



4 Directions Tenant Improvement Wasilla, Alaska

Division 01 - General Requirements

SECTION 01 1000
SUMMARY

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: 4 Directions Tenant Improvement – Wasilla
- B. Southcentral Foundation's Name: Southcentral Foundation.
- C. Architect's Name: Alder Architecture and Design, LLC.
- D. Additional Project contact information is specified in Section 00 0103 - Project Directory.
- E. Work Consists of: Furnish all labor, materials, equipment, and freight for the renovation of the SCF 4 Directions – Wasilla facility.
- F. Related requirements specified elsewhere:
 - 1. Other Sections in Divisions 1-48.
 - 2. Related information on Contract Drawings.
- G. Contractor's Duties:
 - 1. Have a Foreman or Superintendent present on site any time work is being performed. Each Contractor or Sub-Contractor shall have at least one English speaking representative on site while work is being performed.
 - 2. Except as specifically noted, provide and pay for:
 - a. Labor, materials, equipment, and all transportation.
 - b. Tools, construction equipment and machinery.
 - c. Other facilities and services necessary for proper execution and completion of work.
 - 3. Pay legally required sales, consumer, and use taxes.
 - 4. Secure and pay for, as necessary for proper execution and completion of work, and as applicable at time of receipt of bids:
 - a. Government fees.
 - b. Licenses.
 - 5. Maintain the original or a copy of all necessary permits and licenses at the project site.
 - 6. Give required notices
 - 7. Comply with codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of work.
 - 8. Promptly submit written notice to Contracting Officer of observed variance of Contract Documents from legal requirements. It is not the Contractor's responsibility to make certain that Drawings and Specifications comply with codes and regulations.
 - a. Appropriate Modifications to Contract Documents will adjust necessary changes.
 - b. Assume responsibility for work known to be contrary to such requirements that is completed without notice.
 - 9. Enforce strict discipline and good order among employees. Do not employ on work:
 - a. Unfit persons.
 - b. Persons not skilled in assigned task.

1.02 CONTRACTOR USE OF SITE AND PREMISES

- A. Confine operations at site to areas permitted by:
 - 1. Law
 - 2. Ordinances
 - 3. Permits
 - 4. Contract Documents
 - 5. Owners
- B. Assume full responsibility for protection and safekeeping of products stored on premises.
- C. Obtain and pay for use of additional storage or work areas needed for operations.

1.03 ADDITIONAL CONTRACTOR FURNISHED

- A. Water supply for construction, fire protection, and dust control
- B. Domestic water and wastewater supply and disposal for any field offices.
- C. Sanitation facilities adequate for all workers that complies with all codes and regulations.
- D. All gates, barricades, fences, handrails, guardrails, and security required by the contract or by laws and regulations.
- E. Shelter, protection, and drying facilities for workers.
- F. Guards, marks, shields, protective clothing, raingear, and other equipment required by law, ordinance, labor contracts, OSHA and/or other regulations for the maintenance of health and safety.
- G. First aid kits, firefighting, and safety equipment required by law and regulations.
- H. The Contractor shall furnish himself with such documents incorporated into the Contract by reference including but not limited to:
 - 1. Local codes, ordinances, regulations and laws.
 - 2. Standards, referenced such as America Society of Testing and Materials (ASTM), American Water Works Association (AWWA) and so forth.

1.04 TYPE AND EXTENT OF WORK

- A. All work incidental and necessary to the completion of the work described herein and shown on the plans shall be completed under the appropriate bid items listed on the bid form and no other compensation will be allowed.
- B. The Contractor acknowledges that he has satisfied himself as to the nature and location of the work, the local conditions, particularly those bearing upon transportation, handling and storage of materials, availability of labor, water, electrical power, roads, and uncertainties of weather, ground water table or similar physical conditions at the site, the condition of the ground surface, the character, quality and quantity of surface materials to be encountered, the character of equipment and facilities needed prior to and during the work, or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all of the available information concerning these conditions will not relieve the Contractor from responsibility for properly estimating the difficulty or cost of successfully completing the work.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONSTRUCT WORK IN STAGES

- A. Construct work as required in specifications and agreed to with Owners.
- B. Portions of the work requiring shop drawings or sample submissions shall not begin until the shop drawing or submission has been approved by the Architect- of-Record. A copy of each approved sample shall be kept in good order by the Contractor at the site and shall be available to the Architect in accordance with Section 01 30 00 Administrative Requirements.

END OF SECTION

SECTION 01 2000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Section 00 5000 - Contracting Forms and Supplements: Forms to be used.
- B. Document 00 7200 - General Conditions and Document 00 7300 - Supplementary Conditions: Additional requirements for progress payments, final payment, changes in the Work.

1.03 SCHEDULE OF VALUES

- A. Submit to Owner's Representative a Schedule of Values, at least fifteen (15) days prior to submitting first Application for Payment.
- B. Form to be used: HUD required forms.
- C. Forms filled out by hand will not be accepted, electronic (PDF) submission required.
- D. Submit quantities of stored or other designated materials. Listed and tallied separate from completed work.
- E. Upon request by Owner's Representative, support values given with data that will substantiate their correctness.
- F. List quantities of materials specified under unit price allowances.
- G. Payment for materials stored will be limited to those materials supported by invoice per 1.04 below.
- H. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- I. Use Schedule of Values only as basis for Contractor's Application for Payment.
- J. Revise schedule to list approved Change Orders, with each Application For Payment.
- K. Include progress photos with each application for payment.

1.04 FORM OF SUBMITTAL

- A. Use Table of Contents of this Specification as basis for format for listing costs of work for SECTIONS under Divisions 2 through 50
- B. Identify each line item with number and title as listed in Table of Contents of this Specification.

1.05 PREPARING SCHEDULE OF VALUES

- A. Itemize separate line item cost for each of following general cost items:
 - 1. Performance and Payment Bonds.
 - 2. Field Supervision and Layout.
 - 3. Temporary Facilities and Controls.

- 4. Site mobilization and demobilization.
- 5. Insurance.
- 6. Training
- 7. Close-out process
- B. Itemize separate line item cost for work required by each section of this Specification.
- C. Round off figures to nearest dollar.
- D. Make sum of total costs of all items listed in Schedule equal to total Contract Sum.
- E. Include in each line item a directly proportional amount of Contractor's overhead and profit.

1.06 PREPARING SCHEDULE OF STORED MATERIALS

- A. Submit separate recap for all stored materials which are included in the schedule.
- B. The Contractor shall request approval from the Owner's Representative of any location for stored materials other than the construction site, prior to submittal of Application for Payment.
- C. All stored materials listed on recap shall be substantiated by invoices for the material and copies of the invoices shall be attached to the recap. If any stored materials are being claimed which are not stored on the construction site, itemized listing shall show location where materials are stored and such location must be available for inspection of the materials.
- D. Contractor must show proof of adequate insurance for materials stored off- site.
- E. Stored material prices shall include cost of material, related freight costs and applicable taxes. All of which must be substantiated by invoice.

1.07 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Form to be used: AIA G702 and G703 or computer generated form containing similar style.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted, electronic (PDF) submission is required.
- E. Execute certification by signature of authorized officer.
- F. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- G. Include the following with the application:
 - 1. Transmittal letter as specified for submittals in Section 01 3000.
 - 2. Construction progress schedule, revised and current as specified in Section 01 3216.
 - 3. Current construction photographs specified in Section 01 3000.
 - 4. Partial release of liens from major subcontractors and vendors.
 - 5. Affidavits attesting to off-site stored products.
- H. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.08 MODIFICATION PROCEDURES

- A. Submit name of the individual authorized to receive change documents and who will be

responsible for informing others in Contractor's employ or subcontractors of changes to Contract Documents.

B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.

C. For other required changes, Architect will issue a document signed by Southcentral Foundation instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.

1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.

2. Promptly execute the change.

D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 7 days.

E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with 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 01 6000.

F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.

G. Substantiation of Costs: Provide full information required for evaluation as determined by ALDER ARCHITECTURE AND DESIGN, LLC.

1. Provide the following data:

- a. Quantities of products, labor, and equipment.

- b. Taxes, insurance, and bonds.

- c. Overhead and profit.

- d. Justification for any change in Contract Time.

- e. Credit for deletions from Contract, similarly documented.

2. Support each claim for additional costs with additional information:

- a. Origin and date of claim.

- b. Dates and times work was performed, and by whom.

- c. Time records and wage rates paid.

- d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum. Submit revised Schedule of Values within 10 days.

J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit, within 10 days.

K. Promptly enter changes in Project Record Documents.

1.09 APPLICATION FOR FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:

1. All closeout procedures specified in Section 01 7000.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2200
UNIT PRICES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. List of unit prices, for use in preparing Bids.
- B. Measurement and payment criteria applicable to Work performed under a unit price payment method.
- C. Defect assessment and non-payment for rejected work.

1.02 COSTS INCLUDED

- A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

1.03 UNIT QUANTITIES SPECIFIED

- A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.04 MEASUREMENT OF QUANTITIES

- A. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- B. Take all measurements and compute quantities. Measurements and quantities will be verified by Architect.
- C. Assist by providing necessary equipment, workers, and survey personnel as required.
- D. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
- E. Measurement by Volume: Measured by cubic dimension using mean length, width and height or thickness.
- F. Measurement by Area: Measured by square dimension using mean length and width or radius.
- G. Linear Measurement: Measured by linear dimension, at the item centerline or mean chord.
- H. Stipulated Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as a completed item or unit of the Work.
- I. Perform surveys required to determine quantities, including control surveys to establish measurement reference lines. Notify Architect prior to starting work.
- J. Contractor's Engineer Responsibilities: Sign surveyor's field notes or keep duplicate field notes, calculate and certify quantities for payment purposes.

1.05 PAYMENT

- A. Payment for Work governed by unit prices will be made on the basis of the actual

measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.

B. Payment will not be made for any of the following:

1. Products wasted or disposed of in a manner that is not acceptable.
2. Products determined as unacceptable before or after placement.
3. Products not completely unloaded from the transporting vehicle.
4. Products placed beyond the lines and levels of the required Work.
5. Products remaining on hand after completion of the Work.
6. Loading, hauling, and disposing of rejected Products.

1.06 DEFECT ASSESSMENT

A. Replace Work, or portions of the Work, not complying with specified requirements.

B. If, in the opinion of Architect or Owner, it is not practical to remove and replace the Work, Architect will direct one of the following remedies:

1. The defective Work may remain, but the unit price will be adjusted to a new unit price at the discretion of Architect.
2. The defective Work will be partially repaired to the instructions of the Architect, and the unit price will be adjusted to a new unit price at the discretion of Architect.

C. The individual specification sections may modify these options or may identify a specific formula or percentage price reduction.

D. The authority of Architect to assess the defect and identify payment adjustment is final.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2500
SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedural requirements for proposed substitutions.

1.02 RELATED REQUIREMENTS

- A. Section 00 2113 - Instructions to Bidders: Restrictions on timing of substitution requests.
- B. Section 01 3000 - Administrative Requirements: Submittal procedures, coordination.
- C. Section 01 6000 - Product Requirements: Fundamental product requirements, product options, delivery, storage, and handling.

1.03 DEFINITIONS

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, equipment, and methods of construction.
 - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
 - a. Unavailability.
 - b. Regulatory changes.
 - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.
 - a. Substitution requests offering advantages solely to the Contractor will not be considered.

1.04 REFERENCE STANDARDS

- A. CSI/CSC Form 13.1A - Substitution Request (After the Bidding/Negotiating Phase); Current Edition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. A Substitution Request for products, assemblies, materials, equipment, and methods of construction constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
 - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Southcentral Foundation.

5. Waives claims for additional costs or time extension that may subsequently become apparent.
 6. Agrees to reimburse Southcentral Foundation and Architect for review or redesign services associated with re-approval by authorities.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
1. No specific form is required. Contractor's Substitution Request documentation must include the following:
 - a. Project Information:
 - 1) Official project name, and any additional required identifiers established in Contract Documents.
 - b. Substitution Request Information:
 - c. Attached Comparative Data: Provide point-by-point, side-by-side comparison addressing essential attributes specified, as appropriate and relevant for the item:
 - d. Impact of Substitution:
- D. Limit each request to a single proposed substitution item.

3.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT

- A. Section 00 2113 - Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period, and the documents required.

3.03 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Architect will consider requests for substitutions only within 15 days after date of Agreement.
- B. Submit request for Substitution for Cause within 14 days of discovery of need for substitution, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
- C. Submit request for Substitution for Convenience immediately upon discovery of its potential advantage to the project, but not later than 14 days prior to time required for review and approval by Architect, in order to stay on approved project schedule.
1. In addition to meeting general documentation requirements, document how the requested substitution benefits the Southcentral Foundation through cost savings, time savings, greater energy conservation, or in other specific ways.
 2. Document means of coordinating of substitution item with other portions of the work, including work by affected subcontractors.
 3. Bear the costs engendered by proposed substitution of:
 - a. Southcentral Foundation's compensation to the Architect for any required redesign, time spent processing and evaluating the request.
- D. Substitutions will not be considered under one or more of the following circumstances:
1. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
 2. Without a separate written request.
 3. When acceptance will require revisions to Contract Documents.

3.04 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.
- B. Architect will notify Contractor in writing of decision to accept or reject request.

3.05 ACCEPTANCE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

END OF SECTION

SECTION 01 2973
SCHEDULE OF VALUES

PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

- A. Submit to Contracting Officer a Schedule of Values, at least fifteen (15) days prior to submitting first Application for Payment.
- B. Upon request by Contracting Officer, support values given with data that will substantiate their correctness.
- C. Submit quantities of stored or other designated materials.
- D. List quantities of materials specified under unit price allowances.
- E. Payment for materials stored will be limited to those materials supported by invoice per I.04 below.
- F. Use Schedule of Values only as basis for Contractor's Application for Payment.

1.02 FORM OF SUBMITTAL

- A. Submit typewritten Schedule of Values on a form provided by Contracting Officer.
- B. Use Table of Contents of this Specification as basis for format for listing costs of work for SECTIONS under Divisions 2 through 50
- C. Identify each line item with number and title as listed in Table of Contents of this Specification.

1.03 PREPARING SCHEDULE OF VALUES

- A. Itemize separate line item cost for each of following general cost items:
 - 1. Performance and Payment Bonds.
 - 2. Field Supervision and Layout.
 - 3. Temporary Facilities and Controls.
 - 4. Insurance.
- B. Itemize separate line item cost for work required by each section of this Specification.
- C. Round off figures to nearest dollar.
- D. Make sum of total costs of all items listed in Schedule equal to total Contract Sum.
- E. Include in each line item a directly proportional amount of Contractor's overhead and profit.
- F. Revise schedule to list Change Orders for each application for payment.

1.04 PREPARING SCHEDULE OF STORED MATERIALS

- A. Submit separate recap for all stored materials which are included in the schedule.
- B. The Contractor shall request approval from the Contracting Officer of any location for stored materials other than the construction site, prior to submittal of Application for Payment.
- C. All stored materials listed on recap shall be substantiated by invoices for the material and copies of the invoices shall be attached to the recap. If any stored materials are being claimed which are not stored on the construction site, itemized listing shall show location where materials are stored and such location must be available for inspection of the materials.

- D. Contractor must show proof of adequate insurance for materials stored off- site.
- E. Stored material prices shall include cost of material, related freight costs and applicable taxes. All of which must be substantiated by invoice.

END OF SECTION

SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Electronic document submittal service.
- B. Preconstruction meeting.
- C. Site mobilization meeting.
- D. Progress meetings.
- E. Progress photographs.
- F. Submittals for review, information, and project closeout.
- G. Number of copies of submittals.
- H. Requests for Interpretation (RFI) procedures.
- I. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 00 7200 - General Conditions: Dates for applications for payment.
- B. Section 01 3216 - Construction Progress Schedule: Form, content, and administration of schedules.
- C. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.
- D. Section 01 7800 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03 REFERENCE STANDARDS

- A. AIA G810 - Transmittal Letter; 2001.

1.04 PROJECT COORDINATOR

- A. Project Coordinator: Owner.
- B. If requirements specified herein conflict with Contract Conditions, then Contract Conditions shall govern.
- C. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site access, traffic, and parking facilities.
- D. During construction, coordinate use of site and facilities through the Project Coordinator.
- E. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- F. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 1000 - Summary.
- G. Coordinate the work of all subcontractors and make certain that, where the work of one trade is dependent upon the work of another trade, the work first installed is properly placed, installed, aligned, and finished as specified or required to properly receive subsequent materials applied or attached thereto.

- H. Direct subcontractors to correct defects in substrates they install when subcontractors of subsequent materials have a reasonable and justifiable objection to such surfaces.
- I. Do not force subcontractor to apply or install product to improperly placed or improperly finished substrate that would result in an unsatisfactory or unacceptable finished product.
- J. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- K. Make the following types of submittals to Architect through the Project Coordinator.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. Digital online system managed by Alder Architecture and Design, LLC will be used for document communication.

3.02 PRECONSTRUCTION MEETING

- A. Schedule meeting after Notice of Award.
- B. Attendance Required:
 - 1. Southcentral Foundation.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. Execution of Southcentral Foundation-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 to Contract and Architect.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Scheduling.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Southcentral Foundation, participants, and those affected by decisions made.

3.03 SITE MOBILIZATION MEETING

- A. Schedule meeting at the Project site prior to Contractor occupancy.
- B. Project Coordinator will schedule meeting at the Project site prior to Contractor occupancy.
- C. Attendance Required:
 - 1. Contractor.
 - 2. Southcentral Foundation.
 - 3. Architect.
 - 4. Contractor's superintendent.
 - 5. Major subcontractors.
- D. Agenda:

1. Use of premises by Southcentral Foundation and Contractor.
 2. Southcentral Foundation's requirements.
 3. Construction facilities and controls provided by Southcentral Foundation.
 4. Temporary utilities provided by Southcentral Foundation.
 5. Survey and building layout.
 6. Security and housekeeping procedures.
 7. Schedules.
 8. Application for payment procedures.
 9. Procedures for testing.
 10. Procedures for maintaining record documents.
 11. Requirements for start-up of equipment.
 12. Inspection and acceptance of equipment put into service during construction period.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Southcentral Foundation, participants, and those affected by decisions made.

3.04 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum bi-monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Project Coordinator will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- D. Attendance Required:
 1. Contractor.
 2. Southcentral Foundation.
 3. Architect.
 4. Special consultants.
 5. Contractor's superintendent.
 6. Major subcontractors.
- E. Agenda:
 1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will 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.
- F. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Southcentral Foundation, participants, and those affected by decisions made.

- G. Update the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.
- H. Report no later than 3 days after each progress meeting date, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- I. Update the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

3.05 CONSTRUCTION PROGRESS SCHEDULE - SEE SECTION 01 3216

3.06 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Submit new photographs at least once a month, within 3 days after being taken.
- C. Photography Type: Digital; electronic files.
- D. In addition to periodic, recurring views, take photographs of each of the following events:
 - 1. Completion of site clearing.
 - 2. Excavations in progress.
 - 3. Foundations in progress and upon completion.
 - 4. Structural framing in progress and upon completion.
 - 5. Enclosure of building, upon completion.
 - 6. Final completion, minimum of ten (10) photos.
- E. Views:
 - 1. Consult with Architect for instructions on views required.
 - 2. Provide factual presentation.
 - 3. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
 - 4. Point of View Sketch: Provide sketch identifying point of view of each photograph.
- F. Digital Photographs: 24 bit color, minimum resolution of 1600 by 1200 ("2 megapixel"), in JPG format; provide files unaltered by photo editing software.
 - 1. Delivery Medium: electronic document service.
 - 2. File Naming: Include project identification, date and time of view, and view identification.
 - 3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.

3.07 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:
 - 1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.

- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
 2. Prepare in a format and with content acceptable to Southcentral Foundation.
 3. Prepare using software provided by the Electronic Document Submittal Service.
 4. Combine RFI and its attachments into a single electronic file. PDF format is preferred.
- D. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- E. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.

3.08 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections or in section 01 4000 Quality Requirements, submit them for review, prior to ordering:
1. Materials
 2. Product data.
 3. Shop drawings.
 4. Samples for selection.
 5. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.09 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections or in section 01 4000 Quality Requirements, submit them for information, prior to ordering:
1. Design data.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Southcentral Foundation.

3.10 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 7800 - Closeout Submittals:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - 3. Warranties.
 - 4. Bonds.
 - 5. Maintenance Materials.
 - 6. Other types as indicated.
- D. Submit for Southcentral Foundation's benefit during and after project completion.

3.11 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Documents for Review:
 - 1. Sheet sizes must be one of the following sizes:
 - a. 8-1/2 x 11 inches
 - b. 11 x 17 inches
 - c. 22 x 34 inches
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 - 1. After review, produce duplicates, as required.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated, or as decided by Alder Architecture and Design, LLC.

3.12 SUBMITTAL PROCEDURES

- A. General Requirements:
 - 1. Use a single transmittal for related items.
 - 2. Submit separate packages of submittals for review and submittals for information, when included in the same specification section.
 - 3. Transmit using approved form.
 - a. Use Form AIA G810.
 - 4. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
 - 5. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 - 6. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Southcentral Foundation, or another affected party, allow an additional 7 days.
 - 7. Identify variations from Contract Documents and product or system limitations that

may be detrimental to successful performance of the completed work.

8. Provide space for Contractor and Architect review stamps.

9. When revised for resubmission, identify all changes made since previous submission.

10. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.

11. Submittals not requested will not be recognized or processed.

B. Product Data Procedures:

1. Submit only information required by individual specification sections.

2. Collect required information into a single submittal.

3. Do not submit (Material) Safety Data Sheets for materials or products.

C. Shop Drawing Procedures:

1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.

2. Do not reproduce Contract Documents to create shop drawings.

3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.

3.13 SUBMITTAL REVIEW

A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.

B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.

C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.

D. Architect's and consultants' actions on items submitted for review:

1. Authorizing purchasing, fabrication, delivery, and installation:

a. "Approved", or language with same legal meaning.

b. "Approved as Noted, Resubmission not required", or language with same legal meaning.

1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.

c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.

2. Not Authorizing fabrication, delivery, and installation:

a. "Revise and Resubmit".

1) Resubmit revised item, with review notations acknowledged and incorporated.

b. "Rejected".

1) Submit item complying with requirements of Contract Documents.

E. Architect's and consultants' actions on items submitted for information:

1. Items for which no action was taken:

a. "Received" - to notify the Contractor that the submittal has been received for record only.

2. Items for which action was taken:

a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

SECTION 01 3216
CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preliminary schedule.
- B. Construction progress schedule, bar chart type.

1.02 RELATED SECTIONS

- A. Section 01 1000 - Summary: Work sequence.
- B. Section 01 2000 - Price and Payment Procedures
- C. Section 01 3000 - Administrative Requirements

1.03 REFERENCE STANDARDS

- A. AGC (CPSM) - Construction Planning and Scheduling Manual; 2004.
- B. M-H (CPM) - CPM in Construction Management - Project Management with CPM; O'Brien; 2006.

1.04 SUBMITTALS

- A. Within 10 days after date of Agreement, submit preliminary schedule.
- B. If preliminary schedule requires revision after review, submit revised schedule within 7 days. After date of Notice of Revision.
- C. Within 14 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - 1. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.
- D. Within 7 days after date of joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.
- F. Submit electronically per requirements in 01 3000 - Administrative Requirements.
- G. Submit under transmittal letter form specified in Section 01 3000 - Administrative Requirements.

1.05 QUALITY ASSURANCE

- A. Scheduler: Contractor's personnel or specialist Consultant specializing in CPM scheduling with one years minimum experience in scheduling construction work of a complexity comparable to this Project, and having use of computer facilities capable of delivering a detailed graphic printout within 48 hours of request.
- B. Contractor's Administrative Personnel: 1 years minimum experience in using and monitoring CPM schedules on comparable projects.

1.06 SCHEDULE FORMAT

- A. Listings: In chronological order according to the start date for each activity. Identify each

activity with the applicable specification section number.

B. Diagram Sheet Size: Maximum 22 x 17 inches.

C. Sheet Size: Multiples of 8-1/2 x 11 inches.

D. Scale and Spacing: To allow for notations and revisions.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRELIMINARY SCHEDULE

A. Prepare preliminary schedule in the form of a horizontal bar chart.

3.02 CONTENT

A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.

B. Identify each item by specification section number.

C. Identify work of separate stages and other logically grouped activities.

D. Provide sub-schedules for each stage of Work identified in Section 01 1000 - Summary.

E. Provide sub-schedules to define critical portions of the entire schedule.

F. Include conferences and meetings in schedule.

G. Include site inspections in schedule.

H. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.

I. Provide separate schedule of submittal dates for shop drawings, product data, and samples, owner-furnished products, products identified under Allowances, and dates reviewed submittals will be required from Architect. Indicate decision dates for selection of finishes.

J. Indicate delivery dates for owner-furnished products.

K. Coordinate content with schedule of values specified in Section 01 2000 - Price and Payment Procedures.

L. Provide legend for symbols and abbreviations used.

3.03 BAR CHARTS

A. Include a separate bar for each major portion of Work or operation.

B. Identify the first workday of each week.

3.04 NETWORK ANALYSIS

A. Prepare network analysis diagrams and supporting mathematical analyses using the Critical Path Method.

B. Illustrate order and interdependence of activities and sequence of work; how start of a given activity depends on completion of preceding activities, and how completion of the activity may restrain start of subsequent activities.

C. Mathematical Analysis: Tabulate each activity of detailed network diagrams, using calendar dates, and identify for each activity:

1. Preceding and following event numbers.

2. Activity description.
 3. Estimated duration of activity, in maximum 7 day intervals.
 4. Earliest start date.
 5. Earliest finish date.
 6. Actual start date.
 7. Actual finish date.
 8. Latest start date.
 9. Latest finish date.
 10. Total and free float; float time shall accrue to Southcentral Foundation and to Southcentral Foundation's benefit.
 11. Monetary value of activity, keyed to Schedule of Values.
 12. Percentage of activity completed.
 13. Responsibility.
- D. Analysis Program: Capable of compiling monetary value of completed and partially completed activities, accepting revised completion dates, and recomputation of all dates and float.
- E. Required Reports: List activities in sorts or groups:
1. By preceding work item or event number from lowest to highest.
 2. By amount of float, then in order of early start.
 3. By responsibility in order of earliest possible start date.
 4. In order of latest allowable start dates.
 5. In order of latest allowable finish dates.
 6. Contractor's periodic payment request sorted by Schedule of Values listings.
 7. Listing of basic input data that generates the report.
 8. Listing of activities on the critical path.

3.05 REVIEW AND EVALUATION OF SCHEDULE

- A. Participate in joint review and evaluation of schedule with Architect at each submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.
- C. After review, revise as necessary as result of review, and resubmit within 7 days.

3.06 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.
- G. Provide narrative report to define problem areas, anticipated delays, and impact on the schedule. Report corrective action taken or proposed and its effect.

3.07 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors,

suppliers, Architect, Southcentral Foundation, and Construction Administrator.

B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

END OF SECTION

SECTION 01 4000
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Submittals.
- B. Testing and inspection agencies and services.
- C. Manufacturers' field services.
- D. Defect Assessment.

1.02 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittal procedures.
- B. Section 01 4000 - Quality Requirements
- C. Section 01 6000 - Product Requirements: Requirements for material and product quality.

1.03 REFERENCE STANDARDS

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008 (Reapproved 2014).
- B. ASTM C1077 - Standard Practice for Agencies Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Testing Agency Evaluation; 2017.
- C. IAS AC89 - Accreditation Criteria for Testing Laboratories; 2018.

1.04 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Southcentral Foundation's information.
- C. Test Reports: After each test/inspection, promptly submit one copy of report to Architect and to Contractor.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.
 - h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Compliance with Contract Documents.
 - k. When requested by Architect, provide interpretation of results.
 - 2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents, or for Southcentral Foundation's

information.

D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.

1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Southcentral Foundation's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

F. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Southcentral Foundation.

1. Submit report in duplicate within 30 days of observation to Architect for information.
2. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.

G. Erection Drawings: Submit drawings for Architect's benefit as contract administrator or for Southcentral Foundation.

1. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the Contract Documents.
2. Data indicating inappropriate or unacceptable Work may be subject to action by Architect or Southcentral Foundation.

1.05 REFERENCES AND STANDARDS

A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.

B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.

C. Obtain copies of standards where required by product specification sections.

D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.

E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.

F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from Contract Documents by mention or inference otherwise in any reference document.

1.06 TESTING AND INSPECTION AGENCIES AND SERVICES

A. Contractor shall employ and pay for services of an independent testing agency to perform other specified testing.

B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.03 TESTING AND INSPECTION

- A. See individual specification sections for testing required.
- B. Testing Agency Duties:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Architect and Contractor of observed irregularities or non-compliance of Work or products.
 - 6. Perform additional tests and inspections required by Architect.
 - 7. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.

3. Agency may not assume any duties of Contractor.
 4. Agency has no authority to stop the Work.
- D. Contractor Responsibilities:
1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - d. To provide storage and curing of test samples.
 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
 6. Arrange with Southcentral Foundation's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- E. Re-testing required because of non-compliance with specified requirements shall be performed by the same agency on instructions by Architect.
- F. Re-testing required because of non-compliance with specified requirements shall be paid for by Contractor.

3.04 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.05 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not complying with specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.

END OF SECTION

SECTION 01 4100
REGULATORY REQUIREMENTS

PART 1 GENERAL

1.01 SUMMARY OF REFERENCE STANDARDS

- A. Regulatory requirements applicable to this project are the following:
- B. 36 CFR 1191 - Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; current edition.
- C. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design; 2010.
- D. 29 CFR 1910 - Occupational Safety and Health Standards; current edition.
- E. State of Alaska amendments to some or all of the following.
- F. ICC (IFC) - International Fire Code; 2009
- G. NFPA 101 - Life Safety Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- H. ICC (IBC) - International Building Code; 2009
- I. IAPMO (UPC) - Uniform Plumbing Code; 2009
- J. IAPMO (UPC) - Uniform Plumbing Code; 2012.
- K. Private Sewage Disposal Code: STATE OF ALASKA, DEC, 18AAC72.
- L. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.02 RELATED REQUIREMENTS

- A. Section 01 4000 - Quality Requirements.

1.03 QUALITY ASSURANCE

- A. Contractor's Designer Qualifications: Refer to Section - 01 4000 - Quality Requirements.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary telecommunications services.
- B. Temporary sanitary facilities.
- C. Temporary Controls: Barriers, enclosures, and fencing.
- D. Security requirements.
- E. Vehicular access and parking.
- F. Waste removal facilities and services.

1.02 RELATED REQUIREMENTS

- A. Section 01 5100 - Temporary Utilities.
- B. Section 01 5213 - Field Offices and Sheds.

1.03 TELECOMMUNICATIONS SERVICES

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.

1.04 TEMPORARY SANITARY FACILITIES

- A. Southcentral Foundation shall provide access to sanitary facilities within building for the duration of the project mobilization.
- B. Maintain daily in clean and sanitary condition.

1.05 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.06 FENCING

- A. Construction: Contractor's option. Must satisfy requirements of Authority Having Jurisdiction.

1.07 EXTERIOR ENCLOSURES

- A. Provide temporary insulated weather tight closure of exterior openings to accommodate

acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.08 SECURITY

A. Provide security and facilities to protect Work from unauthorized entry, vandalism, or theft.

1.09 VEHICULAR ACCESS AND PARKING

A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.

B. Coordinate access and haul routes with governing authorities and Southcentral Foundation.

C. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

1.10 WASTE REMOVAL

A. See Section 01 7419 - Construction Waste Management and Disposal, for additional requirements.

B. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.

C. Provide containers with lids. Remove trash from site at a minimum, weekly.

D. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.

E. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.11 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.

B. Remove underground installations to a minimum depth of 2 feet. Grade site as indicated.

C. Clean and repair damage caused by installation or use of temporary work.

D. Restore existing facilities used during construction to original condition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 5100
TEMPORARY UTILITIES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities: Provision of electricity, lighting, heat, ventilation, and water.

1.02 RELATED REQUIREMENTS

- A. Section 01 5000 - Temporary Facilities and Controls:
 - 1. Temporary telecommunications services for administrative purposes.
 - 2. Temporary sanitary facilities required by law.

1.03 TEMPORARY ELECTRICITY

- A. Cost: By SCF.
- B. SCF to provide power service required from utility source.
- C. Provide power outlets for construction operations, with branch wiring and distribution boxes located as required. Provide flexible power cords as required.
- D. Provide main service disconnect and over-current protection at convenient location and meter.
- E. Permanent convenience receptacles may be utilized during construction.
- F. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.
 - 1. Provide 20 ampere duplex outlets, single phase circuits for power tools adequately spaced throughout the work area.
 - 2. Provide 20 ampere, single phase branch circuits for lighting.

1.04 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain lighting for construction operations to achieve a minimum lighting level of 4 watt/sq ft or to achieve 5-10 foot candles per OSHA standard.
- B. Provide and maintain 1 watt/sq ft lighting to exterior staging and storage areas after dark for security purposes.
- C. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- D. Maintain lighting and provide routine repairs.
- E. Permanent building lighting may be utilized during construction.

1.05 TEMPORARY HEATING

- A. Cost of Energy: By Contractor.
- B. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- C. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- D. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation; equipment is lubricated and filters are in place.

Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.06 TEMPORARY COOLING

- A. Cost of Energy: By Contractor.
- B. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
- C. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- D. Prior to operation of permanent equipment for temporary cooling purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.07 TEMPORARY VENTILATION AND MOISTURE CONTROL

- A. Provide and maintain suitable ventilation for construction operations.
- B. Provide and maintain humidification and/or dehumidification as required by manufacturers or specification sections for products and system installation procedures.
 - 1. Ensure stored materials are kept in appropriate moisture controlled environments for an adequate period of time prior to installation.
 - 2. If outdoor ambient relative humidity makes adequate moisture control impracticable, inform Alder Architecture and Design, LLC prior to installation of impacted materials, products and systems.

1.08 TEMPORARY WATER SERVICE

- A. Cost of Water Used: By Contractor.
- B. Provide and maintain suitable quality water service for construction operations at time of project mobilization.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 5213
FIELD OFFICES AND SHEDS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary field offices for use of Contractor.
- B. Maintenance and removal.

1.02 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary: use of premises.
- B. Section 01 5100 - Temporary Utilities

1.03 USE OF PERMANENT FACILITIES

- A. Permanent facilities shall not be used for field offices.

PART 2 PRODUCTS

2.01 MATERIALS, EQUIPMENT, FURNISHINGS

- A. Materials, Equipment, Furnishings: Serviceable, new or used, adequate for required purpose.

2.02 CONSTRUCTION

- A. Portable or mobile buildings, or buildings constructed with floors raised above ground, securely fixed to foundations, with steps and landings at entrance doors.
- B. Construction: Structurally sound, secure, weather tight enclosures for office. Maintain during progress of Work; remove when no longer needed.
- C. Temperature Transmission Resistance of Floors, Walls, and Ceilings: Compatible with occupancy requirements.
- D. Exterior Materials: Weather resistant, finished in one color.
- E. Interior Materials in Offices: Sheet type materials for walls and ceilings, prefinished or painted; resilient floors and bases.
- F. Lighting for Offices: 50 fc at desk top height, exterior lighting at entrance doors.
- G. Fire Extinguishers: Appropriate type fire extinguisher at each office.

2.03 ENVIRONMENTAL CONTROL

- A. Heating, Cooling, and Ventilating: Automatic equipment to maintain comfort conditions.

2.04 CONTRACTOR OFFICE AND FACILITIES

- A. Size: For Contractor's needs and to provide space for project meetings.
- B. Equipment: Six adjustable band protective helmets for visitors, one 10 inch outdoor weather thermometer.

PART 3 EXECUTION

3.01 PREPARATION

- A. Fill and grade sites for temporary structures to provide drainage away from buildings.

3.02 INSTALLATION

- A. Install office spaces ready for occupancy 15 days after date fixed in agreement with Owner.
- B. Employee Residential Occupancy: Not allowed on Southcentral Foundation's property.

3.03 MAINTENANCE AND CLEANING

- A. Weekly janitorial services for offices; periodic cleaning and maintenance for offices.
- B. Maintain approach walks free of mud, water, and snow.

3.04 REMOVAL

- A. At completion of Work remove buildings, foundations, utility services, and debris. Restore areas.

END OF SECTION

SECTION 01 5713
TEMPORARY EROSION AND SEDIMENT CONTROL

PART 1 GENERAL

1.01 SECTION INCLUDES

A. This work includes planning, providing and maintaining control of soil erosion and water pollution during construction.

1.02 RELATED SECTIONS

A. Section 32 9219: Landscaping and Seeding

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONSTRUCTION REQUIREMENTS:

A. Follow all Federal, State and local statutes and regulations regarding storm water runoff, including application for NPDES Storm water Discharge Permit or Storm Water Pollution Prevention Plan if required.

B. Follow State of Alaska – Alaska Certified Erosion and Sedimentation Control Lead (AK-CESCL) Guidelines for Storm Water Control

C. Follow the more restrictive requirements when conflicts occur between erosion control specification and federal, state, or local agency laws, rules or regulations.

D. All required permit applications; notifications and inspections shall be accomplished under the direction of a Professional Engineer registered in the State of Alaska. All plans, reports, modifications, and amendments required shall be prepared under the direction of and sealed by a Professional Engineer registered in the State of Alaska.

E. Contain, clean up, and dispose of all construction-related discharges of petroleum fuels, oil, and/or other substances hazardous to the land and water shall comply with 18 AAC 75 and Title 46 of the Alaska Statutes.

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 RELATED REQUIREMENTS

- A. Document 00 6325 - Substitution Request Form - During Construction.
- B. Section 01 2500 - Substitution Procedures: Substitutions made during procurement and/or construction phases.
- C. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Requirements for VOC-restricted product categories.
- D. Section 01 7419 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting product selection, packaging and substitutions.

1.03 REFERENCE STANDARDS

- A. 16 CFR 260.13 - Guides for the Use of Environmental Marketing Claims; Federal Trade Commission; Recycled Content; Current Edition.
- B. ASTM D6866 - Standard Test Methods for Determining the Biobased Content of Solid, Liquid, and Gaseous Samples Using Radiocarbon Analysis; 2020.
- C. C2C (DIR) - C2C Certified Products Registry; Cradle to Cradle Products Innovation Institute; Current Edition.

1.04 SUBMITTALS

- A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
 - 1. Submit prior to ordering any materials days after date of Agreement.
 - 2. For products specified only by reference standards, list applicable reference standards.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

1.05 QUALITY ASSURANCE

A. Bio-Based Content: Of vegetable or animal origin, not including products made by killing the animal.

1. Determine percentage of bio-based content in accordance with ASTM D6866.
2. Bio-based content must be sourced from a Sustainable Agriculture Network certified farm.

B. Cradle-to-Cradle Certified: End use product certified Cradle-to-Cradle v2 Basic or Cradle-to-Cradle v3 Bronze, minimum, as evidenced by C2C (DIR).

C. Recycled Content: Determine percentage of post-consumer and pre-consumer (post-industrial) content separately, using the guidelines contained in 16 CFR 260.13.

1. Previously used, reused, refurbished, and salvaged products are not considered recycled.
2. Wood fabricated from timber abandoned in transit to original mill is considered reused, not recycled.
3. Determine percentage of recycled content of any item by dividing the weight of recycled content in the item by the total weight of materials in the item.
4. Determine value of recycled content of each item separately, by multiplying the content percentage by the value of the item.
5. Acceptable Evidence:
 - a. For percentage of recycled content, information from manufacturer.
 - b. For cost, Contractor's cost data.

D. Reused Products: Materials and equipment previously used in this or other construction, salvaged and refurbished as specified.

1. Wood fabricated from timber abandoned in transit after harvesting is considered reused, not recycled.
2. Acceptable Evidence: Information about the origin or source, from Contractor or supplier.

E. Source Location: Location of harvest, extraction, recovery, or manufacture; where information about source location is required to be submitted, give the postal address:

1. In every case, indicate the location of final assembly.
2. For harvested products, indicate location of harvest.
3. For extracted (i.e. mined) products, indicate location of extraction.
4. For recovered products, indicate location of recovery.
5. For products involving multiple manufacturing steps, provide a description of the process at each step, with location.
6. Acceptable Evidence:
 - a. Manufacturer's certification.
 - b. Life cycle analysis (LCA) performed by third-party.

F. Sustainably Harvested Wood: Solid wood, wood chips, and wood fiber certified or labeled by an organization accredited by one of the following:

1. The Forest Stewardship Council, The Principles for Natural Forest Management; for Canada visit <http://www.fsccanada.org>, for the USA visit <http://www.fscus.org>.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Southcentral Foundation; notify Southcentral Foundation promptly upon discovery; protect, remove, handle, and store as directed by Southcentral Foundation.
- C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Southcentral Foundation, or otherwise indicated as to remain the property of the Southcentral Foundation, become the property of the Contractor; remove from site.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
 - 1. Made using or containing CFC's or HCFC's.
 - 2. Made of wood from newly cut old growth timber.
 - 3. Containing lead, cadmium, or asbestos.
- C. Where other criteria are met, Contractor shall give preference to products that:
 - 1. If used on interior, have lower emissions, as defined in Section 01 6116.
 - 2. If wet-applied, have lower VOC content, as defined in Section 01 6116.
 - 3. Have longer documented life span under normal use.
 - 4. Result in less construction waste. See Section 01 7419
 - 5. Are made of vegetable materials that are rapidly renewable.
 - 6. If made of wood, are made of sustainably harvested wood, wood chips, or wood fiber.
 - 7. If bio-based, other than wood, are or are made of Sustainable Agriculture Network certified products.
 - 8. Are Cradle-to-Cradle Certified.

2.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
 - 1. Where not specified, for all finish materials provide 5% of total installed quantity.
 - 2. Provide new, factory packaged material. Off-cuts, leftovers or similar do not count toward the maintenance material quantities.
 - 3. Remnants can be used for maintenance materials with the approval of Alder Architecture and Design, LLC.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 2500 - Substitution Procedures.
- B. Architect will consider requests for substitutions only within 15 days after date of Agreement.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. A request for substitution constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Southcentral Foundation.
 - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
 - 5. Agrees to reimburse Southcentral Foundation and Architect for review or redesign 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 (after contract award):
 - 1. Submit substitution requests by completing the form in Section 00 6325; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
 - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
 - 3. Architect will notify Contractor in writing of decision to accept or reject request.

3.02 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.03 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 7419.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Do not store products directly on the ground.
- I. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- J. Prevent contact with material that may cause corrosion, discoloration, or staining.
- K. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- L. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Demonstration and instruction of Southcentral Foundation personnel.
- H. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- I. General requirements for maintenance service.

1.02 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2019.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
 - 1. On request, submit documentation verifying accuracy of survey work.
 - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in compliance with Contract Documents.
 - 3. Submit surveys and survey logs for the project record.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of the Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Southcentral Foundation or separate Contractor.
 - 6. Include in request:
 - a. Identification of Project.
 - b. Location and description of affected work.
 - c. Necessity for cutting or alteration.
 - d. Description of proposed work and products to be used.
 - e. Effect on work of Southcentral Foundation or separate Contractor.
 - f. Written permission of affected separate Contractor.
 - g. Date and time work will be executed.
- D. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.04 QUALIFICATIONS

- A. For surveying work, employ a land surveyor registered in the State of Alaska and acceptable to Architect. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,
- B. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in the State of Alaska. Employ only individual(s) trained and experienced in establishing and maintaining horizontal and vertical control points necessary for laying out construction work on project of similar size, scope and/or complexity.
- C. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in the State of Alaska.

1.05 PROJECT CONDITIONS

- A. Use of explosives is not permitted.
- B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- C. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- D. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- E. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 - 1. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Southcentral Foundation.
- F. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Outdoors: Limit conduct of especially noisy exterior work to as agreed to by Owner.
 - 2. Indoors: Limit conduct of especially noisy interior work to as agreed to by Owner.
- G. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- H. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- I. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

1.06 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.

- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Southcentral Foundation occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Southcentral Foundation's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner

prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect seven days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with PDF copies to Architect, Southcentral Foundation, participants, and those affected by decisions made.

3.04 LAYING OUT THE WORK

- A. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Contractor shall locate and protect survey control and reference points.
- D. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- E. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- F. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- G. Utilize recognized engineering survey practices.
- H. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
 - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 - 2. Grid or axis for structures.
 - 3. Building foundation, column locations, ground floor elevations.
- I. Periodically verify layouts by same means.
- J. Maintain a complete and accurate log of control and survey work as it progresses.
- K. On completion of foundation walls and major site improvements, prepare a certified survey illustrating dimensions, locations, angles, and elevations of construction and site work.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and

horizontal lines, unless otherwise indicated.

E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

F. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 CUTTING AND PATCHING

A. Whenever possible, execute the work by methods that avoid cutting or patching.

B. Perform whatever cutting and patching is necessary to:

1. Complete the work.
2. Fit products together to integrate with other work.
3. Provide openings for penetration of mechanical, electrical, and other services.
4. Match work that has been cut to adjacent work.
5. Repair areas adjacent to cuts to required condition.
6. Repair new work damaged by subsequent work.
7. Remove samples of installed work for testing when requested.
8. Remove and replace defective and non-complying work.

C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.

D. Employ original installer to perform cutting for structural systems, weather exposed and moisture resistant elements, and sight exposed surfaces.

E. Inform Alder Architecture and Design, LLC two days prior to cutting existing elements or elements previously installed.

F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

G. Restore work with new products in accordance with requirements of Contract Documents.

H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.

J. Patching:

1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
2. Match color, texture, and appearance.
3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.07 PROGRESS CLEANING

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue

cleaning to eliminate dust.

D. Collect and remove waste materials, debris, and trash/rubbish from site minimum weekly and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.09 SYSTEM STARTUP

A. Coordinate schedule for start-up of various equipment and systems.

B. Notify Architect and Owner seven days prior to start-up of each item.

C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.

D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.

E. Verify that wiring and support components for equipment are complete and tested.

F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.

G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.

H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.10 DEMONSTRATION AND INSTRUCTION

A. Demonstrate operation and maintenance of products to Southcentral Foundation's personnel two weeks prior to date of Substantial Completion.

B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed time, at equipment location.

C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.

D. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.

- E. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Southcentral Foundation's personnel in detail to explain all aspects of operation and maintenance.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

3.11 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.12 FINAL CLEANING

- A. Execute final cleaning prior to final project assessment.
 - 1. Clean areas to be occupied by Southcentral Foundation prior to final completion before Southcentral Foundation occupancy.
- B. Use cleaning materials that are nonhazardous.
- C. Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned.
- D. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- E. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- F. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- G. Clean filters of operating equipment.
- H. Clean debris from roofs, overflow drains, area drains, and drainage systems.
- I. Clean site; sweep paved areas, remove petrochemical spills, stains and other foreign matter, rake clean landscaped surfaces.
- J. Remove snow and ice to provide safe access to building.
- K. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.13 CLOSEOUT PROCEDURES

- A. Make submittals that are required by governing or other authorities.
 - 1. Provide copies to Architect and Southcentral Foundation.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection, at a minimum seven days prior too requested inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be

completed or corrected and submit to Architect.

F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Southcentral Foundation-occupied areas.

G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection, at a minimum seven days prior too requested inspection.

H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

3.14 MAINTENANCE

A. Provide service and maintenance of components indicated in specification sections.

B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.

C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.

D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.

E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Southcentral Foundation.

END OF SECTION

SECTION 01 7419
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

A. Southcentral Foundation requires that this project generate the least amount of trash and waste possible.

B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.

C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.

D. Required Recycling, Salvage, and Reuse: The following may not be disposed of in landfills or by incineration:

1. Aluminum and plastic beverage containers.
2. Wood pallets.
3. Clean dimensional wood.
4. Land clearing debris, including brush, branches, logs, and stumps; see Section 31 1000 - Clearing and Grubbing for use options.
5. Concrete: May be crushed and used as riprap, aggregate, sub-base material, or fill.
6. Metals, including packaging banding, metal studs, sheet metal, structural steel, piping, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.
7. Glass.
8. Plastic buckets.
9. Carpet, carpet cushion, carpet tile, and carpet remnants, both new and removed: DuPont (<http://flooring.dupont.com>) and Interface (www.interfaceinc.com) conduct reclamation programs.
10. Paint.
11. Plastic sheeting.
12. Rigid foam insulation.
13. Vinyl siding.
14. Windows, doors, and door hardware.
15. Plumbing fixtures.
16. Mechanical and electrical equipment.
17. Fluorescent lamps (light bulbs).

E. Contractor shall submit periodic Waste Disposal Reports; all landfill disposal, recycling, salvage, and reuse must be reported regardless of to whom the cost or savings accrues; use the same units of measure on all reports.

F. Contractor shall develop and follow a Waste Management Plan designed to implement these requirements.

G. Methods of trash/waste disposal that are not acceptable are:

1. Burning on the project site.
2. Burying on the project site.
3. Dumping or burying on other property, public or private.
4. Other illegal dumping or burying.
5. Incineration, either on- or off-site.

H. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials. Refer to State of Alaska Division of Environmental Health for landfills approved for construction waste on this project.

1.02 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.

B. Waste Management Plan: Include the following information:

1. Analysis of the trash and waste projected to be generated during the entire project construction cycle, including types and quantities.
2. Landfill Options: The name, address, and telephone number of the landfill(s) where trash/waste will be disposed of, the applicable landfill tipping fee(s), and the projected cost of disposing of all project trash/waste in the landfill(s).
3. Landfill Alternatives: List all waste materials that will be diverted from landfills by reuse, salvage, or recycling.
4. Meetings: Describe regular meetings to be held to address waste prevention, reduction, recycling, salvage, reuse, and disposal.
5. Materials Handling Procedures: Describe the means by which materials to be diverted from landfills will be protected from contamination and prepared for acceptance by designated facilities; include separation procedures for recyclables, storage, and packaging.
6. Transportation: Identify the destination and means of transportation of materials to be recycled; i.e. whether materials will be site-separated and self-hauled to designated centers, or whether mixed materials will be collected by a waste hauler.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 WASTE MANAGEMENT PLAN IMPLEMENTATION

A. Manager: Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.

B. Communication: Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Southcentral Foundation, and Architect.

C. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.

D. Meetings: Discuss trash/waste management goals and issues at project meetings.

1. Preconstruction meeting.
2. Regular job-site meetings.

E. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.

1. As a minimum, provide:
 - a. Separate area for storage of materials to be reused on-site, such as wood cut-offs for blocking.

- b. Separate dumpsters for each category of recyclable.
 - c. Recycling bins at worker lunch area.
- F. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- H. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

END OF SECTION

SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Section 01 7000 - Execution and Closeout Requirements: Contract closeout procedures.
- C. Individual Product Sections: Specific requirements for operation and maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect in PDF format prior to final application for payment.
- B. Operation and Maintenance Data:
 - 1. Submit a PDF copy of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Southcentral Foundation, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in printed format to Owner within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Southcentral Foundation's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

A. Maintain on site one set of the following record documents; record actual revisions to the Work:

1. Drawings.
2. Specifications.
3. Addenda.
4. Change Orders and other modifications to the Contract.
5. Reviewed shop drawings, product data, and samples.
6. Manufacturer's instruction for assembly, installation, and adjusting.

B. Ensure entries are complete and accurate, enabling future reference by Southcentral Foundation.

C. Store record documents separate from documents used for construction.

D. Record information concurrent with construction progress.

E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Changes made by Addenda and modifications.

F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:

1. Measured depths of foundations in relation to finish first floor datum.
2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
4. Field changes of dimension and detail.
5. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

A. For Each Product, Applied Material, and Finish:

1. Product data, with catalog number, size, composition, and color and texture designations.
2. Information for re-ordering custom manufactured products.

B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide

recommendations for inspections, maintenance, and repair.

D. Additional information as specified in individual product specification sections.

E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

A. For Each Item of Equipment and Each System:

1. Description of unit or system, and component parts.

2. Identify function, normal operating characteristics, and limiting conditions.

3. Include performance curves, with engineering data and tests.

4. Complete nomenclature and model number of replaceable parts.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.

D. Include color coded wiring diagrams as installed.

E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

G. Provide servicing and lubrication schedule, and list of lubricants required.

H. Include manufacturer's printed operation and maintenance instructions.

I. Include sequence of operation by controls manufacturer.

J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

K. Provide control diagrams by controls manufacturer as installed.

L. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.

M. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

N. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

O. Include test and balancing reports.

P. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

A. Assemble operation and maintenance data into durable manuals for Southcentral Foundation's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

B. Where systems involve more than one specification section, provide separate tabbed divider for each system.

C. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data

into related consistent groupings.

D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.

F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

H. Text: Manufacturer's printed data on 20 pound paper.

I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

J. Arrangement of Contents: Organize each volume in parts as follows:

1. Project Directory.
2. Table of Contents, of all volumes, and of this volume.
3. Operation and Maintenance Data: Arranged by system, then by product category.
 - a. Source data.
 - b. Product data, shop drawings, and other submittals.
 - c. Operation and maintenance data.
 - d. Field quality control data.
 - e. Photocopies of warranties and bonds.
4. Design Data: To allow for addition of design data furnished by Architect or others, provide a tab labeled "Design Data" and provide a binder large enough to allow for insertion of at least 20 pages of printed text.

3.06 WARRANTIES AND BONDS

A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Southcentral Foundation's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.

B. Verify that documents are in proper form, contain full information, and are notarized.

C. Co-execute submittals when required.

D. Retain warranties and bonds until time specified for submittal.

E. Manual: Bind in commercial quality 8-1/2 by 11 inch three D side ring binders with durable plastic covers.

F. Cover: Identify each binder with typed or printed title WARRANTIES AND BONDS, with title of Project; name, address and telephone number of Contractor and equipment supplier; and name of responsible company principal.

G. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.

H. Separate each warranty or bond with index tab sheets keyed to the Table of Contents listing. Provide full information, using separate typed sheets as necessary. List

Subcontractor, supplier, and manufacturer, with name, address, and telephone number of

responsible principal.

END OF SECTION