</td>
<td>TOTAL EST. QUANTITY OF WASTE TONS (TONNES)</td>
<td>DISPOSAL METHOD AND QUANTITY</td>
<td>HANDLING AND TRANSPORTION PROCEDURES</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Packaging: Cardboard</td>
<td></td>
<td></td>
<td>EST. AMOUNT SALVAGED TONS (TONNES)</td>
<td>EST. AMOUNT RECYCLED TONS (TONNES)</td>
</tr>
<tr>
<td>Packaging: Boxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Sheet or Film</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Polystyrene</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Pallets or Skids</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Crates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Paint Cans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Pails</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site-Clearing Waste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masonry or CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Cut-Offs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Warped Pieces</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood or OSB (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Waste Chutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim (cut-offs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Sealant Tubes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gypsum Board (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet and Pad (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FORM CWM-4: DEMOLITION WASTE REDUCTION WORK PLAN

<table>
<thead>
<tr>
<th>MATERIAL CATEGORY</th>
<th>GENERATION POINT</th>
<th>TOTAL EST. QUANTITY OF WASTE TONS (TONNES)</th>
<th>EST. AMOUNT SALVAGED TONS (TONNES)</th>
<th>EST. AMOUNT RECYCLED TONS (TONNES)</th>
<th>EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)</th>
<th>HANDLING AND TRANSPORTATION PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphaltic Concrete Paving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood and OSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Paneling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Steel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rough Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors and Frames</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glazing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustical Tile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demountable Partitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports and Hangers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinklers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper Wiring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting Ballasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Devices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switchgear and Panelboards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FORM CWM-7: CONSTRUCTION WASTE REDUCTION PROGRESS REPORT

<table>
<thead>
<tr>
<th>MATERIAL CATEGORY</th>
<th>TOTAL QUANTITY OF WASTE TONS (TONNES) (A)</th>
<th>QUANTITY OF WASTE SALVAGED</th>
<th>QUANTITY OF WASTE RECYCLED</th>
<th>TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)</th>
<th>TOTAL QUANTITY OF WASTE RECOVERED % (D / A x 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging: Cardboard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Boxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Sheet or Film</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Polystyrene</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Pallets or Skids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Crates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Paint Cans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packaging: Plastic Pails</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site-Clearing Waste</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masonry or CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Cut-Offs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber: Warped Pieces</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood or OSB (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Forms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Waste Chutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim (cut-offs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Sealant Tubes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gypsum Board (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet and Pad (scraps)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATERIAL CATEGORY</td>
<td>GENERATION POINT</td>
<td>TOTAL QUANTITY OF WASTE TONS (TONNES) (A)</td>
<td>QUANTITY OF WASTE SALVED</td>
<td>QUANTITY OF WASTE RECYCLED</td>
<td>TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Asphaltic Concrete Paving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lumber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plywood and OSB</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Paneling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood Trim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural Steel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rough Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors and Frames</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glazing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustical Tile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demountable Partitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports and Hangers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinklers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper Wiring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Light Fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lamps</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting Ballasts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Devices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switchgear and Panelboards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transformers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 01 77 00

CLOSEOUT PROCEDURES

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures, including Notice of Completion and Final Inspection procedures.
2. Occupancy procedures, including Notice of Approval of Occupancy/Use and University Supplemental Notice of Occupancy and Use List.
3. Final Acceptance procedures, including Pre-Acceptance Checklist and University Supplemental Building/Project Acceptance List.
4. Inspections after completion.
5. Warranties.
6. Final cleaning.
7. Repair of the Work.

B. Related Requirements:

1. Section 01 32 33 "Photographic Documentation" for submitting final completion construction photographic documentation.
2. Section 01 73 00 "Execution" for progress cleaning of Project site.
3. Section 01 78 23 "Operation and Maintenance Data" for operation and maintenance manual requirements.
4. Section 01 78 39 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
5. Section 01 79 00 "Demonstration and Training" for requirements for instructing University's personnel.

1.3 ACTION SUBMITTALS

A. Product Data: For cleaning agents.

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

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

1.4 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.

B. Certificate of Insurance: For continuing coverage.
CLOSEOUT PROCEDURES

C. Field Report: For pest control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 NOTICE OF COMPLETION AND SUBSTANTIAL COMPLETION PROCEDURES

A. Procedures and Submittals Prior to Notice of Completion: Complete and submit all of the following items prior to submitting Notice of Completion to Architect/Engineer. Include Contractor’s comprehensive list of items to be completed, corrected or not in compliance with the Drawings and Specifications.

1. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's preliminary punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
2. Building Inspection Record: Submit completed record with all required corrections noted.
4. Final Completion Schedule: Submit schedule for performing and completing all work indicated on the Contractor’s list of incomplete items.
5. Submit sustainable design documentation.
6. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
7. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
8. Submit test/adjust/balance records.

B. Final Inspection: Submit Notice of Completion to Architect/Engineer. Upon receipt, Architect/Engineer and University will review and if all items on the University Supplemental Notice of Completion Checklist are complete will, within the timeframe required by the Contract, schedule and make an inspection of the Project to determine whether the Work is substantially complete.

1. Final Punch List: Based on the inspection, Architect/Engineer will prepare a final punch list of work to be completed, work not in compliance with the Drawings or Specifications, and unsatisfactory work for any reason.
2. Re-inspection: If the cumulative number of items identified on the final punch list prevents a determination that the work is substantially complete, complete those items and when complete resubmit Notice of Completion. Upon receipt of resubmittal, Architect/Engineer and University will then schedule and make a re-inspection of the Project to determine whether the Work is substantially complete.

C. Notice of Substantial Completion: When inspection of the Work indicates that the Project is substantially complete and all other Contract provisions required for substantial completion have been satisfied, Architect/Engineer will issue a Notice of Substantial Completion (State Form SBP-07).
1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor or as approved by Architect/Engineer.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
   a. Project name.
   b. Date.
   c. Name of Architect/Engineer.
   d. Name of Contractor.
   e. Page number.

4. Submit list of incomplete items in the following format:
   a. MS Excel and PDF electronic file. Architect/Engineer will return annotated file.

1.8 OCCUPANCY PROCEDURES

A. Procedures and Submittals Prior to Occupancy: Complete and submit all items on both State Form SBP-01 “Notice of Approval of Occupancy/Use” and University Supplemental Notice of Occupancy and Use List.

1.9 FINAL ACCEPTANCE PROCEDURES

A. Procedures and Submittals Prior to Final Acceptance: Complete and submit all items on both State Form SBP-05 “Pre-Acceptance Checklist” and University Supplemental Building/Project Acceptance List.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 business days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect/Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect/Engineer will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.10 SETTLEMENT AND FINAL PAYMENT

A. Submit and complete all of the following as a condition precedent to settlement and final payment:

1. All guarantees and warranties.
2. All statement to support local sales tax refunds, if any.
3. Three (3) sets of operation and maintenance manuals.
4. One (1) set of as-built Contract Documents showing all job changes.
5. All demonstration and training completed in accordance with Section 01 79 00.
6. All punch list items documented as complete.

B. Final Certificate of Payment: Submit in accordance with the requirements of Section 01 29 00 “Payment Procedures."

1.11 INSPECTIONS AFTER COMPLETION

A. Warranty/Guarantee Inspections: During the warranty period, accompany Architect/Engineer and University Representative, and participate in inspection(s) of the Project to identify defective and deficient work at intervals and as required by the Contract.

B. List of Deficient or Defective Work: Within 10 business days of inspection, Architect/Engineer will provide Contractor with a list of items requiring correction.

C. Remedial Work: Upon receive of itemized list, immediately correct and remedy deficiencies and defects in a manner satisfactory to the Architect/Engineer and University.

1.12 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties to the Architect/Engineer prior to advertisement of the Notice of Contractor's Settlement. If the Notice of Acceptance designates a commencement date for warranties other than the date of Notice of Acceptance for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.

B. Partial Occupancy: When a designated portion of the Work is completed and occupied or used by the University, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Architect/Engineer within fifteen (15) calendar days of completion of that designated portion of the Work.

C. Special Warranties: When a special warranty is required to be executed by the Contractor, or the Contractor and a Subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties. Submit a draft to the University through the Architect/Engineer for approval prior to final execution. Refer to individual Specification Sections for specific requirements for special warranties.

D. Form of Submittal: Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.

1. Number of Copies: Two.
2. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
3. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
4. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
5. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

E. Provide additional copies of each warranty to include in operation and maintenance manuals.
F. List of Extended Warranties: Provide a comprehensive list of all manufacturers’ standard and special warranties with duration greater than one year after Notice of Acceptance. Organize list into an orderly sequence based on table of contents of the Project Manual.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.
2. Do not use sweeping compounds on concrete floors that will leave residue affecting finish floor materials.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer’s written instructions.

1. Complete the following cleaning operations immediately prior to Occupancy for entire Project or for a designated portion of Project:

a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
d. Remove tools, construction equipment, machinery, and surplus material from Project site.
e. Remove snow and ice to provide safe access to building.
f. Clean exposed exterior and interior finishes to a dirt-free condition, free of grease, dust, stains, films, fingerprints, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
h. Sweep concrete floors broom clean in unoccupied spaces.
i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer’s recommendations if visible soil or stains remain.
j. Power scrub and power buff resilient flooring surfaces, tile and fluid-applied flooring.
k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
CLOSEOUT PROCEDURES

1. Remove labels that are not permanent.
2. Wipe surfaces of mechanical and electrical equipment, elevator equipment where applicable, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
3. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
4. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
5. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.


6. Clean plumbing fixtures, lamps, globes, and reflectors to function with full efficiency.
7. Clean food service equipment to sanitary condition acceptable for intended food service use and approved by authority having jurisdiction.
8. Leave Project clean and ready for occupancy.

C. Pest Control: Comply with pest control requirements in Section 01 50 00 "Temporary Facilities and Controls." Prepare written report.

3.2 REPAIR OF THE WORK

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

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

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
   a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

3.3 ATTACHMENTS

A. Samples of the following forms are appended to this Section for reference following End of Section 01 77 00:

1. University of Colorado Denver | Anschutz Medical Campus Supplemental Notice of Occupancy and Use List.
2. University of Colorado Denver | Anschutz Medical Campus Supplemental Building / Project Acceptance List.

END OF SECTION 01 77 00
Supplemental Notice of Occupancy and Use List

Project Name & Number:  
Contractor:  

In addition to completing Notice of Approval of Occupancy / Use (SBP-01), the following items must be completed before Occupancy is approved:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Completed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Final and formal address posted on the building entries.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. A copy of the Contractor’s in-progress red line “as-built” drawings has been given to BMO representative &amp; a 2nd copy is provided for Projects plan room. This is to include landscape drawings showing irrigation installation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Maintenance, operations and spare parts manuals on all installed equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Notice of Partial Substantial Completion concerning roles/ responsibilities of University and Contractor for security, maintenance, heat, utilities reviewed and accepted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Manufacturer maintenance, operations and spare parts manuals for fixtures, mechanical, electrical and plumbing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Hardware maintenance, operations and spare parts manuals for doors &amp; locks, including roll up doors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Warranty Dates and Contact list for all Contractors and Suppliers given to BMO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Transfer utility account from Contractor to Facilities Operations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Site plan to include first floor main isolation locations and plans for each floor to include main utility shutoffs, for utilities to include water, electrical, steam, sewer, fuel supply, telecom, fiber optic and gasses, identified on a set of drawings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. If Commissioning Report is completed, BMO has reviewed/ commented, including electrical, plumbing, mechanical/ HVAC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. All Contractor provided equipment has new filters &amp; construction filters removed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Not Used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Elevator equipment rooms insulated and space conditioned for control system requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. FSS has been provided with copy of Building Department testing and inspection report for window washing equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Roof walking pads to access equipment are installed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. PM to communicate to fire department via Life Safety Officer that building has transitioned to BMO. Alarms at Anschutz Medical Campus report to University Police Dispatch and at Downtown report to designated monitoring company.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. Training for BMO and FSS on installed equipment and systems is completed.

20. Equipment keys and locks transitioned to Operations, including fire panels, electrical panels, directories and generator panels. Construction cores removed and replaced with permanent cores.

21. Access control pathways and junction boxes for installed doors, gates, loading docks and roof access complete. *All wiring and hardware completed and electronic security access controls in place and tested by University Electronic Security.*

22. EH&S is provided, as applicable for project, with fume hood certification, water testing certification, hazardous waste compliance certification, radiation compliance certification, BSL3 certification, and all other specialty equipment certification.

23. PM notifies University Risk Management that project is transferring to University and notifies Contractor that it can eliminate Builders Risk Insurance.

24. Not Used

25. Not Used

26. Elevator tools, including hand tools, computer, proprietary and operational software is received and confirm 1-year service from date of acceptance.

27. All computers and software required in drawings and specs. are received, including for BAS, Energy and Lighting, Fuel Systems, and Power Management, and any specialty software and alarm codes for operating systems.

28. For all areas to be transferred to University, all waste and debris removed; floor and wall surfaces clean and in good repair; ceiling surfaces clean, unmarked, in place; site, including sidewalks, cleared of debris and construction equipment; and roof is clear of all materials and debris.

29. Water chlorination and testing complete and provided by PM to Chief Building Official and BMO via BMO Rep.

30. Toilet accessories are in place that meet custodial contract.

31. Trash receptacles outside the building are in place

<table>
<thead>
<tr>
<th>University Project Manager (sign &amp; print name)</th>
<th>Date</th>
<th>University BMO Rep. (sign &amp; print name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University FSS Rep (sign &amp; print name)</td>
<td>Date</td>
<td>University Downtown Rep. (If Necessary) (sign &amp; print name)</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Highlighted items are not the responsibility of Contractor but PM and BMO Rep must ensure these are completed and operational prior to occupancy and use.*

Mark N/A by item if it is not applicable to project 3.1.12
In addition to completing Pre-Acceptance Checklist (SBP-05), the following items must be completed before Final Acceptance.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Completed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review State Buildings Pre-Acceptance check list &amp; Notice of Approval of Occupancy / use form with BMO rep &amp; confirm agreement with status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Establish list of post construction change orders &amp; track separately from basic project until items are complete – call it Phase 2 to avoid delay on basic project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. O &amp; M Manuals given to BMO Representative and BMO Archivist (2 hard copies and 1 electronic total)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Record Documents – a hard copy of plans and specifications are provided for plan room &amp; given to BMO &amp; electronic auto cad &amp; specs are given to Archive Officer (Art Steinman) this is to include landscape drawings showing irrigation installation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Final Site Walk is completed with University Grounds Supervisor. Drain barriers are removed and storm drains cleared. MS4 storm water plan, CDPHE permits, and evidence of final closeout received by Project Manager and all copied to University Engineering Division.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Move-related work items complete including physical move, tours (occupants &amp; police), mail, phone &amp; electrical hook ups for equipment &amp; furniture systems complete &amp; freezers enrolled in University freezer program.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. If exterior work is applicable: Landscape – Include a walk through with University Grounds for 1) new &amp; established 1-year service date; 2) existing damaged landscape is repaired; and 3) irrigation – zone control test is complete.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Attic stock, matches spec. requirements, is located in secured location, and is inventoried.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Electrical system one line diagram framed and mounted in electrical room.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Spare fire suppression heads in cabinets and tool: cabinet in main electrical room includes one complete set of spare fuses for major equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Contractor keys issued by University BMO returned to University Key Shop via PM/BMO Rep.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Interior Finishes Binder given to the University Project Manager: (Two hard copies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Not Used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Not Used</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
15. Safety grating in pipe chases in place.

16. Signs in place including monument sign, building exterior and site signage and building interior signage.

17. All applicable reports, including Air Emission reports; Sewer Reports, including for process diverters, traps and collection tanks; Fuel Storage Tank and Detection reports; and Water System tests and reports provided to BMO via PM and BMO Rep.

18. Not Used

19. Not Used

20. Not Used

21. Not Used

22. If commissioning is included for project, Commissioning Agent certification is received by BMO via PM and BMO Rep.

<table>
<thead>
<tr>
<th>University Project Manager</th>
<th>Date</th>
<th>University BMO Rep.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(sign &amp; print name)</td>
<td></td>
<td>(sign &amp; print name)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>University FSS</th>
<th>Date</th>
<th>University Downtown Rep (if necessary)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(sign &amp; print name)</td>
<td></td>
<td>(sign &amp; print name)</td>
<td></td>
</tr>
</tbody>
</table>

*Warranty dates are not subject to completion of these items by contract

** Highlighted items are not the responsibility of Contractor but PM and BMO Rep must ensure these are completed and operational prior to occupancy and use.

Mark N/A by item if it is not applicable to project

6.18.18
SECTION 01 78 23

OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory.
2. Systems, subsystems, and equipment operation and maintenance manuals.
3. Product maintenance manuals.
4. Emergency manuals.
5. Framed operating and maintenance instructions.

B. Related Requirements:

1. Section 01 33 00 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
2. Section 01 91 13 "General Commissioning Requirements" for verification and compilation of data into operation and maintenance manuals.

1.3 DEFINITIONS

A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

A. Schedule: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 30 calendar days before commencing demonstration and training. Architect/Engineer will return copy with comments.

1. Correct or revise each manual to comply with Architect/Engineer's comments. Submit copies of each corrected manual within 15 calendar days of receipt of Architect/Engineer's comments and prior to commencing demonstration and training.

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

1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect/Engineer.
a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
b. Compile entirely from documents with searchable text.
c. Enable inserted reviewer comments on draft submittals.

C. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 30 calendar days before commencing demonstration and training. Architect/Engineer will return copy with comments.

1. Correct or revise each manual to comply with Architect/Engineer's comments. Submit copies of each corrected manual within 15 calendar days of receipt of Architect/Engineer's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 GENERAL REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

A. Intent: Prepare data in form of an instructional manual for use by University personnel.

B. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
2. Table of contents.

D. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

E. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
F. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.

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

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

1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in minimum 1 inch and maximum 2 inch thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.

   a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.

   b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.

2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.

3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.


5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.

   a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.

   b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.2 SYSTEMS, SUBSYSTEMS AND EQUIPMENT OPERATION AND MAINTENANCE MANUALS

A. General: Provide operation and maintenance manuals where indicated in individual Specification Section and the following:

1. Heating, ventilating and air-conditioning equipment and systems.
2. Plumbing equipment and systems.
3. Special piping equipment and systems.
4. Electrical distribution systems.
5. Standby generator systems.
6. Communications systems.
7. Fire alarm and detection systems.
8. Underground sprinkler systems.
10. Food service equipment.
11. Elevators.
12. Other special construction and conveying systems.

B. Operation Content: In addition to requirements in this Section, include operation data required in individual Specification Sections.

1. Additional Operation Content Required:
   b. Performance and design criteria if Contractor has delegated design responsibility.
   c. Operating standards.
   d. Operating procedures.
   e. Operating logs.
   f. Wiring diagrams.
   g. Control diagrams.
   h. Piped system diagrams.
   i. Precautions against improper use.
   j. License requirements including inspection and renewal dates.

2. Descriptions: Include the following:
   a. Product name and model number. Use designations for products indicated on Contract Documents.
   b. Manufacturer's name.
   c. Equipment identification with serial number of each component.
   d. Equipment function.
   e. Operating characteristics.
   f. Limiting conditions.
   g. Performance curves.
   h. Engineering data and tests.
   i. Complete nomenclature and number of replacement parts.

3. Operating Procedures: Include the following, as applicable:
   a. Startup procedures.
   b. Equipment or system break-in procedures.
   c. Routine and normal operating instructions.
   d. Regulation and control procedures.
   e. Instructions on stopping.
   f. Normal shutdown instructions.
   g. Seasonal and weekend operating instructions.
   h. Required sequences for electric or electronic systems.
   i. Special operating instructions and procedures.

4. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
C. Maintenance Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

1. Source Information: Provide the following information in a list for each product included in manual:
   a. Name, address, and telephone number of Installer or supplier and maintenance service agent.
   b. Name, address, and telephone number of local source for supply of replacement parts.
   c. Name, address, and telephone number of maintenance contractor, where appropriate.
   d. Cross-reference Specification Section number and title.
   e. Drawing or schedule designation or identifier where applicable.

2. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
   a. Standard maintenance instructions and bulletins.
   b. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
   c. Identification and nomenclature of parts and components.
   d. List of items recommended to be stocked as spare parts.

3. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
   a. Test and inspection instructions.
   b. Troubleshooting guide.
   c. Precautions against improper maintenance.
   d. Disassembly; component removal, repair, and replacement; and reassembly instructions.
   e. Aligning, adjusting, and checking instructions.
   f. Demonstration and training video recording, if available.

4. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
   a. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
   b. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

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

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

7. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
   a. Include procedures to follow and required notifications for warranty claims.
   b. Include information sheet covering proper procedures in event of failure and instances which might affect validity of warranties and bonds.
2.3 PRODUCT MAINTENANCE MANUALS

A. Content: Organize manual into a separate section for each product, material, and finish. Separate into two manuals: one for exterior moisture protection products and those exposed to weather and one for interior products. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: Provide the following information for each product included in manual:

1. Name, address, and telephone number of Installer or supplier and maintenance service agent.
3. Drawing or schedule designation or identifier where applicable.

C. Product Information: Include the following, as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

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

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

1. Include procedures to follow and required notifications for warranty claims.

2.4 EMERGENCY MANUALS

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

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

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

1. Fire.
2. Flood.
5. Power failure.
7. System, subsystem, or equipment failure.
8. Chemical release or spill.

C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of University's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.

D. Emergency Procedures: Include the following, as applicable:

1. Instructions on stopping.
2. Shutdown instructions for each type of emergency.
3. Operating instructions for conditions outside normal operating limits.
4. Required sequences for electric or electronic systems.
5. Special operating instructions and procedures.

2.5 FRAMED OPERATING AND MAINTENANCE INSTRUCTIONS

A. All mechanically and electrically operated equipment and controls shall be provided with legible and complete wiring diagrams, schematics, operating instructions, and pertinent preventative maintenance instructions in a sturdy frame with clear glass or plastic cover. Use non-fading, permanent media.

B. Locate frames in the same room or service enclosure as equipment, or in the nearest mechanical or electrical room.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 78 23
SECTION 01 78 39

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.
4. Miscellaneous record submittals.

B. Related Requirements:

1. Section 01 73 00 "Execution" for final property survey.
2. Section 01 77 00 "Closeout Procedures" for general closeout procedures.
3. Section 01 78 23 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.3 CLOSEOUT SUBMITTALS

A. General: Submit record drawings with duplicate original transmittal letters containing:

1. Date.
2. Project title and number.
3. Contractor’s name and address.
4. Certification that each document as submitted is complete and accurate.
5. Signature of authorized representative of the Contractor.

B. Record Drawings: Submit copies of record Drawings as follows:

1. Submit three paper-copy sets of marked-up record prints, two copies will be retained by the University and one copy retained by the Architect/Engineer.
2. Submit three paper-copy sets and three digital copies on CD of electronic files for all delegated-design submittals. Two copies will be retained by the University and one copy retained by the Architect/Engineer.

C. Record Specifications: Submit three paper copies of Project's Specifications, including addenda and contract modifications. Two copies will be retained by the University and one copy retained by the Architect/Engineer.
D. Record Product Data: Submit three paper copies of each submittal. Two copies will be retained by the University and one copy retained by the Architect/Engineer.

1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

E. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit three paper copies of each submittal. Two copies will be retained by the University and one copy retained by the Architect/Engineer.

F. Interior Finishes Binder: Three copies. Two copies will be retained by the University and one copy retained by the Architect/Engineer.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.

   a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
   b. Accurately record information in an acceptable drawing technique.
   c. Record data as soon as possible after obtaining it.
   d. Record and check the markup before enclosing concealed installations.
   e. Cross-reference record prints to corresponding archive photographic documentation.
   f. Mark using line types and symbols conforming to Contract Documents.

2. Content: Types of items requiring marking include, but are not limited to, the following:

   a. Dimensional changes to Drawings.
   b. Revisions to details shown on Drawings.
   c. Depths of foundations below first floor.
   d. Locations and depths of underground utilities referenced to permanent surface improvements.
   e. Revisions to routing of piping and conduits.
   f. Revisions to electrical circuitry.
   g. Actual equipment locations.
   h. Duct size and routing.
   i. Locations of concealed internal utilities referenced to visible and accessible features of structure.
   j. Locations of concealed valves, dampers, controls, balancing devices, junction boxes, cleanouts, and other items requiring access or maintenance.
   k. Changes made by Change Order.
   l. Changes made following Architect/Engineer's written orders.
   m. Details not on the original Contract Drawings.
   n. Field records for variable and concealed conditions.
Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
5. Mark additional information important to University that was either shown schematically or omitted from original Drawings.
6. Note Change Order numbers, and similar identification, where applicable.

B. Record Delegated Design Electronic Files: For all delegated design submittals, including but not limited to landscape irrigation, fire alarm and fire sprinkler plans, prepare electronic files in full compliance with University of Colorado Denver | Anschutz Medical Campus Guidelines and Design Standards, Part 1.0, Paragraph “Drawing Production Standards.”

C. Identification: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
2. Identification: As follows:
   a. Project name.
   b. Date.
   c. Designation "PROJECT RECORD DRAWINGS."
   d. Name of Architect/Engineer.
   e. Name of Contractor.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to substitutions, selection of options, and similar information on concealed products and installations that cannot be readily identified and recorded later.
2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
3. Note related Change Orders where applicable.
4. Maintain one complete copy of all Addenda, Change Orders and other written change documents in printed form during construction.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
3. Note related Change Orders, record Specifications, and record Drawings where applicable.

B. Directory: Include record Product Data directory organized by Specification Section number and title.
C. Product List: Update and record any changes to Product List submitted in accordance with Section 01 60 00 “Product Requirements”, including any changes to brand, model, subcontractor, or Installer so that final list reflects materials, equipment and systems incorporated into the Work.

2.4 MISCELLANEOUS RECORD SUBMITTALS

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

1. Include manufacturer’s certifications, field test record, copies of permits, licenses, certifications, inspection reports, releases, notices, receipts for fee payments and similar documents.

B. Directory: Include miscellaneous record submittals directory organized by Specification Section number and title.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project. Update at least weekly.

B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect/Engineer's and University’s reference during normal working hours.

END OF SECTION 01 78 39
SECTION 01 78 46
EXTRA STOCK MATERIALS

PART 1 - GENERAL

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

1.2 SUMMARY
A. Section includes descriptions and quantities of required extra stock materials.

1.3 INFORMATIONAL SUBMITTALS
A. Schedule of Maintenance Materials: Prepare a schedule in tabular form of all extra stock materials required in individual Specification Sections including:

1. Specification Section number and title.
2. Description of required material
3. Quantity of required material.

1.4 MAINTENANCE MATERIALS
A. Furnish extra materials that match and are from the same production runs as the product installed.
B. Provide in the quantities indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 MAINTENANCE MATERIAL SCHEDULE

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 65 13</td>
<td>RESILIENT BASE AND ACCESSORIES</td>
<td>Furnish 50 linear feet of each type, color, pattern, and size of wall base installed. Furnish 2% of each type, color, pattern, and size of all other resilient accessories installed.</td>
<td></td>
</tr>
<tr>
<td>26 20 00</td>
<td>LOW VOLTAGE ELECTRICAL DISTRIBUTION</td>
<td>Fuses</td>
<td>1 set of 3 of each type and size used on the project and fuse cabinet in main electrical room to hold them.</td>
</tr>
</tbody>
</table>
SECTION 01 79 00
DEMONSTRATION AND TRAINING

PART 1 - GENERAL

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

1.2 SUMMARY
A. Section includes administrative and procedural requirements for instructing University's personnel, including the following:
   1. Demonstration of operation of systems, subsystems, and equipment.
   2. Training in operation and maintenance of systems, subsystems, and equipment.

1.3 INFORMATIONAL SUBMITTALS
A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include outline for each training module.
B. Qualification Data: For instructor, demonstrating qualifications and ability to instruct on maintenance and care of system, equipment and products.
C. Schedule of Demonstration and Training: Prepare a schedule in tabular form of all demonstration and training required in individual Specification Sections including:
   1. Specification Section number and title.
   2. Description of required demonstration and training.
D. Attendance Record: For each training module, submit list of participants and length of instruction time.

1.4 QUALITY ASSURANCE
A. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 01 40 00 "Quality Requirements," experienced in operation and maintenance procedures and training. Manufacturer’s sales staff is not acceptable.
B. Pre-instruction Conference: Conduct conference at Project site to comply with requirements in Section 01 31 00 "Project Management and Coordination." Review methods and procedures related to demonstration and training.
PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

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

B. Training Modules: For each module, include instruction for the following as applicable to the system, equipment, or component:

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

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

3. Emergencies: Include the following, as applicable:
   a. Instructions on meaning of warnings, trouble indications, and error messages.
   b. Instructions on stopping.
   c. Shutdown instructions for each type of emergency.
   d. Operating instructions for conditions outside of normal operating limits.
   e. Sequences for electric or electronic systems.
   f. Special operating instructions and procedures.
   g. A tour of the installation identifying the location of all system components.

4. Operations: Include the following, as applicable:
   a. Startup procedures.
   b. Equipment or system break-in procedures.
   c. Routine and normal operating instructions.
   d. Regulation and control procedures.
   e. Control sequences.
   f. Safety procedures.
   g. Instructions on stopping.
   h. Normal shutdown instructions.
   i. Operating procedures for emergencies.
   j. Operating procedures for system, subsystem, or equipment failure.
   k. Seasonal and weekend operating instructions.
l. Required sequences for electric or electronic systems.
m. Special operating instructions and procedures.
n. Sequence of operation.

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

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

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

8. Repairs: Include the following:
   a. Diagnosis instructions.
   b. Repair instructions.
   c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
   d. Instructions for identifying parts and components.
   e. Review of spare parts needed for operation and maintenance.
   f. Product support/service model.
   g. Purchasing of replacement parts.

9. Instruction specific to Instrumentation and Controls, Electrical Gateway, Network Lighting Controls, or any other new technology that is integrated with another system: Include the following:
   a. Overview and theory.
   b. Wiring diagrams, including the one line diagram.
   c. Creation, editing, and programming of the point database.
   d. Integration topology and platform for communication.
   e. Graphics packages and touch screens for the system.
   f. Alarms and diagnostics.
   g. Reporting functions dynamically and historically.
   h. Remote access to the system.
   i. Database back-up and maintenance.
   j. Replacement and re-programming of replacement parts.
   k. Point type and functionality for each type of point.
   l. Programming.
   m. Point/object editing.
   n. Loop tuning.
   o. Help files and other troubleshooting documentation.
p. Instruction is given by the staff that setup the integration.

C. Operation and Maintenance Manuals: Provide appropriate Operation and Maintenance manuals in each training session so that the detail drawings and maintenance activities are outlined and discussed for each application.

PART 3 - EXECUTION

3.1 PREPARATION

A. Assemble educational materials necessary for instruction, including documentation and training module.

B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

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

1. University will furnish Contractor with names and positions of participants.

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

1. Coordinate schedule for all training with University Project Manager and provide the following:
   a. Minimum 3 weeks notification.
   b. Training matrix in calendar format.
   c. Training outline for each session.

2. Do not schedule training until equipment has been started up, commissioned, and is currently operating in its normal condition.

3. Do not schedule overlapping training sessions.

4. Schedule training sessions for a maximum of 4 hours per day; afternoons preferred.

5. Provide separate training session on each system for operational/maintenance groups and user groups.

6. Training sessions will be cancelled and rescheduled unless the following documentation is received:
   a. Instruction qualifications.
   b. Evidence that equipment has been started up, commissioned, and is currently operating in its normal condition.
   c. Operation and Maintenance manuals.

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

D. Travel, Room and Board: Coordinate any out-of-state training with the University Project Manager.

E. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.
### DEMONSTRATION SCHEDULE

<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 00 00</td>
<td>HEATING, VENTILATING AND AIR CONDITIONING</td>
<td>Schedule instructional meetings for The University of Colorado Anschutz Medical Campus Facilities Operations maintenance personnel on the proper operation and maintenance of mechanical systems. Provide the project manager a minimum of 5 days notice prior to any testing.</td>
</tr>
<tr>
<td>23 08 00</td>
<td>COMMISSIONING OF HVAC</td>
<td>Engage the commissioning authority to provide a customized one to two day training class for the university’s engineering personnel in problem solving techniques including the review of mechanical system design as a whole, integrated unit, unique qualities of the installed mechanical system, insights into how to solve system-wide, multi-faceted problems, and identify a variety of resources to assist with problem solving.</td>
</tr>
<tr>
<td>23 09 00</td>
<td>INSTRUMENTATION AND CONTROLS</td>
<td>Engage a factory-authorized trained representative to conduct a minimum of 1-four hour on-site training course and an additional 1-four hour on-site training course per 25,000 sq. ft. for designated University personnel. Provide 40 hours of certified training in Instrument and Controls for every 100,000 sq. ft. of a lab/research building.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engage a factory-authorized trained representative to conduct an 8-hour seasonal loop training.</td>
</tr>
<tr>
<td>23 21 23</td>
<td>PUMPS</td>
<td>Engage a factory-authorized service representative to train a University Representative for 2 hours of instruction for each pumping system provided.</td>
</tr>
<tr>
<td>26 00 00</td>
<td>ELECTRICAL</td>
<td>Engage a factory-authorized service representative to train the University’s Operations personnel a minimum of 8 hours for each system. Provide an additional minimum of 4 hours for any electrical gateway or networked lighting controls.</td>
</tr>
</tbody>
</table>

END OF SECTION 01 79 00
SECTION 09 29 00 - GYPSUM BOARD

PART 1 - GENERAL

1.1 SYSTEM REQUIREMENTS

A. Design Requirements
   1. Patch and repair gypsum board to maintain a sound transmission class (STC) rating of 55 or better.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Interior Gypsum Board:
   1. Gypsum board, Type X: Provide 5/8 inch thick, typical unless noted otherwise.
   2. Abuse-resistant gypsum board: Provide at service corridors.
   3. Moisture- and mold-resistant gypsum board. Provide at all high humidity areas.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Finishing Gypsum Board Assemblies:
   1. Levels of Gypsum Board Finish: At a minimum, comply with recommendations in GA-214, “Recommended Levels of Gypsum Board Finish.”

END OF SECTION 09 29 00
PART 1 - GENERAL (Not Applicable)

PART 2 - PRODUCTS

2.1 RESILIENT BASE AND ACCESSORIES

A. Resilient Base:
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Johnsonite.
         1) Basis of Design: #31 Zephyr
      b. Musson, R.C. Rubber Co.
      c. Roppe Corporation, USA.
   3. Style: Cove at all locations.
   4. Minimum Thickness: 0.125 inch.
   5. Height: 4 inches.

B. Resilient Molding Accessory: Rubber.
   1. Edge Strips: 0.125 inch thick, 1 inch wide, with tapered or bullnose edge.

2.2 RESILIENT TILE

A. Vinyl Composition Floor Tile:
   1. Manufacturer:
      a. Armstrong (Basis of Design)
         1) Imperial Texture, 51911 Classic White
   2. Class: Through pattern.
   4. Thickness: 0.125 inch.
   5. Size: 12 by 12 inches.
   6. Thickness: 0.08 inch.

2.3 INSTALLATION MATERIALS

   1. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based provided or approved by manufacturer for applications indicated and capable of taper to feather edge.
   2. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.
   3. Floor Polish: Provide stripper, sealer and polish recommended by the University Environmental Health and Safety (EHS) through the University Project Manager.

PART 3 - EXECUTION

3.1 CLEANING AND PROTECTION

A. Floor Polish: Strip factory seal and apply finish recommended by the University EHS through the University Project Manager.
SECTION 09 91 23 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 SYSTEM REQUIREMENTS

A. Design Requirements:
   1. Single-Source Responsibility: Provide primers and undercoats produced by and certified compatible with each other and with topcoat.
   2. Quality: Provide manufacturer’s first line commercial products.
   3. Locally Available: Provide products readily available within the Denver metropolitan area in 1- and 5-gallon containers. Readily available means within 24-hours of placing order.
   4. Dry Film Thickness (DFT): Apply all coatings in strict conformance with manufacturer’s recommendations for minimum DFT.

1.2 SUBMITTALS

A. MSDS: Contractor to provide Material Safety Data Sheets (MSDS) for all coatings to the University Project Manager prior to application.

1.3 QUALITY ASSURANCE

A. MPI Standards: Provide products that comply with Master Painter Institute (MPI) standards indicated and that are listed in its "MPI Approved Products List."

B. All painting must be of journeyman level craftsmanship, paying special attention to preparation, etching, priming and undercoating.

PART 2 - PRODUCTS

2.1 PRIMERS/SEALERS

A. Primer, Alkali Resistant, Water Based, for Concrete Substrates: MPI #3

B. Primer Sealer, Interior, Institutional Low Odor/No VOC, for Gypsum Board and Plaster Substrates: MPI #149

PART 3 - EXECUTION

3.1 INTERIOR PAINTING SCHEDULE

A. Gypsum Board and Plaster Substrates:
   1. Latex System: MPI INT 9.2A. At gypsum board, GFRG, and plaster substrates scheduled to receive gloss paint.
      a. Prime Coat: Primer sealer, latex, interior, MPI #50.
      c. Topcoat: Latex, interior; gloss, (Gloss Level 6, except minimum gloss of 65 units at 60 degrees), MPI #114.
   2. Institutional Low-Odor/No VOC Latex System: MPI INT 9.2M. At all gypsum board, GFRG, and plaster substrates, unless indicated otherwise.
      a. Prime Coat: Primer sealer, interior, institutional low odor/No VOC, MPI #149.
      c. Topcoat: Latex, interior, institutional low odor/No VOC; Provide one of the following as indicated in Finish Schedule:
1) Flat (Gloss Level 1), MPI #143
2) Egg-shell (Gloss Level 2), MPI #144 or (Gloss Level 3), MPI #145
3) Semi-gloss (Gloss Level 5), MPI #147

d. Typical Sheen: Egg-shell (Gloss Level 2 or 3) unless indicated otherwise.

END OF SECTION 09 91 23
SECTION 12 35 53 - LABORATORY CASEWORK

PART 1 - GENERAL

1.1 SYSTEM REQUIREMENTS

   A. Design Requirements:
      1. Match new casework to existing casework.
      2. Acceptable Casework Types:
         a. Metal.

PART 2 - PRODUCTS

2.1 CASEWORK

   A. Manufacturers:
      1. Metal Casework:
         a. Bedcolab. (Or approved equal)
            1) Basis of Design: Model # FI-76-30-14, BL290 Cappuccino
         b. Fisher Hamilton, L.L.C.
         d. Mott Manufacturing Ltd.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 12 35 53
SECTION 23 00 00 – PLUMBING, HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

PART 1 - GENERAL

1.1 REFERENCES

A. Manual Part 3, Project Planning and Design Guidelines and Standards

B. Drawing and General Provisions of Contract, including General and Supplementary General Conditions and Division 1 section apply to work in Division 23.


1.2 SYSTEM DESIGN REQUIREMENTS

A. Notify the University Project Manager of all modifications affecting supply and exhaust air in laboratories or spaces being renovated or modified for special occupancies.

B. Provide galvanized steel, aluminum, PVC coated, or stainless steel ducts for ventilating bio safety cabinets, chemical fume hoods and flammable storage cabinets. Design and install systems to ensure that hoods and ducts are under negative pressure all the way out of the building.

C. Access/Accessibility:
   1. Any device, equipment and/or component having a moving part or that requires maintenance and/or service shall be easily accessible. If it is located above solid ceiling, in a chase or other concealed areas, an access door shall be provided so that parts can be exchanged and work be done as required. Minimum panel size to be 24 inches by 24 inches
   2. Install utility distribution systems (i.e., conduit, piping, ductwork, etc.) in a layered configuration in the areas of renovation or new construction. Take into account the access to devices, equipment, and/or components.
   3. Locate access to equipment and valves outside critical areas, clean rooms, and red zones. Obtain a list of specific areas from the University Project Manager.
   4. Locate systems to provide access to devices and components that require access or maintenance. System hierarchy above ceilings as follows:
      a. Plumbing waste, vent piping and roof drain mains and leaders.
      b. Cable trays
      c. Supply, return, and exhaust ductwork
      d. Fire sprinkler mains and leaders.
      e. Electrical conduit and duct banks.
      f. Domestic hot and cold water, medical gas piping
      g. Fire sprinkler branch piping and sprinkler run-outs.
   5. Submit a system layering plan including electrical components to the University Project Manager for review and approval as part of the Schematic design phase of each project.

D. Temporary Facilities:
   1. Do not use permanent building equipment without written permission from the University Project Manager. If equipment is used for temporary heating or cooling, maintain equipment per manufacturer’s instructions and protect with filters, strainers, controls, reliefs, etc. Do not start the guarantee period until the equipment is turned over to the university for use.

E. Painting:
   1. All piping, conduit and equipment in unfinished areas shall be painted as required for preservation and identification.
2. All exposed work in finished areas shall be painted for appearance as directed by the Architect.
3. Painters will cover or mask off equipment tags, nameplates, etc., before painting and then remove masking in such a way that it does not destroy the information on the tag or nameplate.

F. Process and Control Air:
1. Air supply for control of HVAC devices having electric or electronic components shall be dried through a refrigeration air dryer or desiccant dryer.

1.3 SUBMITTALS

A. Submittals shall be made in accordance with Section 01300 and as required by various Section of Divisions 21, 22, and 23 with the following provisions:
1. Submittals will be reviewed by the Engineer to determine that the materials, equipment, and installation methods are in accordance with the project design concepts. The Contractor shall be responsible for space requirements, configurations, performance, bases, supports, structural members and openings in structure, and other apparatus that may be affected by the material, equipment, or installation.
2. Include current, published catalog and specification sheets pertaining to proposed material and equipment.
3. Identify each item with identification symbols identical to those used on the drawings and/or in the specifications.

B. Operation and Maintenance Manual: Furnish operation and maintenance manuals for equipment and systems installed under Divisions 21, 22, and 23 of the standards in accordance with Section 01730 and following:
1. Submit one copy of the manual to the Engineer for preliminary review prior to production of the final manuals.
2. Following review of the preliminary manual by the Engineer prepare and submit final copies of the manual complying with the Engineer's comments noted on the preliminary manual.
3. Include the following information:
   a. Alphabetical list of all system components with the name, address, and 24-hour phone number of the company responsible for servicing each item during the first year of operation.
   b. Manufacturer's data that are applicable to the installed equipment such as the following:
      1) Shop drawings (reviewed and accepted)
      2) Product and performance data (reviewed and accepted)
      3) Installation instructions
      4) Lubrication instructions
      5) Wiring and temperature control diagrams (reviewed and accepted Shop Drawings)
      6) Parts lists
      7) Copies of warranties
      8) A compilation of the manufacture’s recommended maintenance schedule and routines for each piece of equipment
   c. A simplified description of the operation of each system including, the function of each piece of equipment within the system. Support descriptions with a schematic flow diagram when applicable.
   d. Emergency procedures for equipment operation during a fire or following the failure of major equipment. Describe procedures for normal starting, operating, shutdown, and long-term shutdown.
   e. Maintenance instruction including valves, valve tag, and other identified equipment lists, proper lubricants and lubricating instruction for each piece of equipment, and necessary cleaning, replacing, and adjusting schedules.
   f. Assembly, installation, alignment and adjustment instructions.
   g. System balancing report.
   h. Temperature controls, cut sheets and record drawings.
i. Commissioning checklists and certification.

C. Record Documents: Furnish record documents for equipment and systems under Divisions 21, 22, and 23 of the Standards in accordance with Section 01720 and the following:
   1. Mark drawing prints to indicate revisions to piping and ductwork, size and location both exterior and interior; including locations of coils, dampers, and other control devices, filters, boxes, and similar units requiring periodic maintenance or repair; actual equipment locations, dimensioned from column lines; actual inverts and locations of underground piping; concealed equipment, dimensioned to column lines; mains and branches of piping systems, with valves and control devices located and numbered, concealed unions located. Note changes of ductwork or piping on the drawings if it has been relocated more than 1 foot from where shown on the drawings.
   2. List all equipment parameters on the drawings in schedules whenever possible. Include room number where equipment is located.
   3. At the completion of the project, mark all valve tag numbers on the drawings and turn these drawings over to the University Project Manager.

D. Spare Parts: Refer to Section 01 78 46 – Extra Stock Materials.

1.4 QUALITY ASSURANCE

A. Installer Qualification:
   1. Workmanship shall conform to the highest industry standard for each specific type of work.
   2. Perform work in accordance with standard commercial practices.

B. Comply with Part 3 of this manual, state and federal codes, rules and regulations. As a minimum requirement, codes, rules and regulations take precedence over the drawings and specifications. Where the requirements of the drawings and specifications exceed those of applicable codes, rules and regulations, the drawings and specifications shall govern.

1.5 DELIVERY, STORAGE AND HANDLING

A. All mechanical equipment and materials shall be delivered, stored and handled in accordance with manufacturers instructions and the requirements of Section 01 10 00.

1.6 WARRANTY

A. All mechanical equipment, materials and workmanship warranties shall be provided in accordance with the requirements of Section 01740 and the following:
   1. Warranty all equipment, materials, workmanship, and proper operation of equipment and apparatus for a period of one year from date of final acceptance unless indicated otherwise in the individual sections. Extended warranty periods are identified in individual sections.
   2. Compile and assemble the warranties specified in the individual sections into the operating and maintenance manuals.
   3. Provide complete warranty information for each item to include date or beginning of warranty or bond; duration of warranty or bond; and names, addresses, and telephone numbers and procedures for filing a claim and obtaining warranty services.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. As specified in individual sections.

2.2 MATERIALS, GENERAL
A. Products:
1. Provide material and equipment new and free from defects.
2. Install all material and equipment in accordance with the manufacturer's current published recommendations.
3. Certain materials and equipment are specified by manufacturer and model or catalog number. Such specified items are the basis of design and establish a degree of quality, performance, and physical configuration.
4. Equipment and materials manufactured by any one of the manufacturers listed on the drawings or in the specifications will be acceptable.
5. Where no manufacturer is listed, provide a standard product meeting the requirements of the drawings and specifications, and manufactured by a firm regularly engaged in the manufacture of such products. All equipment, when possible, shall be:
   a. Manufactured and purchased in Colorado
   b. Manufactured and purchased in the USA.
6. Requests prior to bid for approval of equipment or material not specified shall be done in accordance with the requirements of Section 01 25 00.

PART 3 - EXECUTION

A. Additional charges will not be authorized due to the contractor's failure to become familiar with the existing conditions.

3.2 INSTALLATION, GENERAL

A. Permits and Inspections:
1. Secure all required permits, the university will pay for permit and inspection costs.
2. Pay all applicable royalties, inspection fees, taxes, and licenses.

B. Responsibility of Contractor:
1. The contractor is responsible for the complete installation and satisfactory operation of all work in accordance with requirements of the drawings and specifications.
2. The component parts of the installation shall function together as workable systems. Each system shall be left with all parts adjusted and in proper working order.

C. Coordination:
1. Coordinate project in accordance with Section 01040.

D. Scaffolding, Rigging, and Hoisting:
1. Provide all scaffolding, rigging, and hoisting necessary to safely accomplish the work following OSHA requirements.
   a. Remove from premises when no longer needed.
2. Provide necessary services to deliver, erect, place, and install all equipment and apparatus furnished.

E. Damaged Surfaces:
1. At completion of the work, all mechanical material and equipment furnished shall be inspected for damage.
   a. Repair damaged factory finishes to match adjacent, undamaged areas.
   b. Replace deformed metal cabinets, jackets, and enclosures with new items. Finish shall match similar undamaged items.

3.3 TESTING, CLEANING AND CERTIFICATION

A. Cleanup:
1. At completion of the work, check and thoroughly clean all equipment.
a. Clean coils and plenums.
b. Clean under, in, and around equipment.
   1) Clean exposed surfaces of piping, ducts, and hangers.
   2) Clean equipment cabinets and enclosures.
   3) Provide and install new filters for equipment.

B. Project Closeout:
1. Verify that all work has been completed prior to requesting final walkthrough, including Contractor’s preliminary review of mechanical systems start-up and acceptance checklists.

END OF SECTION 23 00 00
SECTION 23 05 23 - GENERAL-DUTY VALVES FOR PIPING

PART 1 – GENERAL

1.1 SYSTEM DESIGN REQUIREMENTS

A. General Information:
1. For applications up to 2”, provide full port ball valves.
2. Valves adjacent to equipment should have unions/flanges provided to allow for removal with minimal labor effort.

B. Isolation Valves:
1. Provide valves for isolating sections of piping systems
2. Provide valves for isolating equipment and fixtures. Place valves on both sides of backflow and check valves to permit inspection.
3. Do not use isolation valves for balancing and do not use balancing valves for isolation.
4. Ball valves are acceptable as isolation valves for most hot water heating systems, domestic water systems, distilled or ionized water systems, blow-down valves, drain valves and other low hazard, low pressure systems.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Hydronic Ball Valves: Apollo, Crane, Jamesbury or Jenkins.

2.2 MATERIALS, GENERAL

A. Ball Valves:
1. Blowout proof stems, 3-piece, full port type, brass or bronze body, chrome plated or stainless steel ball, Teflon seals and seat, vinyl-covered handle with memory stop. Pressure rating 150 psi SWP.
2. Ball valves shall be 2 inch or less.

B. Gas Valves: Lubricated plug or AGA-approved ball valves.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. General Duty Valve Applications: The drawings indicate valve types to be used. Where specific valve types are not indicated, the following requirements apply:
1. Shutoff duty: Use valve type as indicated on drawings and in this section.

B. Install shutoff duty valves at each branch connection to supply mains, at supply mains, at supply connection to each piece of equipment and elsewhere as indicated.

C. Install valves with stems upright or 45 degree maximum, never inverted. When and if steam valves have to be mounted inverted they shall have a valve bonnet drain.

D. Mount all valves so operation is possible without interference from pipes, pipe hangers, walls, etc.

E. Install valves easily accessible. Provide access panels when it becomes necessary to install valves above gypsum ceilings.
END OF SECTION 23 05 23
SECTION 23 05 53 - IDENTIFICATION FOR PIPING AND EQUIPMENT

PART 1 - GENERAL (NOT USED)

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturers: Subject to compliance with requirements, provide products by the following:
   1. Identification Devices:
      a. Seton Name Plate Company
      b. Marking Services, Inc.
      c. National Marker Co.
   2. Paint:
      a. Benjamin Moore
      b. Devoe
      c. Glidden

2.2 MATERIALS, GENERAL

A. Plastic Pipe Markers
   1. Pipe labels that adhere to pipe or insulation surface with directional arrows.

B. Tags:
   1. Engraved anodized aluminum or engraved plastic, 2-inch diameter. Pre-punched and provided with brass chain.

C. Labels and Nameplates:
   1. Laminated three-layer plastic with black engraved letters on light contrasting background color, drilled for mounting with two sheet metal or brass screws. Pressure-sensitive embossed labels are not acceptable.

D. Paint Stencils:
   1. Use metal stencils only. No cardboard stencils are allowed.
      a. Size of Legend and Letters for Stencils:
         
         | Insulation or Pipe Diameter | Length of Color Field | Size of Letters |
         |-----------------------------|-----------------------|----------------|
         | 3/4” to 1-1/4”               | 8”                    | N/A            |
         | 1-1/2” to 2”                | 8”                    | ½”             |
         | 2-1/2” to 6”                | 12”                   | ¾”             |
         | Ductwork & Equipment        | N/A                   | 2-1/2”         |

E. Paint:

F. Valve Schedule Frames:
   1. Provide frames of finished hardwood or extruded aluminum, with non-glare glass.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL
A. Provide pipe identification, valve tags, stencils, or engraved name plates to clearly identify all mechanical equipment, including motors, piping and controls of the various mechanical systems and direction of flow in piping.

B. Piping, Ducts, and Equipment Identification:
1. Piping:
   a. Identify all piping accessible for maintenance in crawl spaces, tunnels, above ceilings, and access spaces as well as exposed to view utilizing stenciled markings according to the following procedures:
      1) Use an arrow marker for each pipe-content legend. The arrow shall always point away from the pipe legend and in the direction of flow. Color and height of arrow to be same as content legend lettering.
      2) If flow can be in both directions, use a double-headed arrow indication.
      3) Apply pipe legend and arrow indication at every point of pipe entry or exit where line goes through wall or ceiling cut.
      4) Apply pipe legend and arrow indication within 3 inch of each valve to show proper identification of pipe contents and direction of flow.
      5) Apply legend to the pipe so that lettering is in the most legible position. For overhead piping, apply legend on the lower half of the pipe where view is unobstructed, so that legend can be read at a glance from floor level.
      7) Legend on steam piping, condensate return, compressed air, gas, and vacuum systems: Include working pressure or vacuum.
   b. System service valves located inside the building: Tag and identify as to type of service.
   c. Valves or cocks controlling branch mains or risers to various portions of the building: Tag and identified as to service and location.
2. Controls:
   a. Automatic controls, control panels, zone valves, pressure electric, electric pressure switches, relays, and starters: Clearly identified with unit served and function.
   b. Identify all starters, disconnect switches, and manually operated controls, except integral equipment switches with nomenclature corresponding to operating instructions in the "Operation and Maintenance Manual". Coordinate with the university Facilities Operations personnel through the university Project Manager.
3. Lift-Out Ceilings:
   a. Provide engraved nameplates on ceiling tee stem (screwed or riveted, adhesive not allowed) to identify concealed valves, filters, fire/smoke dampers or similar concealed mechanical equipment that is directly above nameplate in ceiling space.
   b. Obtain the university Project Manager’s approval before installation.
4. Terminal Units:
   a. Identify all units with unique numbers corresponding to the drawings, and indicate the space being served.
   b. Use engraved plastic laminate labels affixed to each box by screws or rivets.

3.2 SCHEDULES
A. Piping Identification

<table>
<thead>
<tr>
<th>Classification</th>
<th>Color of Field</th>
<th>The Campus Letters</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distilled Water</td>
<td>Green</td>
<td>White</td>
<td>DW</td>
</tr>
<tr>
<td>Gas or Gaseous Admixture</td>
<td>Blue</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Color of Field</td>
<td>The Campus Letters</td>
<td>Legend</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Medium Pressure Compressed Air (30 to 90 psig)</td>
<td>Blue</td>
<td>White</td>
<td>CA</td>
</tr>
<tr>
<td>Low Pressure Compressed Air (less than 30 psig)</td>
<td>Blue</td>
<td>White</td>
<td>CA</td>
</tr>
<tr>
<td>Vacuum</td>
<td>White</td>
<td>Black</td>
<td>VAC</td>
</tr>
</tbody>
</table>

B. Mechanical Equipment Naming Strategy:
1. Equipment identification numbers may be up to 32 characters. Equipment naming strategy is:
   System – Bld – Number
   ###-#####-##-###
2. The first three placeholders are reserved for the system designation (alpha characters)
3. The fourth character is a hyphen.
4. The fifth through ninth placeholders are reserved for the building designation (alpha and/or numeric)
5. The tenth character is a hyphen
6. The eleventh through sixteenth placeholders are a “smart number.” It is composed of a two-digit, alpha or numeric, floor location designator followed by a hyphen and a three digit numeric sequential indicator.
7. The seventeenth character is a hyphen
8. In some instances the point name will be followed by a hyphen and a sub-point name
9. All device and point names will be assigned by the Facilities Operations, Building Operations Department.
10. All references to equipment and devices in drawings, labels, equipment tags, BAS system, etc., must use this naming convention.
11. Equipment designation, for prints may exclude the building designator.

END OF SECTION 23 05 53
SECTION 23 05 93 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 - GENERAL

1.1 SYSTEM PERFORMANCE REQUIREMENTS

A. Require general, mechanical and electrical contractors to coordinate and cooperate with the TAB contractors as necessary to allow them to perform work.

B. Items such as start-up, initial testing, cleaning, calibration of controls, electrical testing, etc., are to be completed prior to the commencement of TAB work.

C. Submit name of balancing and testing agency with resume of the agency, including qualifications of personnel to be used and authority and responsibilities of personnel.

D. Product data shall be submitted, in accordance with Section 23 00 00, for each of the following:

1. Procedure Submittal: Prior to commencing work, submit, for approval, a written procedure of how balance will be performed and a description and manufacturer’s name of equipment and instruments to be used. The submittal shall include, but not necessarily be limited to the following:
   a. List of preliminary checks to be performed at the job site such as confirmation that manual volume dampers are present, filters are installed, frequency drive units operational, location of control sensors, etc.
   b. Identify how the air outlets will be measured and the type of instruments to be used.
   c. Locations of pilot traverses and the type of instruments to be used.
   d. Modes of operation that the system will be placed in during balancing and testing, i.e., full cooling and heating, maximum and minimum outside air flows, maximum and minimum sash positions for fume hoods, toilet fans on or off, etc.
   e. Position of doors and windows during balance, i.e., some labs should be balanced with doors shut.
   f. Operating static pressures for terminal devices and pressure sensors for controlled devices.
   g. Method of adjusting outside and return air quantities at air handling units.
   h. Initial test procedures for preliminary balance.
   i. Final test procedures.
   j. List of deficiencies in mechanical system that could hinder the balance work such as missing or leaky dampers, incomplete systems, inadequate fans, etc.
   k. Sample of data sheets and test forms to be used in final report.
   l. Identification and manufacturer’s name of equipment to be used on project and proof of last calibration on each piece.

2. Progress Report(s) – Report, in writing, any deficiencies or problems with air or water systems that have affected balance work. Include items that affect system performance such as broken thermostats, damaged ductwork, excessive noise, etc.

1.2 QUALITY ASSURANCE


B. TAB contractors shall present to the University Project Manager and general contractor, proof of current equipment certification approved by National Institute of Standards and Technology.
C. Testing Agency Qualifications: Agency shall be NEBB or AABC certified in testing and balancing disciplines required for this project. Work shall be performed under direct supervision of professional engineer, NEBB, or AABC certified supervisor.

D. Guarantee of Work: TAB contractor shall guarantee the balancing for a period of 90 days from date of acceptance of final report. During this period, the TAB contractor shall make personnel available at no cost to the university to verify measurements and/or correct deficiencies in the balance. During this period, emergency adjustments shall not void this warranty.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Pre-Balancing Conference: Before beginning testing, adjusting, and balancing procedures, schedule and conduct a conference with University Project Manager, Facilities Operations Representative(s) and representatives of installers of mechanical and control systems. Conference objective is final coordination and verification of system operation and readiness for testing, adjusting, and balancing, and assigning testing responsibilities of each installer.

B. Systems shall be complete and fully operational prior to beginning procedures. Insure all items such as thermometer wells, pressure test-cocks, access doors, etc., are installed to facilitate tests and adjustments.

C. Put all heating, ventilating, and air conditioning systems and equipment into full operation and continue operation during testing and balancing.

D. Before air balance work is started, check system for duct leakage, install a complete set of clean filters, check for correct fan rotation and equipment vibration, and check automatic dampers for proper operation. Set volume control dampers and outlets in wide open position. Ensure fire dampers are open and that return air paths are not obstructed.

E. Prior to performing hydronic balance work; check system for plugged strainers, proper pump rotation, and proper control valve installation and operation. Check air vents at high points of systems to ensure all are installed and operating freely (automatic type) or bleed air completely (manual type); and verify proper flow meter and check valve installation and proper system pressure.

F. All throttling devices and control valves shall be set open.

G. Performing Testing, Adjusting, and Balancing:

1. Cut insulation, ductwork, and piping for installation of test probes to minimum extent necessary to allow adequate performance of procedures.
2. Patch insulation, ductwork, and housings, using materials identical to those removed.
3. Reseal ducts and piping, and test for and repair leaks.
4. Reseal insulation to re-establish integrity of the vapor barrier.
5. Mark equipment settings, including damper control positions, valve indicators, fan speed control levers, and similar controls and devices, to show final settings. Mark with paint or other permanent identification materials.
6. Retest, adjust, and balance systems subsequent to significant system modifications, and resubmit test results.

H. Sequencing and Scheduling:

1. Systems shall be fully operational before beginning procedures.
2. Conduct tests in the presence of the University Project Manager after providing 7-day notice before any test is to be conducted. Provide water and electricity required for tests. Determine that all dampers, registers, and valves are in a set or full open position.

I. Balancing:
   a. Air Balance:
      1. Balance duct system to produce air quantities within 10 percent of indicated value.
      2. Dampers: Adjust automatic damper linkages to provide air flow quantities shown. Check all automatic dampers in normal operation to verify proper operation. Verify return, relief air, and fresh air intake dampers operate as designed to produce desired room comfort.
      3. Place all fans (supply, return, and exhaust) in operation. Load or restrict filters to increase pressure drop to 50% of span between initial pressure drop and final recommended pressure drop for setting final air flows for fans. Check the following:
         1) Motor amperage and voltage to guard against overload.
         2) Fan rotation.
         3) Operability of static pressure limit switch.
         4) Automatic dampers for proper position.
         5) Air and water resets operating to deliver required temperatures.
         6) Air leaks in casing and in safing around coils and filter frames.
      4. Traverse Main and Branch Ducts: Perform pitot traverses for fan total air flows including traverses for hot and cold decks, for each zone in multi-zone systems and for each floor. Mark locations of pitot traverses on reduced drawings in final report.
         1) Note temperature and barometric pressure. Corrections shall be made for systems operating at 5200-foot elevation.
         2) After establishing total air being delivered, adjust fan speed to obtain design airflow. Check power and speed to see that motor power and critical fan speed have not been exceeded.
         3) Proportionally adjust branch dampers until each has proper air volume.
         4) With all dampers and registers in system open and with supply, return, and exhaust fans operating at design cfm or speed, set minimum outdoor and return air ratio.
         5) After minimum outside air damper has been set for proper percentage of outside air, take another traverse of mixture temperatures. Notify the University Project Manager and note in balancing report if variation from average is more than 5 percent.
      5. Balance terminal outlets in each control zone in proportion to each other. Use branch dampers for major adjusting and terminal dampers for trim or minor adjustment only.
      6. Once total design air has been balanced in branches and at outlets, verify and record the following:
         1) Fan motor amperage.
         2) Fan speed.
         3) Fan cfm.
         4) Fan outlet velocity.
         5) External and total static pressure.
         6) Supply, return, mixed, and outside air temperatures.
         7) Percent outside air under minimum damper position.
         8) Static pressure across each component (intake, filters, coils, and mixing dampers).
         9) Take a final duct traverse.
   b. Terminal Boxes:
      1) For variable air volume (VAV) or constant volume boxes set regulators to provide design minimum and maximum airflow rates. Adjust thermostat to assure proper damper operation.
      2) Air flow performance of boxes for both primary and secondary balance settings shall be verified by flow measuring hood measurements at diffuser outlets.
J. Report:
   1. Report Format: Standard forms prepared by the referenced standard for each respective item and system to be tested, adjusted, and balanced. Include information indicated on standard report forms prepared by AABC or NEBB for each respective item and system, and schematic diagrams for each system or piece of equipment to accompany each respective report form. Bind report forms complete with schematic systems diagrams and other data in reinforced vinyl three-ring binders. Provide binding edge labels with project identification and a title descriptive of contents. Divide contents of binder into following divisions, separated by divider tabs:
      a. General Information and Summary
      b. Air Systems
      c. Hydronic Systems
      d. Temperature Control Systems
      e. Special Systems such as fume hood exhaust systems.
      f. Sound and Vibration Systems
      g. Recommendations.
   2. Report Contents: Provide following minimum information, forms, and data:
      a. General Information and Summary:
         1) Inside cover sheet to identify testing, adjusting, and balancing agency, contractor, and project name. Include contact names, addresses, and telephone numbers.
         2) Certification sheet containing seal, address, telephone number, and signature of Certified Test and Balance Engineer.
         3) Listing of instrumentation used for procedures along with proof of calibration.
      b. Test Data: Report shall include the following data, in addition to certified field report readings taken during the balancing and testing operations. Include required or specified reading, first reading taken, and final balanced reading.
         1) Air Handling Units and Fans: Air handling unit, fan and motor nameplate information, type, drive sheave information (as installed and changed), and final belt number and size.
         2) Air Balance for Supply, Return, Relief, and Exhaust Systems:
            a) Outlets, Inlets, Diffusers, Registers, and Grilles: Size, reading orifice size, velocity in fpm, and design and final balanced air quantity in cfm.
            b) Terminal Boxes: Design and final minimum and maximum cfm settings including fan cfm on fan powered terminal boxes.
            c) Ducts: Size, velocity in fpm, and air quantity in cfm.
         3) Record thermal protection for all motors. Starter brand, model, enclosure type, installed thermal heaters and rating of heaters, required thermal heaters and rating of heaters if different from installed shall be recorded.
         4) Include sheet that reports method of balance, project altitude, and any correction factors used in calculations.
         5) Include a reduced set of contract drawings with all terminals (VAV boxes, outlets, inlets, coils, unit heaters, fans, etc.) clearly marked and all equipment designated.
         6) Prepare list of recommendations for correcting unsatisfactory mechanical performances when system cannot be successfully balanced.

3.2 TESTING, CLEANING AND CERTIFICATION

A. After cleaning, pressure tests, adjusting, and balancing are complete, each system shall be performance tested as a whole to verify that all items perform as integral parts of system, and temperatures and conditions are evenly controlled throughout building. Make corrections and adjustments as required to produce conditions indicated.

B. Provide four (4) copies of testing, adjusting, and balancing report bearing seal and signature of the TAB Engineer. The report shall be certification that systems have been tested, adjusted, and balanced in accordance with referenced standards; accurate representation of how systems have been installed; and accurate record of all final quantities measured.
C. Final Report:
  1. Submit a preliminary report within 30 days of completed TAB work. Report shall include the following information.
     a. A general discussion preface section. This section shall summarize all abnormalities or problems encountered during the project and what course of action was taken. This summary should be assembled from the written progress reports described earlier, except that it will be expanded to include responses from the Engineer, the University Project Manager and Contractor regarding each problem indicated in the progress reports.
     b. Copies of correspondence if related to the performance and balance of the systems.
     c. Status of doors, windows and equipment static pressures during balance work.
     d. Reduced 11" x 17", readable, as-built drawings obtained from the University Project Manager. All devices and equipment shall be clearly labeled.
     e. Belt and sheave information, fan and motor nameplates information, full load operating voltage and amperage indicate sheave diameter as pitch diameter.
     f. Design and final actual cfm at each system terminal unit. Include terminal/size, inlet static pressure, temperature and velocities read to attain the design cfm.
     g. Overload protection for all motors shall be recorded. Starter and brand model, enclosure type, installed overload devices, original ratings, and set points (and revised device ratings and set points when application) shall be recorded.
  2. Any corrective action shall be completed and the systems re-tested. The corrected system information shall be provided in the final report.
  3. Final Report shall be completed within 30 days of preliminary report.

END OF SECTION 23 05 93
SECTION 23 07 00 – INSULATION

PART 1 - GENERAL

1.1 SYSTEM DESIGN REQUIREMENTS

A. Provide minimum insulation thickness as suggested in ASHRAE Standard 90A.

B. Provide removable insulation for specialty valves and fittings.

1.2 DEFINITIONS

A. Concealed: As used in this Section refers to insulation in ceiling plenums, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, unexcavated areas, and crawl spaces.

B. Exposed: As used in this Section refers to insulation that is not concealed.

1.3 QUALITY ASSURANCE

A. Composite insulation, including jackets, coverings, sealers, mastics, and wet or dry adhesives shall have a flame spread rating of 25 or less and smoke-developed rating of 50 or less, as tested by ASTM E84.

B. Elastomeric foam with a smoke-developed rating of 150 or less may be used, except in ducts, plenums, and concealed spaces that are part of the air distribution system.

C. PVC fitting covers shall have a maximum flame spread of 25 or less and are exempted from the smoke spread criteria.

D. Duct liner shall comply with NAIMA Fibrous Glass Duct Liner Standard.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

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

1. Insulation: Identification and/or type of material from a manufacturer is as shown under each heading of 2.2 Materials, General.
   a. Manville Products
   b. CertainTeed
   c. Rubatex
   d. Knauf
   e. Pittsburgh Corning

2. Adhesives, Coatings, and Sealants:
   a. Foster
   b. Childers Product Company
   c. Hardcast

2.2 MATERIALS, GENERAL

A. Duct Insulation:

1. Flexible Fiberglass Blanket:
   a. ASTM C553, Type 1, Class B-3.
   b. Thermal Conductivity (k value): 0.25 at 75 degrees F.
   c. Density: 1.0 pounds per cubic foot.
d. Vapor barrier jacket: Aluminum foil reinforced with fiber-glass yarn and laminated to fire-resistant Kraft (Foil Scrim Kraft).

e. Manville Microlite.

2. Rigid Fiberglass Board: Not allowed.

3. Interior duct lining allowed only for sound attenuation at ventilation system terminal units. Insulation shall be installed only on the leaving side of the terminal box, and in quantities of less than six lineal feet.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL:

A. Overview:
1. Install insulation only after piping, ducts, and equipment have been tested and approved by the Project Manager, and after all other tests and certifications which are required by the specifications have been satisfactorily completed.
2. Continue insulation vapor barriers through penetrations except where prohibited by code.
3. Install pipe and duct insulation continuous through wall and floor openings except where the penetrated surfaces or assemblies are fire-resistance rated. Provide fire-stop insulation at penetrations of fire-rated surfaces and assemblies. Maintain fire-resistance ratings of penetrated surfaces and assemblies.
4. Install insulation on cold surfaces with a continuous, unbroken vapor seal. Insulate and vapor seal supports and anchors, which are directly secured to cold surfaces.
5. Seal all exposed raw edges of insulation with vapor retarder or finishing cement.
6. Do not use staples on vapor barrier jackets. Where staples must be used, thoroughly seal the vapor barrier penetrations with a white vapor-barrier finish. The Engineer prior to installation must approve use of staples.
7. Do not weld insulation support pins to pressure vessels.
8. Leave all insulation surfaces dry and clean, and ready for subsequent work.

B. Installation of Blanket Insulation:
1. Apply insulation with edges tightly butted. Overlap facing at least two inches at joints. Seal joint in vapor seal with fire-retardant adhesive. Secure insulation to duct with approximately four-inch wide fire-retardant adhesive spaced at 8 inches on center.
2. Ducts Exceeding 30 Inches in Width: Install mechanical fasteners at 18 inches on center for the underside insulation in addition to the adhesive. Cut off the protruding ends of the fasteners flush after speed clips are installed and seal with vapor tape or mastic.
3. Insulated ducts conveying air of a temperature less than the ambient temperature: Install vapor retardant jacket. Seal jacket seams and penetrations with UL listed tape or vapor retardant adhesive.
4. Insulated ducts conveying air of a temperature greater than the ambient temperature: Bevel and seal ends of insulation where service access is required.
5. Ducts Subject to Physical Abuse in Mechanical Equipment Rooms and Finished Spaces: Install PVC or aluminum jacket.
6. Outdoor Applications: Install insulation with a weather protection jacket.

END OF SECTION 23 07 00
PART 1 - GENERAL

1.1 SYSTEM DESIGN REQUIREMENTS

A. Ductwork:
1. Fiberglass ductwork is not permitted.
2. All exhaust ductwork in A/BSL-3 applications to be welded stainless steel.
3. Supply air ductwork between fan and terminal boxes (medium and high): Galvanized steel, (Grade G90 or better) shop fabricated rectangular, spiral, round or oval factory fabricated.
4. Rectangular supply air ductwork from discharge or terminal box to air devices (low pressure): Galvanized sheet metal (lined where noted on drawings); factory or shop fabricated.
5. Laboratory ductwork: Unlined galvanized or stainless steel ductwork as required by lab service.
6. Duct sizes on drawings shall be outside sheet metal dimensions.
7. Pressure Classifications:
   a. Low Pressure: Three pressure classifications: 1/2 inch WG positive or negative static pressure and velocities less than 2,000 fpm; 1 inch WG positive or negative static pressure and velocities less than 2,500 fpm and 2 inch WG positive or negative static pressure and velocities less than 2,500 fpm.
   b. Medium Pressure: Three pressure classifications: 3 inch WG positive or negative static pressure and velocity less than 4,000 fpm, 4 inch WG positive static pressure and velocities greater than 2,000 fpm, 6 inch WG positive static pressure and velocities greater than 2,000 fpm.
   c. High Pressure: Positive static pressure over 6 inches WG and less than 10 inches WG and velocities greater than 2,000 fpm.
8. Air Leakage:
   a. Pressure testing of ductwork in the 3-inch and higher Duct Pressure Class is required.
9. Plenums:
   a. Obtain approval from the University Project Manager for the use and arrangement of return air plenums.
   b. Return air grilles for return air plenums shall have sound attenuation boots.

B. Duct Accessories:
1. Volume Control Dampers:
   a. Show all required locations for volume control dampers in the ductwork required for air balancing. Main ducts, branch ducts, and zone ducts must have dampers to permit proper division of air quantities. Each supply branch and outlet, and each exhaust branch must have a damper control. Parallel and opposed-blade dampers shall have 4 diameters of straight duct downstream of damper. Avoid locating dampers where it is obvious they won’t be needed because of the inherent pressure drops in the system due to duct layout, longest run, etc.
   b. Do not install a volume damper with a frame that protrudes into an airstream due to excessive noise and pressure drop.
   c. Provide locking, indicating quadrant regulators on volume control dampers.
   d. Dampers that are integral parts of supply or exhaust diffusers or grilles are not permitted for balancing. Provide dampers at branches or takeoffs for balancing.
2. Take-offs:
   a. Provide conical take-offs with a manual damper if warranted. If the main duct is not deep enough for a conical fitting, specify a 45 degree fitting with a round collar.
   b. Do not put manual dampers in take-offs to VAV terminals.
3. Flexible Duct:
   a. Provide flexible duct to meet the pressure class requirements.
   b. Provide a maximum length of 6 feet.
C. Diffusers, Registers, Grilles:
1. Indicate provisions for balancing airflow from outlets or into inlets on the drawings.
2. Provide for quantities and distribution patterns as shown on the drawings.

1.2 SUBMITTALS
1. Submit 1/4 inch scaled fabrication and layout drawings of metal ductwork and fittings including, but not limited to, duct sizes, locations, elevations, and slopes of horizontal runs, wall and floor penetrations, and connections. Show interface and spatial relationship between ductwork and proximate equipment. Show modifications of indicated requirements, made to conform to local shop practice, and how those modifications ensure that the area materials and rigidity are not reduced.
2. Submit diffuser, register, and grille performance characteristics including, CFM ratings, pressure drops, NC levels, and throw patterns.
3. Submit louver color samples for selection and approval.
4. Submit duct access door coordination drawing for approval.

1.3 QUALITY ASSURANCE
A. SMACNA Standards:
1. Comply with SMACNA’s “HVAC Duct Construction Standards, second edition”.
2. Comply with SMACNA’s “HVAC Air Duct Leakage Test Manual”.
C. NFPA Compliance: Comply with NFPA 90A “Standard for the installation of Air Conditioning and Ventilating Systems” and NFPA 90B “Standard for the Installation of Warm Air Heating and Air Conditioning Systems”.
D. Filter media shall be ANSI/UL 900 listed, Class 1 or Class 2, as approved by local authorities.
E. Air terminals shall comply with ARI 880, “Industry Standard for Air Terminals” and shall bear the ARI certification seal.

PART 2 - PRODUCTS
2.1 MANUFACTURERS
A. Acceptable Manufacturers: Subject to compliance with requirements, provide products by the following:
1. Flexible Duct:
   a. Flex-Master
   b. Thermaflex
   c. Hercules
2. Balance Dampers:
   a. Greenheck
   b. Ruskin
   c. Pottorff
3. Ductwork:
   a. Hercules
   b. Shop fabricated.
4. Grilles, Registers and Diffusers:
   a. Metalaire
   b. Titus
   c. Price
   d. Nailor
2.2 MATERIALS, GENERAL

A. Ductwork:
   1. Galvanized Ducts: Lock-forming quality, ASTM A527, Coating designation G 90. Provide mill phosphatized finish for exposed surfaces of ducts exposed to view. Provide flat seam construction where standing seams are a hazard to the university operating personnel.
   3. Stainless Steel Ducts: ASTM A480 Type 316 with No. 4 finish on surfaces of ducts exposed to view; Type 304 with No. 1 finish for concealed ducts. Protect finished surfaces with mill applied adhesive protective paper, maintained through fabrication and installation.
   4. Sealant: UL listed, Class 1, flame spread 0, fuel contributed 0, smoke developed 0, water based sealer.
   5. Flexible Duct Fan Connections: Fabricate in accordance with SMACNA Low Pressure Duct Construction Standards. UL 181 fire-resistant, neoprene coated, woven glass fiber fabric, minimum 30 oz. per square yard, crimped into metal edging strip. Suitable for 1-1/2 times duct pressure at connection. Outside flexible duct connectors shall be rated for outdoor use.
      a. Uninsulated: Spiral-wound galvanized steel helix, mechanically locked to fiber glass cloth fabric.
      b. Insulated: Inner core of one ply corrugated aluminum duct, 1-inch thick, ¾ pound insulation and aluminized vapor barrier.
   7. Accessories:
      a. Turning Vanes: Multi-blade device with blades aligned in short dimension; steel or aluminum construction; with individually adjustable blades and mounting straps.
      b. Duct Access Doors:
         1) Fabricate in accordance with SMACNA Low Pressure Duct Construction Standards and as indicated.
         2) Fabricate rigid and close fitting doors of galvanized steel with sealing gaskets and quick fastening locking devices. For insulated ductwork, install minimum one inch thick insulation with sheet metal cover.
         3) Access doors smaller than twelve inches square may be secured with sash locks.
         4) Provide two hinges and two sash locks for sizes up to 18 inches square, three hinges and two compression latches with outside and inside handles for sizes up to 24 x 48 inches. Provide an additional hinge for larger sizes.
      c. Access doors with sheet metal screw fasteners are not acceptable.

B. Dampers:
   1. Low Pressure Manual Dampers: Single or multi-blade type with position-indicating device and lock.
   2. Spare Parts: Refer to Section 01 78 46 – Extra Stock Materials.

C. Grilles, Registers, and Diffusers:
   1. General:
      a. Test and rate performance in accordance with ARI 880 and ASHRAE 70.
      b. Coordinate borders and mounting frames with ceiling and wall finish.
      c. Provide airflow capacity and throw patterns as shown. Pressure drops of diffusers and supply registers shall not exceed 0.1 inch w.g. and pressure drops for return and exhaust grilles shall not exceed 0.05 inch w.g. unless otherwise shown.
      d. Dampers shall be opposed blade type; key or standard blade screwdriver operated from the face of the unit.
      e. Provide opposed blade damper keys.
   2. Diffusers:
      a. Louvered Face: Square, louvered face steel diffuser with movable blades accessible from face for adjustable discharge and volume damper. Border style compatible with ceiling system. Finish shall be white. Face size shall equal ceiling module size when mounted in
ceiling grid; i.e., a diffuser with 24-inch x 24-inch face would be provided for a 24 x 48 ceiling grid.

b. Round: Round diffuser constructed of 18 gauge steel with four round cones and round inlet neck. Field adjustable airflow discharge pattern from horizontal to vertical. Finish shall be white. Provide with round steel damper and safety chain.

c. Register: Register with long-dimensional 3/16-inch blade spacing, 1-1/4-inch steel border with extruded aluminum airfoil blades and steel opposed blade damper. Front blades parallel to long dimension. Blades individually adjustable and securely held in place. Provide gasket between the frame and surface. Register finish shall be white.

3. Registers:
   a. Supply Register: Double deflection, 3/4-inch blade spacing, 1-1/4-inch steel border with extruded aluminum airfoil blades and steel opposed blade damper. Front blades parallel to long dimension. Blades individually adjustable and securely held in place. Provide gasket between the frame and surface. Register finish shall be white.

4. Grilles:
   a. Perforated steel ceiling grille with 3/16-inch diameter holes on 1/4-inch staggered centers. Finish shall be white.
   b. Wall Grilles: 45-degree deflection, 3/4-inch blade spacing, steel grille with front blades parallel to long dimension. Grille finish shall be white.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL:

A. Accessories
   1. Install access doors of sufficient size at all fire damper, filter, or coil location to provide for cleaning and inspection.
   2. Where fire dampers are installed, paint duct red at damper.
   3. Provide tight fitting access doors sealed with gaskets for inspection and replacement of fusible links. Doors shall be installed, so access is unobstructed. Where these doors occur on concealed ducts, provide access doors in walls or ceiling properly aligned to permit the servicing of the fusible links. Mark ceiling or walls according to accepted identification.

B. Ductwork:
   1. Maximum flexible ductwork length shall be 6 feet. Secure flexible ductwork to collars with metal bands. Support at least every 3 feet.
   2. General: Install each run with minimum number of joints. Align ductwork accurately at connections, within 1/8-inch misalignment tolerance and with internal surfaces smooth. Support ducts rigidly with suitable ties, braces, hangers and anchors of type that will hold ducts true to shape and to prevent buckling, popping or compressing. Support vertical ducts at every floor.
   3. Construct ductwork to schedule of operating pressures as shown on drawings.
   4. Inserts: Install concrete inserts for support of ductwork in coordination with form work, as required to avoid delays in work.
   5. Field Fabrication: Complete fabrication of work at project as necessary to match shop fabricated work and accommodate installation requirements.
   6. Routing: Run ductwork in shortest route that does not obstruct useable space or lock access for servicing building and its equipment. Hold ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of the building. Limit clearance to 1/2 inch where during is shown for enclosure or concealment of ducts, but allow for insulation thickness. Locate insulated ductwork for 1 inch clearance outside of insulation. In finished and occupied spaces, conceal ductwork from view, by locating in mechanical shafts, hollow wall construction or above suspended ceilings, Do not encase horizontal runs in solid partitions, except as specifically shown. Coordinate layout with suspended ceiling and lighting layouts and similar finished work.
   7. Electrical Equipment Spaces: Do not route ductwork through transformer vaults and their electrical equipment spaces and enclosures.
   8. Transitions: Diverging transitions shall not exceed 15 degrees per side. Converging transitions shall not exceed 30 degrees per side.
   9. Elbows: Use radius elbows with throat radius equal to duct depth wherever possible.
10. Flexible Duct Fan Connections: Install flexible duct with at least one inch slack to insure that no vibration is transmitted from fan to ductwork.

11. Penetrations: Where ducts pass through interior partitions and exterior walls, and are exposed to view, conceal space between construction opening and duct or duct insulation with sheet metal flanges of same gage as the duct. Overlap opening on all four sides by at least 1-1/2 inch. Fasten to duct only.

12. Coordination: Coordinate duct installations with installation of accessories, dampers, coil frames, equipment controls and other associated work of ductwork system.

13. Temporary Closure: At ends of ducts which are not connected to equipment or air distribution devices at the time of the ductwork installation, provide temporary closure of polyethylene film or other covering which will prevent entrance of dust and debris until time connections are to be completed.

C. Sealing of Ducts:
   1. General:
      a. All ducts, seams, and joints (lateral and horizontal) shall be sealed with sealant.
      b. Metal surfaces to be joined shall be clean, dry, and grease free.
      c. Apply a heavy brush coat of sealant to the interior metal surface of the duct slip joint, then interlock securely the duct sections and position into place.
      d. Apply a heavy brush coat finish of sealant to the exterior metal surface duct joint or seam covering heads of lock joint screws. Ensure that all voids are completely filled to provide a continuous air pressure seal.
      e. Where ducts are subject to excessive vibration or mechanical abuse, the exterior joint finish shall consist of a heavy coat of brush applied sealant reinforced with 2-inch wide glass fabric. Press the reinforcing fabric into the wet sealant and cover with a second coat of brush applied sealant.
   2. Low pressure ducts: Seal in accordance with SMACNA standards for Class B seals.
   3. Medium and high pressure ducts: Seal in accordance with SMACNA standards for Class A seals.

D. Grilles, Registers, and Diffuser Installation:
   1. When installing grilles, registers, and diffusers in existing drop ceilings provide additional T-sections as required for a finished opening for the grille, register, or diffuser.
   2. All grilles and diffusers mounted in hard ceiling, must be set in frame and be removable to limit the use of access doors

3.2 TESTING, CLEANING, AND CERTIFICATION

A. Air Cleaning Devices: Systems shall not be operated during construction.

B. Leakage Tests: Conduct duct leakage test in accordance with SMACNA HVAC Air Duct Leakage Test Manual. Repair leaks and repeat tests until total leakage is less than the maximum permissible leakage as specified below.

C. General:
   1. Ductwork pressure tests shall be observed by Architect/Engineer prior to installation of insulation.
   2. Ductwork systems in the three-inch W.G. pressure class and higher shall be tested in their entirety for leaks. Arbitrary sections of ductwork in the two inch W.G. and lower pressure class shall be tested as required by the Engineer.
   3. Test Failures: Duct systems shall be repaired if test pressure and leakage requirements are not met or if air noise condition is encountered. Repairs and sealing shall be done with sheet metal, tape, sealant, or a combination thereof.

D. All tests shall be witnessed by the university’s representative and approved by Architect/Engineer and the university representative, coordinated through the Project Manager.

END OF SECTION 23 30 00
SECTION 23 60 00 - LABORATORY PIPING SYSTEMS

PART 1 - GENERAL

1.1 SYSTEM DESIGN REQUIREMENTS

A. Vacuum Piping System:
   1. Vacuum piping should be sized on the basis of inlets. Use a figure of 1 cfm per outlet and 40% simultaneous use for typical laboratory rooms.
   2. Friction loss should not exceed 5 inches of mercury column drop at estimated demand of system. The above should be modified to meet special conditions and types of rooms or service.
   3. Extend vent for vacuum pump up thru the building roof.
   4. BAS shall monitor system.

B. Medical gas piping and compressed air piping shall be:
   1. Seamless ASTM B-819, type K or L hard drawn seamless medical gas copper tubing.
   2. Fittings shall be wrought copper, brass or bronze designed expressly for brazed connection, compliant with ANSI B16.22.
   3. Pipe (Tube), fittings, valves, and other components shall be specially cleaned for oxygen service in a facility equipped to clean, rinse, and purge the material in accordance with the requirements of NFPA 5.1.10.1.1 and received on job site cleaned and capped. On site cleaning of the interior surfaces of tubes, valves, fittings, and other components is not allowed.
   4. Brazing alloy shall be BCuP-5 Brazing alloy or equivalent alloy with at least 1000 degree F melting point.
   5. O2 piping to be certificated in accordance with NFPA and current Code.

PART 2 - PRODUCTS

2.1 MATERIALS GENERAL

A. Air Systems Piping:
   1. Air piping shall be hard drawn type “L” copper tubing with wrought copper fittings and lead free soldered joints.

B. Process or Lab Air System Piping:
   1. All process or lab air lines shall be Type “L” copper with brazed joints, with silver braze material.
   2. All process or lab air piping to be silver soldered.

C. Vacuum Piping:
   1. All vacuum piping shall be Type “L” copper with brazed or soft solder joints.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Plumbing: No lead solder shall be utilized.

B. All piping installed per most recent IPC.

3.2 TESTING, CLEANING, AND CERTIFICATION

A. All process or lab air system piping shall be sterilized prior to use.

END OF SECTION 23 60 00
SECTION 26 05 00 - COMMON WORK RESULTS FOR ELECTRICAL

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS

1.2 DEFINITIONS

A. Refer to Article 100 of the currently adopted National Electrical Code for definitions as applicable to this project.

B. Other definitions:
   1. "Concealed": Embedded in masonry, concrete or other construction, installed in furred spaces, within double partitions or hung ceilings, in trenches, in crawl spaces, or in enclosures.
   2. "Exposed": Not installed underground or "concealed" as defined above.
   3. "Furnish" or "Provide": To supply, install and connect up complete and ready for safe and regular operation of particular work unless specifically otherwise noted.
   4. "Install": To erect, mount and connect complete with related accessories.
   5. "Indicated", "Shown" or "Noted": As indicated, shown or noted on drawings or specifications.
   6. "Related Work" includes, but is not necessarily limited to, mentioned work associated with, or affected by, the work specified.
   7. "Reviewed", "Satisfactory", "Accepted", or "Directed": As reviewed, satisfactory, accepted, or directed by or to Engineer.
   9. "Supply": To purchase, procure, acquire and deliver complete with related accessories.
   10. "Wiring": Raceway, fittings, wire, boxes and related items.

1.3 SUBMITTALS

A. Submittals shall be made in accordance with General Conditions of Contract and the requirements of Section 01 33 00.

B. Shop drawings shall include equipment catalog cuts or manufacturer's printed data identifying: dimensions, weights, recess openings, equipment arrangements, electrical characteristics with bus size, electrical rating, material, wiring diagrams indicating circuit arrangement and NEMA rating for, but not limited to the following:
   1. Wiring Devices
   2. Hangers and Supports for Electrical Systems

C. Submittals shall also include ¼” scale layouts of all electrical rooms, telecom rooms, fire alarm rooms and generator rooms. Include all equipment sizes and clearances.

D. Submit composite coordination drawings to include location and routing of the electrical system components in relation to the mechanical ducts, piping and structural beams.

1.4 QUALITY ASSURANCE

A. Installer Qualifications: All electrical work at the University shall be performed by a State of Colorado licensed contractor under the supervision of a licensed electrician. Contractors shall verify that electricians are currently licensed by the State of Colorado and shall supply Project Manager with names and license numbers. Contractor shall have a minimum of 3 years of satisfactory performance in conducting the type of work specified.
3. NECA - Standard of Installation.
5. IEEE – The Institute of Electrical and Electronics Engineers.
7. The University/Anschutz Medical Campus Project Guidelines and Standards.
8. International Building Code in accordance with the Campus Building Official.
9. ASTM - American Society of Testing Materials
10. IPCEA - Insulated Power Cable Engineers Association
11. Underwriter's Laboratories (UL)
12. American National Standards Institute (ANSI)
13. Other requirements as listed elsewhere in these specifications.

B. The drawings and specifications take precedence when they are more stringent than codes, statutes, or ordinances in effect. Applicable codes, ordinances, standards and statutes take precedence when they are more stringent than, or conflict with the drawings and specifications.

C. Record Documents:
1. Maintain a separate set of contract electrical drawings at the site in accordance with Section 01 74 00 to show the following:
   a. Major raceway systems, size and location, for both exterior and interior; locations of control devices; distribution and branch electrical circuitry; and fuse and circuit breaker size and arrangements.
   b. All branch circuits, feeders, communications conduits embedded in concrete, dimensioned from prominent building lines.
   c. Equipment locations (exposed and concealed) dimensioned from prominent building lines.
   d. Approved substitutions, Contract Modifications, and actual equipment and materials installed.

D. Operations and Maintenance Data:
1. O and M Data shall be provided in accordance with Section 01 78 23 including the following information:
   a. Description of function, normal operating characteristics and limitations, fuse curves, engineering data and tests, and complete nomenclature and commercial numbers of all replaceable parts.
   b. Manufacturer's printed operating procedures to include start-up, break-in, routine and normal operating instructions; regulation, control, stopping, shutdown, and emergency instructions; and summer and winter operating instructions.
   c. Maintenance procedures for routine preventative maintenance and troubleshooting; disassembly, repair, and reassembly; aligning and adjusting instructions.
   d. Servicing instructions and lubrication charts and schedules.
   e. Complete list of parts and wiring diagrams.
   f. Names, addresses and telephone numbers of the Contractor, Sub-contractors and local company responsible for maintenance of each system or piece of equipment.
   g. All information shall be permanently bound in a 3-ring binder. The job name and address, and Contractor's name and address shall be placed on the cover and spine of each binder in a permanent manner. Dymo-tape is not acceptable.
   h. Copies of all test reports shall be included in the manuals.

1.5 DELIVERY, STORAGE AND HANDLING

A. Deliver, store and handle products in accordance with manufacturer's instructions, and the requirements of Section 01 10 00.

1.6 WARRANTY
A. All electrical equipment, materials and workmanship warranties shall be provided in accordance with the requirements of Section 01 78 36 and the following:
   1. The Contractor warranties the electrical system, material and workmanship, for a period of one year from the date of the University final acceptance of the installation unless as otherwise noted in Commissioning.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. All equipment and materials installed shall be new, unless otherwise specified. Defective or damaged materials shall be replaced or repaired, prior to final acceptance, in a manner acceptable to the Engineer or The university and at no additional cost to the University.

B. All electrical materials shall be acceptable for installation only if labeled or listed UL and, if accepted, by the authority having jurisdiction.

C. All major equipment components shall have the manufacturer's name, address, model number, and serial number permanently attached in a conspicuous location.

D. Fire Seals:
   1. Material: Fire stopping material shall be asbestos free, 100% intumescent, have code approval under BOCA, ICBO, SSBC, NFPA 101, NFPA 70, and be capable of maintaining an effective barrier against flame and gases in compliance with the following requirements.
   2. Flame Spread: 25 or less, ASTM E84
   3. Fire Resistance and Hose Stream Tests: Fire stopping materials shall be rated “F" and "T" in accordance with ASTM E 814 or UL 1479. Rating periods shall conform to the following:
      | (F) | (T) |
      | 3   | 3   |
      | Time-rated floor or wall assemblies.
      | (F) | (T) |
      | 3   | 3   |
      | Openings between floor slabs & curtain wall.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Construct Work in sequence under provisions of Division 1 where applicable.

B. Electrical Contractor shall coordinate Divisions 26, 27, and 28 work with the installer of Division 21, 22 and 23 and other work to ensure that code required clearances relating to space required for access to electrical equipment is properly maintained.

C. Install Work using procedures defined in NECA Standard of Installation.

D. Workmanship shall conform to highest industry standards for each trade involved in installation of the Work.

E. Upon completion of work, all equipment and materials shall be installed complete, thoroughly checked, correctly adjusted, and left ready for intended use or operation. All work shall be thoroughly cleaned and all residues shall be removed from surfaces.

F. Exterior surfaces of all material and equipment shall be delivered in a perfect, unblemished condition.

G. Carefully lay out all work in advance so as to eliminate where possible, cutting, channeling, chasing, or drilling of floors, walls, partitions, ceilings and roofs. Any damage to the building, structure, piping,
ducts, equipment or any defaced finish shall be repaired by skilled mechanics of the trades involved at no additional cost to the University.

H. All openings made in fire-rated walls, floors, or ceilings shall be patched and made tight in a manner to conform to the fire rating for the surface penetrated. Paint to match surface when visible.

I. All penetrations required through completed concrete construction shall be core drilled at minimum size required. Precautions shall be taken when drilling to prevent damage to structural concrete. The Contractor shall obtain permission from the Architect and Structural engineer before proceeding with drilling.

J. Sleeve Seals: Provide sleeve seals for penetrations located in foundation walls below grade, or in exterior walls, of one of the following:
   1. Caulk between sleeve and raceway with approved Caulk material.
   2. Mechanical Sleeve Seals: Modular mechanical type, as manufactured by Thunder line Corp., consisting of interlocking synthetic rubber links shaped to continuously fill annular space between raceway and sleeve, connected with bolts and pressure plates which cause rubber sealing elements to expand when tightened, providing watertight seal.

K. Install equipment and materials to provide required Code clearances and access for servicing and maintenance. Coordinate the final location with piping, ducts, and equipment of other trades to insure proper access for all trades. Coordinate locations of concealed equipment, disconnects, and boxes with access panels and doors. Allow ample space for removal of parts, fuses, lamps, etc., that require replacement or servicing according to the National Electric code and the AHJ.

L. Extend all conduits so that junction and pull boxes are in accessible locations.

M. Install access panel or doors where equipment or boxes are concealed behind finished surfaces in areas such as restrooms. These access doors shall be a minimum of twenty by twenty inches or as required to accommodate full pull box or equipment access.

N. Verify final locations for rough-ins with field measurements and with the requirements of the actual equipment to be connected.

O. Electrical system layouts indicated on drawings are generally diagrammatic but shall be followed as closely as actual construction and work of other trades will permit. Govern exact routing of raceways and locations of outlets by structure and equipment served. Take all dimensions from engineering drawings.

P. Consult all other drawings. Verify all scales and report any dimensional discrepancies or other conflicts to Engineer before submitting bid.

Q. All home runs to panel boards are indicated as starting from outlet nearest panel and continuing in general direction of that panel. Continue such circuits to panel as though routes were completely indicated.

R. Furnish and install all necessary hardware, hangers, blocking, brackets, bracing, runners, etc. required for equipment specified under this Division.

S. Remove all unused or abandoned conduit, junction boxes, panels, and other electrical components back to the source.

T. Provide GFCI type receptacles for all "above counter" receptacles located within 6' of any sink or basin.

U. Provide GFCI type receptacles for receptacles located with 6' of any eyewash station.
V. Clean all luminaries, lamps and lenses prior to final acceptance. Replace all inoperative lamps.

W. Provide all power feeds and final connections to motors and other electric equipment furnished under Divisions 21, 22, and 23.
   1. Install and wire through all control devices which directly handle full load motor or electric heating equipment current, such as magnetic starters, line voltage thermostats, P.E. switches, etc. which are furnished by Electrical Contractor. Located where shown on the electrical drawings.
   2. Provide disconnects for all mechanical equipment as indicated on project drawings.
   3. Provide all power and control wiring which directly handles full load current of motors or electric heating equipment.

3.2 TESTING, CLEANING AND CERTIFICATION

A. Operating and Acceptance Tests: Provide all labor, instruments, and equipment for the performance of tests as specified below and elsewhere in these specifications.
   1. Perform a careful inspection of the branch circuits connections to verify that all connections are mechanically and electrically tight.
   2. For a one-day period after the remodeled area has been placed into normal service, record the full load current in each phase or each line at the panel bus and submit to the Engineer.

B. Clean-Up: Remove all materials, scrap, etc., relative to the electrical installation, and leave the premises and all equipment, lamps, fixtures, etc. in a clean, orderly condition. Any costs to the University for clean up of the site will be charged against the Contractor.

END OF SECTION 26 05 00
SECTION 26 05 19 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS
   A. Provide complete wire and cable system to meet the requirements of the project. Provide wire sizes in accordance with NEC.

1.2 SUBMITTALS
   A. Product data shall be submitted for in accordance with the requirements of Section 26 05 00 each of the following:
      1. Wires
      2. Cables
      3. Connectors

1.3 QUALITY ASSURANCE
   A. Wire and cable shall be provided and installed in accordance with the requirements of Section 26 05 00.
   B. Installer Qualifications and Certifications: Firms with at least 3 years of successful installation experience with projects utilizing electrical wiring cabling work similar to that required for this project.
   C. Regulatory Requirements: Conform to applicable code relations regarding toxicity of combustion products of insulating materials
   D. Manufacturers: Firms regularly engaged in manufacture of electrical wire and cable products of types, sizes, and ratings required, whose products have been in satisfactory use in similar service for not less than 5 years.

1.4 DELIVERY, STORAGE, AND HANDLING
   A. Wire and cable shall be delivered, stored and handled in accordance with the requirements of Section 26 05 00.
   B. Deliver wire and cable properly packaged in factory-fabricated type containers, or wound on NEMA-specified type wire and cable reels.
   C. Store wire and cable in clean dry space in original containers. Protect products from weather, damaging fumes, construction debris and traffic.
   D. Handle wire and cable carefully to avoid abrating, puncturing and tearing wire and cable insulation and sheathing. Ensure that dielectric resistance integrity of wires/cables is maintained.

1.5 WARRANTY
   A. Wire and cable warranties shall be provided in accordance with the requirements of Section 26 05 00.

PART 2 - PRODUCTS

2.1 MANUFACTURERS
A. Acceptable Manufacturers: Subject to compliance with requirements, provide products by the following (for each type of wire, cable, and connector):

1. Wire and cable:
   a. Triangle - PWC
   b. American Wire and Cable Co.
   c. Anaconda-Ericsson Inc; Wire and Cable Div.
   d. Belden Div; Cooper Industries
   e. General Cable Corporation
   f. General Electric
   g. Okonite

2. Connectors:
   a. O-Z/Gedney Co.
   b. AMP, Inc.
   c. Burndy Corporation
   d. Ideal Industries, Inc.
   e. 3M Company
   f. Thomas and Betts Corp.

2.2 MATERIALS, GENERAL

A. Wires and Cables:

1. Provide new wire and cable suitable for the temperature, conditions, and location where installed. All cable shall be new and shall conform to or exceed IPCEA requirements. Building wire shall be insulated with THHN/THWN/THW or XHHW insulation, rated 600 volt.

2. Conductors: Provide solid conductors for power and lighting circuits 12 AWG and smaller. Provide stranded conductors for 10 AWG THHN/THWN and larger. In sizes 250 MCM and larger use type THW or THWN. In sizes #1 AWG and smaller all conductors shall have heat/moisture resistant thermoplastic insulation type THW or THWN (75 degree C), except as follows:
   a. Where conduit temperature will exceed 100 degree F, use type THHN (90 degree C). Type XHHW (90 degree C) permissible in dry locations.
   b. In 120-volt incandescent fixtures, type AF (150 degree C).
   c. In wire ways of fluorescent lighting fixtures types THW-MTW, THHN (90 degree C).

3. Conductor Material: Provide copper for all wires and cables.

4. Metal Clad cable is acceptable.

5. Use colors of wires as specified in paragraph 3.5 of this section.

6. For general applications, other than special use, use THHN insulated wire.

7. Type NM, NMC, NMS cable are not acceptable for any application.

8. Use copper wire only.

9. No wire splices shall be allowed in the conduit or conduit fittings. All splices shall be done in an approved box.

10. Grounding conductors shall be copper type THHN with green integrally-colored insulation, sized to meet NEC.

11. Plenum rated cable when required by Plenum conditions.

B. Connectors:

1. Provide UL type factory-fabricated, solder less metal connectors of sizes, ampacity ratings, materials, types and classes for applications and for services indicated. Use connectors with temperatures equal to or greater than those of the wires upon which used.

C. Wire Connectors:

1. For wires size #8 AWG and smaller, insulated pressure type (with live spring) rated 105 degree C, 600 volt, for building wiring and 1000 volt in signs or fixtures. 3M or Ideal.

2. For wires size #6 AWG and larger, T & B or equivalent compression type with 3M #33 or #88 tape insulation.
PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify that mechanical work likely to damage cable has been completed.

3.2 INSTALLATION, GENERAL

A. Install electrical cables, wires and connectors in compliance with applicable requirements of NEC, NEMA, UL, and NECA’s “Standard of Installation”, and in accordance with recognized industry practices.

B. Coordinate wire/cable installation work, including electrical raceway and equipment connection work, with other work. Pull no wire into any portion of conduit system until all construction work, which might damage the wire, has been completed.

C. BAS Conductor installation: (see Section 23 09 13)

D. Wires and Cables:

1. Use pulling means including, fish tape, cable, rope and basket weave wire/cable grips which will not damage cables or raceway. Do not use rope hitches for pulling attachment to wire or cable. Do not exceed manufacturer's tension requirements.

2. Keep conductor splices to minimum. Install all wire continuous from outlet to outlet or terminal to terminal. Splices in cables when required shall be made in hand holes, pull boxes, or junction boxes and shall be in strict accordance with cable manufacturer’s recommendations utilizing solder less connectors NEMA/UL approved for the use. Splice only in accessible junction boxes. Use splices and tap connectors which are compatible with conductor material.

3. Install splices and tapes, which possess equivalent or better mechanical strength and insulation ratings than conductors being spliced.

4. Tighten electrical connectors and terminals, including screws and bolts, in accordance with manufacturer’s published torque tightening values. Where manufacturer’s torque requirements are not indicated, tighten connectors and terminals to comply with tightening torques specified in UL Standard 486 for copper.

5. Support cables above accessible ceilings, do not rest on ceiling tiles. Use spring clips and hanger rods, bridle rings or 'J' hooks, independent from the ceiling suspension system to support cables from structure.

6. Provide adequate length of conductors within electrical enclosures and form the conductors to terminal points with no excess. Bundle multiple conductors, with conductors larger than 10 AWG cables to individual circuits. Make terminations so there is no bare conductor at the terminal.

7. Make up splices in outlet boxes with 8-inch minimum of correctly color-coded tails left in box. Splices in wires size #8 AWG and smaller shall be made with insulated spring type wire connectors, "Scotchlok" or equivalent. Splices in larger wire and cables shall be made with indent connectors NEMA/UL approved for the purpose.

8. Make splices, taps and terminations to carry full ampacity of conductors without perceptible temperature rise.

9. Thoroughly tape the ends of spare conductors in boxes and cabinets.

10. Install exposed cable, parallel and perpendicular to surfaces, or exposed structural member, and follow surface contours, where possible.

11. Make all ground, neutral and line connections to receptacle and wiring device terminals as recommended by manufacturer. Provide ground jumper from outlet box to individual ground terminal of devices.

12. Parallel conductors shall be cut to the same length and be the same type of wire.

13. All splices in control panels, terminal junction boxes, low voltage control circuits and fire alarm conductors shall be on numbered terminal strip.

14. When routed in a wall, install all thermostat wire, fire alarm, computer cable, low voltage cable, and other communication cable in conduit.
15. All junction boxes shall be fully accessible.
16. All wiring shall be routed through an acceptable raceway regardless of voltage application, unless specified otherwise under other sections of these standards.

3.3 TESTING, CLEANING AND CERTIFICATION

A. Refer to Section 26 05 00 for testing, cleaning, and certification requirements.

B. Prior to energizing circuitry, check installed wires and cables with megaohm meter to determine insulation resistance levels to ensure requirements are fulfilled.

C. Prior to energizing, test wires and cables for electrical continuity and for short-circuits.

D. Subsequent to wire and cable hook-up, energize circuitry and demonstrate functioning in accordance with requirements. Where necessary, correct malfunctioning units, and then retest to demonstrate compliance.

3.4 SCHEDULES

A. Color code secondary service, feeder, and branch circuit conductors as follows:

<table>
<thead>
<tr>
<th>120/208 Volts</th>
<th>Phase</th>
<th>277/480 Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>A</td>
<td>Brown</td>
</tr>
<tr>
<td>Red</td>
<td>B</td>
<td>Orange</td>
</tr>
<tr>
<td>Blue</td>
<td>C</td>
<td>Yellow</td>
</tr>
<tr>
<td>White</td>
<td>Neutral</td>
<td>Gray</td>
</tr>
<tr>
<td>Green</td>
<td>Ground</td>
<td>Green</td>
</tr>
<tr>
<td>Switch leg - Pink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4 way travelers - Purple</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Conductors shall be solid color for entire length.

END OF SECTION 26 05 19
SECTION 26 05 29 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS

A. Provide equipment supports rated for the supported loads.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Conduit Hangers: Galvanized steel with special accessories for purpose and adequate to support load imposed.

B. Coatings: Supports, support hardware, and fasteners shall be protected with zinc coating or with treatment of equivalent corrosion resistance-using NEMA/UL approved alternative treatment, finish, or inherent material characteristic. Products for use outdoors shall be hot-dip galvanized.

C. Raceway Supports: Clevis hangers, riser clamps, conduit straps, threaded C-clamps with retainers, ceiling trapeze hangers, and wall brackets.

D. Fasteners: Types, materials, and construction features as follows:
   1. Expansion Anchors: Carbon steel wedge or sleeve type.
   2. Toggle Bolts: All steel springhead type.

E. Conduit Sealing Bushings: Factory-fabricated watertight conduit sealing bushing assemblies suitable for sealing around conduit, or tubing passing through concrete floors and walls. Construct seals with steel sleeve, malleable iron body, neoprene sealing grommets or rings, metal pressure rings, pressure clamps, and cap screws.

F. Cable Supports for Vertical Conduit: Factory-fabricated assembly consisting of threaded body and insulating wedging plug for no armored electrical cables in riser conduits. Provide plugs with number and size of conductor gripping holes as required to suit individual risers. Construct body of malleable-iron casting with hot-dip galvanized finish.

G. U-Channel Systems: 16-gauge steel channels, with 9/16-inch-diameter holes, at a minimum of 8 inches on center, in top surface. Provide fittings and accessories that mate and match with U-channel and are of the same manufacture.

H. Supports: Provide supporting devices of types, sizes and materials indicated; and having the following construction features:
   1. One-Hole Conduit Straps or Minerallac: For supporting 3/4 inch and smaller conduit, galvanized steel.
   2. Two-Hole Conduit Straps or Minerallac or industry approved equal: For supporting 1 inch and larger conduit, galvanized steel; 3/4 inch strap width; and 2-1/8 inch between center of screw holes.

I. Fabricated Supporting Devices:
   1. General: Shop- or field-fabricated supports or manufactured supports assembled from U-channel components.
   2. Steel Brackets: Fabricated of angles, channels, and other standard structural shapes. Connect with welds and machine bolts to form rigid supports.
3. Pipe Sleeves: Provide pipe sleeves of one of the following:
   a. Sheet Metal: Fabricate from galvanized sheet metal; round tube closed with snap lock joint, welded spiral seams, or welded longitudinal joint.
   b. Fabricate sleeves from the following gauge metal for sleeve diameter noted:
      1) 3-inch and Smaller: 20 gauge
      2) 4-inch to 6-inch: 16 gauge
      3) Over 6-inch: 15 gauge
   c. Steel Pipe: Fabricate from Schedule 40 galvanized steel pipe.
   d. EMT, IMC, or Rigid Conduit.

J. J-Hooks and Bridle Rings
   1. J-hooks and bridle rings maybe used to support low voltage wiring systems.

K. The following are prohibited.
   1. Plastic or fiber anchors.
   2. Drilling or structured steel members.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Conduit Hangers: Support individual conduit 1-1/2 inch and larger and all multiple conduit runs with hangers. Clamp conduits individually to each support.

B. Supports and Hangers:
   1. Support and align all raceways, cabinets, boxes, fixtures, etc., in an accepted manner and as herein specified. Support raceways on accepted types of wall brackets, specialty steel clips or hangers, ceiling trapeze hangers or malleable iron straps. Provide lead expansion shields in concrete, machine screws, bolts or welding on metal surfaces, and wood screws on wood construction. Use of powder-driven studs is prohibited without express permission from the University Project Manager.
      a. Mount all conduits to structure a minimum of 7 inches above any accessible type ceiling, or with spacing as required to permit relocation of recessed fixtures to any location.
   2. Structural and post tensioned concrete members shall not be drilled or pierced without prior approval from the University Project Manager.
   3. Where outlets are installed in steel stud type systems, provide additional cross bracing, bridging and/or straps as required to make outlet completely rigid prior to application of wall facing material.
   4. Design hangers and wall brackets so that maximum deflection will be no greater than 1/8 inch.
   5. Install supporting devices to fasten electrical components securely and permanently in accordance with NEC requirements.
   6. Coordinate with the building structural system and with other electrical installation.

C. Raceway Supports: Comply with the NEC and the following requirements:
   1. Conform to manufacturer’s recommendations for selection and installation of supports.
   2. Strength of each support shall be adequate to carry present and future load multiplied by a safety factor of at least four. Where this determination results in a safety allowance of less than 200 pounds, provide additional strength until there is a minimum of 200 pounds safety allowance in the strength of each support.
   3. Install individual and multiple (trapeze) raceway hangers and riser clamps as necessary to support raceways. Provide U-bolts, clamps, attachments, and other hardware necessary for hanger assembly and for securing hanger rods and conduits.
   4. Use of ceiling support wires is unacceptable.
5. Support parallel runs of horizontal raceways together on trapeze-type hangers. Use 3/8-inch diameter or larger threaded steel rods for support. Threaded rod shall be covered by ½ inch conduit from bottom of (trapeze) support to 6-inches above cable tray.

6. Support individual horizontal raceways by separate pipe hangers.

7. Space supports for raceways in accordance with NEC.

8. In all runs, arrange support so the load produced by the weight of the raceway and the enclosed conductors is carried entirely by the conduit supports with no weight load on raceway terminals.

9. Threaded rod supports to have bottoms cut off at a maximum length equal to rod diameter below bottom double nut. Remove sharp edges.

D. Miscellaneous Supports: Support miscellaneous electrical components separately and as required to produce the same structural safety factors as specified for raceway supports. Install metal channel racks for mounting cabinets, panel boards, disconnects, control enclosures, pull boxes, junction boxes, transformers, and other devices.

E. In open overhead spaces, support metal boxes directly from the building structure or by bar hangers. Where bar hangers are used, attach the bar to raceways on opposite sides of the box and support the raceway with an engineer approved type of fastener not more than 24 inches from the box.

F. Sleeves: Install in walls and all other fire-rated floors and walls for raceways and cable installations as required. Where sleeves through floors are installed, extend above finish floor. For sleeves through fire rated-wall or floor construction, apply UL listed fire stopping sealant in gaps between sleeves and enclosed conduits and cables. See Engineering plans for location and extent of fire rated assemblies.

G. Fastening: Unless otherwise indicated, fasten electrical items and their supporting hardware securely to the building structure, including but not limited to conduits, raceways, cables, cable trays, bus ways, cabinets, panel boards, transformers, boxes, disconnect switches, and control components in accordance with the following:

1. Fasten by means of wood screws or screw-type nails on wood, toggle bolts on hollow masonry units, concrete inserts or expansion bolts on concrete or solid masonry, and machine screws, welded threaded studs, or spring-tension clamps on steel. Powder-driven studs are not acceptable. Do not weld conduit, pipe straps, or items other than threaded studs to steel structures. In partitions of light steel construction, use sheet metal screws.

2. Holes cut to depth of more than 1-1/2 inches in reinforced concrete beams or to depth of more than 3/4 inch in concrete shall not cut the main reinforcing bars. Fill holes that are not used.

3. Ensure that the load applied to any fastener does not exceed 25% of the proof test load. Use vibration- and shock-resistant fasteners for attachments to concrete slabs.

H. Telecommunications Systems Cable Supports: Use cable tray or telecommunications approved cable supports.

END OF SECTION 26 05 29
SECTION 26 05 33 - RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SYSTEM DESIGN REQUIREMENTS

A. Provide complete raceway system required to meet project requirements in sizes as required by NEC.

B. Utilize boxes as part of the electrical raceway system. Size boxes in accordance with NEC requirements and this standard.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturers: Subject to compliance with requirements, provide products by the following:
   1. Conduit: Allied
      a. Republic
      b. Carlon
   2. Fittings and Bodies:
      a. O/Z Gedney
      b. Regal was purchased by Bridgeport
      c. Bridgeport
      d. Raco
      e. Appleton
   3. Conduit Seals:
      a. Chase-Foam CTC PR-855, or approved equal
   4. Wire ways:
      a. Hinged cover or screw cover complete with all necessary fittings which shall be of one manufacturer.

2.2 MATERIALS, GENERAL

A. Metal Conduit and Tubing:
   1. Electrical Metallic Tubing (EMT):
      a. Conduit: Galvanized steel tubing, galvanized on the outside and coated on the inside with a hard smooth lacquer finish. Fittings: Steel compression fittings for rain-tight and concrete-tight applications. Steel set-screw for interior connections. Set-screw quick fit type for 2-1/2 inch and larger may be used. Bushings shall be threaded and have nylon insulated throat or nylon bushing.
      b. Maximum length of 6 feet.
      c. Minimum size of 1/2 inch.
   2. Rigid Aluminum Conduit:
      a. Not allowed unless otherwise noted.
   3. Flexible Metal Conduit:
      a. Conduit: Continuous spiral wound, interlocked, zinc-coated steel, NEMA/UL approved for grounding.
      b. Fittings: Cadmium plated, malleable iron. Straight connector shall be one-piece body, female end with clamp and deep slotted machine screw for securing conduit, and threaded male end provided with a locknut. Angle connectors shall be two-piece body with removable upper section, female end with clamp and deep slotted machine screw for securing conduit, and threaded male end provided with a locknut. All fittings 1 inch and larger shall be terminated with threaded bushings having nylon insulated throats.
      c. Maximum length of 6 feet.
      d. Minimum size of 1/2 inch.
B. Conduit Bodies:
   1. General: Types, shapes and sizes, as required to suit individual applications and National Electric Code (NEC) requirements. Provide matching gasket covers secured with corrosion-resistant screws.
   2. Metallic Conduit and Tubing: Use metal conduit bodies. Use bodies with threaded hubs for threaded raceways and in hazardous locations.
   3. Telephone EL's are not acceptable.

2.3 MATERIALS, GENERAL

A. Sheet Steel: Flat rolled, code-gage, galvanized steel.

B. Fasteners for General Use: Corrosion resistant screws and hardware including cadmium and zinc plated items.

C. Fasteners for damp or wet locations: Stainless steel screws and hardware.

D. Exterior Finish: Gray baked enamel for items exposed in finished locations except as otherwise indicated.

E. Metal outlet, device, and small wiring boxes:
   1. General: Boxes shall be of type, shape, size, and depth to suit each location and application.
   2. Steel Boxes: Boxes shall be sheet steel with stamped knockouts, threaded screw holes and accessories suitable for each location including mounting brackets and straps, cable clamps, exterior rings and fixture studs.

F. Outlet Boxes, Pull and Junction Boxes (J-Boxes):
   1. General: Boxes shall have screwed or bolted-on covers of material same as box and shall be of size and shape to suit application.
   2. Steel Boxes: Sheet steel with welded seams. Where necessary to provide a rigid assembly, construct with internal structural steel bracing.
   3. Hot dipped galvanized steel boxes: Sheet steel with welded seams. Where necessary to provide a rigid assembly, construct with internal structural steel bracing. Hot-dip galvanized after fabrication. Cover shall be gasketed.
   4. Outlet Boxes: Hot-dipped galvanized of required size, 4 inch square, 2” depth minimum or octagonal and of depth required for flush mounted devices and lighting fixtures. Cast-type with gasketed covers for surface-mounted devices. All outlets for exterior application shall be cast, weatherproof type with gasket and cast cover plate.
   5. Junction and Pull Boxes: Use outlet boxes as J-boxes wherever possible. Larger J-boxes pull boxes shall be accessible and shall be fabricated from sheet steel, sized according to code.

G. Non metallic boxes are not permitted.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Conduit Sizes:
   1. The conduit shall be sized in accordance with NEC.
      a. For power and lighting circuits, the minimum conduit size shall be 3/4”
      b. Flexible and Liquid-tight Flexible Conduit: 1/2 inch for all runs. Maximum 6-foot length.
      c. Conduits used for home runs shall contain only the conductors for the circuits indicated on the drawings. Combining unrelated multiple home runs into a single conduit would not be permitted.

B. Type of Conduit Used
1. Electrical Metallic Tubing (EMT):
   a. Interior concealed spaces.
   b. Interior exposed above 10 feet to floor.
   c. Not permitted underground, in concrete, and in hazardous or corrosive areas.

2. Sealtite metal conduit shall be provided for: Makeup of motor, transformer or equipment, and/or raceway connections where isolation of sound and vibration transmission is required. For connections in locations exposed to weather, or in interior locations subject to moisture, watertight flexible conduit shall be used.

3. Non-metallic Rigid Conduit:
   a. Not permitted for interior use.

C. General: Install electrical raceway in accordance with manufacturer’s written installation instructions, applicable requirements of NEC, and as follows:
1. Conceal all conduits unless indicated otherwise, within finished walls, ceilings, and floors. Keep raceways at least 6 inches away from parallel runs of flues and steam or hot water pipes.
2. Elevation of Raceway: Where possible, install horizontal raceway runs above water and steam piping, keep close to structure.
3. Complete installation of electrical raceways before starting installation of conductors within raceways.
4. Provide supports for raceways as required per NEC. Prevent foreign matter from entering raceways by using temporary closure protection.
5. Make bends and offsets so the inside diameter is not effectively reduced. Unless otherwise indicated, keep the legs of a bend in the same plane and the straight legs of offsets parallel. All bends shall be made in an approved bending machine or factory-made. Hickey bends will not be permitted in conduits larger than 3/4 inch. Refer to Section 27 05 28 for special bending requirements for Telecommunications Systems.
6. Use raceway fittings that are of types compatible with the associated raceway and suitable for the use and location. Install expansion fittings across all structural construction joints and expansion/deflection couplings across all structural expansion joints and in every 200 feet of linear conduit run. A flexible bonding jumper at least three times the nominal width of the joint shall be installed.
7. Run concealed raceways parallel and perpendicular to building elements at right angles.
8. Install exposed raceways parallel and perpendicular to nearby surfaces or structural members and follow the surface contours as much as practical. Paint all exposed raceways to match surrounding area.
9. Run exposed and parallel raceways together. Make bends in parallel runs from the same centerline so that the bends are parallel. Factory elbows may be used only where they can be installed parallel. In other cases, provide field bends for parallel raceways.
10. Make raceway joints tight. Where joints cannot be made tight, use bonding jumpers to provide electrical continuity of the raceway system. Make raceway terminations tight. Where terminations are subject to vibration, use bonding bushings or wedges to assure electrical continuity. Where subject to vibration or dampness, use insulating bushings to protect conductors. Joints in non-metallic conduits shall be made with solvent cement in strict accordance with manufacturer’s recommendations.
11. Terminations: Where raceways are terminated with locknuts and bushings, align the raceway to enter squarely and install the locknuts with dished part against the box. RGC shall be secured with double locknuts and an insulated metallic bushing. EMT shall be secured with one locknut and shall have nylon-insulated throats or threaded nylon bushings from 1/2 inch to 1 inch. 1-1/4 inch and above shall be metal with nylon insulated throats. Use grounding type bushings for feeder conduits at switchboards, panel boards, pull boxes, transformers, motor control centers, VFDs, etc.
12. Where terminating in threaded hubs, screw the raceway or fitting tight into the hub so the end bears against the wire protection shoulder. Where chase nipples are used, align the raceway so the coupling is square to the box, and tighten the chase nipple so no threads are exposed.
13. Install pull wires in empty raceways. Use #14 AWG zinc-coated steel or monofilament plastic line having not less than 200-pound tensile strength. Leave not less than 12 inches of slack at each end.
14. Install raceway-sealing fittings in accordance with the manufacturer’s written instructions. Locate fittings at suitable, approved, accessible locations and fill them with UL Listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway-sealing fittings at the following points and elsewhere as indicated:
   a. Where conduits enter or leave hazardous locations.
   b. Where conduits pass from warm locations to cold locations, such as the boundaries of refrigerated spaces and air-conditioned spaces.
   c. Where required by the NEC.
15. Flexible Connections: Use short length (maximum of 6 feet) of flexible conduit for recessed and semi-recessed lighting fixtures, for equipment subject to vibration, noise transmission, or movement; and for all motors. Use liquid tight flexible conduit in wet locations. Install separate ground conductor in all flexible connections.
16. Conduit Seals: Conduit passing through concrete walls shall be sealed.
17. Where conduits are to be installed through structural framing members, the contractor shall provide sleeves. Cut all openings in concrete with rotary type drill, or other method as approved by the University Project Manager. Holes cut with pneumatic hammer will not be accepted. For areas where sleeves have not been provided, the Engineer’s written approval must be obtained prior to cutting, notching or drilling of structural framing members.
18. Ream the ends of all cut and/or threaded conduit. Ends shall be cut square.
19. Conduits shall not cross pipe shafts or ventilation duct openings “access panel”.
20. Conduit shall not obstruct full and direct access to equipment requiring maintenance. This includes but is not limited to valves, actuators and terminal box controllers.
21. Install an insulated ground conductor in all conduits.
22. Where individual conduits penetrate fire-rated walls and floors, provide pipe sleeve one size larger than conduit; pack void around conduit with fire rated insulation and seal opening around conduit with UL Listed foam silicone elastomer compound. Conduits on trapeze type support system shall require fire taping only.
23. Where conduit sleeves penetrate fire rated floors or walls for installation of system cables, AC or MC cables, or modular wiring cables, pack void around cables or empty sleeve with fire rated insulation and fill ends with fire-resistive compound. Seal opening around sleeve with UL Listed foam silicone elastomer compound.
24. Provide separate raceway systems for each of the following:
   a. Lighting
   b. Power Distribution
   c. Emergency (Essential)
      1) Lighting
      2) Power distribution
25. If type MC or AC cable is used for branch circuits, the home run conduit will be EMT and must run from the panel to within 10 feet horizontally of the first device served.

D. Raceway Installation:
   1. Surface raceways, where indicated on drawings, shall be metal and of a size approved for number and size of wires to be installed, shall be installed in a neat, workmanlike manner, with runs parallel or perpendicular to walls and partitions. Raceways, elbows, fittings, outlets and devices shall be of same manufacturer, and designed for use together.
   2. Wire ways, where indicated, complete with elbows, tees, connectors, adaptors, etc., with all parts factory-fabricated and of same manufacture.

3.2 INSTALLATION, GENERAL

A. Boxes:
   1. Every J-box shall be secured, independent of conduit entries into the box. Boxes shall be secured to the building structure. Ceiling wire shall not be used to support (secure) J-boxes.
   2. Box fill shall be governed by code requirements. Only the allowable amount of conduit entries shall be allowed into the box.
3. Box covers shall be marked so as to indicate the voltage, panel number, and circuit number of the enclosed conductors.
4. Each J-box shall have only one voltage installed.
5. Cap unused knockout holes where blanks have been removed and plug unused conduit hubs.
6. Sizes shall be adequate to meet NEC volume requirements, but in no case smaller than sizes indicated.
7. Remove sharp edges where they may come in contact with wiring or personnel.
8. All conduits connected to a flush panel shall be concealed.

B. Outlet Boxes:
1. Exact location of outlets and equipment shall be governed by structural conditions and obstructions or other equipment items. When necessary, relocate outlets so that when fixtures or equipment are installed, they will be symmetrically located according to room layout and will not interfere with other work or equipment. Verify final location of all outlets, panels, equipment, etc. with the University Project Manager.
2. Switch Outlet and Panel board height dimensions to meet ADA requirements.
3. Above counters, benches, special equipment, baseboards, fin tube radiators, etc., or at wainscoting, outlets shall be mounted minimum 6 inches above to prevent interferences to service equipment, or as noted on drawings.
4. Locations in special finish materials: For outlet boxes for receptacles and switches mounted in desks or furniture cabinets or in glazed tile, concrete block marble, brick, stone or wood walls, use rectangular shaped boxes with square corners and straight sides. Install such boxes without plaster rings. Saw cut all recesses for outlet boxes in exposed masonry walls.
5. Mounting: Mount outlet boxes for switches and receptacles with the long axis vertical or as indicated. Three or more gang boxes shall be mounted with the long axis horizontal. Locate box covers or device plates so they will not span different types of building finishes either vertically or horizontally. Locate boxes for switches near doors on the strike side, close to door trim. Provide far side box supports for electrical boxes installed on metal studs.
6. Protect outlet boxes to prevent entrance of plaster, and/or debris. Thoroughly clean foreign material from boxes before conductors are installed.
7. Existing outlet boxes: Where extension rings are required to be installed, drill new mounting holes on the existing boxes where existing holes are not aligned.
8. Back to back outlet boxes are not permitted. Separate boxes a minimum of 6 inches in standard walls and 24 inches in acoustical walls.

C. Installation of Pull and J-Boxes:
1. Box selection: For boxes in main feeder conduit runs, use minimum 8-inches square by 4-inches deep or as needed per NEC. Do not exceed 6 entering and 6 leaving raceways in a single box.
2. Cable supports: Install clamps, grids, or devices to which cables may be secured. Arrange cables so they may be readily identified. Support cable at least every 30 inches inside boxes.
3. Mount pull boxes in inaccessible ceilings with the covers flush with the finished ceiling.
4. Every J-box shall be secured, independent of conduit entries into the box. Boxes shall be secured to the building structure. Provide rigid supports for all J-boxes, ceiling wire supports are not acceptable.
5. Box fill shall be governed by code requirements. Only the allowable amount of conduit entries shall be allowed into the box.
6. Box covers shall be marked so as to indicate the voltage, panel numbers, and circuit number of the enclosed conductors. Use pre-printed labels, marking cover with permanent marker is not acceptable.

D. Grounding:
1. Electrically ground metallic cabinets, boxes, and enclosures. Where wiring to item includes a grounding conductor, provide a grounding terminal in the interior of the cabinet, box or enclosure.

E. Outlets:
1. Provide zinc-coated or cadmium-plated sheet steel outlet boxes not less than 4 inch octagonal or square, unless otherwise noted. Equip fixture outlet boxes with 3/8-inch no-bolt fixture studs. Where fixtures are mounted on or in an accessible type ceiling, provide a J-box and extend flexible conduit, maximum 6’ to each fixture. Outlet boxes in finished ceilings or walls shall be fitted with appropriate covers, set to come flush with the finished surface. Where more than one switch or device is located at one point, use gang boxes and covers unless otherwise indicated. Sectional switch boxes or utility boxes will not be permitted. Provide tile box or a 4-inch square box with tile ring where "drywall" type materials are applied.

F. Pull and J-Boxes and Cabinets:
1. Construct J-boxes or pull boxes not over 150 cubic inches in size as standard outlet boxes, and those over 150 cubic inches the same as "Cabinets," with hinged covers of same gauge metal. Removable covers must be accessible at all times.
2. Provide a standard access panel having a hinged metal door neatly fitted into a flush metal trim, where a J-box or equipment is located above non-accessible ceilings or behind finished walls. Coordinate location and type with the University Project Manager. Access panels shall be minimum 24”x24” or 6” larger than pull box.
3. All cabinets shall be set rigidly in place with fronts straight and plumb, center panel board interiors in door openings.

END OF SECTION 26 05 33
SECTION 26 05 53 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS

A. All electrical equipment and systems shall be properly labeled in accordance with this section. It includes requirements for electrical identification components including but not limited to the following:
   1. Identification labeling for raceways, cables, and conductors.
   2. Equipment labels and signs.

1.2 SUBMITTALS

1. Samples of each color, lettering style, and other graphic representation required for identification materials; samples of labels and signs.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturers: Subject to compliance with requirements, provide products by the following:
   1. Ideal Industries, Inc.
   2. LEM Products, Inc.
   3. Markal Corp.
   4. Panduit Corp.
   5. W.H. Brady, Co.

2.2 MATERIALS, GENERAL

A. Nameplates: Engraved plastic laminate, black letters on white background for normal systems and white letters on red background for emergency systems.

B. Electronic Labels: 9mm self-adhesive tape, black letters on clear for normal systems and red letters on clear for emergency systems. Embossed DymoType labels are not accepted.

C. Wires and Cable Markers: Cloth markers, split sleeve and tubing type.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Lettering and Graphics: Coordinate names, abbreviations, colors, and other designations used in electrical identification work with corresponding designations specified or indicated. Install numbers, lettering, and colors as approved in submittals and as required by code.

B. Sequence of Work: Where identification is to be applied to surfaces that require finish, install identification after completion of finish work. Degrease and clean surfaces to receive nameplates and labels.

C. Conduit Identification: Use adhesive marking labels at 40 foot intervals to identify all conduits run exposed or located above accessible ceilings. Conduits located above non-accessible ceiling or in floors and walls shall be labeled within 3 feet of becoming accessible. Use the following colors:
   1. 600 Volt and Below: Black letters on orange background indicating feeder identification and
D. Identify Junction, Pull, and Connection Boxes: Identification of systems and circuits shall be pressure-sensitive, self-adhesive label indicating system voltage and identity of contained circuits on outside of box cover. Color code shall be same as conduits for pressure sensitive labels. Use pressure-sensitive plastic labels at exposed locations and indelible marker (black or red) at concealed boxes. All fire alarm boxes shall have covers painted red.

E. Power Circuit Identification: Tag or label conductors as follows:
   1. Multiple Circuits: Where multiple branch circuits or control wiring or communications/signal conductors are present in the same box or enclosure label each conductor or cable including neutrals. Provide legend indicating source, voltage, circuit number, and phase for branch circuit wiring. Phase and voltage of branch circuit wiring may be indicated by means of coded color of conductor insulation. For control and communications/signal wiring, use color coding or wire/cable marking tape at terminations and at intermediate locations where conductors appear in wiring boxes, troughs, and control cabinets. Use consistent letter/number conductor designations throughout on wire/cable marking tapes.
   2. Match identification markings with designations used in panel boards shop drawings, Contract Documents, and similar previously established identification schemes for the facility’s electrical installations.

F. Apply circuit/control/item designation labels of engraved plastic laminate for disconnect switches, breakers, pushbuttons, pilot lights, motor control centers, and similar items for power distribution and control components above, except panel boards and alarm/signal components, where labeling is specified elsewhere.

G. For panel boards, provide updated, framed, typed circuit schedules (label all spares and spaces in pencil) with explicit description and identification of items controlled by each individual breaker.

H. Install labels at locations indicated and at locations for best convenience of viewing without interference with operation and maintenance of equipment.

I. Provide tape labels for identification of individual receptacle and switch wall plates. Locate tape on front of plate and identify branch circuit serving the receptacle or switch.

END OF SECTION 26 05 53
SECTION 26 20 00 - LOW VOLTAGE ELECTRICAL DISTRIBUTION

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS

A. Panelboards:
   1. A/E will provide panel indexes on contract drawings. Final indexes to be provided and installed by the Contractor will correspond to final university room number schedule.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. Over current Protective Device:
   1. General: Provide OCPDs in indicated types, as integral components of panelboards, switchboards, motor control centers, and other related equipment; and also as individually enclosed and mounted single units.
   2. Where OCPDs are to be installed in existing panelboards, switchboards, and motor control centers, they shall be of the same manufacture and type as those existing in the equipment.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Connections: Check connectors, terminals, bus joints, and mountings for tightness. Tighten field-connected connectors and terminals, including screws and bolts, in accordance with equipment manufacturer’s published torque tightening values. Where manufacturer’s torque requirements are not indicated, tighten connectors and terminals to comply with tightening torques specified in UL 486A.

B. Panel boards:
   1. Contractors who are modifying or installing new electrical panels must redo the panel directory making the directory current. In the case of a new panel, the panel directory must coincide with actual (correct) building room numbers. Panel schedules need to be updated when extra circuits are added or when the entire panel is upgraded, such as with remodel jobs. Final directory shall be typed, hand written directories are not acceptable.
   2. Only one wire per breaker will be allowed.
   3. Wire shall be neatly formed to contour with the panel box. Remove all excess wire lengths.
   4. An energized panel shall not be left exposed or unlocked to the general public, such as in a hallway, office, or other pedestrian walkway. Panel covers shall be reinstalled at the end of the workday.

C. Electrical panels, switchgear, and any kind of electrical distribution boards shall not be worked hot.

END OF SECTION 26 20 00
SECTION 26 27 26 - WIRING DEVICES

PART 1 - GENERAL

1.1 DESIGN REQUIREMENTS

A. Plug-in type devices are not acceptable.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Acceptable Manufacturers: Subject to compliance with requirements, provide wiring devices of one of the following:
   1. Devices:
      a. Harvey Hubbell Inc.
      b. Leviton Mfg. Co.
      c. Pass and Seymour Inc.
      d. Bryant Electric Co.
      e. General Electric Co.
   2. Wall (Local) Switches: Numbers used below are those of Hubbell. Equivalent Cooper, P & S, or Leviton.
   3. Fire Rated Poke-through Receptacle: Hubbell systems or approved equal.
   4. Multi-Outlet Assembly (MOA): Hubbell or Wiremold.

2.2 MATERIALS, GENERAL

A. Receptacles:
   1. Duplex receptacles shall be of the heavy-duty type, NEMA 5-20R configurations unless specified otherwise on the plans. They shall be capable of being side or back wired, with clamp type terminals for back wiring. The grounding blades shall be aligned in such a manner that they are parallel to the longitudinal plane of the receptacle. Plus type receptacles are not permitted.
   2. All duplex, single, and special receptacles shall be heavy duty, standard grade listed by Underwriter’s Laboratories, and have a single brass mounting strap with self-grounding and have a hex-head green grounding screw and be side and back wired. Each device shall bear the UL/FS Label.
   3. Convenience Receptacle Configuration: NEMA WD 1; Type 5-20R. All receptacles connected to emergency circuits shall have a red face. Color selection for normal devices shall be verified with Engineer prior to ordering.
   4. Standby Receptacles: Single or duplex minimum 20-amp, color red.
   5. Special Purpose Receptacles: Provide where shown on drawings. Standard grade, standard color, and of the appropriate code and NEMA configuration to match the supply circuit and load involved. Provide proper grounding through receptacle for equipment.

B. Switches:
   1. Wall Switches for Lighting Circuits: NEMA WD1; FS W-S-896E; AC, quiet type, specification grade, listed by Underwriter’s Laboratories with toggle handle, rated 20 amperes or greater at 277 volts AC, unless noted otherwise. Mounting straps shall be metal and be equipped with a green hex-head ground screw. Each switch shall bear the UL/FS Label.
   2. Handle: Red for emergency power circuits. Verify color for normal power devices with Engineer prior to ordering.
C. Wiring Device Accessories:
   1. Wall Plates: Provide Wall plates for single and combination wiring devices, of types, sizes, and
      with ganging and cutouts as indicated. Select plates which mate and match wiring devices to
      which attached. Construct with metal screws for securing plates to devices; screw heads colored
      to match finish of plates. Identify all wall plates used for receptacles with branch circuit number.
      Provide blank wall plates for all cable, data, telephone and junction and outlet boxes. Where
      cables are routed through the wall plate, provide grommets in wall plate openings to protect
      cables. Provide plates possessing the following additional construction features:
      a. Material and Finish: Stainless steel smooth or match existing.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Verify boxes are installed at proper height and openings are neatly cut and will be completely covered by
   wall plates.

B. Verify branch circuiting wiring installation is completed, tested, and ready for connection to wiring
   devices.

3.2 INSTALLATION, GENERAL

A. Install wiring devices of type as indicated on drawings. All connections shall be made up tight and device
   set plumb. Use care in installing device in order to prevent damage to device and wire in outlet box.
   Install wiring devices as indicated, in accordance with manufacturer’s written instruction, applicable
   requirements of NEC and in accordance with recognized industry practices to fulfill project requirements.

B. Coordinate with other work, including painting, electrical boxes and wiring work, as necessary to
   interface installation of wiring devices with other work.

C. Install wiring devices only in electrical boxes that are clean; free from excess building materials, dirt, and
   debris.

D. Install wiring devices after wiring work has been installed and wall finishes have been completed. Install
   wall plates plumb and level, after painting work is completed. Provide a device plate for each outlet to
   suit device installed and install blank plates or covers for J-boxes and empty outlets.

E. Tighten connectors and terminals, including screws and bolts, in accordance with equipment
   manufacturer’s published torque tightening values for wiring devices or as required per UL Standards
   486A.

F. Upon installation of wall plates and receptacles, advise Contractor regarding proper and cautious use of
   convenience outlets. At time of Final Completion, replace those items that have been damaged, including
   those burned and scored by faulty plugs.

G. Provide equipment grounding connections for wiring devices, unless otherwise indicated.

3.3 TESTING, CLEANING, AND CERTIFICATION

<table>
<thead>
<tr>
<th>Device Type</th>
<th>Model</th>
<th>Amps</th>
<th>Volts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Pole Switches</td>
<td>#1221</td>
<td>20</td>
<td>277</td>
</tr>
<tr>
<td>Three-Way Switches</td>
<td>#1223</td>
<td>20</td>
<td>277</td>
</tr>
<tr>
<td>Four-Way Switches</td>
<td>#1224</td>
<td>20</td>
<td>277</td>
</tr>
<tr>
<td>Switch with Pilot</td>
<td>Series 1200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A. Refer to Standard Section 26 05 00 for testing, cleaning, and certification requirements.

B. Prior to energizing circuitry, test wiring for electrical continuity, and for short-circuits. Ensure proper polarity of connections is maintained. Subsequent to energization, test wiring devices to demonstrate compliance with requirements.

END OF SECTION 26 27 26