



FACILITY PLANNING, DISTRICT  
CONSTRUCTION,  
AND SUPPORT SERVICES  
2323 NORTH BROADWAY, RM 112  
SANTA ANA, CA 92706

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Rancho Santiago Community College District  
ATTACHMENT – B  
Specification

Project Name: Bid #1411  
SAUSD-MCHS  
Lease Improvements Phase 1 Project  
at Santa Ana College

Project Manager: Peter Lee

September 22, 2021

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## SECTION 01 11 00 SUMMARY OF WORK

### PART 1 – GENERAL

#### 1.01 SUMMARY

- A. The Project consists of SAUSD-MCHS Lease Improvement Phase 1 for Rancho Santiago Community College District, in compliance with the Contract Documents and Code requirements.
- B. The furnishing of all labor, materials, equipment, services, and incidentals necessary for Work of SAUSD-MCHS Lease improvement Phase 1, 1530 W. 17<sup>th</sup> St., Santa Ana, CA 92706.

#### 1.02 RELATED DOCUMENTS

- A. Division 01, 08, 09
- B. Drawings
- C. Specifications

#### 1.03 USE OF PREMISES

- A. Contractor shall sequence, coordinate, and perform the Work to impose minimum impact on the operation and use of the facilities and/or Project site. Contractor shall install all necessary protection for existing improvements, Project site, property, and new Work against dust, dirt, weather, damage, vandalism, and maintain and relocate all protection to accommodate progression of the Work.
- B. Contractor shall confine entrance and exiting to the Project site and/or facilities to routes designated by the District Representative.
- C. Contractor to coordinate with District Representative to obtain keys. Contractor will be required to sign a release form. Key requests need to be made three (3) days in advance. If Contractor loses a key or fails to return a key to the District, Contractor shall be fined \$1,000 for each key lost.
- D. Obtain and pay for the use of field offices, storage, work areas, or parking needed for operations or Contractor's employees. Obtain and pay for all public right of way fees associated with utility connections, street use permits and protective canopies over public right of ways.
- E. Within existing facilities, District Representative may remove portable equipment, furniture, and supplies from Work areas prior to the start of Work. Contractor shall cover and protect remaining items in areas of the Work.
- F. Provide and maintain unimpeded access for police, fire fighting, or rescue equipment.
- G. Contractor is advised school may be in session during performance of the Work. Contractor shall utilize all available means to prevent generation of unnecessary noise/vibrations and maintain noise/vibration levels to a minimum. When required by the District Representative, Contractor shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. Contractor shall install and maintain air compressors, tractors, cranes, hoists, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors. Contractor shall discontinue operation of equipment producing objectionable noise as determined by District Representative and/or District Representative. When applicable, District Representative will provide a testing schedule to indicate when work may not occur.
- H. Contractor shall furnish, install, and maintain adequate supports, shoring, and bracing to preserve structural integrity and prevent collapse of existing improvements and/or Work modified and/or altered as part of the Work.

- I. Contractor shall secure site, building entrances, exits, and Work areas with locking devices in an acceptable manner to District Representative.
- J. Contractor assumes custody and control of Owner property, both fixed and portable, remaining in existing facilities vacated during the Work.
- K. Contractor shall cover, maintain, and protect surfaces of rooms and spaces in existing facilities turned over for the Work, including Owner property remaining within as required to prevent soiling or damage from dust, dirt, water, and/or fumes. Contractor shall protect areas adjacent to the Work in a similar manner. Prior to Owner occupancy, Contractor shall clean all surfaces including Owner property.
- L. Contractor shall protect all surfaces, coverings, materials, and finished Work from damage. Mobile equipment shall be provided with pneumatic tires.
- M. The District reserves the right to place and install equipment in areas of the Project prior to Substantial Completion provided that it doesn't interfere with the completion of the Work. This partial occupancy shall not constitute acceptance of the Work by the District Representative.
- N. Contractor shall not permit the use of portable and/or fixed radio's or other types of sound producing devices including Walkman's, iPod's, and similar devices.

1.04 EXISTING CONDITIONS

- A. Contractor shall document the existing site and produce still photographs or video recording on DVD, sufficiently detailed, of existing conditions of adjoining construction, roads, and site improvements that might be misconstrued as damage caused by construction operations.
- B. Contractor shall protect items indicated to remain against damage and soiling during construction.
- C. Contractor shall protect existing IT equipment indicated to remain by properly covering and ventilating the equipment. Coordinate procedures with District Representative and District ITS Department.
- D. Contractor shall sequence work in a manner that will prevent any damage upon new construction elements.
- E. Contractor shall replace any items damaged during construction.

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION (Not applicable)

END OF SECTION 01 11 00

## SECTION 01 21 00 ALLOWANCES

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements governing Contract allowances.
  - 1. Allowances as set forth in the Specifications are to be used as compensation for items as set forth in this Section. The amounts listed in the schedule or Specifications are to be included in the base bid and shall be listed separately in the Schedule of Values and Application for Payment.

#### 1.02 RELATED SECTIONS

- A. Construction Services Agreement
- B. Section 01 29 73: Schedule of Values Procedures.
- C. Section 01 29 76: Progress Payment Procedures.
- D. Section 01 32 13: Construction Schedule.

#### 1.03 ALLOWANCES

- A. Use the allowances only as authorized for Owner purposes and only by submitting a form that indicates the amounts to be charged to the respective allowance amount to the District Representative.
- B. District Representative and Architect will review Contractor's basis for its use of any Allowance costs included in Contract Sum as required, and prior to the execution of Work described in Allowances.
- C. At Substantial Completion of the Work or at any time designated by the District Representative, credit unused amounts remaining in the allowances to the Owner via Change Order.

#### 1.04 ALLOWANCE DISBURSEMENT

- A. Contractor shall submit a request for allowance disbursement to the District Representative. Include all substantiating and/or required data along with the request.
- B. The request shall have the requested amount listed as an allowance disbursement without Contractor bond markup.

### PART 2 – PRODUCTS (Not Applicable)

### PART 3 – EXECUTION

#### 3.01 SCHEDULE OF ALLOWANCES

- A. Include in the base bid the following allowances in the following amounts:

<u>Section</u>	<u>Description</u>	<u>Amount</u>
SECTION 1	The allowance shall be used solely by the District to address unforeseen issues that are disclosed during the wall construction or result in additional wall repair, patching, painting, flooring, and any other unknown deficiencies that require corrections during the execution of work.	\$7,000.00

END OF SECTION 01 21 00

**SECTION 01 26 13      REQUEST FOR INFORMATION PROCEDURES**

**PART 1 – GENERAL**

**1.01            SECTION INCLUDES**

- A.      Procedure for requesting information of the intent of the Contract Documents.

**1.02            RELATED SECTIONS**

- A.      Section 01 11 00: Summary of Work.
- B.      Section 01 31 13: Project Coordination.
- C.      Section 01 32 13: Construction Schedule.
- D.      Section 01 77 00: Contract Closeout.

**PART 2 – PRODUCTS (Not used)**

**PART 3 – EXECUTION**

**3.01            PROCEDURE**

- A.      Contractor shall prepare a Request for Information. Refer to Appendix A for a sample RFI form. Contractor shall transmit the Request for Information to Architect with sketches, pictures and a suggested solution (if applicable) with a concurrent copy to the District Representative.
- B.      Architect response is a clarification of the intent of the Contract Documents and does not authorize changes in the Contract Amount, Milestones, and/or Contract Time.
- C.      A Request for Information may be returned with a stamp or notation "Not Reviewed," if:
  - 1.      The requested information is ambiguous or unclear.
  - 2.      The requested information is equally available to the requesting party by researching and/or examining the Contract Documents.
  - 3.      Contractor has not reviewed the Request for Information prior to submittal.
- D.      Review Time: After receipt by Architect and District Representative, allow **fourteen (14)** calendar days for response time by Architect. Contractor shall verify and is responsible for verifying Architect and District Representative receipt of a Request for Information.
- E.      Subcontractor-Initiated and Supplier-Initiated RFIs: RFIs from subcontractors and material suppliers shall be submitted through, be reviewed by and be attached to an RFI prepared, Signed and submitted by Contractor. RFIs submitted directly by subcontractors or material suppliers will be returned unanswered to the Contractor.
  - 1.      Contractor shall review all subcontractor and supplier initiated RFIs and take actions to resolve issues of coordination, sequencing, and layout of the Work.
  - 2.      RFIs submitted to request clarification of issues related to means, methods, techniques and sequences of construction or for establishing trade jurisdictions and scopes of subcontracts will be returned without interpretation. Such issues are solely the Contractor's responsibility.
  - 3.      Contractor shall be responsible for delays resulting from the necessity to resubmit an RFI due to insufficient or incorrect information presented in the RFI.
- F.      RFI Log: Contractor shall prepare and maintain a log of RFIs, and at any time requested by the Architect, Project Inspector, or District Representative, the Contractor shall furnish copies of the log showing all outstanding RFIs.

END OF SECTION 01 26 13



## SECTION 01 29 73 SCHEDULE OF VALUES PROCEDURES

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. Procedure for submission of a Schedule of Values for review and approval by the District Representative.

#### 1.02 RELATED SECTIONS

- A. Section 01 21 00: Allowances.
- B. Section 01 29 76: Progress Payment Procedures.
- C. Section 01 31 13: Project Coordination.
- D. Section 01 32 13: Construction Schedule.
- E. Section 01 32 29: Project Forms.
- F. Section 01 33 00: Submittal Procedures.

### PART 2 – PRODUCTS (Not used)

### PART 3 – EXECUTION

#### 3.01 PREPARATION

- A. In accordance with the Construction Services Agreement, Contractor shall commence preparation of a Schedule of Values on the form included in Section 01 32 29.
- B. Contractor shall coordinate the preparation of a Schedule of Values with preparation of the Construction Schedule as set forth in Section 01 32 13.
- C. Round amounts to the nearest whole dollar; the total shall equal the Contract Amount.
- D. Provide a breakdown of the Contract Amount in enough detail acceptable to District Representative to facilitate continued evaluation of Application for Payment and progress reports. Coordinate with the Project Manual table of contents and Schedule of Values form under Section 01 32 29. Provide breakdown of all subcontract amounts.
- E. Provide separate line items for items in the Schedule of Values for total installed value of that part of the Work.
- F. Provide separate line item for labor and material when applicable.
- G. 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 except the amounts shown as separate line items as indicated under Schedule of Values form.
- H. Temporary facilities and other cost items that are not direct cost of actual work-in-place shall be shown as separate line items as indicated under Schedule of Values form.
- I. If at any time, District Representative determines, in its reasonable discretion, that the schedule of Values does not approximate the actual cost being incurred by Contractor to perform the Work, Contractor shall prepare, for District Representative approval, a revised Schedule of Values, which then shall be used as the basis for future progress payments. Without changing the Contract Amount, District Representative reserves the right to require Contractor:
  - 1. To increase or decrease amounts within the line items in the Schedule of Values; and,
  - 2. To conform the price breakdown to Owner accounting practice.

END OF SECTION 01 29 73

## SECTION 01 29 76    PROGRESS PAYMENT PROCEDURES

### PART 1 – GENERAL

#### 1.01    SECTION INCLUDES

- A.        This Section specifies administrative and procedural requirements relative to an Application for Payment.
  - 1.        Coordinate the Schedule of Values and Application for Payment with, but not limited to, the Construction Schedule, submittal log, and list of Subcontractors.

#### 1.02    RELATED SECTIONS

- A.        Section 01 21 00: Allowances.
- B.        Section 01 29 73: Schedule of Values Procedures.
- C.        Section 01 32 13: Construction Schedule.
- D.        Section 01 32 29: Project Forms.
- E.        Section 01 74 19: Construction and Demolition Waste Management.
- F.        Section 01 77 00: Contract Closeout.

### PART 2 – PRODUCTS (Not applicable)

### PART 3 – EXECUTION

#### 3.01    APPLICATION FOR PAYMENT

- A.        Each Application for Payment shall be consistent with previous applications and payments as reviewed by Project Inspector, Architect, and District Representative. The following Applications for Payment involve additional requirements:
  - 1.        The Initial Application for Payment
  - 2.        The Final Application for Payment
- B.        Payment Application Times: The period of Work covered by each Application for Payment is the payment date for each progress payment as specified in the Construction Services Agreement. The period covered by each Application for Payment is the previous month.
- C.        Contractor shall submit a draft Application for Payment seven (7) days prior to the first of each month, to be reviewed by the Architect, District Representative, and Project Inspector.
- D.        Payment Application Checklist: Use required form for the Application for Payment per Section 01 32 29.
- E.        Application Preparation: Complete every entry on the form. Include execution by a person authorized to sign legal documents on behalf of Contractor.
- F.        Transmittal: Submit a minimum of five (5) wet signature originals of each Application for Payment to the District Representative. All copies shall be complete, including releases and similar attachments.
  - 1.        Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to District Representative.
- G.        *Initial Application for Payment:* Administrative actions and submittals, that must precede or coincide with submittal for the first Application for Payment include, but are not limited to, the following:
  - 1.        Schedule of Values.
  - 2.        Construction Schedule.

3. Submittal Schedule.
  4. Emergency Contact List.
  5. Local Hire Policy Forms.
  6. Releases.
  7. Resume of Contractor's Project Manager, and Job Site Superintendent.
- H. *Applications for Payment:* Administrative actions and submittals that must precede or coincide with submittal of Progress Applications for Payment include, but are not limited to, the following:
1. Certified Payroll (submitted directly to Labor Compliance Consultant in electronic format as specified by District Representative).
  2. Updated and current Project Record Drawings (as-built). Visual verification necessary only.
  3. Monthly Construction Schedule (updated, submitted and approved).
  4. Approved Schedule of Values.
  5. List of Subcontractors (Payments Summary).
  6. Waivers and Releases.
  7. Updated Submittal Schedule.
  8. Material invoices, evidence of equipment purchases, rentals, and other backup materials to support cost as requested by the District Representative.
- I. *Final Payment Application:* Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include, but are not limited to, the following:
1. Project Inspector's sign-off and final approval of Project's DSA Form(s) 152.
  2. Contractor's submission of Contractor's Verified Report DSA Form 6-C.
  3. Completion of Contract Closeout requirements.
  4. Updated and Final As-Built drawings – in accordance with Construction Services Agreement.
  5. Completion and acceptance of final punch list items.
  6. Delivery of extra materials, products, and/or stock.
  7. Identification of unsettled claims.
  8. Proof that taxes, fees, and similar obligations are paid.
  9. Operating and maintenance instruction manuals.
  10. Consent of surety to final payment.
  11. Waivers and releases.
  12. Warranties, guarantees and maintenance agreements.
  13. Training.
  14. Removal of temporary facilities and services.
  15. Removal of surplus materials, rubbish, and similar elements.
  16. Deductive items pursuant to the Construction Services Agreement.
  17. Completion and submission of all final change orders for the project.
  18. Disabled Veteran Business Enterprise (DVBE) Contractor close-out statement.

- J. Any payments made to Contractor where criteria set forth above have not been met shall not constitute a waiver of said criteria by District Representative. Instead, such payment shall be construed as a good faith effort by District Representative to resolve differences so Contractor may pay its Subcontractors and suppliers and that Contractor agrees that failure to submit such items may constitute a breach of contract by Contractor and may subject Contractor to termination.

END OF SECTION 01 29 76

## SECTION 01 31 13 PROJECT COORDINATION

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements necessary for coordinating Work operations including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.

#### 1.02 RELATED SECTIONS

- A. Section 01 32 13: Construction Schedule.
- B. Section 01 33 00: Submittal Procedures.
- C. Section 01 45 23: Testing and Inspection.
- D. Section 01 73 29: Cutting and Patching.

### PART 2 – PRODUCTS (Not used)

### PART 3 – EXECUTION

#### 3.01 COORDINATION

- A. It is the Contractor's responsibility to coordinate the Work to minimize conflicts and optimize efficiency.
- B. School occupancy will remain in session during the school year.
- C. The placement of pipes, conduits, other materials, and the locations, size and reinforcement of holes in the building structure shall conform to the structural Drawings and Specifications. When the requirements of the Mechanical, Electrical or other sections of the Specifications or Drawings are in conflict with the structural requirements, the structural requirements shall take precedence. The Contractor shall take all precautions prior to coring into a building structure. The Contractor must notify the structural engineer and obtain written approval prior to completing any structural penetrations if the structural integrity of an existing building structure is compromised. Refer to section 01 73 29, Cutting and Patching.
- D. Verify that utility, and other building system requirement characteristics of operating equipment are compatible with existing utilities, and other existing building systems. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- E. Contractor shall coordinate operations included in various sections of Contract Documents to assure efficient and orderly installation of each part of Work. Coordinate Work operations included under related sections of Contract Documents that depend on each other for proper installation, connection, and operation of Work, including but not limited to:
  - 1. Schedule construction operations in sequence required where installation of one part of Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Provide provisions to accommodate items scheduled for later installation.
  - 4. Prepare and administer provisions for coordination drawings.
- F. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required in notices, reports, attendance at meetings, and:

1. Prepare similar memoranda for District Representative and Separate Work Contract where coordination of their Work is required.
- G. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of schedules.
  2. Installation, relocation, and removal of temporary facilities.
  3. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
- H. Conservation: Coordinate Work operations to assure operations are carried out with consideration given to conservation of energy, water, materials, and:
1. Salvage materials and equipment involved in performance of, but not actually incorporated into Work.
- I. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required electrical or HVAC shut down activities for the District to properly prepare for these activities and the down time that will occur.
- J. Contractor shall provide advance notice (minimum of two (2) working days) to District Representative of any required testing of active cabling for the District to properly prepare for these activities and the down time that will occur.

### 3.02 SUBMITTALS

- A. Coordination Drawings: Contractor shall prepare coordination drawings to coordinate the installation of products and materials fabricated, furnished and installed by separate entities, under different parts of the Contract. Contractor shall notify District Representative and Architect of all major conflicts in writing in a timely manner so that the design team can respond without construction delays. Coordination drawings shall address the following at a minimum:
1. Limitations in available space for installation or service. Contractor shall overlay plans of each trade and verify space requirements and conflicts between trades. Minor changes and adjustments that do not affect design intent shall be made by Contractor and shall be highlighted for Architect's review.
  2. Incompatibility between items provided under different trades (such as difference in voltage between equipment specified under Divisions 22 and 23 and electrical power provided under Division 26.)
  3. Inconsistencies between drawings, specifications and codes (between trades and within each trade).
  4. Additional items required for existing facilities construction projects shall be designed and prepared from available as-built drawings that are verified through non-invasive and non-destructive, visual observation only. Contractor shall field verify actual existing conditions during and upon completion of demolition work and incorporate findings into preparation of coordination drawings. Minor changes and adjustments that do not affect design intent shall be made by Contractor and shall be highlighted for District Representative and Architect's reviews.
- B. Contractor and each Subcontractor shall provide and forward reproducible copies and AutoCAD or Revit drawing files in the order described here:

1. Structural shop drawings shall indicate location and sizes of columns, beams and other structural members, as well as wall, roof and slab penetrations, and will be provided to mechanical, electrical, low voltage and plumbing Sub-Contractors for coordination. Structural items shall be indicated using black lines.
2. HVAC Subcontractor will indicate all ductwork, piping and equipment complete with installation and dimensioned service clearances, duct and pipe sizes, fitting types and sizes, top or bottom of duct and pipe elevations, distances of ducts, pipes and equipment from building reference points and hanger and support locations. Minor changes and adjustments that do not affect design intent shall be made by Subcontractor and shall be highlighted for District Representative and Architect's reviews. Forward drawings to plumbing Subcontractor for further coordination. HVAC items shall be indicated using orange lines.
3. Plumbing Subcontractor will indicate all plumbing lines, and equipment complete with installation and dimensioned service clearances, pipe sizes, fitting types and sizes, top or bottom of pipe elevations, distances of pipes and equipment from building reference points and hanger/support locations Coordinate with HVAC Subcontractor. Minor changes and adjustments that do not affect design intent shall be made by Subcontractor and shall be highlighted for District Representative and Architect's reviews. Upon completion, drawings shall be forwarded to Fire Sprinkler Subcontractor for further coordination. All Plumbing items shall be indicated using blue lines.
4. Fire sprinkler Subcontractor will indicate fire sprinkler piping and equipment complete with installation and dimensioned service clearances, pipe sizes, fitting types and sizes, top or bottom of pipe elevations, distances of pipes and equipment from building reference points and hanger or support locations. Coordinate with Plumbing and HVAC Subcontractors. Minor changes and adjustments that do not affect design intent shall be made by sub-Contractors and shall be highlighted for District Representative and Architect's reviews. Upon completion drawings shall be forwarded to Electrical Contractor for further coordination. Fire sprinkler equipment shall be indicated using red lines.
5. Electrical and Low Voltage Subcontractors will indicate service and feeder conduit runs and other electrical equipment complete, including low voltage with installation and dimensioned service clearances, sizes, top or bottom of conduit and rack elevations, distances of conduits and equipment from building reference points and hanger and support locations. Coordinate with Fire Sprinkler, Plumbing and HVAC Subcontractors. Minor changes and adjustments that do not affect design intent shall be made by sub-Contractors and shall be highlighted for District Representative and Architect's reviews. Upon completion drawings shall be forwarded to Contractor for further coordination. Electrical work shall be indicated in dark green lines. Low voltage work shall be indicated in light green lines.
6. Contractor will be responsible for the overall coordination review. As each coordination drawing is completed, Contractor will meet with Architect and/or District Representative to review and resolve conflicts on coordination drawings.
7. Coordination meetings will be held in Project field office of Contractor. Contractor is required to distribute Shop Drawings, cut sheets and submittals to Subcontractors where appropriate. Reviewed coordination drawings will be maintained in Project field office of Contractor. Meeting minutes shall be developed by Contractor and submitted to District Representative within five (5) days.
8. All Contractors shall review and sign the final coordinated set of drawing(s) prior to construction of system(s) depicted in the drawing(s).

END OF SECTION 01 31 13

## SECTION 01 31 19 PROJECT MEETINGS

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements for Project meetings, including but not limited to, the following:
  - 1. Preconstruction meeting.
  - 2. Progress meetings.
  - 3. Meetings as required by District Representative.

#### 1.02 RELATED SECTIONS

- A. Section 01 31 13: Project Coordination.
- B. Section 01 32 13: Construction Schedule.
- C. Section 01 33 00: Submittal Procedures.

### PART 2 – PRODUCTS (Not used)

### PART 3 – EXECUTION

#### 3.01 PRECONSTRUCTION MEETING

- A. District Representative will schedule a preconstruction meeting before starting the Work, at a time and date determined by District Representative. Meeting shall be held at the Project site or another location as determined by District Representative. Meeting will be held in order to review responsibilities, procedures, and other administrative requirements contained within the Contract Documents. Major trades may attend.
- B. Authorized representatives of District, Project Inspector, Architect, Contractor and other parties shall attend the meeting. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda items shall include significant items which could affect progress of the Work, including, but not limited to the following:
  - 1. Identification of District Representative, key team members, and roles/responsibilities
  - 2. Preliminary Construction Schedule.
  - 3. Critical work sequencing and coordination of other work on campus.
  - 4. Designation of responsible personnel and emergency contacts.
  - 5. Procedures for processing field decisions.
  - 6. Request for Proposal.
  - 7. Request for Information.
  - 8. Construction Change Directive, Immediate Change Directive, and Change Order.
  - 9. Procedures for processing Applications for Payment.
  - 10. Labor Compliance and Wage Determinations.



11. Submittal and review of Shop Drawings, Product Data, material lists, and Samples.
  12. Preparation of project record documents.
  13. Use of the Project site and/or premises, staging plan, trucking routes, haul routes, etc.
  14. Parking availability.
  15. Office, work, and storage areas.
  16. Equipment deliveries and priorities.
  17. Safety procedures.
  18. Emergency response.
  19. First Aid.
  20. Security.
  21. Housekeeping.
  22. Working hours.
  23. Environmental Health and Safety / Import and Export Testing Requirements.
  24. Substantial Occupancy, Administrative Closeout and Contract Completion requirements and procedures.
  25. Local Hire.
- D. District Representative shall prepare and issue meeting minutes to attendees and interested parties no later than three (3) calendar days after the meeting date.

### 3.02 PRE-INSTALLATION CONFERENCES

- A. Contractor shall coordinate and conduct pre-installation conferences at the Project site as required by related Sections of the Contract Documents.
- B. Contractor, manufacturers, and fabricators involved in or affected by the installation and its coordination or integration with other preceding and/or subsequent installations of Work shall attend the meeting. Contractor shall advise District Representative, Project Inspector, and Architect of scheduled meeting dates and provide an agenda 48 hours prior to meeting.
  1. Contractor shall review the progress of construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for the following:
    - a. Contract Documents.
    - b. Options.
    - c. Related Construction Change Directives and Change Orders.
    - d. Purchases.
    - e. Deliveries.
    - f. Shop Drawings, Product Data, and quality-control samples.
    - g. Review of mockups.
    - h. Possible conflicts.
    - i. Compatibility problems.
    - j. Time schedules and work sequence.

- k. Weather limitations.
  - l. Manufacturer's recommendations.
  - m. Warranty requirements.
  - n. Compatibility of materials.
  - o. Acceptability of substrates.
  - p. Temporary facilities.
  - q. Space and access limitations.
  - r. Governing regulations.
  - s. Safety.
  - t. Inspecting and testing requirements.
  - u. Required performance results.
  - v. Recording requirements.
  - w. Protection.
2. Contractor shall record significant discussions and directives received from each conference. Contractor shall, within three (3) calendar days after the meeting date, distribute the minutes of the meeting to all concerned parties, including but not limited to, District Representative, Project Inspector, and Architect.

3.03 PROGRESS MEETINGS

- A. Progress meetings will be held at the Project site at regular intervals, typically weekly, as determined by the District Representative.
- B. In addition to representatives of Contractor, District Representative, and Architect, each Subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of the Work shall, if requested by District Representative, be represented at these meetings. All participants at the meeting shall be familiar with the Project and authorized to conclude all matters relating to the Work.
- C. Failure of Contractor to be so represented at any progress meeting which is held at a mutually agreed time or for which a written notice is given, shall not relieve Contractor from abiding by any and all District Representative determinations or directives issued at such meeting.
- D. District Representative will review and correct or approve minutes of the previous progress meeting and will review other significant items affecting progress. Topics for discussion as appropriate to the status of the Project include but are not limited to:
  - 1. Safety.
  - 3. Construction Schedule.
  - 4. Sequence and coordination.
  - 5. Status of submittals / RFIs.
  - 6. Deliveries.
  - 7. Access.
  - 8. Site utilization.
  - 9. Hours of work.

10. Hazards and risks.
11. Housekeeping.
12. Quality of materials, fabrication, and execution.
13. Unforeseen conditions.
14. Testing and Inspection.
15. Defective Work.
16. Construction Change Directive.
17. Change Order Proposals and Change Orders.
18. Documentation of information for payment requests.
19. Application for Payment.
20. Other items as required or as brought forth.
21. Initial Notice of Start of Issue.
22. Final Notice of End of Issue.

3.04 ADDITIONAL MEETINGS

- A. District Representative, upon giving notice to the intended parties and without further obligation, may require additional meetings to discuss Work and/or Project related activities.

END OF SECTION 01 31 19

## SECTION 01 32 13 CONSTRUCTION SCHEDULE

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. Construction Schedule procedures, preparation, submittal, updates, and revisions.

#### 1.02 RELATED REQUIREMENTS

- A. Section 01 11 00: Summary of Work.
- B. Section 01 12 16: Phasing of the Work.
- C. Section 01 29 73: Schedule of Values Procedures.
- D. Section 01 29 76: Progress Payment Procedures.
- E. Section 01 31 13: Project Coordination.
- F. Section 01 33 00: Submittal Procedures.
- G. Section 01 45 23: Testing and Inspection.
- H. Section 01 50 00: Construction Facilities and Temporary Controls.
- I. Section 01 78 36: Warranty Procedures.

#### 1.03 PROCEDURES

- A. Within ten (10) calendar days after date of Notice to Proceed, Contractor shall submit to District Representative for review, a detailed Construction Schedule (“Preliminary Baseline Schedule”) setting forth all requirements for complete execution of the Work.
- B. Within seven (7) calendar days after receipt of the District Representative’s review comments, submit a final Construction Schedule acceptable to District Representative (“Approved Baseline Schedule”).
- C. Include a written summary narrative sufficiently comprehensive to explain basis of Contractor’s approach to work.
- D. If a Construction Schedule is considered by District Representative to not be in compliance with any requirement of the Contract, Contractor will be notified to review and revise the Construction Schedule and bring it into compliance. Failure of Contractor to submit a Construction Schedule in full compliance with the Contract Documents will result in withholding of progress payment in accordance with the Construction Services Agreement. The Construction Schedule is to be used in evaluating progress for payment approval.
- E. Subsequently with each Progress Payment Request, Contractor shall deliver to District Representative an updated Construction Schedule reflecting Work progress to the end of the Progress Payment Request period. Each such Construction Schedule shall indicate actual progress to date in execution of the Work, together with a projected schedule for completion of all the Work.

#### 1.04 SCHEDULE SUBMITTAL PREPARATION GUIDELINES

- A. The Contract Work shall be scheduled and progress monitored using a Critical Path Method (CPM) network type scheduling system. Schedule shall be broken into sub-activities which shall, as a minimum, include major suppliers, all submittal approvals, all major trades, plumbing, mechanical, electrical, security, fire, and elevators and escalators. Scheduling system shall indicate all inter-relationships between trades and suppliers.

- B. Contractor shall utilize the Critical Path Method (CPM) in the development and maintenance of the construction schedule network.
- D. Construction Schedule shall represent a practical plan to complete the Work within the Contract time requirement.
  - 1. A schedule extending beyond Contract time or less than Contract time will not be acceptable.
  - 2. A schedule found unacceptable by District Representative shall be revised by Contractor and resubmitted.
- E. Construction schedule shall clearly indicate sequence of construction activities and shall specifically indicate:
  - 1. Start and completion of all Work items, their major components, and interim milestone completion dates, as determined by Contractor and District Representative.
  - 2. Activities for procurement, delivery, installation of equipment, materials, and other supplies, including:
    - a. Time for submittals, resubmittals, and reviews. Include decision dates for selection of finishes.
    - b. Time for manufactured products for the Work fabrication and delivery.
    - c. Interdependence of procurement and construction activities.
    - d. As applicable, dates for testing, balancing equipment, and final inspection.
- F. Schedule shall be in sufficient detail to assure adequate planning and execution of the Work.
  - 1. Each task activity shall range in duration from a 1 workday minimum to a fifteen (15) workday maximum and shall be total of actual days required for completion. The activity duration shall include consideration of weather impact on completion of that activity.
  - 2. Schedule shall be suitable, in judgment of District Representative, to allow monitoring and evaluation of progress in performance of the Work; it shall be calendar time-scaled.
  - 3. Activities shall include:
    - a. Description; what is to be accomplished and where.
    - b. Workday duration.
    - c. Scheduled activities shall indicate continuous flow, from left to right.
  - 4. Contractor shall setup up the schedule calendar to identify workdays per week and shifts per day worked, non-work days, weekends and holidays.
- G. Failure to include any element of Work required for performance of this Contract shall not excuse Contractor from completing Work required to comply with the Contract Documents, notwithstanding acceptance of Construction Schedule.
- H. Submittal of Construction Schedule shall be understood to be Contractor's confirmation that the schedule meets requirements of the Contract Documents, and that the Work will be executed in sequence indicated in schedule.

1.05 REVIEWS, UPDATES, AND REVISIONS

- A. District Representative will review and return the initial submittal of Contractor's Construction Schedule, with summary comments. If revisions are required, Contractor shall resubmit Schedule within seven (7) calendar days following receipt of District Representative's comments.

- B. After Contractor and District Representative agree to a base line schedule, it will become the Project Construction Schedule. No changes to the Baseline Schedule will be allowed unless accepted by District Representative.
- C. Contractor shall analyze and update the Project Construction Schedule:
1. As part of monthly payment application, Contractor shall submit to and participate with District Representative in a schedule review to include:
    - a. Actual start dates for Work items started during report period.
    - b. The percent complete on activities that have actual start dates.
    - c. Actual completion dates for Work items completed during report period.
    - d. Estimated remaining duration for Work items in progress, which will not exceed original duration for activity.
    - e. Estimated start dates for Work items scheduled to start during month following report period, if applicable.
    - f. Changes in duration of Work items.
  2. In case of a change to Contractor's planned sequence of Work, Contractor shall include a narrative report with updated progress schedule which shall include, but not be limited to, a description of problem areas, current and anticipated delaying factors, and any proposed revisions for a recovery plan.
  3. Change Orders affecting the scheduled completion date shall be clearly identified as separate and new activities integrated into the schedule at the appropriate time and in the appropriate sequence as reviewed and approved by District Representative.
  4. The Project Construction Schedule Review will not relieve Contractor of responsibility for accomplishing all Work in accordance with the Contract Documents.
- D. Updates: Contractor shall submit to District Representative, with each payment application, an up-to-date Project Construction Schedule. Contractor submission of the Monthly Updated Project Construction Schedule is a condition precedent to District Representative's approval of Progress Payments. The Update Project Construction Schedule shall include the following:
1. Work Item Report: Detailing Work items and dependencies as indicated on the Schedule.
  2. Actual Start and End Dates of Activities under construction
  3. Separate listing of activities completed during reporting period.
  4. Separate listing of activities which are currently in progress, indicating their remaining duration and percentages completed.
  5. Separate listing of activities which are causing delay in Work progress.
  6. Narrative report to define problem areas, anticipated delays, and impact on the Project Construction Schedule. Contractor shall report corrective action taken, or proposed, and its effect, including effect of changes on schedules of separate contractors.
  7. Resolution of conflict between actual Work progress and schedule logic: when out-of-sequence activities develop in the Schedule because of actual construction progress, Contractor shall submit a revised schedule to conform to current job sequence and direction.
- E. If, according to current updated Project Construction Schedule, District Representative determines Contractor is behind schedule or any interim milestone completion dates will not be met, considering all time extensions to which Contractor is entitled, Contractor shall submit a revised recovery schedule, showing a workable plan and a narrative description to complete the project on time. Refer to Construction Services Agreement.

- F. Scheduling of change or extra Work orders is responsibility of Contractor.
  - 1. Contractor shall revise the Project Construction Schedule to incorporate all activities involved in completing change orders or extra Work orders and submit it to District Representative for review.
- G. If District Representative finds Contractor is entitled to extension of any completion date, under provisions of the Contract, District Representative's determination of total number of days of extension will be based upon an analysis of the current Project Construction Schedule, and upon data relevant to the extension.
- H. Contractor acknowledges and agrees that delays to non-critical activities will not be considered a basis for a time extension unless activities become critical. Non-critical activities are those activities which, when delayed, do not affect an interim or Substantial Completion date.
- I. Contractor shall allow Float time for inclement weather, Government Delay, and Project Float in the Baseline Schedule. The Inclement Weather Float and the Government Delay Float shall each be identified as a Critical Activity in the Baseline Schedule. No other activities may be concurrent with them. When rainfall at the Project site impacts Critical Path activities, Contractor may provide District Representative with a written request for a rain impact day describing the inclement weather delay on the Critical path activities. The inclement weather delay must be clearly indicated by a seventy-five percent (75%) decrease in the normal field labor workforce hours on Critical Path activities on the day in question as indicated by Contractor's Daily reports from the day in question and the scheduled Work days prior to the day in question. Upon District Representative's independent confirmation of the amount of rainfall and impact, District Representative will authorize Contractor to reduce the duration of the Rain Day Impact Allowance by one day. Rainfall on non-scheduled workdays shall not be granted as rain impact days. If the effects of rain from a non-scheduled Work day carry forward to a scheduled work day and impacts the Critical Path as noted above, then the scheduled work day will be considered impacted by rain.

1.06 CONTRACTOR'S RESPONSIBILITY

- A. Nothing in these requirements shall be deemed to be an usurpation of Contractor's authority and responsibility to plan and schedule Work as Contractor sees fit, subject to all other requirements of Contract Documents.
- B. Contractor shall provide at all times sufficient competent labor, materials, and equipment to properly carry on Work and to insure completion of each part in accordance with Construction Schedule and within time allowed in the Contract.
- C. Contractor shall be responsible for ensuring that all submittals to the District Representative are accurate and consistent. Damage, including extra time and cost, caused by inaccuracies from Contractor will be compensated by Contractor.

1.07 SUSPENSION OF PAYMENTS

- A. Initial Submittal: If Contractor fails to comply with the specified requirements, District Representative reserves the right to engage an independent scheduling consultant to fulfill these requirements. Upon additional notice to Contractor, District Representative shall retain against Contractor all incurred costs for additional services.
- B. Update Submittals: District Representative has the right to withhold progress payments if Contractor fails to update and submit the Project Construction Schedule and reports as required by District Representative.

1.08 RECORD COPY

- A. Prior to the Contract Completion, Contractor shall submit the Project Construction Schedule showing the as-built sequence. The as-built schedule shall have all activities with actual start and end dates.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION 01 32 13



## SECTION 01 32 29 PROJECT FORMS

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. The following District administrative forms and documents listed in this Section, but not limited to, shall be utilized in the administration of the Work.
- B. Electronic versions of these forms are available from the District Representative, if requested by Contractor.
- C. From time to time, Owner may release new revisions and new Project Forms. At any time during the Project, if requested by District Representative, Contractor shall use the newly released Project Forms.

#### 1.02 RELATED DOCUMENTS

- A. Facilities Lease Agreement (Parts 1 and 2)
- B. Division 01.

### PART 2 – PRODUCTS (Not applicable)

### PART 3 – EXECUTION

#### 3.01 FORMS

Contractor to utilize the following District standard forms:

- A. Allowance Disbursement Authorization
- B. Request for Information
- C. Application for Payment / Schedule of Values
- D. Change Order
- E. Conditional Waiver and Release – Final Payment
- F. Conditional Waiver and Release – Progress Payment
- G. Immediate Change Directive
- H. Unconditional Waiver and Release – Final Payment
- I. Unconditional Waiver and Release – Progress Payment
- J. Construction Waste Management Plan
- K. Construction Waste Management Progress Report
- L. Request for Import Material Testing
- M. Local Hire Local Business Forms
- N. Certificate of Substantial Completion
- O. Warranty Guarantee Form

#### 3.02 PROCEDURES

- A. Allowance Disbursement Authorization: This form is used to submit allowance expenditures.
- B. Request for Information (RFI): This form is used in requesting information or clarification while providing a suggested course of action.

- C. Application for Payment/Schedule of Values: This form is used in requesting a progress payment and to establish the basis of the certified application for payment.
- D. Change Order: This form is used to adjust the Contract Amount, Milestones and/or the Contract Time.
- E. Conditional Waiver and Release: Use this form when the claimant is required to execute a waiver and release in exchange for or in order to induce the payment of a progress payment and the claimant has not been paid.
- F. [RESERVED]
- G. Immediate Change Directive: This form is used to issue an Immediate Change Directive.
- H. Unconditional Waiver and Release: Use this form when the claimant is required to execute a waiver and release in exchange for or in order to induce payment of a progress payment and the claimant asserts in the waiver that he or she has in fact been paid the progress payment.
- I. [RESERVED]
- J. Construction Waste Management Plan: This form is used to provide a Waste Management Plan, submitted in accordance with Specification Section 01 74 19 and prior to any waste removal.
- K. Construction Waste Management Progress Report: This form is used to provide a Waste Management Monthly Progress Report, summarizing waste generated by Project and submitted monthly with Application for Payment.
- L. Request for Import Material Testing: This form is to be completed and provided to District Representative in accordance with Specification Section 01 45 24.
- M. Local Hire Local Business Forms: These forms are to be completed by all Contractors, Sub-Contractors, and Suppliers and submitted with each payment application.
- N. Certificate of Substantial Completion: This form is to be completed and signed by all parties once project has been determined to be substantially complete.
- O. Warranty Guarantee Form: This form shall be filled out and signed by Contractor and Subcontractors prior to completion of closeout activities.

END OF SECTION 01 32 29

## SECTION 01 33 00 SUBMITTAL PROCEDURES

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. Administrative and procedural requirements for submittals required for the Work, including but not limited to; Shop Drawings, Product Data, Samples, material lists, and quality control items as required by the Contract Documents.
- B. Wherever possible, throughout the Contract Documents, the minimum acceptable quality of workmanship and products has been defined by the name and catalog number of a manufacturer and by reference of recognized industry standards.
- C. To ensure that specified products are furnished and installed in accordance with the design intent, Facility Design Standards and procedures have been established for submittal of design data and for its review by District Representative, Architect, and/or others.

#### 1.02 RELATED SECTIONS

- A. Section 01 12 16: Phasing of the Work
- B. Section 01 29 73: Schedule of Values Procedures.
- C. Section 01 29 76: Progress Payment Procedures.
- D. Section 01 31 13: Project Coordination.
- E. Section 01 32 13: Construction Schedule.
- F. Section 01 45 23: Testing and Inspection.

### PART 2 – PRODUCTS (Not applicable)

### PART 3 – EXECUTION

#### 3.01 GENERAL REQUIREMENTS AND PROCEDURES

- A. Contractor shall clearly identify any deviations from the Contract Documents on each submittal. Any deviation not so noted, even if stamped reviewed, is not acceptable.
- B. After Architect review, Architect shall transmit submittals to Contractor, District Representative, and Project Inspector. Contractor shall further distribute to Subcontractors and others as required. Work shall not commence, unless otherwise approved by District Representative, and/or Architect until approved submittals are transmitted to Contractor.
- C. Contractor's Review and Approval: Every submittal upon which proper execution of the Work is dependent shall bear the Contractor's review and approval stamp, dated and signed by Contractor. Certifying that Contractor (a) has reviewed, checked, and approved the submittal and has coordinated the submittal contents with requirements of Work and Contract Documents including related Work, (b) Contractor coordinated with all other shop drawings received to date and this duty of coordination has not been delegated to subcontractors, material suppliers, the Architect, or the engineers on this project, (c) determined and verified quantities, field measurements, construction criteria, materials, equipment, catalog numbers and identifications, and similar data, or will do so, and (d) states the Work illustrated or described in the submittal is recommended by Contractor and the Contractor's warranty will fully apply thereto.
- D. Contractor shall coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities requiring sequential activity.
- E. Timing of Submittals:

1. Submittals shall not delay the construction schedule and shall be submitted in timely manner in accordance with Construction Services Agreement.
  2. In accordance with Construction Services Agreement, Contractor shall submit to the Architect, those Shop Drawings, Product Data, diagrams, materials lists, Samples and other submittals required by the Contract Documents.
  3. The Contractor shall submit within five (5) calendar days of the Notice to Proceed, an itemized listing of required submittals with a scheduled date for each submittal. The schedule of submittals shall provide adequate time between submittals in order to allow for proper review without negative impact to the Construction Schedule.
  4. Schedule of submittals shall be related to Work progress, and shall be so organized as to allow sufficient time for transmitting, reviewing, corrections, resubmission, and re-reviewing.
  5. Contractor shall coordinate submittal of related items and Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received by Architect.
  6. Contractor shall revise, update and submit submittal schedule to District Representative and Architect on the first of each month, or as required by the District Representative.
  7. Contractor shall allow in the Construction Schedule, at least three (3) calendar days for Architect review following Architect receipt of submittal. For mechanical, plumbing, electrical, structural, and other submittals requiring joint review with Architect's Consultants, and/or others, Contractor shall allow a minimum of five (5) calendar days following Architect receipt of submittal. Submittals will be reviewed with reasonable promptness, but Architect reserves the right of additional time where required based on but limited to submittal size, complexity, etc.
  8. No adjustments to the Contract Time and/or Milestones will be authorized because of a failure to transmit submittals to Architect sufficiently in advance of the Work to permit review and processing.
  9. In case of product substitution, Shop Drawing preparation shall not commence until such time Architect and District Representative reviews said submittal relative to the General Conditions.
- G. If required, resubmit submittals in a timely manner. Resubmit as specified for initial submittal but identify as such. Review times for re-submitted items shall be as per the time frames for initial submittal review.
- H. Architect, or authorized agent, will stamp each submittal with a uniform, action stamp. Architect, or authorized agent, will mark the stamp appropriately to indicate the action taken, as follows:
1. Final Unrestricted Release: When Architect, or authorized agent, marks a submittal "Reviewed" the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
  2. Final-But-Restricted Release: When Architect, or authorized agent, marks a submittal "Reviewed as Noted" the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
  3. Returned for Re-submittal: When Architect, or authorized agent, marks a submittal "Rejected, Revise and Resubmit" do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat as necessary to obtain different action mark. In case of multiple submittals covering same items of Work, Contractor is responsible for any time delays, schedule disruptions, out of sequence Work, or additional costs due to multiple submissions of the same submittal item. Do not use, or allow others to use, submittals marked "Rejected, Revise and Resubmit" at the Project site or elsewhere where Work is in progress.

4. Other Action: Where a submittal is for information or record purposes or special processing or other activity, the Architect, or authorized agent, will return the submittal marked "Action Not Required".
- I. Review of Submittals by the Architect: Submittals will be reviewed but only for conformance with the design concept of the Project and with the information indicated on the Drawings and stated in the Specifications. Review of a separate item as such will not indicate approval of the assembly in which the item functions. Review of submittals shall not relieve the Contractor of responsibility for any deviations from requirements of the Contract Documents or any revisions in resubmittals unless Contractor has given written notice of such deviation or revision at the time of submission or resubmission and written approval has been given to the specific deviation or revision, nor shall approval relieve the Contractor of responsibility for error or omissions in the submittals or for the accuracy of dimensions and quantities, the adequacy of connections, and the proper and acceptable fitting, execution, functioning, and completion to the Work.
- J. All costs for the preparation, correction, delivery, and return of the submittals shall be borne by the Contractor.

### 3.02

#### SHOP DRAWINGS

- A. Shop Drawings are original drawings prepared by Contractor, Subcontractor, supplier, or distributor illustrating some portion of Work by showing fabrication, layout, setting, or erection details. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Copies of the Contract Drawing marked to show Shop Drawing information are not acceptable and will be not be reviewed and will be promptly returned to the Contractor.
- B. Produce Shop Drawings to an accurate scale that is large enough to indicate all pertinent features and methods. Submit Shop Drawings on sheets at least 8-1/2 x 11 inches but no larger than 30 x 42 inches.
- C. Shop Drawings shall include, at a minimum, fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings. Include the following information:
  1. Dimensions
  2. Identification of products and materials included by sheet and detail number.
  3. Compliance with specified standards.
  4. Notation of coordination requirements.
  5. Notation of dimensions established by field measurement.
- D. Provide two (2) spaces, approximately 4 by 5 inches, on the label or beside the title block on Shop Drawings to record Contractor and Architect review, and the action taken. Include the following information on the label for processing and recording action taken:
  1. Project name.
  2. Project number.
  3. Date.
  4. Name and address of Architect.
  5. Name and address of Contractor.
  6. Name and address of Subcontractor.
  7. Name and address of supplier.
  8. Name and address of manufacturer.
  9. Name and title of appropriate Specification section.
  10. Drawing number and detail references, as appropriate.

### 3.03

#### PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of Work or system. Product Data includes printed information, such as manufacturer’s installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, wiring diagrams, schedules, illustrations, or performance curves.
  - 1. Mark each copy to show or delineate pertinent materials, products, models, applicable choices, or options. Where Product Data includes information on several products that are not required, clearly mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer’s printed recommendations.
    - b. Compliance with trade association standards.
    - c. Compliance with recognized testing agency standards.
    - d. Application of testing agency labels and seals.
    - e. Notation of dimensions verified by field measurement.
    - f. Notation of coordination requirements.
    - g. Notation of dimensions and required clearances.
    - h. Indicate performance characteristics and capacities.
    - i. Indicate wiring diagrams and controls.
  - 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

C. Required Copies and Distribution: Same as denoted in Section 3.02, E.

3.04 SAMPLES

A. Submit Samples of sufficient size, quantity (minimum of three), cured and finished and physically identical to the proposed product or material. Samples include partial or full sections or range of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches denoting color, texture, and/or pattern.

- 1. Mount or display Samples in the manner to facilitate review of qualities indicated. Include the following:
  - a. Specification section number and reference.
  - b. Generic description of the Sample.
  - c. Sampling source.
  - d. Product name or name of manufacturer.
  - e. Compliance with recognized standards.
  - f. Availability and delivery time.
- 2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
  - a. Where variations in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show the approximate limits of the variations.

- b. Refer to other Specification sections for requirements for Samples that illustrate workmanship, fabrication techniques, assembly details, connections, operation, and similar construction characteristics.
    - c. Refer to other sections for Samples to be returned to Contractor for incorporation into the Work. Such Samples must be undamaged at time of installation. On the transmittal indicate special requests regarding disposition of Sample submittals.
    - d. Samples not incorporated into the Work, or otherwise not designated as Owner property, remain the property of Contractor and shall be removed from the Project site prior to Substantial Completion.
  - 3. Color and Pattern: Whenever a choice of color or pattern is available in a specified product, submit accurate color chips and pattern charts to Architect for review and selection by Architect and District Representative.
  - 4. Required Copies and Distribution: Same as denoted in Section 3.02, E.
- B. When specified, erect field Samples and mock-ups at the Project site to illustrate products, materials, or workmanship and to establish standards by which completed Work shall be judged.

- C. Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of the Work. Sample sets may be used to obtain final acceptance of the Work associated with each set.

### 3.05 DEFERRED SUBMITTAL REQUIREMENTS

- A. Installation of deferred submittal items shall not be started until detailed plans, specifications, and engineering calculations have been: 1) accepted by the Architect or Engineer in general responsible charge of design, 2) signed by a California registered Architect or professional engineer who has been delegated responsibility covering the work shown on a particular plan or specification, and 3) approved by the Division of the State Architect (DSA). Deferred submittal items for this Project are as indicated in the Contract Documents.
- B. Deferred submittal drawings and specifications become part of the approved documents for the Project when they are submitted to and approved by DSA.
- C. Submit material using submittal process as defined above.
- D. Identify and specify all supports, fasteners, spacing, penetrations, etc., for each of the deferred submittal items, including calculations for each and all fasteners.
- E. Submit documents to Architect for review prior to requesting that the Architect forward it to the DSA.
- F. Documents shall bear the stamp and signature of the Structural, Mechanical, or Electrical Engineer licensed in California who is responsible for that work.
- G. Architect and its subconsultants will review the documents only for conformance with design concept. The Architect will then forward the Submittal to DSA for approval.
- H. Contractor shall respond to review comments made by DSA and revise and resubmit submittal to the Architect for re-submittal to DSA for final approval.

### 3.06 QUALITY CONTROL SUBMITTALS

- A. Submit quality control submittals, including design data, certifications, manufacturer's field reports, and other quality control submittals as required under other sections of the Contract Documents.
- B. When other sections of the Contract Documents require manufacturer's certification of a product, material, and/or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.

- C. Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the represented company.
- D. Requirements for submittal of inspection and test reports are specified in other sections of the Contract Documents.

3.07

CERTIFICATES

- A. Submit all certificates in triplicate to Project Inspector, in accordance with requirements of each Specification Section.

END OF SECTION 01 33 00



## SECTION 01 45 23 TESTING AND INSPECTION

### PART 1 - GENERAL

#### 1.01 SECTION INCLUDES

- A. Testing and inspection services to meet requirements of California Building Standards Code, Title 24, California Code of Regulations.

#### 1.02 RELATED SECTIONS

- A. Construction Services Agreement
- B. Section 01 31 13: Project Coordination.
- C. Section 01 32 13: Construction Schedule.
- D. Section 01 33 00: Submittal Procedures.
- E. Section 01 73 29: Cutting and Patching.
- F. Section 01 78 36: Warranty Procedures.

#### 1.03 COORDINATION OF TESTS AND INSPECTIONS

- A. Contractor shall establish a protocol for requesting inspections and special inspections so as to not delay the progress of the work. Contractor shall review General Conditions and additional requirements.

#### 1.04 TESTING COSTS

- A. District shall pay for special inspections and testing identified in the Statement of Structural Tests and Special Inspections (DSA FORM 103) except Contractor shall reimburse the District for retesting costs caused by failure of materials to pass initial tests. Contractor shall arrange and pay for all other testing that are specified in other specification sections.
  - 1. Reimbursement of Inspection Costs: The Contractor shall reimburse to the District Representative all or any part, as the District Representative may deem just and proper, of the actual excessive inspection costs incurred by the District Representative due to any or all of the following:
    - i. Contractor's failure to complete the Work within the Contract Time stated in the Agreement, and any previously authorized extensions thereof.
    - ii. Claims between separate contractors
    - iii. Covering of any of the Work before the required inspections of tests are performed.
    - iv. Extra inspections required for Contractor's correction of defective Work.
    - v. Overtime costs for acceleration of Work done for Contractor's convenience.

#### 1.07 CONTRACTOR-FURNISHED ASSISTANCE

- A. When requested, Contractor shall furnish access, facilities, and labor assistance as necessary for duties to be performed at the site by Test Laboratory, and Inspector, including ladders, hoisting, temporary lighting, water, and like services.

### PART 2 – PRODUCTS (Not used)

## PART 3 – EXECUTION

### 3.01 SCHEDULES FOR TESTING

- A. Establishing Schedule:
  - 1. By advance discussion with the testing laboratory selected by the District Representative, determine the time required for the laboratory to perform its tests and to issue each of its findings.
  - 2. Provide required time within the construction schedule.
- B. Revising Schedule: When changes of construction schedule are necessary during construction, coordinate such changes of schedule with the testing laboratory as required.
- C. Adherence to Schedule: When the testing laboratory is ready to test according to the determined schedules, but is prevented from testing or taking specimens due to incompleteness of the work, extra charges for testing attributable to the delay may be back-charged to the Contractor and may be deducted by the District Representative from the contract sum.

### 3.02 REQUESTING TESTING

- A. Contractor shall request testing and inspection through the Project Inspector. Contractor shall provide Project Inspector a minimum of twenty-four (24) hour notice prior to Project Inspector inspections being required and a minimum of forty-eight (48) hour notice prior to special testing and inspections being required.

### 3.03 TESTS

- A. District Representative will select and provide an independent DSA certified testing agency (Testing Agency) to conduct tests, sampling, and testing of materials. Selection of material to be tested shall be by the Testing Agency and not by Contractor.
- B. The Contractor shall not incorporate into the work any material shipped from the source of supply prior to having satisfactorily passed the required testing and inspection, or prior to the receipt of notice from Project Inspector that the testing and inspection is not required.
- C. District Representative will select, and directly reimburse, the Testing Agency for costs of all DSA required tests and inspections; however, the District Representative may be reimbursed by Contractor for such costs as specified or noted in related sections of the Contract Documents.
- D. The independent Testing Agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
- E. The Testing Agency shall not perform any duties of Contractor.
- F. Contractor shall provide an insulated curing box with the capacity for twenty (20) concrete cylinders and will relocate said box and cylinders as rapidly as required in order to provide for progress of the Work.

### 3.04 TEST REPORTS

- A. Test reports shall include all tests performed, regardless of whether such tests indicate the material is satisfactory or unsatisfactory. Samples taken but not tested shall also be reported. Records of special sampling operations, when and as required, shall also be reported. Reports shall indicate the material (or materials) was sampled and tested in accordance with requirements of CBC, Title 24, Parts 1 and 2, as indicated on the Drawings. Test reports shall indicate specified design strength and specifically state whether or not the material (or materials) tested comply with the specified requirements.

### 3.05 VERIFICATION OF TEST REPORTS

- A. Each Testing Agency shall submit to the Division of the State Architect a verified report covering all tests required to be performed by that Testing Agency during the progress of the Work, in accordance with DSA PR 13-01.

3.06 INSPECTION BY DISTRICT REPRESENTATIVE

- A. District, and its representatives, shall have access, for purposes of inspection, at all times to all parts of the Work and to all shops wherein the Work is in preparation. Contractor shall, at all times, maintain proper facilities and provide safe access for such inspection.
- B. District Representative shall have the right to reject materials and/or workmanship deemed defective Work and to require correction. Defective workmanship shall be corrected in a satisfactory manner and defective materials shall be removed from the premises and legally disposed of without charge to District Representative. If Contractor does not correct such defective Work within a reasonable time, fixed by written notice and in accordance with the terms and conditions of the Contract Documents, District Representative may correct such defective Work and proceed in accordance with related Articles of the Contract Documents.
- C. Contractor is responsible for compliance to all applicable local, state, and federal regulations regarding codes, regulations, ordinances, restrictions, and requirements.

3.07 PROJECT INSPECTOR

- A. A Project Inspector shall be employed by District Representative in accordance with requirements of Title 24 of the California Code of Regulations with their duties specifically defined therein. Additional DSA certified inspectors may be employed and assigned to the Work by District Representative in accordance with the requirements of California Building Standards Commission's, California Administrative Code with their duties as specifically defined in Section 4-211, 4-219, and 4-238, and in DSA IR A-8.
- B. Inspection of Work shall not relieve Contractor from any obligation to fulfill all terms and conditions of the Contract Documents.
- C. Contractor shall be responsible for scheduling times of inspection, tests, sample taking, and similar activities of the Work.

3.08 TESTS AND INSPECTIONS

- A. The following tests and inspections do not limit inspection of the Work but are required by DSA, other agencies, or are required in related Sections of the Contract Documents.

END OF SECTION 01 45 23

## SECTION 01 73 29 CUTTING AND PATCHING

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section specifies procedural requirements for cutting and patching.

#### 1.02 RELATED SECTIONS

- A. Construction Services Agreement
- B. Section 01 29 73: Schedule of Values Procedures.
- C. Section 01 31 13: Project Coordination.
- D. Section 01 31 19: Project Meetings.
- E. Section 01 32 13: Construction Schedule.
- F. Section 01 33 00: Submittal Procedures.
- G. Section 01 78 36: Warranty Procedures.

#### 1.03 SUBMITTALS

- A. The word “cutting” as used in the Contract Documents includes, but is not limited to, cutting, drilling, chopping, and other similar operations and the word “patching” includes, but is not limited to, patching, rebuilding, reinforcing, repairing, refurbishing, restoring, replacing, or other similar operations.
- B. Cutting and Patching Proposal: Contractor shall submit a work plan describing procedures well in advance of the time cutting and patching will be performed if the Contract Documents requires approval of these procedures before proceeding. Include the following information, as applicable, in the work plan:
  - 1. Describe the extent of cutting and patching required. Denote how it will be performed and indicate why it cannot be avoided.
  - 2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building’s appearance or other significant visual elements.
  - 3. List products to be used and firms or entities that will perform this Work.
  - 4. Indicate dates when cutting and patching will be performed.
  - 5. Utilities: List utilities that cutting and patching operations will disturb or affect. List utilities to be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
  - 6. Where cutting and patching involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.
  - 7. Review by Architect and DSA prior to proceeding with cutting and patching does not waive Architect right to later require complete removal and replacement of defective Work.

#### 1.04 QUALITY ASSURANCE

- A. Requirements for structural Work: Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.
  - 1. Obtain approval from Architect and DSA of the cutting and patching work plan before cutting and patching the following structural elements:

- a. Foundation construction.
  - b. Bearing and retaining walls.
  - c. Structural concrete.
  - d. Structural steel.
  - e. Lintels.
  - f. Timber and primary wood framing.
  - g. Structural decking.
  - h. Stair systems.
  - i. Miscellaneous structural metals.
  - j. Exterior curtain-wall construction.
  - k. Equipment supports.
  - l. Piping, ductwork, vessels, and equipment.
  - m. Any other structural systems not listed above.
- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.
- 1. Obtain review of the cutting and patching work plan before cutting and patching the following operating elements or safety related systems:
    - a. Primary operational systems and equipment.
    - b. Air or smoke barriers.
    - c. Water, moisture, or vapor barriers.
    - d. Membranes and flashings.
    - e. Fire protection systems.
    - f. Noise and vibration control elements and systems.
    - g. Control systems.
    - h. Communication and/or data systems.
    - i. Conveying systems.
    - j. Electrical wiring systems.
    - k. Any other operating systems not listed above.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the opinion of Architect, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

#### 1.05 WARRANTY

- A. Existing Warranties: Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any warranties required or existing.

## PART 3 – EXECUTION

### 3.01 INSPECTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
  - 1. Before proceeding, meet at the Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

### 3.02 PREPARATION

- A. Temporary support: Provide adequate temporary support of existing improvements or Work to be cut.
- B. Protection: Protect existing improvements and Work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of existing improvements or Work that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Where the Work requires sandblasting of existing surfaces in order to receive new materials secured by cementitious, adhesive or chemical bond, completely remove existing finishes, stains, oil, grease, bitumen, mastic and adhesives or other substances deleterious to the new bonding or fastening of new Work. Utilize wet sand blasting for interior surfaces and for exterior surfaces where necessary to prevent objectionable production of dust.

### 3.03 PERFORMANCE

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Carefully remove existing Work to be salvaged and/or reinstalled. Protect and store for reuse into the Work. Verify compatibility and suitability of existing substrates before starting the Work.
- B. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining Work. Where possible, review proposed procedures with the original installer; comply with the original installer's recommendations.
  - 1. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Cut through concrete and masonry using a cutting machine, such as a carborundum saw or a diamond-core drill. Saw cut reinforcing bars and paint ends per approved submittal except where bonded into new concrete or masonry.
  - 4. Comply with requirements of applicable Sections of Divisions 31, 32, and 33 where cutting and patching requires excavating, backfill, and recompaction.
  - 5. Gypsum: Cut back on straight lines to undamaged surfaces with at least two opposite cut edges centered on supports.
  - 6. Acoustical ceilings: Remove hanger wires and related appurtenances where ceilings are not scheduled to be installed.
  - 7. Flooring: Completely remove flooring and clean backing of prior adhesive.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with required tolerances.

1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation. Verify conditions of existing substrates prior to executing Work.
2. Restore exposed finishes of patched areas and extend finish restoration into retaining adjoining construction in a manner that will eliminate all evidence of patching and refinishing.
3. Gypsum: Fasten cut edges of wallboard. Install patches with at least two opposite edges centered on supports and secure at 6-inch centers. Tape and finish joints and fastener heads. Patching shall be non-apparent when painted or finished.
4. Acoustical Ceilings: Comply with the requirements for new Work specified in related sections of the Contract Documents.
5. Painting: Prepare areas to be patched, patch and paint as specified under related sections of the Contract Documents.

#### 3.04 CLEANING

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged coverings to their original condition.

END OF SECTION 01 73 29

## SECTION 01 77 00 CONTRACT CLOSEOUT

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for Contract Closeout, including but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project record documents submittal.
  - 3. Operation and maintenance manual submittal.
  - 4. Owner orientation and instruction.
  - 5. Final cleaning.

#### 1.02 RELATED SECTIONS

- A. Section 01 29 76: Progress Payment Procedures.
- B. Section 01 32 13: Construction Schedule.
- C. Section 01 32 29: Project Forms.
- D. Section 01 33 00: Submittal Procedures.
- E. Section 01 74 19: Construction Demolition and Waste Management.
- F. Section 01 78 36: Warranties.

#### 1.03 REQUIREMENTS FOR PREPARATORY FINAL INSPECTION

- A. All contract work completed.
- B. Remove temporary facilities from the Project site.
- C. Thoroughly clean the Buildings and Project site.
- D. All mechanical equipment shall operate quietly and free from vibrations. Properly adjust, repair, balance, or replace equipment producing objectionable noise or vibration in the occupied areas of the buildings. Provide additional brackets, bracing, or other methods to prevent objectionable noise or vibration. All systems shall operate without humming, surging, or rapid cycling.
- E. Properly mount all operation instructions for equipment and post as specified in their respective Sections.
- F. Job Record specifications and prints “as built” shall be completed, signed, and submitted to the District Representative as specified in respective Specification Sections.
- G. Submit to the District Representative, the material and equipment maintenance instructions, as specified in the body of the Specification Sections.
- H. Submit to the District Representative, all warranties, guarantees, and bonds, as specified in the body of the Specification Sections.
- I. When requested, submit certificates indicating payment of all debts and Claims arising from the Work.
- J. Deliver all tools which are a permanent part of equipment installed in the Work to the District Representative.
- K. Deliver all keys, construction and permanent, properly identified, to the District Representative.
- L. Deliver all extra stock items, as directed by the District Representative, to a location within the District.



- M. Contractor determined the Work has been completed. All life safety items are completed and in working order.
- N. Electrical circuits scheduled in panels and disconnect switches labeled.
- O. Grounds cleared of Contractor's equipment, raked clean of debris, and trash removed from Site.
- P. Work cleaned, free of stains, scratches, marks, dirt, superfluous labels, and other foreign matter, replacement of damaged and broken material.
- Q. Finished and decorative work shall have marks, dirt and superfluous labels removed.
- R. Final cleanup complete.

PART 2 – PRODUCTS (Not used)

PART 3 – EXECUTION

3.01 SUBSTANTIAL COMPLETION

- A. Inspection Procedures: After all requirements preparatory to the final inspection have been completed, as herein specified in the Specification Sections, the Contractor will notify the District Representative, Architect, and Project Inspector to perform the final inspection.
  - 1. If after inspection of the Work, District Representative does not consider the Work complete, District Representative will notify Contractor.
  - 2. If after inspection, District Representative considers the Work complete, Architect shall prepare a Punch List of items to be corrected.
- B. Re-inspection Procedures: Project Inspector, District Representative, Contractor and Architect will inspect the Work upon notice the Work, including final inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to District Representative.
  - 1. Upon completion of inspection, District Representative will recommend Final Completion. If the Work is incomplete, District Representative will advise Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for Final Completion.
  - 2. If necessary, re-inspection will be repeated, but may be assessed against Contractor if Owner is subject to additional professional service and or additional costs of inspection.

3.02 PROJECT RECORD DOCUMENT SUBMITTAL

- A. General: Do not use project record documents for construction purposes. Protect record documents from deterioration and loss. Provide access to record documents for Architect, Project Inspector, and District Representative reference during normal working hours. Project record document shall be updated on a daily basis prior to work being concealed. Prior to submitting each application for payment, secure Project Inspector approval of project record documents.
- B. Record Drawings: Maintain a clean, undamaged set of prints of Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies from the Work as originally shown. Mark the Drawing that is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Drawings. Provide detailed and accurate field dimensions for concealed elements that would be difficult to measure and record at a later date.
  - 1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work. Date and number entries in the same format as submitted. Call attention to entry by a "cloud" around the affected areas.

2. Mark new information important to Owner but was not shown on Drawings or Shop Drawings.
  3. Utility mainlines and duct-banks within the building footprint shall be indicated by location and depth below finished grade. All utilities and above ceilings and attic spaces shall be fully dimensioned and indicated on record drawings. Dimensions shall be measured from building lines or permanent landmarks and shall be triangulated to those features.
  4. Note related Change Order or Construction Directive numbers where applicable. RFI submissions shall be referenced on each affected sheet, Drawing and Shop Drawing.
  5. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
  6. Prior to Contract Completion of the Work, review of the project record drawings by Architect; prepare a final set of project record drawings and submit to Architect.
- C. Record Specifications: Maintain one (1) complete copy of the Specifications, including Addenda. Include with the Specifications two copies of other written Contract Documents, such as Change Orders or Construction Directives issued during construction.
1. Mark these record documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
  2. Give particular attention to substitutions and selection of options and information on concealed Work that cannot otherwise be readily discerned later by direct observation.
  3. Note related record document information with Product Data.
  4. Prior to Contract Completion of the Work, submit record Specifications to Architect for Owner records.
- D. Record Samples: Immediately prior to Substantial Completion, Contractor shall meet with Architect and District Representative at the Project site to determine which Samples are to be transmitted to Owner for record purposes. Comply with District Representative instructions regarding delivery to Owner storage area.
- E. Miscellaneous Records: Refer to other Specification sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Prior to the date of Contract Completion, complete and compile miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to Architect for Owner records.
- F. Maintenance Manuals: Shall be submitted and approved by the District Representative prior to commissioning and startup of the corresponding system/product. Organize operation and maintenance data into suitable three (3) sets of manageable size. Bind properly, indexed data in individual, heavy-duty, three-inch 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Provide a table of contents in front and all items shall be indexed with tabs. Each manual shall also contain a list of subcontractors, with their scope of work, addresses, phone numbers, email, and the names of persons to contact in cases of emergency. Identifying labels shall provide names of manufactures, their addresses, ratings, and capacities of equipment and machinery. Submit to Architect for Owner records. Include the following types of information.
1. Table of Contents (in each binder)
  2. Emergency instructions.
  3. Spare parts list.
  4. Copies of warranties.
  5. Wiring diagrams.
  6. Recommended “turn-around” cycles.

7. Inspection procedures.
  8. Shop Drawings and Product Data.
  9. Fixture lamping schedule.
  10. Note which items also have video training.
- G. Provide one (1) electronic version of all documents listed above on one (1) flash drive to the District Representative.

### 3.03 OPERATION AND MAINTENANCE:

- A. Operation and Maintenance Instructions: Prior to Substantial Completion, arrange for each installer of equipment that requires regular operation and maintenance to meet with designated Owner personnel to provide instruction in proper operation and maintenance. Provide instruction by manufacturer's representatives if installers are not experienced in operation and maintenance procedures. Include a detailed review of the following items:
1. Maintenance manuals.
  2. Spare parts and materials.
  3. Tools.
  4. Lubricants.
  5. Fuels.
  6. Identification systems.
  7. Control sequences.
  8. Hazards.
  9. Cleaning.
  10. Warranties and bonds.
  11. Maintenance agreements and similar continuing commitments.
- B. As part of instruction for operating equipment, demonstrate the following procedures:
1. Start-up.
  2. Shutdown.
  3. Emergency operations.
  4. Noise and vibration adjustments.
  5. Safety procedures.
  6. Economy and efficiency adjustments.
  7. Effective energy utilization.
- C. Notice of Termination: Contractor shall submit a Notice of Termination (NOT) to the District for District issuance to the local Regional Water Quality Control Board (RWQCB). Provide a copy of NOT to District Representative.

### 3.04 FINAL CLEANING

- A. General: The Contractor shall be solely responsible for all cleaning operations during the Project.

- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
1. Complete the following cleaning operations before requesting inspection for a certificate of Substantial Completion.
    - a. Remove labels that are not permanent labels.
    - b. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
    - c. Clean exposed exterior and interior hard-surfaced finished to a dust-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
    - d. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
    - e. Clean the Project site, including landscape development areas, of rubbish, litter, and other foreign substances. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits. Rake grounds that are neither paved nor planted to a smooth, even-textured surface.
    - f. Complete the final filter change replacing all HVAC filters.

END OF SECTION 01 77 00

## SECTION 01 78 36 WARRANTY PROCEDURES

### PART 1 – GENERAL

#### 1.01 SECTION INCLUDES

- A. This Section includes procedural requirements for warranties, including manufacturers and installer's standard warranties on products and special product warranties.

#### 1.02 RELATED SECTIONS

- A. Construction Services Agreement.
- B. Section 01 32 29: Project Forms
- C. Section 01 73 29: Cutting and Patching.
- D. Division 2 through Division 32.

#### 1.03 SUBMITTALS

- A. Form of Submittal: In accordance with the Construction Services Agreement, compile two (2) copies of each required final warranty properly executed by Contractor, or by Contractor and Subcontractor, installer, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the Specifications and provide a table of contents.
- B. Bind warranties and bonds in heavy-duty, commercial-quality, durable three ring, vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8½ by 11 paper.
  - 1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the item 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 the installer.
  - 2. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project title and/or name, and name of Contractor.
  - 3. When warranted Work requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.
- C. Provide one (1) electronic version of all documents listed above on one (1) flash drive to the District Representative.
- D. Provide a Warranty Guarantee Form on the District's form provided in Section 01 32 29 as part of the Closeout documentation.

### PART 2 – PRODUCTS (Not applicable)

### PART 3 – EXECUTION (Not applicable)

END OF SECTION 01 78 36

## SECTION 05 40 00 COLD-FORMED METAL FRAMING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes: Provide non-load bearing metal framing, 18-gage and heavier, with anchorage and bracing, and with accessories as required for complete installation.
- B. Related Sections:
  - 1. Section 09 21 00: Light gage framing, 20-gage and lighter.
  - 2. Section 09 24 00: Metal furring and lathing for plaster.

#### 1.2 REFERENCES

- A. American Iron and Steel Institute (AISI): Specifications for Design of Cold-Formed Steel Structural Members.
- B. National Association of Architectural Metal Manufacturers (NAAMM): Standard ML/SFA 540, Lightweight Steel Framing Systems Manual.
- C. American Welding Society (AWS) D1.3: Structural Welding Code - Sheet Steel.

#### 1.3 ADMINISTRATIVE REQUIREMENTS

- A. Design/Build Requirements: Provide special engineering to ensure compliance with applicable codes and Contract Documents.
- B. Pre-Installation Meeting: Prior to fabrication of components, meet at Project with installers of doors, windows, mechanical, and electrical work to review areas of potential interference and conflicts.
  - 1. Coordinate layout and support provisions for interfacing work.

#### 1.4 SUBMITTALS

- A. Product Data: Submit manufacturer's literature.
- B. Shop Drawings: Indicate component details, framing of openings, and welds, type and location of mechanical fasteners and accessories, and items required of other work for complete installation.
  - 1. Detail framing layout.
- C. Manufacturer Certification: Provide certification by manufacturer indicating compliance with Contract Documents and applicable codes.
- D. Design/Build Certificates: Submit certification signed by California licensed structural engineer indicating compliance with Contract Documents and code requirements.
  - 1. Calculations: Where requested, submit calculations directly to enforcing agency.

## 1.5 QUALITY ASSURANCE

- A. Welder Qualifications: Use qualified welders and comply with AWS D1.3.

## PART 2 - PRODUCTS

### 2.1 SYSTEM MANUFACTURERS

- A. ClarkDietrich Building Systems.
- B. CEMCO.
- C. United Metal Products.
- D. Steel Stud Manufacturers Association Members.
- E. Substitutions: Refer to Section 01 25 00.

### 2.2 MATERIALS

- A. System Description: Provide non-load bearing metal framing, 18-gage and heavier, with anchorage and bracing, and with accessories as required for complete installation.
- B. Regulatory Requirements, Loads: Comply with loads as required by California Building Code including loads on framing from other systems.
- C. Design Requirements: Calculate structural properties of metal framing system in accordance with American Iron and Steel Institute (AISI) "Specification for Design of Cold-Formed Steel Structural Members."
  - 1. Deflection: Provide for maximum L/240 typical, L/360 where plaster or where tile is indicated.
    - a. Provide for maximum L/720 where large format tile is indicated.
  - 2. Seismic Requirements: Comply with code requirements for seismic bracing.
- D. Performance Criteria, Fire Rated Assemblies: Provide framing approved for use in assemblies indicated to be fire rated.
- E. Framing Members: Sheet steel conforming to ASTM A1003, A1011, or ASTM A653, formed into "C" shaped sections; with knurled sides and faces.
  - 1. Gages: As required to comply with California Building Code and specified design and performance criteria, but not less than indicated on Drawings.
  - 2. Gages: As required to comply with applicable building code and specified design and performance requirements, but not less than indicated on Drawings.
    - a. 18-Gage: Minimum 33,000 psi commercial quality steel sheet.
    - b. 16-Gage and Heavier: Minimum 50,000 psi structural quality steel sheet.
- F. Track: Formed steel; channel shaped; same width as studs, for tight fit.

- G. Bracing: Formed galvanized sheet steel; channel shaped.
- H. Plates, Gussets, Clips: Galvanized steel, of formed or sheet material as required for particular use.
- I. Fastenings:
  - 1. Self-Drilling Self-Tapping Screws, Bolts, Nuts and Washers: Hot dip galvanized, ASTM A90.
  - 2. Anchorage Devices: Powder driven or drilled expansion bolts; or screws with sleeves.
  - 3. Welding: AWS D1.3, Structural Welding Code - Sheet Steel.
- J. Finish:
  - 1. Framing at Exterior Walls: Galvanized, ASTM A924 and A653, minimum G60 coating.
  - 2. Interior Framing: Approved rust resistant primer.
  - 3. Accessories: Match framing finish.

## 2.3 FABRICATION

- A. Fabricate assemblies and framed sections of sizes and profiles indicated, with joints fitted and secured, reinforced, and braced to meet design requirements.
  - 1. Comply with fabrication and connection recommendations of NAAMM ML/SFA 540, "Lightweight Steel Framing Systems Manual."
- B. Fit and assemble in largest practical sections for delivery and installation.
- C. Wire tying of framing components is not acceptable.
- D. Fabrication Tolerances: Fabricate panels to maximum allowable tolerance variation from plumb, level, and true to line of 1/8" in 10'-0".

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install metal framing systems in accordance with manufacturer's printed instructions.
  - 1. Comply with connection and erection recommendations of NAAMM ML/SFA 540, "Lightweight Steel Framing Systems Manual."
- B. Align top and bottom tracks, locating to wall layout; secure in place with screws or welding at maximum 16" on center.
- C. Place studs not more than 2" from abutting walls and at each side of openings; connect studs to tracks using clips, ties, screws or welding, in accordance with manufacturer's instructions.
- D. Construct corners using minimum three studs; double studs at openings.
- E. Install intermediate studs above and below openings to match wall spacing.



- F. Install cross stud channels for attachment of items anchored to walls.
- G. Install framing between studs for attachment of mechanical and electrical items.
- H. Erect studs, brace, and reinforce to develop full strength.
- I. Make provisions for erection stresses; provide temporary alignment and bracing.
- J. Assure framing provides true and flat surfaces, ready to receive finish, with maximum variance of 1/8" in 10'-0".
  - 1. Panels: Maximum step in face and jog in alignment between panels is not to exceed 1/16".
- K. Touch-up protective coating damaged during handling and installation.
  - 1. Exterior Framing: Use zinc-rich galvanizing repair paint for galvanized surfaces.
  - 2. Interior Framing: Use compatible primer for prime coated surfaces.

END OF SECTION 05 40 00

## SECTION 08 71 00 DOOR HARDWARE

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Door hardware.
- B. Related Divisions:
  - 1. Division 06 – door hardware installation
  - 2. Division 07 – sealant at exterior thresholds
  - 3. Division 08 – metal doors and frames, interior aluminum frames, wood doors, integrated security systems, specialty doors, storefront and glazed curtainwall systems.
  - 4. Division 10 – operable partitions
  - 5. Division 21 – fire and life safety systems
  - 6. Division 28 – security access systems
- C. Specific Omissions: Hardware for the following is specified or indicated elsewhere.
  - 1. Windows.
  - 2. Cabinets, including open wall shelving and locks.
  - 3. Signs, except where scheduled.
  - 4. Toilet accessories, including grab bars.
  - 5. Installation.
  - 6. Rough hardware.
  - 7. Conduit, junction boxes & wiring.
  - 8. Folding partitions, except cylinders where detailed.
  - 9. Sliding aluminum doors, except cylinders where detailed.
  - 10. Access doors and panels, except cylinders where detailed.
  - 11. Corner Guards.
  - 12. Welded steel gates and supports.

#### 1.2 REFERENCES:

- A. Use date of standard in effect as of Bid date.
  - 1. American National Standards Institute
    - a) ANSI 156.18 – Materials and Finishes.
    - b) ICC/ANSI A117.1 - 2009 – Specifications for making buildings and facilities usable by physically handicapped people. [omit for CA work – not applicable]
  - 2. BHMA – Builders Hardware Manufacturers Association
  - 3. 2019 California Building Code
    - a) Chapter 11B – Accessibility To Public Buildings, Public Accommodations, Commercial Buildings and Public Housing
  - 4. DHI – Door and Hardware Institute
  - 5. NFPA – National Fire Protection Association
    - a) NFPA 80 2016 Edition – Standard for Fire Doors and Other Opening Protectives.
    - b) NFPA 105 – Smoke and Draft Control Door Assemblies
    - c) NFPA 252 – Fire Tests of Door Assemblies
  - 6. UL – Underwriters Laboratories
    - a) UL10C – Positive Pressure Fire Tests of Door Assemblies.
    - b) UL 305 – Panic Hardware
  - 7. WHI – Warnock Hersey Incorporated State of California Building Code
  - 8. Local applicable codes

9. SDI – Steel Door Institute
10. WI – Woodwork Institute
11. AWI – Architectural Woodwork Institute
12. NAAMM – National Association of Architectural Metal Manufacturers

B. Abbreviations

1. Manufacturers: see table at 2.1.A of this section
2. Finishes: see 2.7 of this section.

1.3 SUBMITTALS & SUBSTITUTIONS

A. SUBMITTALS: Submit six copies of schedule per D. Only submittals printed one sided will be accepted and reviewed. Organize vertically formatted schedule into “Hardware Sets” with index of doors and headings, indicating complete designations of every item required for each door or opening. Minimum 10pt font size. Include following information:

1. Type, style, function, size, quantity and finish of hardware items.
2. Use BHMA Finish codes per ANSI A156.18.
3. Name, part number and manufacturer of each item.
4. Fastenings and other pertinent information.
5. Location of hardware set coordinated with floor plans and door schedule.
6. Explanation of abbreviations, symbols, and codes contained in schedule.
7. Mounting locations for hardware.
8. Door and frame sizes, materials and degrees of swing.
9. List of manufacturers used and their nearest representative with address and phone number.
10. Catalog cuts.
11. Point-to-point wiring diagrams.
12. Manufacturer’s technical data and installation instructions for electronic hardware.

B. Bid and submit manufacturer’s updated/improved item if scheduled item is discontinued.

C. Deviations: Highlight, encircle or otherwise identify deviations from “Schedule of Finish Hardware” on submittal with notations clearly designating those portions as deviating from this section.

D. If discrepancy between drawings and scheduled material in this section, bid the more expensive of the two choices, note the discrepancy in the submittal and request direction from Architect for resolution.

E. Substitutions per Division 1. Include product data and indicate benefit to the Project. Furnish operating samples on request.

F. Items listed with no substitute manufacturers have been requested by Owner to meet existing standard.

G. Furnish as-built/as-installed schedule with closeout documents, including keying schedule, riser and point-to-point wiring diagrams, manufacturers’ installation, adjustment and maintenance information, and supplier’s final inspection report.

1.4 QUALITY ASSURANCE:

A. Qualifications:

1. Hardware supplier: direct factory contract supplier who employs a hardware consultant, available at reasonable times during course of work for project hardware consultation to Owner, Architect and Contractor.
  - a) Responsible for detailing, scheduling and ordering of finish hardware. Detailing implies that the submitted schedule of hardware is correct and complete for the intended function and performance of the openings.

B. Hardware: Free of defects, blemishes and excessive play. Obtain each kind of hardware (latch and locksets, exit devices, hinges and closers) from one manufacturer.

- C. Exit Doors: Operable from inside with single motion without the use of a key or special knowledge or effort.
  - D. Fire-Rated Openings: NFPA 80 compliant. Hardware UL10C (positive pressure) compliant for given type/size opening and degree of label. Provide proper latching hardware, non-flaming door closers, approved-bearing hinges, and resilient seals. Coordinate with wood door section for required intumescent seals. Furnish openings complete.
  - E. Furnish hardware items required to complete the work in accordance with specified performance level and design intent, complying with manufacturers' instructions and code requirements.
  - F. Pre-Installation Meetings: Initiate and conduct with supplier, installer and related trades, coordinate materials and techniques, and sequence complex hardware items and systems installation. Include manufacturers' representatives of locks, panic hardware and door closers in the meetings. Convene prior to commencement of related work.
- 1.5 DELIVERY, STORAGE AND HANDLING:
- A. Delivery: coordinate delivery to appropriate locations (shop or field).
    - 1. Permanent keys and cores: secured delivery direct to Owner's representative.
  - B. Acceptance at Site: Items individually packaged in manufacturers' original containers, complete with proper fasteners and related pieces. Clearly mark packages to indicate contents, locations in hardware schedule and door numbers.
  - C. Storage: Provide securely locked storage area for hardware, protect from moisture, sunlight, paint, chemicals, dust, excessive heat and cold, etc.
- 1.6 PROJECT CONDITIONS AND COORDINATION:
- A. Electrified hardware: Electrical drawings and electrical specifications are based on the specific electrified hardware components specified in hardware sets. These electronic hardware components have been specified as an assembly. Changes to these components shall be submitted to the Architect for approval.
  - B. Where exact types of hardware specified are not adaptable to finished shape or size of members requiring hardware, provide suitable types having as nearly as practical the same operation and quality as type specified, subject to Architect's approval.
  - C. Coordination: Coordinate hardware with other work. Furnish hardware items of proper design for use on doors and frames of the thickness, profile, swing, security and similar requirements indicated, as necessary for proper installation and function, regardless of omissions or conflicts in the information on the Contract Documents. Furnish related trades with the following information:
    - 1. Location of embedded and attached items to concrete.
    - 2. Location of wall-mounted hardware, including wall stops.
    - 3. Location of finish floor materials and floor-mounted hardware.
    - 4. At masonry construction, coordinate with the anchoring and hollow metal supplier prior to frame installation by placing a strip of insulation, wood, or foam, on the back of the hollow metal frame behind the rabbet section for continuous hinges, as well as at rim panic hardware strike locations, silencers, coordinators, and door closer arm locations. When the frame is grouted in place, the backing will allow drilling and tapping without dulling or breaking the installer's bits.
    - 5. Locations for conduit and raceways as needed for electrical, electronic and electro-pneumatic hardware items. Fire/life-safety system interfacing. Point-to-point wiring diagrams plus riser diagrams to related trades.
    - 6. Coordinate: back-up power for doors with automatic operators.
    - 7. Coordinate: flush top rails of doors at outswinging exteriors, and throughout where adhesive-mounted seals occur.
    - 8. Manufacturers' templates to door and frame fabricators.

- D. Check Shop Drawings for doors and entrances to confirm that adequate provisions will be made for proper hardware installation.
- E. Environmental considerations: segregate unused recyclable paper and paper product packaging, uninstalled metals, and plastics, and have these sent to a recycling center.
  - 1. Submittals prepared without thorough jobsite visit by qualified hardware expert will be rejected as non-compliant.

1.7 WARRANTY:

- A. Part of respective manufacturers' regular terms of sale. Provide manufacturers' written warranties.
- B. Include factory order numbers with close-out documents to validate warranty information, required for Owner in making future warranty claims:
- C. Minimum warranties:
  - 1. Locksets: Three years
  - 2. Closers: Thirty years mechanical
  - 3. Hinges: One year
  - 4. Other Hardware Two years

1.8 COMMISSIONING:

- A. Conduct these tests prior to request for certificate of substantial completion:
  - 1. With installer present, test door hardware operation with climate control system and stairwell pressurization system both at rest and while in full operation.
  - 2. With installer, access control contractor and electrical contractor present, test electrical, electronic and electro-pneumatic hardware systems for satisfactory operation.
  - 3. With installer and electrical contractor present, test hardware interfaced with fire/life-safety system for proper operation and release.

1.9 REGULATORY REQUIREMENTS:

- A. Locate latching hardware between 34 inches to 44 inches above the finished floor, per-2019 California Building Code, Section 11B-404.2.7.
  - 1. Panic hardware: locate between 36 inches to 44 inches above the finished floor.
- B. Handles, pull, latches, locks, other operable parts:
  - 1. Readily openable from egress side with one hand and without tight grasping, tight pinching, or twisting of the wrist to operate. 2019 California Building Code Section 11B-309.4.
  - 2. Force required to activate the operable parts: 5.0 pounds maximum, per 2019 California Building Code Section 11B-309.4.
- C. Adjust doors to open with not more than 5.0-pounds pressure to open at exterior doors and 5.0-pounds at interior doors. As allowed per 2019 California Building Code Section 11B-404.2.9, local authority may increase the allowable pressure for fire doors to achieve positive latching, but not to exceed 15-pounds.
  - 1. Exception: exterior doors' pressure-to-open may be increased to 8.5-pounds if: at a single location, and one of a bank of eight leafs or fraction of eight, and one leaf of this bank is fitted with a low- or high-energy operator.
- D. Low-energy powered doors: comply with ANSI/BHMA A156.19. Reference: 2019 California Building Code Section 11B-404.2.9.
  - 1. Where powered door serves an occupancy of 100 or more, provide back-up battery power or stand-by generator power, capable of supporting a minimum of 100 cycles.

2. Actuators, vertical bar type: minimum 2-inches wide, 30-inches high, bottom located minimum 5-inches above floor or ground, top located minimum 35-inches above floor or ground. Displays International Symbol of Accessibility, per 2019 California Building Code Section 11B-703.7.
  3. Actuators, plate type: use two at each side of the opening. Minimum 4-inches diameter or 4-inches square. Displays International Symbol of Accessibility, per 2019 California Building Code Section 11B-703.7. Locate centerline of lower plate between 7- and 8-inches above floor or ground, and upper plate between 30- and 44-inches above floor or ground.
  4. Actuator location: conspicuously located, clear and level floor/ground space for forward or parallel approach.
- E. Adjust door closer sweep periods so that from an open position of 90 degrees, the door will take at least 5 seconds to move to a point 12 degrees from the latch, measured to the landing side of the door, per 2019 California Building Code Section 11B-404.2.8.
1. Spring hinges: adjust for 1.5 seconds minimum for 70 degrees to fully-closed.
- F. Smooth surfaces at bottom 10 inches of push sides of doors, facilitating push-open with wheelchair footrests, per 2019 California Building Code Section 11B-404.2.10.
1. Applied kickplates and armor plates: bevel the left and right edges; free of sharp or abrasive edges.
  2. Tempered glass doors without stiles: bottom rail may be less than 10 inches if top leading edge is tapered 60 degrees minimum.
- G. Door opening clear width no less than 32 inches, measured from face of frame stop, or edge of inactive leaf of pair of doors, to door face with door opened to 90 degrees. Hardware projection not a factor in clear width if located above 30 inches and below 80 inches, and the hardware projects no more than 4 inches. 2019 California Building Code Section 11B-404.2.3.
1. Exception: doors not requiring full passage through the opening, that is, to spaces less than 24 inches in depth, may have the clear opening width reduced to 20 inches. Example: shallow closets.
  2. Door closers and overhead stops: not less than 78 inches above the finished floor or ground, per 2019 California Building Code 11B-307.4.
- H. Thresholds: floor or landing no more than 0.50 inches below the top of the threshold of the doorway, per 2019 California Building Code Section 11B-404.2.5. Vertical rise no more than 0.25 inches, change in level between 0.25 inches and 0.50 inches: beveled to slope no greater than 1:2 (50 percent slope). 2019 California Building Code Section 11B-303.2 & ~.3.
- I. Floor stops: Do not locate in path of travel. Locate no more than 4 inches from walls, per DSA Policy #99-08 (Access).
- J. Pairs of doors with independently-activated hardware both leaves: limit swing of right-hand or right-hand-reverse leaf to 90 degrees to protect persons reading wall-mounted tactile signage, per 2019 California Building Code Section 11B-703.4.2.
- K. Door and door hardware encroachment: when door is swung fully-open into means-of-egress path, the door may not encroach/project more than 7 inches into the required exit width, with the exception of door release hardware such as lockset levers or panic hardware. These hardware items must be located no less than 34-inches and no more than 48-inches above the floor/ground. 2019 California Building Code, Section 1005.7.1.
2. In I-2 occupancies, surface mounted latch release hardware, mounted to the side of the door facing away from the adjacent wall where the door is in the open position, is not exempt from the inclusion in the 7-inch maximum encroachment, regardless of its mounting height, per 2019 California Building Code, Section 1005.7.1 at Exception 1.

- L. New buildings that are included in public schools (kindergarten through 12<sup>th</sup> grade) state funded projects and receiving state funding pursuant to Leroy F. Green, School Facilities Act of 1998, California Education Code Sections 17070.10 through 17079, and that are submitted to the Division of the State Architect for plan review after July 1, 2011 in accordance with the Education Code 17075.50, shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. The locks shall conform to the specification and requirements found in Section 1010.1.9. 2019 California Building Code Section 1010.1.11

Exceptions:

- 1. Doors that are locked from the outside at all times such as, but not limited to, janitor’s closet, electrical room, storage room, boiler room, elevator equipment room and pupil restroom.
- 2. Reconstruction projects that utilize original plans in accordance with California Administrative Code, Section 4-314.
- 3. Existing relocatable buildings that are relocated within same site in accordance with California Administrative Code, Section 4-314.

PART 2 - PRODUCTS

2.1 MANUFACTURERS:

- A. Listed acceptable alternate manufacturers: these will be considered; submit for review products with equivalent function and features of scheduled products.

ITEM:	MANUFACTURER:	ACCEPTABLE ALTERNATE:
Hinges	(IVE) Ives	Stanley
Key System	(MED) Medeco	District Standard
Mechanical Locks	(SCH) Schlage	District Standard
Closers	(LCN) LCN	District Standard
Stops & Holders	(IVE) Ives	Rockwood, Trimco
Overhead Stops	(GLY) Glynn-Johnson	ABH
Thresholds	(ZER) Zero	NGP, Pemko
Seals & Bottoms	(ZER) Zero	NGP, Pemko

2.2 HINGING METHODS:

- A. Drawings typically depict doors at 90 degrees, doors will actually swing to maximum allowable. Use wide-throw conventional or continuous hinges as needed up to 8 inches in width to allow door to stand parallel to wall for true 180-degree opening. Advise architect if 8-inch width is insufficient.
- B. Conform to manufacturer’s published hinge selection standard for door dimensions, weight and frequency, and to hinge selection as scheduled. Where manufacturer’s standard exceeds the scheduled product, furnish the heavier of the two choices, notify Architect of deviation from scheduled hardware.
- C. Conventional Hinges: Steel or stainless steel pins and approved bearings. Hinge open widths minimum, but of sufficient throw to permit maximum door swing.
  - 1. Outswinging exterior doors: non-ferrous with non-removable (NRP) pins and security studs.

2. Non-ferrous material exteriors and at doors subject to corrosive atmospheric conditions.
- 2.3 LOCKSETS, LATCHSETS, DEADBOLTS:
- A. Extra Heavy Duty Cylindrical Locks and Latches: as scheduled.
1. Chassis: cylindrical design, corrosion-resistant plated cold-rolled steel, through-bolted.
  2. Locking Spindle: stainless steel, integrated spring and spindle design.
  3. Latch Retractors: forged steel. Balance of inner parts: corrosion-resistant plated steel, or stainless steel.
  4. Latchbolt: solid steel.
  5. Backset: 2.75 inches typically, more or less as needed to accommodate frame, door or other hardware.
  6. Lever Trim: accessible design, independent operation, spring-cage supported, minimum 2.00 inches clearance from lever mid-point to door face.
  7. Electric operation: Manufacturer-installed continuous duty solenoid.
  8. Strikes: 16 gage curved steel, bronze or brass with 1.00 inch deep box construction, lips of sufficient length to clear trim and protect clothing.
  9. Lock Series and Design: Schlage ND series, "Rhodes" design.
  10. Certifications:
    - a) ANSI A156.2, Series 4000, Grade 1.
    - b) UL listed for A label and lesser class single doors up to 4 feet x 8 feet.
  11. Accessibility: Require not more than 5 lb to retract the latchbolt or deadbolt, or both, per CBC 2019 11B-404.2.7 and 11B-309.4
- 2.4 CLOSERS
- A. Surface Closers: [4041]
1. Full rack-and-pinion type cylinder with removable non-ferrous cover and cast iron body. Double heat-treated pinion shaft, single piece forged piston, chrome-silicon steel spring.
  1. ISO 2000 certified. Units stamped with date-of-manufacture code.
  2. Independent lab-tested 10,000,000 cycles.
  3. Non-sized, non-handed, and adjustable. Place closer inside building, stairs, and rooms.
  4. Plates, brackets and special templating when needed for interface with particular header, door and wall conditions and neighboring hardware.
  5. Adjust doors to open with not more than 5.0-pounds pressure to open at exterior doors and 5.0-pounds at interior doors. As allowed per 2016 California Building Code Section 11B-404.2.9, local authority may increase the allowable pressure for fire doors to achieve positive latching, but not to exceed 15-pounds.
    - a) Exception: exterior doors' pressure-to-open may be increased to 8.5-pounds if: at a single location, and one of a bank of eight leafs or fraction of eight, and one leaf of this bank is fitted with a low- or high-energy operator.
  6. Separate adjusting valves for closing speed, latching speed and backcheck, fourth valve for delayed action where scheduled.
  7. Extra-duty arms (EDA) at exterior doors scheduled with parallel arm units.
  8. Exterior door closers: tested to 100 hours of ASTM B117 salt spray test, furnish data on request.
  9. Exterior doors: seasonal adjustments not required for temperatures from 120 degrees F to -30 degrees F, furnish checking fluid data on request.
  10. Non-flaming fluid, will not fuel door or floor covering fires.
  11. Pressure Relief Valves (PRV) not permitted.
  12. Accepted substitutions: None, District Standard.
- 2.5 OTHER HARDWARE
- A. Automatic Flush Bolts: Low operating force design.



- B. Overhead Stops: Non-plastic mechanisms and finished metal end caps. Field-changeable hold-open, friction and stop-only functions.
- C. Kick Plates: Four beveled edges, .050 inches minimum thickness, height and width as scheduled. Sheet-metal screws of bronze or stainless steel to match other hardware.
- D. Door Stops: Provide stops to protect walls, casework or other hardware.
  - 1. Unless otherwise noted in Hardware Sets, provide floor type with appropriate fasteners. Where floor type cannot be used, provide wall type. If neither can be used, provide overhead type.
  - 2. Locate overhead stops for maximum possible opening. Consult with Owner for furniture locations. Minimum: 90deg stop / 95deg deadstop. Note degree of opening in submittal.
- E. Thresholds: As scheduled and per details. Comply with CBC 2019 11B-404.2.5. Substitute products: certify that the products equal or exceed specified material's thickness. Proposed substitutions: submit for approval.
  - 1. Saddle thresholds: 0.125 inches minimum thickness.
  - 2. Exteriors: Seal perimeter to exclude water and vermin. Use sealant complying with requirements in Division 7 "Thermal and Moisture Protection". Minimum 0.25 inch diameter fasteners and lead expansion shield anchors, or Red-Head #SFS-1420 (or approved equivalent) Flat Head Sleeve Anchors. National Guard Products' "COMBO" or Pemko Manufacturing's "FHSL".
  - 3. Fire-rated openings, 90-minutes or less duration: use thresholds to interrupt floor covering material under the door where that material has a critical radiant flux value less than 0.22 watts per square centimeter, per NFPA 253. Use threshold unit as scheduled. If none scheduled, include a 0.25in high 5in wide saddle in the bid, and request direction from Architect.
  - 4. Fire-rated openings, 3-hour duration: Thresholds, where scheduled, to extend full jamb depth.
  - 5. Acoustic openings: Set units in full bed of Division-7-compliant, leave no air space between threshold and substrate.
  - 6. Plastic plugs with wood or sheet metal screws are not an acceptable substitute for specified fastening methods.
  - 7. Fasteners: Generally, exposed screws to be Phillips or Robertson drive. Pinned TORX drive at high security areas. Flat head sleeve anchors (FHSL) may be slotted drive. Sheet metal and wood screws: full-thread. Sleeve nuts: full length to prevent door compression.
- F. Through-bolts: Do not use. Coordinate with wood doors; ensure provision of proper blocking to support wood screws for mounting panic hardware and door closers. Coordinate with metal doors and frames; ensure provision of proper reinforcement to support machine screws for mounting panic hardware and door closers.
  - 1. Exception: surface-mounted overhead stops, holders, and friction stays.
- G. Silencers: Interior hollow metal frames, 3 for single doors, 4 for pairs of doors. Leave no unfilled/uncovered pre-punched silencer holes. Intent: door bears against silencers, seals make minimal contact with minimal compression – only enough to effect a seal.

2.6 FINISH:

- A. Generally: BHMA 626 Satin Chromium.
  - 1. Areas using BHMA 626: furnish push-plates, pulls and protection plates of BHMA 630, Satin Stainless Steel, unless otherwise scheduled.
- B. Door closers: factory powder coated to match other hardware, unless otherwise noted.

2.7 KEYING REQUIREMENTS:

- A. Key System: existing (Medeco) system. Initiate and conduct meeting(s) with Owner to determine system structure, furnish Owner's written approval of the system; do not order keys or cylinders without written confirmation of actual requirements from the Owner. Furnish temporary construction-keyed and permanent cylinders. Contractor to demonstrate to the Owner that temporary keys no longer operate the locking cylinders at the end of the project.

### PART 3 - EXECUTION

#### 3.1 ACCEPTABLE INSTALLERS:

- A. Can read and understand manufacturers' templates, suppliers' hardware schedule and printed installation instructions. Can readily distinguish drywall screws from manufacturers' furnished fasteners. Available to meet with manufacturers' representatives and related trades to discuss installation of hardware.

#### 3.2 PREPARATION:

- A. Ensure that walls and frames are square and plumb before hardware installation. Make corrections before commencing hardware installation. Installation denotes acceptance of wall/frame condition.
- B. Locate hardware per SDI-100 and applicable building, fire, life-safety, accessibility, and security codes.
  - 1. Notify Architect of code conflicts before ordering material.
  - 2. Locate latching hardware between 34 inches to 44 inches above the finished floor, per California Building Code, Section 1010.1.9.2 and 11B-404.2.7.
  - 3. Locate panic hardware between 36 inches to 44 inches above the finished floor.
  - 4. Where new hardware is to be installed near existing doors/hardware scheduled to remain, match locations of existing hardware.
- C. Overhead stops: before installing, determine proposed locations of furniture items, fixtures, and other items to be protected by the overhead stop's action.

#### 3.3 INSTALLATION

- A. Install hardware per manufacturer's instructions and recommendations. Do not install surface-mounted items until finishes have been completed on substrate. Set units level, plumb and true to line and location. Adjust and reinforce attachment substrate for proper installation and operation. Remove and reinstall or replace work deemed defective by Architect.
  - 1. Gaskets: install jamb-applied gaskets before closers, overhead stops, rim strikes, etc; fasten hardware over and through these seals. Install sweeps across bottoms of doors before astragals, cope sweeps around bottom pivots, trim astragals to tops of sweeps.
  - 2. When hardware is to be attached to existing metal surface and insufficient reinforcement exists, use RivNuts, NutSerts or similar anchoring device for screws.
  - 3. Use manufacturers' fasteners furnished with hardware items, or submit Request for Substitution with Architect.
  - 4. Replace fasteners damaged by power-driven tools.
- B. Locate floor stops no more that 4 inches from walls and not within paths of travel. See paragraph 2.2 regarding hinge widths, door should be well clear of point of wall reveal. Point of door contact no closer to the hinge edge than half the door width. Where situation is questionable or difficult, contact Architect for direction.
- C. Core concrete for exterior door stop anchors. Set anchors in approved non-shrink grout.
- D. Locate overhead stops for minimum 90 degrees at rest and for maximum allowable degree of swing.
- E. Drill pilot holes for fasteners in wood doors and/or frames.
- F. Lubricate and adjust existing hardware scheduled to remain. Carefully remove and give to Owner items not scheduled for reuse.

### 3.4. ADJUSTING

- A. Adjust and check for proper operation and function. Replace units, which cannot be adjusted to operate freely and smoothly.
  - 1. Hardware damaged by improper installation or adjustment methods: repair or replace to Owner's satisfaction.
  - 2. Adjust doors to fully latch with no more than 1 pound of pressure.
    - a) Door closer valves: turn valves clockwise until at bottom – do not force. Turn valves back out one and one-half turns and begin adjustment process from that point. Do not force valves beyond three full turns counterclockwise.
  - 3. Adjust delayed-action closers on fire-rated doors to fully close from fully-opened position in no more than 10 seconds.
  - 4. Adjust door closers per 1.9 this section.
- B. Inspection of fire door assemblies and means-of-egress panic-hardware doors: Per 2016 NFPA-80 5.2.1: hire an independent third-party inspection service to prepare a report listing these doors, and include a statement that there are zero deficiencies with the fire-rated assemblies and the openings with panic hardware.
- C. Fire-rated doors:
  - 1. Wood doors: adjust to 0.125 inches clearance at heads, jambs, and meeting stiles.
  - 2. Steel doors: adjust to 0.063 inches minimum to 0.188 inches maximum clearance at heads, jambs, and meeting stiles.
  - 3. Adjust wood and steel doors to 0.75 inches maximum clearance (undercut) above threshold or finish floor material under door.
- D. Final inspection: Installer to provide letter to Owner that upon completion installer has visited the Project and has accomplished the following:
  - 1. Has re-adjusted hardware.
  - 2. Has evaluated maintenance procedures and recommend changes or additions, and instructed Owner's personnel.
  - 3. Has identified items that have deteriorated or failed.
  - 4. Has submitted written report identifying problems.

### 3.5 DEMONSTRATION:

- A. Demonstrate mechanical hardware and electrical, electronic and pneumatic hardware systems, including adjustment and maintenance procedures.

### 3.6 PROTECTION/CLEANING:

- A. Cover installed hardware, protect from paint, cleaning agents, weathering, carts/barrows, etc. Remove covering materials and clean hardware just prior to substantial completion.
- B. Clean adjacent wall, frame and door surfaces soiled from installation / reinstallation process.

### 3.7 SCHEDULE OF FINISH HARDWARE

- A. See door schedule in drawings for hardware set assignments.
- B. Do not order material until submittal has been reviewed, stamped, and signed by Architect's door hardware consultant.

- C. The hardware sets represent the design intent and direction of the owner and architect. They are a guideline only and should not be considered a detailed hardware schedule. Discrepancies, conflicting hardware and missing items should be brought to the attention of the architect with corrections made prior to the bidding process. Omitted items not included in a hardware set should be scheduled with the appropriate additional hardware required for proper application and functionality.

HARDWARE GROUP 01

1 SGL Door 102 OPEN AREA / STORAGE ROOM  
36.000 X 84.000 X 1.750 X WD X HMF X --

Each Assembly to have:

Qty		Description	Catalog Number	Finish	Mfr
3	EA	HINGE	3CB1 4.5 X 4.5	652	IVE
1	EA	STOREROOM LOCK	ND80JMEDD RHO	626	SCH
1	EA	CORE	MEDECO IC CORE TO MATCH OWNER STANDARD	626	MED
1	EA	FLOOR STOP	FS436/438 AS REQ'D	626	IVE
1	EA	GASKETING	488SBK PSA	BK	ZER

HARDWARE GROUP 02

1 SGL Door 103 OPEN AREA / PRINCIPAL'S OFFICE  
36.000 X 84.000 X 1.750 X WD X HMF X --

Each Assembly to have:

Qty		Description	Catalog Number	Finish	Mfr
3	EA	HINGE	3CB1 4.5 X 4.5	652	IVE
1	EA	ENTRANCE LOCK	ND53JMEDD RHO	626	SCH
1	EA	CORE	MEDECO IC CORE TO MATCH OWNER STANDARD	626	MED
1	EA	FLOOR STOP	FS436/438 AS REQ'D	626	IVE
1	EA	GASKETING	488SBK PSA	BK	ZER

END OF SECTION 08 71 00

## SECTION 09 29 00 GYPSUM BOARD

### PART 1 - GENERAL

- A. Related Sections
- B. Submittals
  - 1. Product data: Submit manufacturer product data.
- C. Warranty
  - 1. Require unconditional 2-year installation warranty in addition to the manufacturer warranty.
  - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.

### PART 2 - PRODUCTS

- A. Manufacturers
  - 1. Georgia Pacific <http://www.gp.com>
  - 2. National Gypsum <http://www.nationalgypsum.com>
  - 3. United States Gypsum <http://www.usg.com/index.html>
  - 4. Or District Approved Equal
- B. Products
  - 1. Boards to be mildew and mold resistant, with a score of 10 on ASTM D3273.
  - 2. Gypsum Board to be 5/8-inch, Type X unless noted otherwise.
  - 3. Non-sag Gypsum Board to be 5/8 inch.
  - 4. Shaft wall Gypsum Board where "H" studs are used, to be 1-inch thick on shaft side and 5/8-inch on opposite side.
  - 5. Impact Resistant to be standard gypsum with a fiber mesh embedded in the impact surface.

### PART 3 - EXECUTION

- A. Require installation of the largest pieces possible.
- B. Require wall boards to be installed horizontally with staggered seams.
- C. Require the use of screws for installation.
- D. Drywall finish to be flat, level 4 finish.

END OF SECTION 09 29 00

## SECTION 09 50 00 ACOUSTICAL PANEL CEILINGS

### PART 1 - GENERAL

- A. Related Sections
- B. Extra Stock
  - 1. Provide no less than 5 percent of the number of tiles required for the Work.
- C. Reference: Related DSA IR, Metal Suspension Systems for Lay-In Panel Ceilings.
- D. Pre-Installation Meeting
  - 1. Schedule a pre-installation meeting with Architect, Owner's Representative, and General Contractor in attendance.
- E. Submittals
  - 1. Product data: Submit manufacturer product data.
  - 2. Samples: Submit samples of each color
  - 3. Shop Drawings: Provide layout coordinated with electrical and mechanical.
- D. Warranty
  - 1. Require unconditional 2-year installation warranty in addition to the manufacturer warranty.
  - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
  - 3. Require manufacturer's warranties against visible sag and mold, mildew, and bacterial growth on panels.

### PART 2 - PRODUCTS

- A. Manufacturer:
  - 1. Armstrong World Industries, Inc.: <http://www.armstrong.com/commceilingsna/>
  - 2. United States Gypsum: <http://www.usg.com/ceilings/acoustical-suspension-systems.html>
  - 3. CertainTeed: <http://www.certainteed.com/ceilings>
  - 4. Or District Approved Equal
- B. Ceiling Tile
  - 1. Standard: Two-foot by four-foot, 5/8 inch minimum, lay-in, acoustical mineral fiber ceiling panels. NRC Range 0.70, STC Range 30 to 34, white, fissured finish (recycled content product ♻️).

- a. Armstrong: School Zone Fine Fissured square lay-in.
  - b. USG: Radar, ClimaPlus, Education High-NRC/High-CAC
  - c. CertainTeed: Performa Fine Fissured High-NRC
2. Kitchens and food service areas: Two-foot by four-foot, 5/8 inch minimum, lay-in acoustical tile with washable white vinyl facing.
- a. Armstrong: Clean Room VL
  - b. USG: Sheetrock Brand Lay-in Ceiling Panel ClimaPlus, Vinyl
- C. Grid System
1. Exposed Tee System, heavy-duty, 24 inch by 48 inch grid, flat white, baked enamel finish.
- a. Armstrong: Prelude XL 15/16 inch Exposed Tee
  - b. USG: Donn DX HD 15/16 inch Exposed Tee

END OF SECTION 09 50 00



## SECTION 09 90 00 PAINTING

### PART 1 - GENERAL

- A. Related Sections
  - 1. 09 29 00: Gypsum Board
- B. Submittals
  - 1. Product data: Submit manufacturer product data.
  - 2. Samples: Submit paint brush-outs for all colors and sheens proposed for use on project.
  - 3. Closeout: Submit final schedule of colors with formulas for each paint color and sheen at project closeout.
- C. Warranty
  - 1. Require unconditional 2-year installation warranty in addition to the manufacturer warranty.
  - 2. Require a site review with the designated District representative prior to expiration of warranty as a condition to end installation warranty period.
  - 3. Require manufacturer's standard warranties.
- D. Extra Stock
  - 1. One gallon of each color used, clearly marked with manufacturer label and mix design.

### PART 2 - PRODUCTS

- A. Manufacturer
  - 1. Dunn Edwards <http://www.dunnedwards.com/>
  - 2. Frazee
  - 3. Vista
  - 4. Or District Approved Equal
- B. Good flow and brushing properties capable of drying or curing free of streaks or sags.
- C. Accessory Materials: All other materials not specifically indicated but required to achieve the finishes specified, of commercial quality.
- D. Finishes:
  - 1. Refer to drawings for finish schedule.

2. Product numbers listed are as manufactured by Dunn Edwards unless indicated otherwise (equivalent products of other manufacturers listed hereinbefore are also acceptable).
- E. Schedule – Exterior Surfaces – Descriptions in schedule apply to new and previously painted surfaces. Number of coats listed is a minimum, additional coat may be required to provide suitable uniform finish.
1. Ferrous Metal (Semi-Gloss Enamel) Completely re-prime all shop primed items in field  
 1<sup>st</sup> coat – Dunn-Edwards Bloc-Rust Primer BRPR00-1 Series  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  2. Metal Deck (underside) and Supporting Structural Steel Members  
 1<sup>st</sup> coat – Dunn-Edwards Bloc-Rust Primer BRPR00-1 Series  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  3. Galvanized Metal Railings (Gloss Urethane Enamel)  
 1<sup>st</sup> coat – Metal Clean and Etch SCME-01  
 2<sup>nd</sup> coat – Dunn-Edwards Ultragrip Multisurface Primer UGPR00  
 3<sup>rd</sup> and 4<sup>th</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  4. Galvanized Metal Non-Railings (Misc. Galvanized metals, underside of metal decking, flashings, etc.) (Semi-Gloss Enamel)  
 1<sup>st</sup> coat – Metal Clean and Etch SCME-01  
 2<sup>nd</sup> coat – Dunn-Edwards Ultragrip Multisurface Primer UGPR00  
 3<sup>rd</sup> and 4<sup>th</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  5. Cement Plaster and Exposed Concrete (Semi-Gloss below 48” and Flat above)  
 1<sup>st</sup> coat – Dunn-Edwards Eff-Stop Select ESSL00  
 2<sup>nd</sup> and 3<sup>rd</sup> – Dunn-Edwards Evershield Flat EVSH10
  6. Wood (Flat)  
 1<sup>st</sup> coat – Dunn-Edwards E-Z Prime Premium EZPR00  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield Flat EVSH10
  7. Wood (Semi-gloss)  
 1<sup>st</sup> coat – Dunn-Edwards E-Z Prime Premium EZPR00  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  8. New Concrete Block (Semi-Gloss below 48” and Flat above)  
 1<sup>st</sup> coat – Dunn-Edwards Blocfil Select SBSL00  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield Flat EVSH10
  9. Existing Concrete Block (Semi-Gloss below 48” and Flat above)  
 1<sup>st</sup> coat – Dunn-Edwards Eff-Stop Select ESSL00  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield Flat EVSH10
  10. Aluminum In-Fill Panels:  
 1<sup>st</sup> coat – Factory Prime coat (Touch up if abraded)  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  11. Cementitious Siding (Semi-Gloss below 48” and Flat above):  
 1<sup>st</sup> coat – Dunn-Edwards Eff-Stop Select ESSL00  
 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield Flat EVSH10

- F. Schedule – Interior Surfaces – Descriptions in schedule apply to new and previously painted surfaces. Number of coats listed is a minimum, additional coat may be required to provide suitable uniform finish.
1. New Gypsum Board (Semi-Gloss at Walls, Gloss at Kitchen and Restroom Ceilings, and Flat at other Ceilings, Enamel)
    - 1<sup>st</sup> coat – Dunn-Edwards Vinylastic Select VNSL00
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss (for walls) Dunn-Edwards Evershield EVSH60 (for gloss ceilings) Dunn-Edwards Spartawall Flat SWLL10 (for flat ceilings)
  2. Existing Gypsum Board (Semi-Gloss at Walls, Gloss at Kitchen and Restroom Ceilings, and Flat at Ceilings, Enamel)
    - 1<sup>st</sup> coat – Dunn-Edwards Interkote Premium IKPR00 or B-I-N Primer-Sealer Stain-Killer if necessary.
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss (for walls) Dunn-Edwards Evershield EVSH60 (for gloss ceilings) Dunn-Edwards Spartawall Flat SWLL10 (for flat ceilings)
  3. New or Existing Painted Wood (Semi-Gloss Enamel)
    - 1<sup>st</sup> coat – Dunn-Edwards Interkote Premium IKPR00 or B-I-N Primer-Sealer Stain-Killer if necessary.
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss
  4. New Wood to Receive Transparent Finish (Stain and Lacquer)
    - 1<sup>st</sup> coat – Dunn Edwards Valpro Sanding Sealer NAS 2750
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn Edwards Valpro Satin Lacquer NAF 2752
  5. Existing Stained Wood (Varnish Finish)
    - 1<sup>st</sup> coat – Minwax Stain
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Defthane Polyurethane Satin Varnish
  6. Existing Stained Wood (Lacquer Finish)
    - 1<sup>st</sup> coat – Stain to provide uniform finish, match existing tone Valspar Zenith Stain
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn Edwards Valpro Satin Lacquer NAF 2752
  7. Ferrous Metal (Semi-Gloss Enamel) – Re-prime all shop primed items in field.
    - 1<sup>st</sup> coat – Dunn-Edwards BLOC-Rust Premium BRPR00-1 series
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss  
(Typical paint system at all hollow metal doors and frames)
  8. Cement Plaster and Exposed Concrete (Semi-Gloss at Walls, Gloss at Kitchen and Restroom Ceilings, and Flat at Ceilings, Enamel)
    - 1<sup>st</sup> coat – Dunn-Edwards Ultra Grip Premium UGPR00 series or B-I-N Primer-Sealer Stain-Killer if necessary
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats- Dunn-Edwards Evershield EVSH50 Semi-Gloss (for walls) Dunn-Edwards Evershield EVSH60 (for gloss ceilings) Dunn-Edwards Spartawall Flat SWLL10 (for flat ceilings)
  9. Acoustical Ceiling Tiles (Flat)
    - 1<sup>st</sup> coat – Dunn-Edwards Ultra Grip Premium UGPR00 series or B-I-N Primer-Sealer Stain-Killer.
    - 2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Acoustikote W615
  10. Galvanized and Zinc Alloy Metal, (Semi-Gloss Enamel).
    - 1<sup>st</sup> coat – Metal Clean and Etch SCME-01
    - 2<sup>nd</sup> coat – Dunn-Edwards Ultra Grip Premium UGPR00 series
    - 3<sup>rd</sup> and 4<sup>th</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss

11. Concrete Block (Semi-Gloss)

1<sup>st</sup> coat – Dunn-Edwards Blocfil Select SBSL00

2<sup>nd</sup> and 3<sup>rd</sup> coats – Dunn-Edwards Evershield EVSH50 Semi-Gloss

PART 3 - EXECUTION

- A. Do not paint over existing transparent finishes. Existing transparent finishes shall be refinished to match existing. Specify finish compatible with existing.
- B. All existing surfaces to be repaired and prepared prior to painting.
- C. Three coat system over existing paint or new primed finishes to consist of one prime coat and two finish coats.
- D. All shop-primed items are to be fully re-primed in the field.
- E. Color-tint sealers and undercoats within general color range of finish color. Vary color of successive coats sufficiently to distinguish between coats.
- F. Protect planting adjacent to buildings.
- G. Acid wash all galvanized materials. Etch and prime prior to finish painting and rinse thoroughly.
- H. Interior surface preparation of existing walls to include TSP cleaning, sanding and patching of all interior surfaces.
- I. Interior Surfaces
  - 1. Wood to be semi-gloss painted, or stained, polyurethane clear finish, for decorative wood doors and casework.
  - 2. Doors and frames to be one color, gloss enamel paint.

END OF SECTION 09 90 00

## APPENDIX A-RSCCD PROJECT FORMS

- 1) Allowance Disbursement Authorization
- 2) Request for Information
- 3) Application for Payment / Schedule of Values
- 4) Change Order
- 5) Conditional Waiver and Release – Final Payment
- 6) Conditional Waiver and Release – Progress Payment
- 7) Immediate Change Directive
- 8) Unconditional Waiver and Release – Final Payment
- 9) Unconditional Waiver and Release – Progress Payment
- 10) Construction Waste Management Plan
- 11) Construction Waste Management Progress Report
- 12) Local Hire Local Business Forms
- 13) Certificate of Substantial Completion
- 14) Warranty Guarantee Form



# REQUEST FOR INFORMATION (RFI)

School Name: \_\_\_\_\_

RFI Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project No.: \_\_\_\_\_

Date Issued To: \_\_\_\_\_  
(Architect)

DSA No.: \_\_\_\_\_

\_\_\_\_\_  
Drawing Number Detail

\_\_\_\_\_  
Drawing Page

\_\_\_\_\_  
Specification

### Information Requested:

### Suggested Course of Action:

Schedule Impact:  Yes

No

Cost Impact:  Yes

No

Request Issued by: \_\_\_\_\_  
*Contractor's Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

### Response:

Response Issued by: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

Response Reviewed by: \_\_\_\_\_  
*Architect's Signature*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Date*

*Proceeding with the Work in accordance with the above information indicates the Contractor's acknowledgement that there will be no change in the Contract Sum or Contract Time. If the Contractor considers that a change in Contract Sum or Contract Time is required, before proceeding with the work obtain authorization from the Owner by notifying the Owner and the Architect within five*



**Rancho Santiago Community College District**

2323 North Broadway  
Santa Ana, CA 92706

PAYMENT NO. \_\_\_\_\_

For the period: \_\_\_\_\_ to \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

DSA # \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 P.O. No. \_\_\_\_\_

**A. ANALYSIS OF ADJUSTED CONTRACT AMOUNT TO DATE**

1. Original contract amount		\$	-
2. Change made from Approved Change Orders		\$	-
3. Adjusted contract amount to date	(B1 + B2 + B3)	\$	-

**B. COMPUTATION OF PAYMENT DUE**

1. Work completed to date on original contract		\$	-
2. Change Order work performed to date		\$	-
3. Total work performed to date	(B.1 + B.2)	\$	-
4. Less: 5% retained	(B.3 x 5%)	\$	-
5. Net amount earned to date	(B.3 - B.4)	\$	-
6. Amount to be withheld because of: _____		\$	-
7. Balance	(B.5 - B.6)	\$	-
8. Less: Amount of previous payments	(B.9 from previous application)		
9. Amount due this payment	(B.7 - B.8)	\$	-
10. Unpaid balance on RSCCD amount of contract	\$ _____ -		

**C. CERTIFICATION OF CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that all items and prices of work and material shown on this periodical estimate are correct; that all work has been performed and materials supplied in full accordance with the terms and conditions of the construction contract documents covering the work of the indicated contract, and all change orders approved by the **Board of Trustees**; that this is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the amount "Amount Due This Payment" has been received.

I further certify that this payment will be used to pay all just and lawful bills against the undersigned for labor, materials and expendable equipment employed in the performance of the indicated contract.

\_\_\_\_\_  
 Contractor Signature Date  
 Print Name: \_\_\_\_\_

\_\_\_\_\_  
 RSCCD Project Manager Signature Date  
 Print Name: \_\_\_\_\_

\_\_\_\_\_  
 Project Inspector Signature Date  
 Print Name: \_\_\_\_\_

\_\_\_\_\_  
 RSCCD Director Facilities Planning Signature Date  
 Print Name: Darryl Taylor

\_\_\_\_\_  
 Architect Signature Date  
 Print Name: \_\_\_\_\_

\_\_\_\_\_  
 RSCCD Asst. Vice Chancellor Signature Date  
 Print Name: Carri M. Matsumoto

\_\_\_\_\_  
 Construction Mngr Signature Date  
 Print Name: \_\_\_\_\_

\_\_\_\_\_  
 RSCCD Interim Vice Chancellor Signature Date  
 Print Name: Adam M. O'Connor

**D. CERTIFICATE OF PAYMENT**

This is to certify that \_\_\_\_\_ 0  
 is entitled to a payment of \_\_\_\_\_ \$0.00  
 For the work performed at the \_\_\_\_\_ 0 \_\_\_\_\_ in accordance with terms of the contract.



Board Date: January 0, 1900  
 Project/Bid No. 0  
 Site: 0  
 Change Order (CO) No. : 0

Project Name: 0  
 Contractor: 0  
 Contract No.: 0

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
01/00/00	0	01/00/00	0	0	1/0/1900

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$0.00	
Previous Change Orders	0	\$0.00	#DIV/0!
<b>This Change Order</b>	<b>0</b>	<b>\$0.00</b>	<b>#DIV/0!</b>
<b>Total Change Order (s)</b>		<b>\$0.00</b>	<b>#DIV/0!</b>
<b>Revised Contract Amount</b>		<b>\$0.00</b>	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	0	0	0	\$0.00	\$0.00	\$0.00
Subtotal				\$0.00	\$0.00	\$0.00
<b>Grand Total</b>						<b>\$0.00</b>

- 1 - CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT





Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## Conditional Waiver and Release Upon Final Payment

### CALIFORNIA CIVIL CODE SECTION 8136

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

#### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

#### Exceptions

This document does not affect any of the following: Disputed claims for extras in the amount of \$ \_\_\_\_\_.

Date: \_\_\_\_\_ (Company Name)

BY: \_\_\_\_\_ (Signature)

\_\_\_\_\_  
(Title)



Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## Conditional Waiver and Release Upon Progress Payment

### CALIFORNIA CIVIL CODE SECTION 8132

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

#### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT \_\_\_\_\_

Through Date: \_\_\_\_\_

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

#### Exceptions

This document does not affect any of the following: (1) Retentions; (2) Extras for which claimant has not received payment; (3) The following progress payments for which the claimant has previously provided a conditional waiver and release but has not received payment: Date(s) of waiver and release: \_\_\_\_\_, Amount(s) of unpaid progress payment(s): \$ \_\_\_\_\_; (4) Contract rights including: (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)



**Facility Planning, District Construction & Support Services**  
 2323 North Broadway, Suite 112  
 Santa Ana, CA 92706-1640

**Immediate Change Directive (ICD)**

Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project No.: \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Contractor: \_\_\_\_\_

ICD No.: \_\_\_\_\_  
 Use of Allowance Dollars? <YES or NO> \_\_\_\_\_  
 Reference RFI No.: \_\_\_\_\_  
 Reference COR No.: \_\_\_\_\_

**Initiated By:**  District  
 Architect  
 Contractor  
 Other: \_\_\_\_\_

**WORK REQUIRED:** \_\_\_\_\_

**REASON FOR CHANGE DIRECTIVE:** \_\_\_\_\_

**STATUS OF WORK/CONSTRUCTION ACTIVITIES AFFECTED:** \_\_\_\_\_

**CONTRACTOR IS AUTHORIZED TO PROCEED WITH THE WORK PURSUANT TO THE CONSTRUCTION SERVICES AGREEMENT IN THE FOLLOWING MANNER:**

- Time & Materials (T&M), Not-to-Exceed* \_\_\_\_\_  
 Complete work within dollar limit stated, submit daily time tickets
- Lump Sum* \_\_\_\_\_  
 Complete work for above indicated agreed upon lump sum
- Directed to Proceed, Submit Pricing* \_\_\_\_\_  
 Proceed with work immediately. Pricing shall be submitted per the Agreement

Additional Days Required: \_\_\_\_\_  
 Days beyond Approved Contract Completion Date

Schedule Activity Nos. Affected: \_\_\_\_\_

Pursuant to Article 7.3.1.2 an Immediate Change Directive is a written order to the Contractor prepared by the Architect and signed by the District (and CM if there is a CM on the Project) and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The District may by ICD, without invalidating the Contract, direct immediate changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly. CONTRACTOR SHALL PROCEED WITH WORK SET FORTH IN THIS ICD IMMEDIATELY UPON RECEIPT OR THE DISTRICT MAY EITHER HOLD THE CONTRACTOR IN EITHER PARTIAL DEFAULT PURSUANT TO ARTICLE 2.2 OR TOTAL DEFAULT PURSUANT TO ARTICLE 14.

CONTRACTOR: _____ Approved By: _____ Date: _____ CM: _____ Approved By: _____ Date: _____	Rancho Santiago Community College DISTRICT: <u>District</u> Approved By: _____ Date: _____ ARCHITECT: _____ Approved By: _____ Date: _____
--	--



Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

## **Unconditional Waiver and Release Upon Final Payment**

### **CALIFORNIA CIVIL CODE SECTION 8138**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

#### **Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

#### **Exceptions**

This document does not affect any of the following: Disputed claims for extras in the amount of \$ \_\_\_\_\_.

Date: \_\_\_\_\_  
\_\_\_\_\_ (Company Name)

BY: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Title)



Project Name: \_\_\_\_\_

Project No.: \_\_\_\_\_ DSA Application No. \_\_\_\_\_

**Unconditional Waiver and Release  
Upon Progress Payment  
CALIFORNIA CIVIL CODE SECTION 8134**

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

**Identifying Information**

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Through Date: \_\_\_\_\_

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$ \_\_\_\_\_.

**Exceptions**

This document does not affect any of the following: (1) Retentions; (2) Extras for which claimant has not received payment; (3) Contract rights including: (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)



**Instructions regarding Form:**

1. General:
  - a. Attach proposed Recycling and Waste Bin Location Plan.
  - b. Attach name and contact data for each recycling or disposal destination to be used.
2. Column 1: "Material Types" – Enter types of materials targeted for recycling, reuse, and/or salvage, either on or off-site, and include a category for waste materials requiring disposal.
3. Columns 2 – 4: "Estimated Generation" – Enter estimated quantities (tons) of recyclable, reusable, or salvageable waste materials anticipated to be generated and state number of salvageable items.
4. Column 5: "Estimated Landfill" – Enter quantities (tons) of materials to be disposed in landfill.
5. Column 6: "Disposal Location" – Enter end-destination of recycled, salvaged, and disposed materials.

**(DELETE TEXT BOX BEFORE PROVIDING TO DISTRICT REPRESENTATIVE)**

**CONSTRUCTION WASTE MANAGEMENT PLAN**

PROJECT NAME: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROJECT TYPE:  NEW CONSTRUCTION     DEMOLITION  
 RENOVATION / ALTERATION PROJECTS

PROJECT SIZE (SQ. FT.): \_\_\_\_\_

DATE & ESTIMATED PERIOD: \_\_\_\_\_

(1) Material Type	(2) Tons Estimated Recycle	(3) Tons Estimated Reuse	(4) Tons Estimated Salvage	(5) Tons Estimated Landfill	(6) Proposed Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					=

Signature	Title	Date
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1. General:
  - a. Attach proposed Recycling and Waste Bin Location Plan.
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**(DELETE TEXT BOX BEFORE PROVIDING TO DISTRICT REPRESENTATIVE)**

**CONSTRUCTION WASTE MANAGEMENT PROGRESS REPORT**

PROJECT NAME: \_\_\_\_\_

PROJECT SITE ADDRESS: \_\_\_\_\_

PROJECT NO: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PROJECT TYPE:  NEW CONSTRUCTION  DEMOLITION  
 RENOVATION / ALTERATION PROJECTS

PROJECT SIZE (SQ. FT.): \_\_\_\_\_

PERIOD: \_\_\_\_\_

(1) Material Type	(2) Tons Actual Recycle	(3) Tons Actual Reuse	(4) Tons Actual Salvage	(5) Tons Actual Landfill	(6) Disposal or Recycling Facility (e.g., Onsite, Name of Facility)
<b>Total</b>					
<b>Diversion Rate: Columns [(2)+(3)+(4)] / [(2)+(3)+(4)+(5)]</b>					<b>=</b>

Signature	Title	Date
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**WARRANTY GUARANTEE FORM**

*(To issue to the Contractor by the District)*

Project Name: \_\_\_\_\_

Project ID: \_\_\_\_\_

The following is a warranty and guarantee by the undersigned for the work which has been completed/installed at [provide a brief project description].

Capitalized terms not defined herein shall have the meanings assigned to them in the Contract Documents applicable to the Warranted Work at the time it was furnished and installed at the Project.

The undersigned hereby warrants and guarantees that (1) the Warranted Work (including, without limitation, all pieces and parts thereof that are incorporated into the Warranted Work), unless otherwise expressly permitted or required by the Contract Documents, is of first-class quality and new; and (2) the Warranted Work conforms with the requirements of the Contract Documents and Applicable Laws; and (3) the Warranted Work is and will remain free of defects appearing within a period of two (2) years from FINAL COMPLETION as defined in the Contract; ordinary wear and tear and unusual abuse or neglect excepted.

SYSTEM OR ITEM	WARRANTY DURATION (YEARS)

In the event of the Warranted Work is found not in compliance with the terms of this warranty, then the District shall have the right, after expiration of a reasonable period of time (not later than seven (7) calendar days) following mailing by regular mail of notification by the District to the undersigned as its last known or reputed address, to proceed to have the Warranted Work repair, replace or otherwise made good, to whatever extent necessary, to make the Warranted Work comply with its terms of this warranty.

Warranties shall provide by written endorsement that if warranted Work fails and is replaced, removed or substantially rebuilt, that the original warranty on such Work shall be renewed, whereas the full warranty periods starts over again, commencing from when Work covered by warranty was corrected.

The responsibility of the undersigned under this warranty includes, without limitation, replacement, removal and repair not only of the Warranted Work, but also of related or adjoining portions of work, equipment, materials or property as necessary to provide access for correction of the Warranted Work, as well as any other loss or damage (including, without limitation, economic loss) resulting directly or indirectly to District from the failure of the Warranted Work to comply with the terms of this warranty. All costs, expenses, damages and other losses to District due to the failure of the Warranted Work to comply with the terms of this warranty shall be deemed to be expenses of undersigned and shall be paid by the undersigned to the District upon demand.

\_\_\_\_\_  
Print-Subcontractor or Supplier (Company Name)

\_\_\_\_\_  
Signature of Subcontractor or Supplier

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print-General Contractor (Company Name)

\_\_\_\_\_  
Signature of General Contractor

\_\_\_\_\_  
Date

**Representative(s) to be contacted for service:**

First and Last Name of Representative:	
Mailing Address:	
Email Address:	Contact Number:

