

## Meri Lou Murray Recreation Center Renovation for Party Pavilion

### 01010 SUMMARY OF WORK

#### 1. GENERAL

##### 1..1 WORK DESCRIBED HEREIN

- A. Work by Contractor
- B. Work by Owner
- C. Contractor's Use of Site and Premises
- D. Owner-Occupancy

##### 1..2 WORK PERFORMED UNDER THIS CONTRACT

- A. The work of this contract comprises the furnishing of all labor and materials and all work detailed on the drawings and specifications for the Meri Lou Murray Recreation Center Renovation for a Party Pavilion, 2960 Washtenaw Avenue, Ann Arbor, Michigan.

##### 1..3 WORK BY CONTRACTOR

- A. The Contractor shall furnish all materials, accessories, tools and equipment, and perform all services and labor required to execute all work completely shown or described anywhere on the entire set of Contract Documents, including the Drawings, Specifications, any and all Addenda, and the Contract. The Contractor shall be responsible for coordinating, scheduling and completing all site work and building construction in accordance with the Contract Documents; and for providing complete and working systems whether or not all components are shown explicitly on the Drawings or in the Specifications.

##### 1..4 WORK BY OWNER

- A. No construction work is anticipated. However, it is the Contractor's responsibility not to interfere with Owner's regularly scheduled work. Any damage done to the existing facilities must be repaired at the Contractor's expense.

##### 1..5 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Limit use of site and premises to allow Work by Owner:
  - 1. Contractor must allow Owner and Public continued access to the Women's / Men's Locker Rooms and Swimming Pool during the entire time of construction. Contractor must allow use of site and premises outside the contract limits. Provide caution tape to exclude people from work area.
  - 2. Contractor must phase installation of ceramic floor tile at Lower Level to allow for continuous access to Locker Rooms and Swimming Pool. It is contractor's responsibility to coordinate this work with no closure of the building nor reduction of Owner activities.
  - 3. Contractor shall make provisions to secure his materials and operations during construction period to allow continued use of premises and site by Owner and Public. Contractor shall not perform any activities which allow Owner's belongings to be unprotected.
  - 4. It is the Contractor responsibility to keep the site in immaculate condition. Construction area may not become a "devastated area" during this Work.
  - 5. The Contractor must follow OSHA guidelines at all times.
- B. Construction Operations: Limited to Contract Limits as noted on Drawings.

##### 1..6 OWNER OCCUPANCY

- A. The Owner intends to occupy the new Party Pavilion as soon as possible.
- B. Cooperate with Owner to minimize conflict and facilitate Owner's operations.
- C. Schedule the Work to accommodate this requirement.

**\*END OF SECTION\***

## Meri Lou Murray Recreation Center Renovation for Party Pavilion

### 01019 CONTRACT CONSIDERATIONS

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Schedule of Values
- B. Application for Payment
- C. Change procedures
- D. Regulatory Agency Requirements
- E. Alternates
- F. Allowances

##### 1..2 RELATED SECTIONS

- A. Submittals: Schedule of Values: Section 01300
- B. Material and Equipment: Product Substitutions and Alternates: Section 01600

##### 1..3 SCHEDULE OF VALUES

- A. Submit typed schedule on AIA Form G703 - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.
- B. Submit Schedule of Values in duplicate for Architect review.
- C. Format: Utilize the Table of Contents of this Specification and technical specifications. Identify each line item with number and title of the major specification Section. Identify site mobilization, bonds and insurance as separate line items at the top of this schedule.
- D. Include in each line item the amount of Allowances specified in this Section.
- E. Revise schedule to list approved Change Orders with each Application for Payment.

##### 1..4 APPLICATIONS FOR PAYMENT

- A. Submit three copies of each application on AIA Form G702 - Application and Certificate for Payment.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Payment Period: One calendar month.
- D. Waiver of Liens shall be provided ascertaining payment to Subcontractors of monies distributed from previous month's application. Each subcontractor shall also submit statement indicating total money paid to date on their contract.

##### 1..5 CHANGE PROCEDURES

- A. The Architect will advise of minor changes in the Work, not involving an adjustment to Contract Sum or Contract Time, as authorized by AIA A201, 1987 Edition, Paragraph 7.4 by issuing supplemental instructions on AIA Form G710.
- B. The Architect may issue a Request for Proposal, which includes a detailed description of a proposed change with supplementary or revised Drawings and Specifications. Contractor will prepare and submit an estimate for change in Contract Sum and/or Contract Time within 15 days.
- C. The Contractor may propose a change by submitting request for change to the Architect, describing the proposed change and its full effect on the Work. Include a statement describing the reason for the change and the effect on the Contract Sum and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01600.

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- D. Maintain records of work done on Time and Material basis. Provide full information required for evaluation of proposed changes and to substantiate costs for changes in the Work.
- E. Execution of Change Orders: Owner will issue Change Orders for signatures of parties as provided.

### 1..6 REGULATORY AGENCY REQUIREMENTS

- A. **The Contractor awarded this project shall be responsible for obtaining and paying for required approvals of the completed project from governmental agencies listed within the Specifications and on drawings, including the following:**

1. Washtenaw County Building Department

### 1..7 ALTERNATES

- A. Alternates quoted on Proposal Forms will be reviewed and accepted or rejected at the Owner's option. Accepted Alternates will be identified in Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work as required.
- C. Contractor to provide alternate prices including all costs including: labor, materials, sales tax, cost of delivery, use of equipment, utilities, Workman's Compensation Insurance, Social Security, unemployment contributions, fringe benefits, supervision, overhead, bond costs, profit and other general expenses.
  1. **Add Alternate #1:**  
**Contractor shall submit a price for the removal of all existing carpet, carpet adhesive and heavy rubber base at the Lower Level common spaces per plans. Provide and install new ceramic tile per specifications in tile patterns shown on the drawings. Provide and install new wood base per drawings. Contractor must allow for phased installation to permit continued use of Locker Rooms and Swimming Pool.**
  2. **Add Alternate #2:**  
**Contractor shall submit a price for the removal of all existing wallcovering at the Lower Level common spaces per plans. Provide and install new wallcovering per specifications.**

### 1..8 ALLOWANCES

- A. **NONE**

**END OF SECTION**

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### 01039 COORDINATION AND MEETINGS

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Coordination
- B. Cutting and Patching
- C. Pre-Construction Conference
- D. Progress Meetings
- E. Pre-Installation Conferences

##### 1..2 COORDINATION

- A. Coordinate scheduling, submittals and Work of the various Sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements with provisions for accommodating items noted to be installed later.
- B. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion.
- C. Coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents to minimize disruption of Owner's activities.

##### 1..3 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements which affects:
  - 1. Structural integrity of element
  - 2. Integrity of weather-exposed or moisture-resistant elements
  - 3. Efficiency, maintenance, or safety of element
  - 4. Visual qualities of sight-exposed elements
  - 5. Work of Owner or separate Contractor
- C. Execute cutting, fitting and patching including excavation and fill to complete Work and to:
  - 1. Fit the several parts together to integrate with other Work.
  - 2. Uncover Work to install or correct ill-timed Work.
  - 3. Remove and replace defective and non-conforming Work.
  - 4. Remove samples of installed Work for testing.
  - 5. Provide openings in elements of Work for penetrations of Mechanical and Electrical Work.
- D. Execute Work by methods that will avoid damage to other Work and provide proper surfaces to receive patching and finishing.
- E. Cut rigid materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction. Completely seal voids.
- I. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection. For an assembly, refinish entire unit.

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- J. Identify any hazardous substance or condition exposed during the Work to the Architect for decision or remedy.

### 1..4 PRECONSTRUCTION CONFERENCE

- A. Owner will schedule a conference after Notice of Award.
- B. Attendance Required: Owner, Architect, Contractor, Superintendent, and appropriate Sub-contractors.
- C. Agenda:
  - 1. Execution of Owner-Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Distribution of Contract Documents.
  - 4. Submission of list of Subcontractors, list of products, Schedule of Values and progress schedule.
  - 5. Designation of personnel representing the parties in Contract and the Architect.
  - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal requests, Change Orders and Contract closeout procedures.
  - 7. Scheduling and Work Sequence.
  - 8. Submission of Submittal Schedule.
  - 9. Use of premises by Owner and Contractor
  - 10. Owner's requirements and continued occupancy.
  - 11. Construction facilities and controls provided by contractor.
  - 12. Temporary utilities provided by Owner.
  - 13. Security and housekeeping procedures.
  - 14. Schedules.
  - 15. Procedures for maintaining record documents.

### 1..5 PROGRESS MEETINGS

- A. Architect will schedule and administer meetings throughout progress of the work at minimum twice monthly intervals.
- B. Architect will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies.
- C. Attendance Required: General Contractor, Job Superintendent, major Subcontractors and suppliers, Owner and Architect, as appropriate to agenda topics for each meeting.
- D. Agenda:
  - 1. Review Minutes of previous meetings.
  - 2. Review of Work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems which impede planned progress.
  - 5. Review of submittals' schedule and status of submittals.
  - 6. Review of off-site fabrication and delivery schedules.
  - 7. Maintenance of progress schedule.
  - 8. Corrective measures to regain projected schedules.
  - 9. Planned progress during succeeding work period.
  - 10. Coordination of projected progress.
  - 11. Maintenance of quality and work standards.
  - 12. Effect of proposed changes on progress schedule and coordination.
  - 13. Other business relating to Work.

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### **1..6 PRE-INSTALLATION CONFERENCES**

- A. If required in individual Specification Section or by Architect, Contractor shall convene a Pre-Installation Conference at Work Site, prior to commencing Work of the Section.
- B. Require attendance of parties directly affecting, of affected by, Work of the specific Section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda, preside at conference, record minutes and distribute copies within two days after conference to participants, with two copies to Architect.
- E. Review conditions of installation, preparation and installation procedures and coordination with related Work.

**END OF SECTION**

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### 01300 SUBMITTALS

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Submittal Procedures and Schedules
- B. Construction Progress Schedules
- C. Shop Drawings
- D. Product Data
- E. Samples
- F. Manufacturers' Instructions
- G. Manufacturers' Certificates

##### 1..2 RELATED SECTIONS

- A. Contract Considerations: Schedule of Values: Section 01019
- B. Quality Control: Manufacturers' Field Services and Reports: Section 01400
- C. Contract Closeout: Contract Warranty and Manufacturers' Certificates and Closeout Submittals: Section 01700

##### 1..3 SUBMITTAL PROCEDURES

- A. Allow a minimum of ten (10) working days for Architect/Engineer review of submittals.
- B. Transmit each submittal with AIA Form G810 or Contractor's standard transmittal form as acceptable to Architect.
- C. Sequentially number the transmittal forms. Re-submittals to have original number with an alphabetic suffix.
- D. Identify Project, Contractor, Subcontractor or supplier, pertinent Drawing sheet and detail number(s) and Specification Section number, as appropriate.
- E. Apply Contractor's stamp, signed or initialed, certifying that review, verification of Products required, field dimensions, adjacent construction Work and coordination of information is in accordance with the requirements of the Work and Contract Documents. Submittals not reviewed and stamped by the Contractor prior to delivery to the Architect shall be returned unreviewed.
- F. Schedule submittals to expedite the Project and deliver to Architect business address. Coordinate submission of related items.
- G. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
- H. Provide space for Contractor and Architect/Engineer review stamps.
- I. Revise and resubmit submittals as required. Identify all changes made since previous submittal.
- J. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

##### 1..4 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within 15 days after date of Owner-Contractor Agreement for Architect review.
- B. Revise and resubmit as required.
- C. Indicate estimated percentage of completion for each item of Work at each submission of Payment Application.
- D. Indicate submittal dates required for shop drawings, product data, samples and product delivery dates, including those furnished by Owner and under Allowances. Indicate key dates for coordination of vacation of contract limits, removal of existing building components and other milestones affecting construction progress which require coordination with the Owner's operations.

##### 1..5 SHOP DRAWINGS

- A. Submit one (1) opaque reproducible of each shop drawing submittal plus two copies that will be retained by Architect.
- B. After review, reproduce and distribute in accordance with Article on Procedures above and for Record Documents described in Section 01700 - Contract Closeout.

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### **1..6 PRODUCT DATA**

- A. Submit five (5) copies of each product data submittal, three copies of which will be retained by the Architect.
- B. Mark each copy to identify applicable products, models, options and other data. Supplement manufacturer's standard data to provide information unique to this Project.
- C. After review, distribute in accordance with Article on Procedures above and provide copies for Record Documents described in Section 01700 - Contract Closeout.

### **1..7 SAMPLES**

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors (unless noted otherwise in individual section or drawings), textures, and patterns for Architect's selection.
- C. Include identification on each sample with full Project information.
- D. Submit the number or samples specified in individual Specification Sections, one of which will be retained by Architect/Engineer.
- E. Reviewed samples which may be used in the Work are indicated in individual Specification Sections.

### **1..8 MANUFACTURERS' INSTRUCTIONS**

- A. When specified on drawings or in individual Specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting and finishing in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

### **1..9 MANUFACTURERS' CERTIFICATES**

- A. When specified on drawings or in individual Specification Sections, submit manufacturers' certificate to Architect for review in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product but must be acceptable to Architect.

**END OF SECTION**

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### 01400 QUALITY CONTROL

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Quality Assurance and Control of Installation
- B. References
- C. Inspection and Testing Laboratory Services

##### 1..2 RELATED SECTIONS

- A. Reference Standards: Section 01090
- B. Submittals: Submission of Manufacturers' Instructions and Certificates: Section 01300
- C. Material and Equipment: Requirements for Material and Product Quality: Section 01600

##### 1..3 QUALITY ASSURANCE / CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship to produce Work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturer's instructions conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- D. Comply with specified standards as a minimum quality for the Work, except when more stringent tolerances, Codes or specified requirements indicate higher standards or more precise workmanship.
- E. Perform Work by persons qualified to produce workmanship of specified quality.
- F. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.

##### 1..4 REFERENCES

- A. Conform to reference standard by date of issue current on date of building permit.
- B. Obtain copies of Standards by Contract Documents.
- C. Should specified Reference Standards conflict with Contract Documents, request clarification from Architect before proceeding.
- D. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

##### 1..5 INSPECTION AND TESTING LABORATORY SERVICES

- A. Non required.

**END OF SECTION**

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### 01500 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Temporary Utilities: electricity, lighting, heat, ventilation, telephone service, water and sanitary facilities.
- B. Temporary Controls: barriers, enclosures and fencing, and protection of the Work.
- C. Construction Facilities: site access, parking, and progress cleaning.

##### 1..2 RELATED SECTIONS - NOT USED

##### 1..3 TEMPORARY ELECTRICITY

- A. There is existing power at the Recreation Center Building. Contractor may use existing power for new construction.
- B. Owner will pay cost of energy used. Exercise measures to conserve energy.
- C. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.

##### 1..4 TEMPORARY LIGHTING

- A. Contractor is responsible for any lighting that he may require in addition to existing building lighting..

##### 1..5 TEMPORARY HEAT

- A. There is existing heat at the Recreation Center. Contractor may use existing heat.

##### 1..6 TEMPORARY VENTILATION

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity and to prevent accumulation of dust, fumes, vapors or gases.
- B. Utilize temporary fan units if required to maintain clean air for construction operations.

##### 1..7 TELEPHONE SERVICE

- A. Provide, maintain and pay for mobile telephone service to superintendent at time of project mobilization.

##### 1..8 TEMPORARY WATER SERVICE

- A. Contractor may use existing water service for his construction operations.

##### 1..9 TEMPORARY SANITARY FACILITIES

- A. Contractor may utilize existing sanitary facilities on site.

##### 1..10 BARRIERS

- A. Provide temporary fencing around the Contract Limits to prevent unauthorized entry to construction areas during non-work hours and protect adjacent properties from damage from construction operations and demolition.
- B. Protect non-owned vehicular traffic, stored materials, Site and structures from damage.
- C. Protect Owner's property from damage that might be caused by theft or vandalism.
- D. Contractor is responsible for barriers when installing new floor tile at lower level of Recreation Center. Car must be take to allow continued use of the building.

##### 1..11 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual Specification Sections.

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- B. Provide temporary and removable protection for installed Products. Control activity in immediate work area to minimize damage.

### **1..12 PARKING**

- A. Parking is very limited. Any site areas damaged during construction by contractor vehicle parking shall be repaired and returned to previous condition.

### **1..13 PROGRESS CLEANING**

- A. **Maintain areas free of waste materials, debris and rubbish. Maintain in a clean and orderly condition.**
- B. Remove debris and rubbish from all spaces on a daily basis.
- C. Broom and vacuum clean all areas prior to start of surface finishing and continue cleaning to eliminate dust.
- D. Remove waste materials, debris and rubbish and dispose off-site.

### **1..14 FIELD OFFICES AND SHEDS**

- A. Not required..

### **1..15 REMOVAL OF UTILITIES, FACILITIES AND CONTROLS**

- A. Remove temporary facilities prior to Final Application for Payment inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition. Restore permanent facilities used during construction to specified condition.

**END OF SECTION**

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### 01600 MATERIAL AND EQUIPMENT

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Products.
- B. Transportation and Handling
- C. Storage and Protection
- D. Product Options
- E. Substitutions

##### 1..2 RELATED SECTIONS

- A. Quality Control: Product Quality Monitoring: Section 01400

##### 1..3 PRODUCTS

- A. Products: Means new material, machinery, components, equipment, fixtures and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for re-use.
- B. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer for similar components.

##### 1..4 TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement or damage.

##### 1..5 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions with seals and labels intact and legible. Store sensitive products in weather-tight, climate-controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

##### 1..6 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.

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B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions:

### 1..7 SUBSTITUTIONS

- A. Requests for substitutions must be made to the Architect no later than ten days prior to receipt of bids.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents.
- D. A request constitutes a representation that the Bidder/Contractor:
1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  2. Will provide the same warranty for the Substitution as for the specified product.
  3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to the Owner.
  4. Waives claims for additional costs or time extension which may subsequently become apparent.
  5. Will reimburse Owner for review or re-design services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals without separate written request or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.
  2. Submit shop drawings, product data and certified test results attesting to the proposed product equivalence.
  3. The Architect will notify Contractor, in writing, of decision to accept or reject request.

**END OF SECTION**

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### 01700 CONTRACT CLOSEOUT

#### 1. GENERAL

##### 1..1 WORK INCLUDED

- A. Closeout Procedures
- B. Final Clearing
- C. Project Record Documents
- D. Operation and Maintenance Data
- E. Warranties
- F. Spare Parts and Maintenance Materials

##### 1..2 RELATED SECTIONS

- A. Construction Facilities and Temporary Controls: Progress Cleaning: Section 01500

##### 1..3 CLOSEOUT PROCEDURES

- A. Submit written certification that Contract Documents have been reviewed, Work has been inspected and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's inspection.
- B. Provide submittals to Architect that are required by governing or other authorities.
- C. Submit final Waivers of Lien, indicating that all subcontractors have been paid in full for their work.
- D. Furnish As-Built drawings for Owner's use. See Section 1.5 Project Record Documents below.
- E. Provide project warranty. See Section 1.7 Warranties below.
- F. Provide final Application for Payment identifying total adjusted Contract Sum, previous payments and sum remaining due.

##### 1..4 FINAL CLEANING

- A. Execute final cleaning prior to final inspection.
- B. Clean surfaces exposed to view, remove temporary labels, stains and foreign substances.
- C. Remove waste and surplus materials, rubbish and construction facilities from the site.

##### 1..5 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents. Record actual revisions to the Work:
  - 1. Contract Drawings
  - 2. Specifications
  - 3. Addenda
  - 4. Change Orders and other Modifications to the Contract
  - 5. Reviewed shop drawings, product data and samples.
- B. Store Record Documents separate from documents used for construction.
- C. Record information concurrent with construction progress.
- D. Submit documents to Architect with claim for final Application for Payment.

##### 1..6 OPERATION AND MAINTENANCE DATA

- A. Submit two sets prior to final inspection, bound in 8½ x 11-inch text pages, three-ring expansion binders with durable covers.
- B. Prepare binder covers with printed title, "OPERATION AND MAINTENANCE INSTRUCTIONS," title of project and subject matter of binder when multiple binders are required.
- C. Internally subdivide the binder contents with permanent page dividers, logically organized as described below, with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Contents: Prepare a Table of Contents for each volume with each Product or system description identified.
  - 1. Part 1: Directory, listing names, addresses and telephone numbers of Architect, Contractor, and Subcontractors.
  - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by Specification Section. For each category, identify names, addresses and telephone numbers of Subcontractors and suppliers. Identify the following:
    - a. Operating instructions and maintenance instructions for all new products

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- b. Maintenance instructions for (special) finishes, including recommended cleaning methods and materials and special precautions identifying detrimental agents.
- 3. Part 3: Project documents and certificates, including the following:
  - a. Shop drawings and product data
  - b. Certificates
  - c. Photocopies of warranties and bonds
- E. Submit one copy of completed volumes in final form 15 days prior to final inspection. This copy will be returned after final inspection with Architect comments. Revise content of documents as required prior to final submittal. Submit final volumes, revised, within 10 days after final inspection.

### **1..7 WARRANTIES**

- A. Provide notarized copies. Contractor shall provide a one year warranty for all work, including materials and labor, installed as part of this project.
- B. Execute and assemble warranty documents from Subcontractors, suppliers and manufacturers.\
- C. Provide Table of Contents and assemble in three-ring binder with durable cover.
- D. Submit prior to final Application for Payment.
- E. For items of Work delayed beyond date of Substantial Completion, provide updated submittal within 10 days after acceptance, listing date of acceptance as start of warranty period.

### **1..8 SPARE PARTS AND MAINTENANCE MATERIALS**

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual specification Sections.
- B. Deliver to project site and place in location as directed by Owner. Obtain receipt prior to final payment.

**END OF SECTION**