Specifications

COFFEE HIGH SCHOOL SECURITY UPGRADES, PHASE 2

FOR

COFFEE COUNTY SCHOOLS

MAY 17, 2018







Altman + Barrett Architects

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Coffee High School Security Upgrades, Phase 2

For

Coffee County Schools

May 17, 2018

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END.

SECTION A

INVITATION TO BID

Sealed Bids will be received by the Coffee County Schools, at 1311 South Peterson Avenue, Douglas, GA 31533, at 10:00 a.m. local time, on July 10, 2018 for the construction of:

COFFEE HIGH SCHOOL SECURITY UPGRADES, PHASE 2

for the

COFFEE COUNTY SCHOOLS DOUGLAS, GEORGIA

All General Contractors bidding this Project are required to attend the **Pre-Bid Conference** scheduled for the Project. The <u>Pre-Bid Conference</u> will be held on June 19, 2018 at 10:00 am at the site located at 159 Trojan Way, Douglas, GA 31533. A roster containing the names of all General Contractors attending the conference will be compiled and verification of a Bidder's attendance at the conference will be required before acceptance of his/her bid. <u>Bids from General Contractors not attending the Pre-Bid Conference will not be accepted</u>. A list of all qualified contractors and their contact information is provided at <u>www.altmanbarrettarchitects.com</u> under the project heading.

This project consists of the removal of existing flooring and ceiling at entry lobby, install new hollow metal frames and mulls, install network control and software for door operation, painting, electrical connections for door hardware, power and communications at new desk at reception, new casework at reception, protect existing finishes and replace any finish that is damaged.

Bidding documents, in whole complete sets only, and addenda are available for purchase from Print Life Printing and Supply, LLC, 1006 Williams Street, Valdosta, GA 31601 Telephone: (229) 244-5598, FAX: (229) 241-1410, email: info@printlifevaldosta.com for a non-refundable cost of \$45.00 made payable to Print Life Printing and Supply, LLC. Bidding documents will be forwarded; shipping charges collect, as soon as possible. Print Life Printing and Supply will also issue addenda to each entity receiving bid documents from Print Life Printing and Supply, shipping charges collect.

Bidders are cautioned that acquisition of Bidding Documents through any source other than the Print Life Printing and Supply is not advisable. Acquisition of Bidding Documents from unauthorized sources places the bidder at risk of receiving incomplete or inaccurate information upon which to base a bid. Only General Contactors that purchase documents directly from Print Life Printing and Supply will be placed on the official bid list and allowed to bid. All project information is located at www.altmanbarrettarchitects.com and includes plans, specs, addenda, and all other pertinent project information. This information is free and will be kept current by Altman + Barrett Architects.

Contract, if awarded, will be on a lump sum basis including the Owner selected deductive alternates. No bid may be withdrawn for a period of forty (40) days after time has been called on the date of opening. Bids must be accompanied by a bid bond in amount not less than 5% of the Base Bid. No other form of security will be accepted. Both a "Class A" Performance Bond and Payment Bond will be required in an amount equal to 100% of the Contract price.

The Coffee County School System reserves the right to reject any or all bids and to waive technicalities and informalities.

END.



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SECTION B

PROPOSAL FORM

	D	ate
	offee High School ecurity Upgrade, Phase 2	
Renovation	ring carefully examined the drawings and specification, entitled Coffee Higns, Phase 1 159 Trojan Way, Douglas, GA 31533 all dated May 17, 2018	
services, la	the premises and conditions affecting the work, the undersigned propose abor and materials called by them for the entire work, in accordance with Dollars (\$	said documents, for
hereinafter	r called the BASE BID.	
B-02 Ded	ductive Alternates: (None)	
B-03 Unit F	Prices: (None)	
B-04 Addi	litive Alternate. (None)	
agree that the shall remaind execute with time to furn	and in consideration of the sum of \$1.00, the receipt of which is hereby a this proposal may not be revoked or withdrawn after the time set for the cin open for acceptance for a period of forty-five (45) days following such tithin ten (10) days a contract for the Work for the above stated compensanish and deliver to the Owner a Performance Bond and a Payment Bond, 00% of the contract sum.	opening of bids but time. We agree to tion and at the same
within ten (agree to commence actual physical work on the site with an adequate fo (10) days of a date to be specified in a written order of the Owner. The Pssence of this Agreement.	
DOLLARS above state	closed herewith is a bid bond (CERTIFIED CHECKS NOT ACCEPTABLE (\$) (being not less than 5% of the base bid ted amount is the proper measure of liquidated damages which the Owne execute the contract and to furnish the Performance and Payment Bonds d.). We agree that the r will sustain by our
we fail to ex furnish both effect and t	is proposal is accepted within thirty-five (35) days after the date set for the execute the contract within ten (10) days after written notice of such accept the Performance and Payment Bonds, the obligation of the Bid Bond will return the money payable thereon shall be paid into the funds of the Owner as le; otherwise, obligation of the bond will be null and void.	otance or if we fail to emain in full force and
B-09 Und	der oath I certify that I am a principal or other representative of the firm of	
	am authorized by it to execute the foregoing offer on its behalf. I am a pri with management responsibility for the foregoing subject matter and as so	

knowledgeable of all its pertinent matters. The foregoing statement of facts in the foregoing proposal are

SECTION C

INSTRUCTIONS TO BIDDERS

1. INSTRUCTIONS

- A. Proposals, to be entitled to consideration, must be made in accordance with the following instructions.
 - (1) Proposals shall be made in duplicate (2) upon the form provided and all blank spaces in the form shall be fully filled; numbers shall be stated both in writing and in figures; the signature shall be in longhand; and the completed form shall be without interlineation, alteration, or erasure.
 - (2) Proposals shall not contain any recapitulation of the work to be done. No oral, telegraphic, or telephone proposals or modifications will be considered.
 - (3) Proposals shall be addressed to the Owner and shall be enclosed in an opaque sealed envelope marked "Proposal", bearing the title of the work and the name of the bidder.
 - (4) All General Contractors submitting a bid will be required to attend the bid opening.
 - (5) All General Contractors bidding this project are required to purchase a minimum of one full set of Drawings and Specifications from Print Life.
- B. Should a bidder find discrepancies in or omissions from the drawings or other documents, or should he be in doubt as to their meaning, he shall at once notify the Architect, who will send a written instruction to all bidders. Neither Owner nor Architect will be responsible for any oral instructions.
- C. Before submitting a proposal, bidders shall carefully examine the drawings and specifications, visit the site of work, fully inform themselves as to all existing conditions and limitations, and shall include in the proposal a sum to cover the cost of all items included in the Contract.
- D. The competence and responsibility of bidders and of their proposed subcontractors will be considered in making the award.
- E. Any Addenda issued during the time of bidding are to be covered in the proposal and in closing a Contract, they will become a part there of.
- F. Award of contract will be on low Base Bid.

OWNER

The Owner, as used throughout these Specifications, refers to: Atkinson County Schools.

3. <u>BID BOND</u>

A bid bond equaling five percent (5%) of the submitted bid shall be furnished and enclosed with each bidder's proposal.

4. PERFORMANCE AND PAYMENT BOND

A Performance and Payment Bond will be required in an amount equal to one hundred per cent (100%) of the Contract Price.

5. <u>AGREEMENT</u>

The form of agreement will be A.I.A. Standard Form for stipulated Sum Contracts. Copies of the form are on file and may be referred to at the Architect's office. The agreement will provide for payment on account as follows:

On or about the tenth day of each month, an amount equal to 90% of the value (based on contract price) of work done and materials stored at the site up to the first day of the month less the total of previous payment. Final payment will be made no later than thirty (30) days after issuance of Architect's Final Certificate of Payment as more particularly described in Article 9.9 of the General Conditions.

END.



General Conditions of the Contract for Construction

for the following PROJECT:

(Name and location or address)

18018 Coffee High School, Security Upgrades Phase 2 159 Trojan Way Douglas, GA 31533

THE OWNER:

(Name, legal status and address)

Coffee County 1311 South Peterson Avenue Douglas, GA 31533

THE ARCHITECT:

(Name, legal status and address)

Altman + Barrett Architects P.O. Box 665 117 W. Main Street Hahira, GA 31632

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ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

For guidance in modifying this document to include supplementary conditions, see AIA Document A503™, Guide for Supplementary Conditions.

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User Notes:

- 14 TERMINATION OR SUSPENSION OF THE CONTRACT
- 15 CLAIMS AND DISPUTES



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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Basic Definitions

§ 1.1.1 The Contract Documents

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding or proposal requirements.

§ 1.1.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants, or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.3 The Work

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

§ 1.1.4 The Project

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by Separate Contractors.

§ 1.1.5 The Drawings

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

§ 1.1.6 The Specifications

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

§ 1.1.7 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.1.8 Initial Decision Maker

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 1.2 Correlation and Intent of the Contract Documents

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent

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consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

- § 1.2.1.1 The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.
- § 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.
- § 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

§ 1.4 Interpretation

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

- § 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Subsubcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.
- § 1.5.2 The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.6 Notice

- § 1.6.1 Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.
- § 1.6.2 Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.7 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203TM–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

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§ 1.8 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202TM_2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 OWNER

§ 2.1 General

- § 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.
- § 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of, or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

§ 2.2 Evidence of the Owner's Financial Arrangements

- § 2.2.1 Prior to commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 2.2.1, the Contract Time shall be extended appropriately.
- § 2.2.2 Following commencement of the Work and upon written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract only if (1) the Owner fails to make payments to the Contractor as the Contract Documents require: (2) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due; or (3) a change in the Work materially changes the Contract Sum. If the Owner fails to provide such evidence, as required, within fourteen days of the Contractor's request, the Contractor may immediately stop the Work and, in that event, shall notify the Owner that the Work has stopped. However, if the request is made because a change in the Work materially changes the Contract Sum under (3) above, the Contractor may immediately stop only that portion of the Work affected by the change until reasonable evidence is provided. If the Work is stopped under this Section 2.2.2, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided in the Contract Documents.
- § 2.2.3 After the Owner furnishes evidence of financial arrangements under this Section 2.2, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.
- § 2.2.4 Where the Owner has designated information furnished under this Section 2.2 as "confidential," the Contractor shall keep the information confidential and shall not disclose it to any other person. However, the Contractor may disclose "confidential" information, after seven (7) days' notice to the Owner, where disclosure is required by law, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or by court or arbitrator(s) order. The Contractor may also disclose "confidential" information to its employees, consultants, sureties, Subcontractors and their employees, Sub-subcontractors, and others who need to know the content of such information solely and exclusively for the Project and who agree to maintain the confidentiality of such information.

§ 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements,

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assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

- § 2.3.2 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.
- § 2.3.3 If the employment of the Architect terminates, the Owner shall employ a successor to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.
- § 2.3.4 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.
- § 2.3.5 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.
- § 2.3.6 Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

§ 2.4 Owner's Right to Stop the Work

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

§ 2.5 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

ARTICLE 3 CONTRACTOR

§ 3.1 General

§ 3.1.1 The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

- § 3.1.2 The Contractor shall perform the Work in accordance with the Contract Documents.
- § 3.1.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

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§ 3.2 Review of Contract Documents and Field Conditions by Contractor

§ 3.2.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.4, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

§ 3.2.4 If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to Section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 3.3 Supervision and Construction Procedures

§ 3.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Architect, and shall propose alternative means, methods, techniques, sequences, or procedures. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Unless the Architect objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

§ 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

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- § 3.4.2 Except in the case of minor changes in the Work approved by the Architect in accordance with Section 3.12.8 or ordered by the Architect in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.
- § 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 Warranty

- § 3.5.1 The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.
- § 3.5.2 All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

§ 3.6 Taxes

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 3.7 Permits, Fees, Notices and Compliance with Laws

- § 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- § 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.
- § 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7.4 Concealed or Unknown Conditions

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 14 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may submit a Claim as provided in Article 15.

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§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

§ 3.8 Allowances

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents,

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and
- 3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.
- § 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

§ 3.9 Superintendent

- § 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- § 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, the Architect may notify the Contractor, stating whether the Owner or the Architect (1) has reasonable objection to the proposed superintendent or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.
- § 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

§ 3.10 Contractor's Construction and Submittal Schedules

- § 3.10.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project.
- § 3.10.2 The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the

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Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.11 Documents and Samples at the Site

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to the Architect and Owner, and delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

§ 3.12 Shop Drawings, Product Data and Samples

- § 3.12.1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.
- § 3.12.2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.
- § 3.12.3 Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.
- § 3.12.4 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.
- § 3.12.5 The Contractor shall review for compliance with the Contract Documents, approve, and submit to the Architect, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of Separate Contractors.
- § 3.12.6 By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- § 3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been approved by the Architect.
- § 3.12.8 The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Architect's approval thereof.

- § 3.12.9 The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such notice, the Architect's approval of a resubmission shall not apply to such revisions.
- § 3.12.10 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.
- § 3.12.10.1 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review and approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.
- § 3.12.10.2 If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to the Architect at the time and in the form specified by the Architect.

§ 3.13 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.14 Cutting and Patching

- § 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.
- § 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or Separate Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner or a Separate Contractor except with written consent of the Owner and of the Separate Contractor. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withheld, from the Owner or a Separate Contractor, its consent to cutting or otherwise altering the Work.

§ 3.15 Cleaning Up

- § 3.15.1 The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.
- § 3.15.2 If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and the Owner shall be entitled to reimbursement from the Contractor.

§ 3.16 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

§ 3.17 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

§ 3.18 Indemnification

§ 3.18.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

ARTICLE 4 ARCHITECT

§ 4.1 General

§ 4.1.1 The Architect is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 4.2 Administration of the Contract

§ 4.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 4.2.3 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the

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Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of, and will not be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 4.2.4 Communications

The Owner and Contractor shall include the Architect in all communications that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with Separate Contractors shall be through the Owner. The Contract Documents may specify other communication protocols.

- § 4.2.5 Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.
- § 4.2.6 The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.
- § 4.2.7 The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. The Architect's review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- § 4.2.8 The Architect will prepare Change Orders and Construction Change Directives, and may order minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.
- § 4.2.9 The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.
- § 4.2.10 If the Owner and Architect agree, the Architect will provide one or more Project representatives to assist in carrying out the Architect's responsibilities at the site. The Owner shall notify the Contractor of any change in the duties, responsibilities and limitations of authority of the Project representatives.
- § 4.2.11 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.
- § 4.2.12 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations

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and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions rendered in good faith.

§ 4.2.13 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.14 The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

ARTICLE 5 SUBCONTRACTORS

§ 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a Separate Contractor or the subcontractors of a Separate Contractor.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Subsubcontractor.

§ 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, the Architect may notify the Contractor whether the Owner or the Architect (1) has reasonable objection to any such proposed person or entity or (2) requires additional time for review. Failure of the Architect to provide notice within the 14-day period shall constitute notice of no reasonable objection.

§ 5.2.2 The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 5.2.3 If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

§ 5.2.4 The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner or Architect makes reasonable objection to such substitution.

§ 5.3 Subcontractual Relations

By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work that the Contractor, by these Contract Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor,

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prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Subsubcontractors.

§ 5.4 Contingent Assignment of Subcontracts

- § 5.4.1 Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that
 - .1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
 - .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

- § 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.
- § 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 6.1 Owner's Right to Perform Construction and to Award Separate Contracts

- § 6.1.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.
- § 6.1.2 When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.
- § 6.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each Separate Contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with any Separate Contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to its construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, Separate Contractors, and the Owner until subsequently revised.
- § 6.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

§ 6.2 Mutual Responsibility

- § 6.2.1 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.
- § 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a Separate Contractor, the Contractor shall, prior to proceeding with that portion of the Work,

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promptly notify the Architect of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify the Architect of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractor that are not apparent.

- § 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a Separate Contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a Separate Contractor's delays, improperly timed activities, damage to the Work or defective construction.
- § 6.2.4 The Contractor shall promptly remedy damage that the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or Separate Contractor as provided in Section 10.2.5.
- § 6.2.5 The Owner and each Separate Contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 7 CHANGES IN THE WORK

§ 7.1 General

- § 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.
- § 7.1.2 A Change Order shall be based upon agreement among the Owner, Contractor, and Architect. A Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by the Architect alone.
- § 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order. Construction Change Directive, or order for a minor change in the Work.

§ 7.2 Change Orders

- § 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor, and Architect stating their agreement upon all of the following:
 - .1 The change in the Work;
 - .2 The amount of the adjustment, if any, in the Contract Sum; and
 - .3 The extent of the adjustment, if any, in the Contract Time.

§ 7.3 Construction Change Directives

- § 7.3.1 A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.
- § 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.
- § 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

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- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- As provided in Section 7.3.4.
- § 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:
 - .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by the Architect;
 - .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or
 - ,3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others:
 - .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
 - Costs of supervision and field office personnel directly attributable to the change.
- § 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.
- § 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.
- § 7.3.7 A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.
- § 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.
- § 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.
- § 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

§ 7.4 Minor Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. The Architect's order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will

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affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

ARTICLE 8 TIME

§ 8.1 Definitions

- § 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.
- § 8.1.2 The date of commencement of the Work is the date established in the Agreement.
- § 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.
- § 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 8.2 Progress and Completion

- § 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.
- § 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.
- § 8.2.3 The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

§ 8.3 Delays and Extensions of Time

- § 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner or Architect, of an employee of either, or of a Separate Contractor; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor's control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine.
- § 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.
- § 8.3.3 This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 9 PAYMENTS AND COMPLETION

§ 9.1 Contract Sum

- § 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.
- § 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

§ 9.2 Schedule of Values

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to the Architect before the first Application for Payment, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by the Architect. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment. Any changes to the schedule of values shall be submitted to the Architect and supported by such data to substantiate its accuracy as the Architect may require, and

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unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.3 Applications for Payment

- § 9.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner or Architect require, such as copies of requisitions, and releases and waivers of liens from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents.
- § 9.3.1.1 As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.
- § 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.
- § 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site.
- § 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials, and equipment relating to the Work.

§ 9.4 Certificates for Payment

- § 9.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; or (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner of the Architect's reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole as provided in Section 9.5.1.
- § 9.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

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§ 9.5 Decisions to Withhold Certification

§ 9.5.1 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor:
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.
- § 9.5.2 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.
- § 9.5.3 When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.
- § 9.5.4 If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Contractor shall reflect such payment on its next Application for Payment.

§ 9.6 Progress Payments

- § 9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.
- § 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.
- § 9.6.3 The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.
- § 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.
- § 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

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- § 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.
- § 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.
- § 9.6.8 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

§ 9.7 Failure of Payment

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents, the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.8 Substantial Completion

- § 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.
- § 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- § 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.
- § 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.
- § 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

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§ 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

§ 9.10 Final Completion and Final Payment

§ 9.10.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 9.10.2 Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment, (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6) if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

§ 9.10.3 If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

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- § 9.10.4 The making of final payment shall constitute a waiver of Claims by the Owner except those arising from
 - .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
 - .2 failure of the Work to comply with the requirements of the Contract Documents;
 - .3 terms of special warranties required by the Contract Documents; or
 - .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

§ 10.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
- § 10.2.2 The Contractor shall comply with, and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss.
- § 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.
- § 10.2.4 When use or storage of explosives or other hazardous materials or equipment, or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.
- § 10.2.5 The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.
- § 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.
- § 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

§ 10.2.8 Injury or Damage to Person or Property

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.3 Hazardous Materials and Substances

§ 10.3.1 The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition.

§ 10.3.2 Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 10.3.3 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 10.3.4 The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

§ 10.3.5 The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

§ 10.4 Emergencies

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In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

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ARTICLE 11 INSURANCE AND BONDS

§ 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy or as otherwise described in the Contract Documents.

§ 11.1.2 The Contractor shall provide surety bonds of the types, for such penal sums, and subject to such terms and conditions as required by the Contract Documents. The Contractor shall purchase and maintain the required bonds from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance. Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 11.2 Owner's Insurance

§ 11.2.1 The Owner shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in the Agreement or elsewhere in the Contract Documents. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

§ 11.2.2 Failure to Purchase Required Property Insurance. If the Owner fails to purchase and maintain the required property insurance, with all of the coverages and in the amounts described in the Agreement or elsewhere in the Contract Documents, the Owner shall inform the Contractor in writing prior to commencement of the Work. Upon receipt of notice from the Owner, the Contractor may delay commencement of the Work and may obtain insurance that will protect the interests of the Contractor, Subcontractors, and Sub-Subcontractors in the Work. When the failure to provide coverage has been cured or resolved, the Contract Sum and Contract Time shall be equitably adjusted. In the event the Owner fails to procure coverage, the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent the loss to the Owner would have been covered by the insurance to have been procured by the Owner. The cost of the insurance shall be charged to the Owner by a Change Order. If the Owner does not provide written notice, and the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain the required insurance, the Owner shall reimburse the Contractor for all reasonable costs and damages attributable thereto.

§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance. Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

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§ 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, subsubcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by the Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this section 11.3.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 11.3.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor and Architect for loss of use of the Owner's property, due to fire or other hazards however caused.

§11.5 Adjustment and Settlement of Insured Loss

§ 11.5.1 A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

§ 11.5.2 Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

§ 12.1 Uncovering of Work

§ 12.1.1 If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.

§ 12.1.2 If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to

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the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

§ 12.2 Correction of Work

§ 12.2.1 Before Substantial Completion

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

§ 12.2.2 After Substantial Completion

§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.5.

- § 12.2.2.2 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.
- § 12.2.2.3 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.
- § 12.2.3 The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.
- § 12.2.4 The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner or Separate Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.
- § 12.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

§ 12.3 Acceptance of Nonconforming Work

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 13 MISCELLANEOUS PROVISIONS

§ 13.1 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

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§ 13.2 Successors and Assigns

- § 13.2.1 The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.
- § 13.2.2 The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

§ 13.3 Rights and Remedies

- § 13.3.1 Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.
- § 13.3.2 No action or failure to act by the Owner, Architect, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

§ 13.4 Tests and Inspections

- § 13.4.1 Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.
- § 13.4.2 If the Architect, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.
- § 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for the Architect's services and expenses, shall be at the Contractor's expense.
- § 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.
- § 13.4.5 If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.
- § 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

§ 13.5 Interest

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate the parties agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

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ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT

§ 14.1 Termination by the Contractor

§ 14.1.1 The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.
- § 14.1.2 The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.
- § 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.
- § 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Sub-subcontractor, or their agents or employees or any other persons or entities performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

§ 14.2 Termination by the Owner for Cause

- § 14.2.1 The Owner may terminate the Contract if the Contractor
 - .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
 - .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
 - .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
 - .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.
- § 14.2.2 When any of the reasons described in Section 14.2.1 exist, and upon certification by the Architect that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:
 - .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
 - .2 Accept assignment of subcontracts pursuant to Section 5.4; and
 - .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.
- § 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.
- § 14.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance,

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the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

§ 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

- § 14.3.2 The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent
 - .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
 - .2 that an equitable adjustment is made or denied under another provision of the Contract.

§ 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

- § 14.4.2 Upon receipt of notice from the Owner of such termination for the Owner's convenience, the Contractor shall
 - .1 cease operations as directed by the Owner in the notice;
 - .2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
 - .3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.
- § 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Claims

§ 15.1.1 Definition

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

§ 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

§ 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

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§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

§ 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. The Architect will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost

If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

§ 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated, and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit, except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections 10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the

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Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

- § 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.
- § 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.
- § 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.
- § 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.
- § 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days after receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.
- § 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- § 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 15.3 Mediation

- § 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.
- § 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.
- § 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 Arbitration

- § 15.4.1 If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. The Arbitration shall be conducted in the place where the Project is located, unless another location is mutually agreed upon. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.
- § 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.
- § 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- § 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 Consolidation or Joinder

- § 15.4.4.1 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).
- § 15.4.4.2 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.
- § 15.4.4.3 The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as those of the Owner and Contractor under this Agreement.

SECTION E

SUPPLEMENTARY CONDITIONS

The following supplements modify the "General Conditions of the Contract for Construction," AIA Documents A201–2007. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

ARTICLE 1 - GENERAL PROVISIONS

A. Add the following sentence to the end of Subparagraph 1.1.1:

The Contract Documents executed or identified in accordance with Subparagraph 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic operations involving computers.

- B. Add Clause 1.2.1.1 to Subparagraph 1.2.1:
 - **1.2.1.1** In the event of conflicts or discrepancies about the Contract Documents, interpretations will be based on the following priorities:
 - 1. The Agreement.
 - 2. Addenda, with those of later date having precedence over those of earlier date.
 - 3. The Supplementary Conditions.
 - 4. The General Conditions of the Contract for Construction.
 - 5. Division 1 of the Specifications
 - 6. Drawings and Divisions 2-16 of the Specifications.

In the case of conflicts or discrepancies between Drawings and Divisions 2-16 of the Specifications or within either Document not clarified by Addendum, the Architect will determine which takes precedence in accordance with Subparagraph 4.2.11.

- C. Add the following Subparagraph 1.6.2 to Paragraph 1.6:
 - **1.6.2** Contractor's Use of Instruments of Service in Electronic Form.
 - **1.6.2.1** The Architect may, with the concurrence of the Owner, furnish to the Contractor versions of Instruments of Service in electronic form. The Contract Documents executed or identified in accordance with Subparagraph 1.5.1 shall prevail in case of an inconsistency with subsequent versions made through manipulatable electronic operations involving computers.
 - **1.6.2.2** The Contractor shall not transfer or reuse Instruments of Service in electronic or machine readable form without the prior written consent of the Architect.

ARTICLE 3 - CONTRACTOR

- A. Add the following Subparagraph 3.2.4 to Paragraph 3.2:
 - **3.2.4.** The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect for the Architect to evaluate and respond to the Contractor's requests for information, where such information was available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation.
- B. Delete Subparagraph 3.4.2 and substitute the following:
 - **3.4.2** After the Contract has been executed, the Owner and Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications). By making request for substitutions, the Contractor:
 - .1 represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
 - .2 represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified:
 - .3 certifies that the cost data presented is complete and includes all related costs under

- this Contract except the Architect's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
- .4 will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.
- C. Add the following Subparagraph 3.4.4 to Paragraph 3.4:
 - **3.4.4** The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect to evaluate the Contractor's proposed substitutions and to make agreed upon changes in the Drawings and Specifications made necessary by the Owner's acceptance of such substitutions.

ARTICLE 4 - ADMINISTRATION OF THE CONTRACT

- A. Add Clause 4.2.2.1 to Subparagraph 4.2.1:
 - **4.2.2.1** The Contractor shall reimburse the Owner for compensation paid to the Architect for additional site visits made necessary by the fault, neglect or request of the Contractor.
- B. Add the following Clauses 4.3.7.3 and 4.3.7.4 to Subparagraph 4.3.7:
 - **4.3.7.3** Claims for increase in the Contract Time shall set forth in detail the circumstances that form the basis for the Claim, the date upon which each cause of delay began to affect the progress of the Work, the date upon which each cause of delay ceased to affect the progress of the Work and the number of days' increase in the Contract Time claimed as a consequence of each such cause of delay. The Contractor shall provide such supporting documentation as the Owner may require including, where appropriate, a revised construction schedule indicating all the activities affected by the circumstances forming the basis of the Claim.
 - **4.3.7.4** The Contractor shall not be entitled to a separate increase in the Contract Time for each one of the number of causes of delay which may have concurrent or interrelated effects on the progress of the Work, or for concurrent delays due to the fault of the Contractor.

ARTICLE 7 - CHANGES IN THE WORK

- A. Add the following Subparagraph 7.1.4 to Paragraph 7.1:
 - **7.1.4** The combined overhead and profit included in the total cost to the Owner of a change in the Work shall be based on the following schedule:
 - .1 For the Contractor, for Work performed by the Contractor's own forces, 10 percent of the cost.
 - .2 For the Contractor, for Work performed by the Contractor's Subcontractors, 5 percent of the amount due the Subcontractors.
 - .3 For each Subcontractor involved, for Work performed by that Subcontractor's own forces, 10 percent of the cost.
 - .4 For each Subcontractor involved, for Work performed by the Subcontractor's Subsubcontractors, 5 percent of the amount due the Sub-subcontractor.
 - .5 Cost to which overhead and profit is to be applied shall be determined in accordance with Subparagraph 7.3.6.
 - In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their property can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change involving over \$1000.00 be approved without such itemization.

ARTICLE 9 - PAYMENTS AND COMPLETION

A. Option B:

Add the following Clause 9.3.1.3 to Subparagraph 9.3.1:

9.3.1.3Until final payment, the Owner shall pay 90 percent of the amount due the Contractor on account of progress payments. 10% retainage shall be withheld until job is 100% complete. For each Work category shown to be 50 percent or more complete in the Application for Payment, the Architect will, without reduction of previous retainage, certify any remaining progress payments for each Work

category to be paid in full.

- B. Add the following Clause 9.8.3.1 to Subparagraph 9.8.3:
 - **9.8.3.1** Except with the consent of the Owner, the Architect will perform no more than two (2) inspections to determine whether the Work or a designated portion thereof has attained Substantial Completion in accordance with the Contract Documents. The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect for any additional inspections.
- Add the following Clause 9.10.1.1 to Subparagraph 9.10.1:
 9.10.1.1 Except with the consent of the Owner, the Architect will perform no more than two (2) inspections to determine whether the Work or a designated portion thereof has attained Final Completion in accordance with the Contract Documents. The Owner shall be entitled to deduct from the Contract Sum amounts paid to the Architect for any additional inspections.
- D. In Subparagraph 9.10.2 omit, "(5) if required by the Owner, . . . designated by the Owner" and substitute the following: "(5) Statutory Affidavit executed by the Contractor and all Subcontractors in the form following this section."

ARTICLE 11 - INSURANCE AND BONDS

- A. Add the following Clauses 11.1.2.1 through 11.1.2.4 to Subparagraph 11.1.2:
 - **11.1.2.1** The limits for Worker's Compensation and Employer's Liability insurance shall meet statutory limits mandated by State and Federal Laws. If (1) limits in excess of those required by statute are to be provided or (2) the employer is not statutorily bound to obtain such insurance coverage or (3) additional coverages are required, additional coverages and limits for such insurance shall be as follows:
 - **11.1.2.2** The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, Personal Injury and Broad Form Property Damage (including coverage for Explosion, Collapse and Underground hazards) shall be as follows:
 - \$1,000,000. Each Occurrence
 - \$2,000,000. General Aggregate
 - \$1,000,000. Personal and Advertising Injury
 - \$ 2,000,000. Products-Completed Operations Aggregate
 - 1 The policy shall be endorsed to have the General Aggregate apply to this Project only.
 - .2 The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Documents A201-2007 under Paragraph 3.18.
 - .3 Products and Completed Operations insurance shall be maintained for a minimum period of at least <u>One</u> (1) year(s) after either 90 days following Substantial Completion or final payment, whichever is earlier.
 - **11.1.2.3** Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall be as follows:
 - \$ 1,000,000. Each Accident
 - 11.1.2.4 Umbrella or Excess Liability coverage shall be as follows:
- B. **11.3.1** Modify the first sentence of Subparagraph 11.4.1 as follows: Delete "Unless otherwise provided, the Owner" and substitute "The Contractor." Add the following sentences:

If the Owner is damaged by the failure of the Contractor to purchase and maintain such insurance without so notifying the Owner in writing, then the Contractor shall bear all reasonable costs attributable thereto.

- C. **11.3.1.3** Modify Clause 11.4.1.3 by substituting "Contractor" for Owner."
- D. 11.3.4 Delete Subparagraph 11.4.4.
- E. **11.3.6** Modify Subparagraph 11.4.6 by making the following substitutions: (1) in the first sentence, substitute "Contractor" for "Owner" and "Owner" for "Contractor," and (2) substitute "Owner" for "Contractor" at the end of the last sentence.
- F. **11.3.7** Modify Subparagraph 11.4.7 by substituting "Contractor" for "Owner" at the end of the first sentence.
- G. **11.3.8** Modify Subparagraph 11.4.8 by substituting "Contractor" for "Owner"; except that at the first reference to "Owner" in the first sentence, the word "this" should be substituted for "Owner's."
- H. **11.3.9** Modify Subparagraph 11.4.9 by substituting "Contractor" for "Owner" each time the latter word appears except in the last sentence.
- I. **11.3.10** Modify Subparagraph 11.4.10 by substituting "Contractor" for "Owner" each time the latter word appears.
- J. Delete Subparagraph 11.4.1 and substitute the following:
 - **11.4.1** The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. Bonds may be obtained through the Contractor's usual source and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to 100 percent of the Contract Sum.
- K. 11.4.1.1 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished.
- L. **11.4.1.2** The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

STATUTORY AFFIDAVIT

ST	ГАТЕ OF COUNTY OF						
FR	ROM:						
TC	(Contractor) D:						
	E: Contract entered into this day of, 20, between t	he above					
	entioned parties for the construction of a						
	KNOW ALL MEN BY THESE PRESENTS:						
1.	The undersigned hereby certifies that all work required under the above contract has been performed in accordance with the terms thereof, that all material men, subcontractors, mechanics and laborers have been paid and satisfied in full and that there are not outstanding claims of any character arising out of the performance of the Contract which have not been paid and satisfied in full.						
2.	The undersigned further certifies that to the best of his knowledge and belief there are not unsatisfied claims for damages resulting from injury or death to any employee, subcontractor, or the public at large arising out of the performance of the contract, or any suits or claims for any other damage of any kind, nature, or description which might constitute a lien upon the property of the Owner.						
3.	The undersigned makes this affidavit as provided by law and for the purpose of receiving final payment in full settlement of all claims arising under or by virtue of the Contract, and acceptance of such payment is acknowledged as a release of the Owner from any and all claims arising under or by virtue of the Contract.						
IN	WITNESS WHEREOF, the undersigned has signed and sealed this instrument						
	this day of, 2	0					
	ersonally appeared before the undersigned, who after being duly sworn, depose(s) and say(s) that the facts state	and ted in the					
ab	pove affidavit are true.						
	(Notary Public)						
Th	nis, 20						
Му	y Commission expires						



architects

SECTION F

SPECIAL CONDITIONS

PART 1. ARCHITECT

Wherever the term "Architect" appears in these specifications, it shall mean Altman + Barrett Architects, PC, 117 W. Main Street, Hahira, GA.

PART 2. OWNER

Wherever the term "Owner" appears in these specifications, it shall mean the Coffee County School System, Douglas, Georgia.

PART 3. TEMPORARY ELECTRIC

Owner will provide power.

PART 4. TEMPORARY WATER

Owner will provide water.

PART 5. TEMPORARY TOILETS

The Contractor shall provide temporary toilet facilities for the use of his workmen located where approved by the School Principal. Such facilities shall be maintained in a clean and sanitary condition throughout their use and shall be removed on completion of the work.

PART 6. CLEANING

The Contractor shall allow no trash to accumulate and shall remove same at the close of each working day. All building materials and trash shall be disposed of off-campus. Particular attention shall be given to the protection of plants from waste cement or water run off. Burning of material on the site in any way will not be permitted. Contractor is responsible for all trash disposal as the Owner will not dispose of any trash.

PART 7. ACTS AND EXECUTIVE ORDERS

The Contractor, by signing the contract, acknowledges that he is aware of and familiar with the contents and requirements of the following acts and executive orders:

- (a) High Voltage Act Georgia Law 1960, pp. 181-183.
- (b) Underground Gas Pipe Law Georgia Law 1969, p. 5057.
- (c) <u>Williams Steiger Occupational Safety and Health Act of 1970</u>.
- (d) The non-discrimination clause contained in Section 202 Executive Order 11264 as amended by Executive Order 11375 relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin and the implementing of rules and regulations described by the Secretary of Labor are incorporated.
- (e) E-Verify Program administered by the Department of Homeland Security and the Social Security Administration. For more information on this program please visit their website at www.dhs.gov/E-verify.

PART 8. CONTRACTOR IS RESPONSIBLE FOR ALL MEASUREMENTS

All figures contained in these specifications are approximate and bid submitted is a firm price base on Contractor's measurements.

PART 9. NO ASBESTOS IN NEW MATERIALS

The Contractor shall not install asbestos containing materials in this project. Any materials installed by the Contractor that are found to contain asbestos in any quantity or form shall be removed and replaced by the Contractor at no cost to the Owner.

PART 10. TRASH DISPOSAL

The contractor shall allow no trash to accumulate and shall remove same at the close of each working day. All building materials and trash shall be disposed of off-campus. Particular attention shall be given to the protection of plants from waste cement or water runoff. Burning of material on the site in any way will not be permitted. Contractor is responsible for trash disposal as the Owner will not dispose of any trash.

PART 11. CONTRACTOR EMPLOYEES CONDUCT

The Contractor shall insure that his employees and his sub-contractors' employees conduct themselves in a gentlemanly manner while on the school campus. Gestures, remarks, cat calls, whistling, or anything else of a derogatory nature will not be tolerated, and will be sufficient cause for the permanent removal of an employee from the campus.

PART 12. SITE CONDITIONS

The existing facility will be in operation and occupied throughout the construction period. Access to existing drives and other circulation elements will be kept open at all times. Construction debris, dirt, water run-off, and similar products will be contained on the construction site in the manner specified.

PART 13. PROTECTION OF PROPERTY

Contractor will be held liable for all damages to personal and real property as a result of his negligence to provide protective measures.

The construction of the safeguards shall be in accordance with Chapter XXI, Safeguards During Construction, Georgia State Building Code, 1977 Edition.

When the need for protection installed no longer exists, the Contractor shall remove such protective devices.

PART 14. FLAMMABLE STORAGE CONTAINERS

Any and all flammable materials (lacquer, thinner, gasoline, etc.) to be used on the project shall be stored in five (5) gallon explosion-proof containers.

PART 15. NPDES RULES AND REGULATIONS

- A. By submitting a proposal for this project, Contractor agrees that the requirements of the Georgia Environmental Protection Division's (EPD) National Pollutant Discharge Elimination Systems (NPDES) General Permit for Construction Activity apply to this project. Contractor agrees that it has reviewed the documents and will prepare and execute Notice of Intent (NOI) form based on the Erosion, Sedimentation & Pollution Control Plan (ESPCP) and a Comprehensive Monitoring Plan (CMP), if any, as shown on the drawings and in the specifications. Contractor understands that the NOI must be filed and received by EPD fourteen days prior to the start of construction and agrees that the preparation and submittal of the NOI is a prerequisite to the issuance of a Notice to Proceed for the project.
- B. The Owner will forward the NOI to the appropriate official of the project partner (state agency) for co-signature, then forward it to the Georgia EPD. All information submitted to EPD shall be considered public information and available under the Georgia Open Records Act.
- C. Any change to the ESPCP or CMP which may be necessitated by the Contractor's planned activities on the site must be processed as an approved amendment to the ESPCP or CMP prior to the Contractor undertaking such activities. The cost of such changes, including without limitation any design fees, shall be borne by the Contractor. Any changes necessitated by unusual weather conditions shall be borne by the Owner.
- D. The Contractor shall insure that each secondary permittee (an individual contractor/subcontractor, utility company or contractor that conducts construction activity within a common development) is provided with a copy of the plan and that they understand their role in the implementation of the plan. The Contractor shall make every effort to establish all utilities a secondary permittees. The Contractor shall provide all participants in land disturbance activity on the site (grading, curb & sign contractors, etc) a copy of the plan. The Contractor shall include language in all participants' contracts certifying that they understand the NPEDES permit requirements and will adhere to the plan.
- E. The Contractor shall submit a Notice of Termination (NOT) to EPD when the entire development has undergone final stabilization and all storm water discharges associated with construction have ceased. The NOT shall be sent return receipt or similar certified service with a copy provided to the Owner, the Architect, and the project partner (state agency).
- F. Contractor understands and agrees that permit violations are grounds for an enforcement action, permit termination (stop work order), or denial of a permit renewal application. Failure to properly install, inspect, maintain, and make required revisions to the Plan in accordance with BMPs, sample or report, shall constitute a violation of the permit for each day on which such failure occurs and shall, in addition, be a breach of the contract with the Owner.
- G. Contractor certifies that he has included sufficient sums in his base bid to cover the cost of the installation of the Erosion, Sedimentation & Pollution Control Plan and its maintenance under normal weather conditions.
- H. The Contractor shall perform all NPDES inspections, monitoring, and reporting in accordance with the Erosion Sediment and Pollution Control Plan included in the construction plans.

PART 16. TRANSPORT TO TESTING LAB

The specifications require the Contractor to deal with or furnish transport various material samples to a testing laboratory. For the information of the Contractor, the samples will be acquired and stored in a protected location at the construction site. The testing lab designated by the Architect will be responsible for picking up the samples at the site, and for determining procedures the contractor will use in facilitating specified testing.

PART 17. WARRANTY WORK

- A. General Conditions includes the following: "As additional security for the fulfillment of such obligation, but in no way limiting the same, the contractor warrants and guarantees (1) that all work executed under the plans and specifications shall be free from defects of materials or workmanship for a period of one year from the date of the final certificate of the architect, and (2) that for not less than one year from the date of the final certificate of the architect, or for such greater space of time as may have been designated in the specifications, products of manufacturers shall be free from defects of materials or workmanship."
- B. In light of the above stated Contractor's warranty and guarantee, during the one year period of the warranty and guarantee any defects of material or workmanship that become apparent shall be the responsibility of the Contractor until and unless the Contractor can show abuse or design defect. The Contractor shall immediately correct all defects that become known during the one year period at no cost to the Owner unless notice is given to the Architect prior to correcting the defect that the cause of the defect is the result of abuse or design deficiency.
- C. When the Contractor is notified by the Architect of a defect, the Contractor will visit the site to review the complaint. If it is the Contractor's responsibility, it will be immediately corrected. If the Contractor alleges design defect or abuse, he will notify the Architect and the Architect will issue a formal decision in his capacity as Architect and impartial interpreter of the conditions of the contract.
- D. If the condition is an emergency, this will be communicated to the Contractor with the request that no matter what he finds, corrections are to be accomplished immediately. If it is determined the complaint is not the responsibility of the Contractor, the Contractor will be paid immediately for the cost of the service call.
- E. The Contractor shall respond to a notice of defect within three (3) days except when classified as an emergency, in which case the Contractor's response time shall be limited to 24 hours. If the Contractor fails to respond within these time limits, the Owner may correct the defect and charge the Contractor for the work.

PART 19. ENVIRONMENT OF FINISHED SPACES:

Once painting, ceiling tile or other finish work begins, Contractor shall maintain spaces between 68 - 80 degrees.

PART 20. STATUTORY AFFIDAVIT: See next page for form.

PART 21. COMPLETION DATE

The Contractor agrees to commence actual physical work on site with an adequate force and equipment prior to <u>July 5, 2018</u> and be CMU wall completed and ready for occupancy on <u>July 27, 2018</u>. Glazing, hardware and new doors completed by <u>August 17, 2018</u>.

PART 22. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION DOCUMENTS

The Construction Manager is responsible for including in his or her bid all cost for printing complete contract documents to include but not limited to drawings, specifications, addenda, or clarifications for the construction of this project. Neither the owner nor the architect will pay or provide plans and

specifications to the general contractor for the construction of this project.							
END.							

STATUTORY AFFIDAVIT

STATE OF		COUNTY OF				
FROM:						
то.		•	ontractor)			
10:	<u>:</u>					
RE:	Contract entered into this	day of _		, 19	, between the above	
mei	ntioned parties for the construction	of a				
	KNOV	V ALL MEN	BY THESE PRESE	:NTS:		
1.	The undersigned hereby certifies in accordance with the terms ther have been paid and satisfied in fu out of the performance of the Cor	eof, that all i Ill and that th	material men, subco nere are not outstan	ontractors, m iding claims	echanics and laborers of any character arising	
2.	The undersigned further certifies claims for damages resulting from large arising out of the performan any kind, nature, or description w	n injury or de ce of the co	eath to any employe ntract, or any suits o	e, subcontra or claims for	actor, or the public at any other damage of	
3.	The undersigned makes this affidavit as provided by law and for the purpose of receiving final payment in full settlement of all claims arising under or by virtue of the Contract, and acceptance of such payment is acknowledged as a release of the Owner from any and all claims arising under or by virtue of the Contract.					
IN۱	WITNESS WHEREOF, the unders	igned has si	gned and sealed th	is instrumen	t	
		this	day of		, 19	
Per	sonally appeared before the unde	rsianed		and		
	who after byve affidavit are true.	peing duly s	worn, depose(s) and	d say(s) that	the facts stated in the	
abo	To amadan are trae.					
	(Notary Public)					
This	s day of		, 19			
Му	Commission expires					

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91,
stating affirmatively that the individual, firm or corporation which is engaged in the physical performance
of services on behalf of () has registered with, is authorized to use
name of public employer
and uses the federal work authorization program commonly known as E-Verify, or any subsequent
replacement program, in accordance with the applicable provisions and deadlines established in
O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work
authorization program throughout the contract period and the undersigned contractor will contract for the
physical performance of services in satisfaction of such contract only with subcontractors who present an
affidavit to the contractor with the information required by O.C.G.A. § 13-I0-91(b). Contractor hereby
attests that its federal work authorization user identification number and date of authorization are as
follows:
Federal Work Authorization User Identification Number
Date of Authorization
Nome of Contractor
Name of Contractor
Name of Project
Name of Public Employer
I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on (oity) (ototo)
Executed on,, 20 in (city), (state).
Signature of Authorized Officer or Agent
Printed Name and Title of Authorized Officer or Agent
Fillited Name and Title of Admonized Officer of Agent
SUBSCRIPBED AND SWORN BEFORE ME
ON THIS THE DAY OF, 20
NOTARY PUBLIC
My Commission Evniron
My Commission Expires:



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SECTION 01010

SUMMARY OF WORK

PART 1 GENERAL

1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of the following: The replacement of some doors, rework one exiting hollow metal frame, casework, new security glazing, new security hardware, electrical for power and data to run removal security hardware, paint, remove ceiling tile and grid, install new ceiling tile and grid. Construct CMU wall. Contractor shall protect existing finishes and replace any finish that is damaged. Work will be completed from May 28th, 2018 to July 27th, 2018.
 - 1. Project Location:
 - a Coffee High School159 Trojan WayDouglas, GA 31533
 - Owner:
 - a Coffee County Schools 1311 South Peterson Avenue Douglas, GA 31533
- B. Contract Documents, dated May 17, 2018 were prepared for the Project by Altman + Barrett Architects, 117 W. Main Street, P.O. Box 665, Hahira, Georgia 31632. The Work will be constructed under a single prime contract.

1.02 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other contractors on portions of the Project.
- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 - 1. Owner Occupancy: Allow for Owner occupancy and use by the public.
 - Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.03 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. The Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 - 2. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 - 3. Prior to partial Owner occupancy, mechanical and electrical systems

shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.

4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.04 OWNER-FURNISHED PRODUCTS

- A. The Work includes providing support systems to receive Owner's equipment, and mechanical and electrical connections.
 - 1. The Owner will arrange for and deliver necessary shop drawings, product data, and samples to the Contractor.
 - 2. The Owner will arrange and pay for delivery of Owner-furnished items according to the Contractor's Construction Schedule.
 - 3. Following delivery, the Owner will inspect items delivered for damage.
 - 4. If Owner-furnished items are damaged, defective, or missing, the Owner will arrange for replacement.
 - 5. The Owner will arrange for manufacturer's field services and for the delivery of manufacturer's warranties to the appropriate Contractor.
 - 6. The Contractor shall designate delivery dates of Owner-furnished items in the Contractor's Construction Schedule.
 - 7. The Contractor shall review shop drawings, product data, and samples and return them to the Architect noting discrepancies or problems anticipated in use of the product.
 - 8. The Contractor is responsible for receiving, unloading, and handling Owner-furnished items at the site.
 - The Contractor is responsible for protecting Owner-furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations.

PART 2PRODUCTS (Not Applicable)

PART 3EXECUTION (Not Applicable)

END.

SECTION 01027

APPLICATIONS FOR PAYMENT

PART 1 GENERAL

1.01 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
- B. This Section specifies administrative and procedural requirements governing each prime contractor's Applications for Payment.
 - Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.
- C. Related Sections: The following Sections contain requirements that relate to this Section.
 - 1. Schedules: The Contractor's Construction Schedule and Submittal Schedule are specified in Division 1 Section "Submittals."

1.02 SCHEDULE OF VALUES

- A. Contractor shall provide a schedule of values for Reroofing and Interior Renovations to Willacoochee Elementary School.
- C. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
- D. Coordination: Each prime Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
 - a) Contractor's Construction Schedule.
 - b) Application for Payment forms, including Continuation Sheets.
 - c) List of subcontractors.
 - d) Schedule of allowances.
 - e) Schedule of alternates.
 - f) List of products.
 - g) List of principal suppliers and fabricators.
 - h) Schedule of submittals.
 - 2. Submit the Schedule of Values to the Architect at the earliest possible date but no later than 7 days before the date scheduled for submittal of the initial Applications for Payment.
 - 3. Subschedules: Where Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
- E. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section.
 - Identification: Include the following Project identification on the Schedule of Values:
 - a) Project name and location.
 - b) Name of the Architect.
 - c) Project number.
 - d) Contractor's name and address.
 - e) Date of submittal.
 - 2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - Related Specification Section or Division.

- b) Description of Work.
- c) Name of subcontractor.
- d) Name of manufacturer or fabricator.
- e) Name of supplier.
- f) Change Orders (numbers) that affect value.
- g) Dollar value.
 - Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
- Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Break principal subcontract amounts down into several line items.
- 4. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
- 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
 - Differentiate between items stored on-site and items stored offsite. Include requirements for insurance and bonded warehousing, if required.
- 6. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
- 7. Unit-Cost Allowances: Show the line-item value of unit-cost allowances, as a product of the unit cost, multiplied by the measured quantity. Estimate quantities from the best indication in the Contract Documents.
- 8. Margins of Cost: Show line items for indirect costs and margins on actual costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
 - a) Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at the Contractor's option.
- 9. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.03 APPLICATIONS FOR PAYMENT

- A. Contractor shall provide applications for payment for Reroofing and Interior Renovations to Willacoochee Elementary School
- B. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
 - The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- C. Payment-Application Times: Each progress-payment date is indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- D. Payment-Application Times: The date for each progress payment is the 15th day of each month. The period covered by each Application for Payment starts on the day following the end of the preceding period and ends 15 days prior to the date for each progress payment.
- E. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.

- F. Payment-Application Forms: Use forms provided by the Owner for Applications for Payment. Sample copies are included at the end of this Section.
- G. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Architect will return incomplete applications without action.
 - 1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- H. Transmittal: Submit <u>four (4) signed and notarized original copies</u> of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments, when required.
- Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Architect.
- J. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who is lawfully entitled to file a mechanics lien arising out of the Contract and related to the Work covered by the payment.
- K. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics liens from subcontractors, sub-subcontractors and suppliers for the construction period covered by the previous application.
 - 1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit final or full waivers.
 - The Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Waiver Delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.
 - Submit final Applications for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - 5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to the Owner.
- L. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. Contractor's Construction Schedule (preliminary if not final).
 - 5. Schedule of principal products.
 - 6. Schedule of unit prices.
 - 7. Submittal Schedule (preliminary if not final).
 - 8. List of Contractor's staff assignments.
 - 9. List of Contractor's principal consultants.
 - 10. Copies of building permits.
 - 11. Copies of authorizations and licenses from governing authorities for performance of the Work.
 - 12. Initial progress report.
 - 13. Report of preconstruction meeting.
 - 14. Certificates of insurance and insurance policies.
 - 15. Performance and payment bonds.

- 16. Data needed to acquire the Owner's insurance.
- 17. Initial settlement survey and damage report, if required.
- M. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
 - This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
 - 2. Administrative actions and submittals that shall precede or coincide with this application include:
 - a) Occupancy permits and similar approvals.
 - b) Warranties (guarantees) and maintenance agreements.
 - c) Test/adjust/balance records.
 - d) Maintenance instructions.
 - e) Meter readings.
 - f) Startup performance reports.
 - g) Changeover information related to Owner's occupancy, use, operation, and maintenance.
 - h) Final cleaning.
 - i) Application for reduction of retainage and consent of surety.
 - j) Advice on shifting insurance coverages.
 - k) Final progress photographs.
 - List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- N. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
 - 1. Completion of Project closeout requirements.
 - 2. Completion of items specified for completion after Substantial Completion.
 - 3. Ensure that unsettled claims will be settled.
 - 4. Ensure that incomplete Work is not accepted and will be completed without undue delay.
 - 5. Transmittal of required Project construction records to the Owner.
 - 6. Certified property survey.
 - 7. Proof that taxes, fees, and similar obligations were paid.
 - 8. Removal of temporary facilities and services.
 - 9. Removal of surplus materials, rubbish, and similar elements.
 - 10. Change of door locks to Owner's access.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END.

Application and Certificate for Payment

TO OWNER: APPLICATION NO: Distribution to: CONTRACT FOR: General Construction ARCHITECT Altman + Barrett Architects, PC FROM CONTRACT DATE: CONTRACTOR: 4365 Plantation Crest Road CONTRACTOR: ARCHITECT: PROJECT NOS: / FIELD: Valdosto GA 31602 OTHER

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current CONTRACTOR'S APPLICATION FOR PAYMENT Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached. payment shown herein is new due 1. ORIGINAL CONTRACT SUM 2. NET CHANGE BY CHANGE ORDERS 0.00 CONTRACTOR: 3. CONTRACT SUM TO DATE (Line 1 ± 2). 0.00 By: Date: State of: 5. RETAINAGE: County 0 % of Completed Work (Column D + E on G703) 70.00 me this b. 0 % of Stored Material (Column F on G703) My Commission expires Total Retainage (Lines 5a + 5byor Total in ex ARCHITECT'S CERTIFICATE FOR PAYMENT In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of 'the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED. 6. TOTAL EARNED LESS RETAINAGE . (Line 4 Less Line 5 Total) 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) 8 CURRENT PAYMENT DUE 0.00 9. BALANCE TO FINISH, INCLUDING RETAINAGE AMOUNT CERTIFIED (Attach explanation if amount certified differs from the amount applied. Initial all figures on this (Line 3 less Line 6) 0.00 Application and on the Continuation Sheet that are changed to conform with the amount certified.) CHANGE ORDER SUMMARY ADDITIONS DEDUCTIONS ARCHITECT: tal changes appro ed in previo Total approved this Month This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract. TOTALS S

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Continuation Sheet

NET CHANGES by Change Order

AIA Document, G702TM–1992, Application and Certification for Payment, or G736TM–2009, Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached. APPLICATION NO: APPLICATION DATE: PERIOD TO: In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO: F H WORK COMPLETED TOTAL MATERIALS. COMPLETED BALANCE TO RETAINAGE FROM DESCRIPTION OF SCHEDULED ITEM (IF VARIABLE PREVIOUS APPLICATION AND STORED TO FINISH (G + C) WORK VALUE STORED DATE (C - G)RATE) NOT IN D OR E (D+E+F) (D+E)0.00% 0.00 0,00 % 0.00 500 8.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0.00 0.00 0.00 % 0:00 GRAND TOTAL 50.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00% \$0.00 \$0.00

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COORDINATION

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:
 - 1. General project coordination procedures.
 - 2. Conservation.
 - 3. Coordination Drawings.
 - 4. Administrative and supervisory personnel.
 - 5. Cleaning and protection.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Project Meetings" for progress meetings, coordination meetings, and preinstallation conferences.
 - 2. Division 1 Section "Submittals" for preparing and submitting the Contractor's Construction Schedule.
 - 3. Division 1 Section "Materials and Equipment" for coordinating general installation.
 - 4. Division 1 Section "Contract Closeout" for coordinating contract closeout.

1.02 COORDINATION

- A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
 - Make provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
 - 1. Prepare similar memoranda for the Owner and separate contractors where coordination of their work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of schedules.
 - 2. Installation and removal of temporary facilities.
 - 3. Delivery and processing of submittals.
 - 4. Progress meetings.
 - Proiect closeout activities.
- D. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work.

1.03 SUBMITTALS

- A. Coordination Drawings: Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
 - Show the relationship of components shown on separate Shop Drawings.
 - 2. Indicate required installation sequences.
 - 3. Comply with requirements contained in Section "Submittals."
- B. Staff Names: Within 15 days of commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at Project Sites. Identify individuals and their duties and responsibilities. List both their addresses and telephone numbers.
 - 1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.
 - 2. One job superintendent for each job site will be required for this project.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.01 GENERAL COORDINATION PROVISIONS

- A. Inspection of Conditions: Require the Installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.
- B. Coordinate temporary enclosures with required inspections and tests to minimize the necessity of uncovering completed construction for that purpose.

3.02 CLEANING AND PROTECTION

- A. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
- B. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.
- C. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:
 - 1. Excessive static or dynamic loading.
 - 2. Excessive internal or external pressures.
 - 3. Excessively high or low temperatures.
 - 4. Thermal shock.
 - 5. Excessively high or low humidity.
 - 6. Air contamination or pollution.
 - 7. Water or ice.
 - 8. Solvents.
 - 9. Chemicals.
 - 10. Light.
 - 11. Radiation.
 - 12. Puncture.
 - 13. Abrasion.
 - 14. Heavy traffic.

- 15. Soiling, staining, and corrosion.
- 16. Bacteria.
- 17. Rodent and insect infestation.
- 18. Combustion.
- 19. Electrical current.
- 20. High-speed operation.
- 21. Improper lubrication.
- 22. Unusual wear or other misuse.
- 23. Contact between incompatible materials.
- 24. Destructive testing.
- 25. Misalignment.
- 26. Excessive weathering.
- 27. Unprotected storage.
- 28. Improper shipping or handling.
- 29. Theft.
- 30. Vandalism.

END.



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PROJECT MEETINGS

PART 1 GENERAL

1.01 SUMMARY

- A. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:
 - 1. Preconstruction conferences.
 - 2. Preinstallation conferences.
 - 3. Progress meetings.
 - 4. Coordination meetings.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Coordination" for procedures for coordinating project meetings with other construction activities.
 - 2. Division 1 Section "Submittals" for submitting the Contractor's Construction Schedule.

1.02 PRECONSTRUCTION CONFERENCE

- A. Schedule a preconstruction conference before starting construction, at a time convenient to the Owner and the Architect, but no later than 15 days after execution of the Agreement. Hold the conference at the Project Site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: Authorized representatives of the Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress, including the following:
 - 1. Tentative construction schedule.
 - 2. Critical work sequencing.
 - 3. Designation of responsible personnel.
 - 4. Procedures for processing field decisions and Change Orders.
 - 5. Procedures for processing Applications for Payment.
 - 6. Distribution of Contract Documents.
 - 7. Submittal of Shop Drawings, Product Data, and Samples.
 - 8. Preparation of record documents.
 - 9. Use of the premises.
 - 10. Parking availability.
 - 11. Office, work, and storage areas.
 - 12. Equipment deliveries and priorities.
 - 13. Safety procedures.
 - 14. First aid.
 - 15. Security.
 - 16. Housekeeping.
 - 17. Working hours.

1.03 PREINSTALLATION CONFERENCES

- A. Conduct a preinstallation conference at the Project Site before each construction activity that requires coordination with other construction.
- B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with

other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Architect of scheduled meeting dates.

- 1. Review the progress of other construction activities and preparations for the particular activity under consideration at each preinstallation conference, including requirements for the following:
 - a) Contract Documents.
 - b) Options.
 - c) Related Change Orders.
 - d) Purchases.
 - e) Deliveries.
 - f) Shop Drawings, Product Data, and quality-control samples.
 - g) Review of mockups.
 - h) Possible conflicts.
 - i) Compatibility problems.
 - i) Time schedules.
 - k) Weather limitations.
 - Manufacturer's recommendations.
 - m) Warranty requirements.
 - n) Compatibility of materials.
 - o) Acceptability of substrates.
 - p) Temporary facilities.
 - q) Space and access limitations.
 - r) Governing regulations.
 - s) Safety.
 - t) Inspecting and testing requirements.
 - u) Required performance results.
 - v) Recording requirements.
 - w) Protection.
- 2. Record significant discussions and agreements and disagreements of each conference, and the approved schedule. Promptly distribute the record of the meeting to everyone concerned, including the Owner and the Architect.
- 3. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

1.04 PROGRESS MEETINGS

- A. Conduct progress meetings at the Project Site at regular intervals. Notify the Owner and the Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and the Architect, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
 - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.

- 2. Review the present and future needs of each entity present, including the following:
 - a) Interface requirements.
 - b) Time.
 - c) Sequences.
 - d) Status of submittals.
 - e) Deliveries.
 - f) Off-site fabrication problems.
 - g) Access.
 - h) Site utilization.
 - i) Temporary facilities and services.
 - i) Hours of work.
 - k) Hazards and risks.
 - Housekeeping.
 - m) Quality and work standards.
 - n) Change Orders.
 - o) Documentation of information for payment requests.
 - p) Reporting: No later than 3 days after each meeting, distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- Schedule Updating: Revise the Contractor's 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.

1.05 COORDINATION MEETINGS

- A. Conduct project coordination meetings at regular intervals convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special preinstallation meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END.



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SUBMITTALS

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
 - 1. Contractor's construction schedule.
 - 2. Submittal schedule.
 - 3. Daily construction reports.
 - 4. Shop Drawings.
 - 5. Product Data.
 - 6. Samples.
 - 7. Quality assurance submittals.
- B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
 - 1. Permits.
 - 2. Applications for Payment.
 - 3. Performance and payment bonds.
 - 4. Insurance certificates.
 - 5. List of subcontractors.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - Division 1 Section "Applications for Payment" specifies requirements for submittal of the Schedule of Values.
 - 2. Division 1 Section "Coordination" specifies requirements governing preparation and submittal of required Coordination Drawings.
 - 3. Division 1 Section "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.
 - 4. Division 1 Section "Quality Control" specifies requirements for submittal of inspection and test reports.
 - 5. Division 1 Section "Contract Closeout" specifies requirements for submittal of Project Record Documents and warranties at project closeout.

1.02 DEFINITIONS

- A. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended.
 - 1. Preparation of Coordination Drawings is specified in Division 1 Section "Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.
- B. Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.
- C. Mockups are full-size assemblies for review of construction, coordination, testing, or operation; they are not Samples.

1.03 SUBMITTAL PROCEDURES

- A. Electronic Submittals are preferred. Contact Architect for procedures in submitting electronic documents.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in

advance of performance of related construction activities to avoid delay.

- 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
- 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - a) The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
- 3. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
 - Allow 2 weeks for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals.
 - b) If an intermediate submittal is necessary, process the same as the initial submittal.
 - c) Allow 2 weeks for reprocessing each submittal.
 - d) No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.
- C. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
 - 1. Provide a space approximately 4 by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
 - 2. Include the following information on the label for processing and recording action taken.
 - a) Project name.
 - b) Date.
 - c) Name and address of the Architect.
 - d) Name and address of the Contractor.
 - e) Name and address of the subcontractor.
 - f) Name and address of the supplier.
 - g) Name of the manufacturer.
 - h) Number and title of appropriate Specification Section.
 - Drawing number and detail references, as appropriate.
- D. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Architect using a transmittal form. The Architect will not accept submittals received from sources other than the Contractor.
 - On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
 - 2. Transmittal Form: Use AIA Document G810.

1.04 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart-type, contractor's construction schedule. Submit within 30 days after the date established for "Commencement of the Work."
 - Provide a separate time bar for each significant construction activity.
 Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the

- "Schedule of Values."
- 2. Within each time bar, indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion.
- Prepare the schedule on a sheet, or series of sheets, of stable 3. transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
- 4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.
- Coordinate the Contractor's Construction Schedule with the Schedule of 5. Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other schedules.
- 6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.
- B. Phasing: On the schedule, show how requirements for phased completion to permit Work by separate Contractors and partial occupancy by the Owner affect the sequence of Work.
- C. Work Stages: Indicate important stages of construction for each major portion of the Work, including submittal review, testing, and installation.
- D. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the Work. Indicate where each element in an area must be sequenced or integrated with other activities.
- E. Cost Correlation: At the head of the schedule, provide a cost correlation line, indicating planned and actual costs. On the line, show dollar volume of Work performed as of the dates used for preparation of payment requests.
 - Refer to Division 1 Section "Applications for Payment" for cost reporting and payment procedures.
- F. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
 - When revisions are made, distribute to the same parties and post in the 1. same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- G. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.05 SUBMITTAL SCHEDULE

- After development and acceptance of the Contractor's Construction Schedule. prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for submittal of the Contractor's Construction Schedule.
 - Coordinate Submittal Schedule with the list of subcontracts. Schedule of Values, and the list of products as well as the Contractor's Construction Schedule.
 - 2. Prepare the schedule in chronological order. Provide the following information:
 - Scheduled date for the first submittal. a)
 - b) Related Section number.

- c) Submittal category (Shop Drawings, Product Data, or Samples).
- d) Name of the subcontractor.
- e) Description of the part of the Work covered.
- f) Scheduled date for resubmittal.
- g) Scheduled date for the Architect's final release or approval.
- B. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the Project meeting room and field office.
 - 1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.
- C. Schedule Updating: Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

1.06 DAILY CONSTRUCTION REPORTS

- A. Prepare a daily construction report recording the following information concerning events at the site, and submit duplicate copies to the Architect at weekly intervals:
 - 1. List of subcontractors at the site.
 - 2. Approximate count of personnel at the site.
 - 3. High and low temperatures, general weather conditions.
 - 4. Accidents and unusual events.
 - 5. Meetings and significant decisions.
 - 6. Stoppages, delays, shortages, and losses.
 - 7. Meter readings and similar recordings.
 - 8. Emergency procedures.
 - 9. Orders and requests of governing authorities.
 - 10. Change Orders received, implemented.
 - 11. Services connected, disconnected.
 - 12. Equipment or system tests and startups.
 - 13. Partial Completions, occupancies.
 - 14. Substantial Completions authorized.

1.07 SHOP DRAWINGS

- A. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:
 - 1. Dimensions.
 - Identification of products and materials included by sheet and detail number.
 - 3. Compliance with specified standards.
 - 4. Notation of coordination requirements.
 - 5. Notation of dimensions established by field measurement.
 - 6. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 36 by 48 inches.
 - 7. Submittal: Submit 3, one of the prints returned shall be marked up and maintained as a "Record Document."

- 8. Do not use Shop Drawings without an appropriate final stamp indicating action taken.
- Shop drawings will not be accepted without contractors review stamp and comments.

1.08 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
 - 1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
 - a) Manufacturer's printed recommendations.
 - b) Compliance with trade association standards.
 - c) Compliance with recognized testing agency standards.
 - d) Application of testing agency labels and seals.
 - e) Notation of dimensions verified by field measurement.
 - f) Notation of coordination requirements.
 - 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 - 3. Preliminary Submittal: Submit a preliminary single copy of Product Data where selection of options is required.
 - 4. Submittals: Submit 2 copies of each required submittal; submit 4 copies where required for maintenance manuals. The Architect will retain one and will return the other marked with action taken and corrections or modifications required.
 - a) Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - 5. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a) Do not proceed with installation until a copy of Product Data is in the Installer's possession.
 - b) Do not permit use of unmarked copies of Product Data in connection with construction.

1.09 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
 - Mount or display Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample. Include the following:
 - a) Specification Section number and reference.
 - b) Generic description of the Sample.
 - c) Sample source.
 - d) Product name or name of the manufacturer.
 - e) Compliance with recognized standards.
 - f) Availability and delivery time.
 - 2. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final

submittal and the actual component as delivered and installed.

- a) Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
- b) Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
- c) Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
- d) Samples not incorporated into the Work, or otherwise designated as the Owner's property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
- 3. Preliminary Submittals: Submit a full set of choices where Samples are submitted for selection of color, pattern, texture, or similar characteristics from a range of standard choices.
 - a) The Architect will review and return preliminary submittals with the Architect's notation, indicating selection and other action.
- 4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit 3 sets. The Architect will return one set marked with the action taken.
- 5. Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.
 - Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
 - b) Sample sets may be used to obtain final acceptance of the construction associated with each set.
- B. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
 - 1. Field samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.
 - a) Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.10 QUALITY ASSURANCE SUBMITTALS

- A. Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other Sections of the Specifications.
- B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the manufacturer certifying compliance with specified requirements.
 - 1. Signature: Certification shall be signed by an officer of the manufacturer or other individual authorized to sign documents on behalf of the company.
- C. Inspection and Test Reports: Requirements for submittal of inspection and test reports from independent testing agencies are specified in Division 1 Section "Quality Control."

1.11 ARCHITECT'S ACTION

A. Except for submittals for the record or information, where action and return is required, the Architect will review each submittal, mark to indicate action taken,

and return promptly.

- 1. <u>Compliance with specified characteristics is the Contractor's responsibility.</u>
- B. Action Stamp: The Architect will stamp each submittal with a uniform, action stamp. The Architect will mark the stamp appropriately to indicate the action taken, as follows:
 - 1. Final Unrestricted Release: When the Architect marks a submittal "Approved," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 - 2. Final-But-Restricted Release: When the Architect marks a submittal "Approved as Noted," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 - 3. Returned for Resubmittal: When the Architect marks a submittal "Not Approved, Revise and Resubmit," do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.
 - a) Do not use, or allow others to use, submittals marked "Not Approved, Revise and Resubmit" at the Project Site or elsewhere where Work is in progress.
 - 4. Other Action: Where a submittal is for information or record purposes or special processing or other activity, the Architect will return the submittal marked "Action Not Required."
- C. Unsolicited Submittals: The Architect will return unsolicited submittals to the sender without action.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION (Not Applicable)

END.



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QUALITY CONTROL

PART 1 GENERAL

1.01 SUMMARY

- This Section includes administrative and procedural requirements for qualitycontrol services.
- B. Quality-control services include inspections, tests, and related actions, including reports performed by Contractor, by independent agencies, and by governing authorities. They do not include contract enforcement activities performed by Architect.
- C. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.
- D. Requirements of this Section relate to customized fabrication and installation procedures, not production of standard products.
 - Specific quality-control requirements for individual construction activities
 are specified in the Sections that specify those activities. Requirements
 in those Sections may also cover production of standard products.
 - 2. Specified inspections, tests, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- E. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Submittals" specifies requirements for development of a schedule of required tests and inspections.

1.02 RESPONSIBILITIES

- A. Contractor Responsibilities: Unless otherwise indicated as the responsibility of another identified entity, Contractor shall provide inspections, tests, and other quality-control services specified elsewhere in the Contract Documents and required by authorities having jurisdiction. Costs for these services are included in the Contract Sum.
 - 1. Where individual Sections specifically indicate that certain inspections, tests, and other quality-control services are the Contractor's responsibility, the Contractor shall employ and pay a qualified independent testing agency to perform quality-control services. Costs for these services are included in the Contract Sum.
 - 2. Where individual Sections specifically indicate that certain inspections, tests, and other quality-control services are the Owner's responsibility, the Owner will employ and pay a qualified independent testing agency to perform those services.
- B. Retesting: The Contractor is responsible for retesting where results of inspections, tests, or other quality-control services prove unsatisfactory and indicate noncompliance with Contract Document requirements, regardless of whether the original test was Contractor's responsibility.
 - The cost of retesting construction, revised or replaced by the Contractor, is the Contractor's responsibility where required tests performed on original construction indicated noncompliance with Contract Document requirements.
- C. Associated Services: Cooperate with agencies performing required inspections,

tests, and similar services, and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Auxiliary services required include, but are not limited to, the following:

- Provide access to the Work.
- 2. Furnish incidental labor and facilities necessary to facilitate inspections and tests.
- 3. Take adequate quantities of representative samples of materials that require testing or assist the agency in taking samples.
- 4. Provide facilities for storage and curing of test samples.
- 5. Deliver samples to testing laboratories.
- 6. Provide the agency with a preliminary design mix proposed for use for materials mixes that require control by the testing agency.
- 7. Provide security and protection of samples and test equipment at the Project Site.
- D. Duties of the Testing Agency: The independent agency engaged to perform inspections, sampling, and testing of materials and construction specified in individual Sections shall cooperate with the Architect and the Contractor in performance of the agency's duties. The testing agency shall provide qualified personnel to perform required inspections and tests.
 - 1. The agency shall notify the Architect and the Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 - 2. The agency is not authorized to release, revoke, alter, or enlarge requirements of the Contract Documents or approve or accept any portion of the Work.
 - 3. The agency shall not perform any duties of the Contractor.
- E. Coordination: Coordinate the sequence of activities to accommodate required services with a minimum of delay. Coordinate activities to avoid the necessity of removing and replacing construction to accommodate inspections and tests.
 - 1. The Contractor is responsible for scheduling times for inspections, tests, taking samples, and similar activities.

1.03 SUBMITTALS

- A. Unless the Contractor is responsible for this service, the independent testing agency shall submit a certified written report, in duplicate, of each inspection, test, or similar service to the Architect. If the Contractor is responsible for the service, submit a certified written report, in duplicate, of each inspection, test, or similar service through the Contractor.
 - 1. Submit additional copies of each written report directly to the governing authority, when the authority so directs.
 - 2. Report Data: Written reports of each inspection, test, or similar service include, but are not limited to, the following:
 - a) Date of issue.
 - b) Project title and number.
 - c) Name, address, and telephone number of testing agency.
 - d) Dates and locations of samples and tests or inspections.
 - e) Names of individuals making the inspection or test.
 - f) Designation of the Work and test method.
 - g) Identification of product and Specification Section.
 - h) Complete inspection or test data.
 - i) Test results and an interpretation of test results.
 - j) Ambient conditions at the time of sample taking and testing.
 - k) Comments or professional opinion on whether inspected or tested Work complies with Contract Document requirements.
 - I) Name and signature of laboratory inspector.

m) Recommendations on retesting.

1.04 QUALITY ASSURANCE

- A. Qualifications for Service Agencies: Engage inspection and testing service agencies, including independent testing laboratories, that are prequalified as complying with the American Council of Independent Laboratories' "Recommended Requirements for Independent Laboratory Qualification" and that specialize in the types of inspections and tests to be performed.
 - 1. Each independent inspection and testing agency engaged on the Project shall be authorized by authorities having jurisdiction to operate in the state where the Project is located.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.01 REPAIR AND PROTECTION

- A. General: Upon completion of inspection, testing, sample taking and similar services, repair damaged construction and restore substrates and finishes. Comply with Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities, and protect repaired construction.
- C. Repair and protection is Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing, or similar services.

END.



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CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes requirements for construction facilities and temporary controls, including temporary utilities, support facilities, and security and protection.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Water service and distribution.
 - 2. Temporary electric power and light.
 - 3. Temporary heat.
 - 4. Ventilation.
 - 5. Sanitary facilities, including drinking water.
 - 6. Storm and sanitary sewer.
- C. Support facilities include, but are not limited to, the following:
 - Temporary roads and paving.
 - 2. Dewatering facilities and drains.
 - 3. Temporary enclosures.
 - 4. Temporary project identification signs and bulletin boards.
 - 5. Waste disposal services.
 - 6. Rodent and pest control.
 - 7. Construction aids and miscellaneous services and facilities.
- D. Security and protection facilities include, but are not limited to, the following:
 - 1. Temporary fire protection.
 - 2. Barricades, warning signs, and lights.
 - 3. Sidewalk bridge or enclosure fence for the site.
 - 4. Environmental protection.

1.02 SUBMITTALS

- A. Temporary Utilities: Submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.
- B. Implementation and Termination Schedule: Within 15 days of the date established for commencement of the Work, submit a schedule indicating implementation and termination of each temporary utility.

1.03 QUALITY ASSURANCE

- A. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
 - 1. Building code requirements.
 - 2. Health and safety regulations.
 - 3. Utility company regulations.
 - 4. Police, fire department, and rescue squad rules.
 - 5. Environmental protection regulations.
- B. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."
 - Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70 "National Electric Code."
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.04 PROJECT CONDITIONS

- A. Temporary Utilities: Prepare a schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as the Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist on-site.

PART 2 PRODUCTS

2.01 MATERIALS

- A. General: Provide new materials. If acceptable to the Architect, the Contractor may use undamaged, previously used materials in serviceable condition. Provide materials suitable for use intended.
- B. Lumber and Plywood: Comply with requirements in Division 6 Section "Rough Carpentry."
 - 1. For job-built temporary offices, shops, and sheds within the construction area, provide UL-labeled, fire-treated lumber and plywood for framing, sheathing, and siding.
 - 2. For signs and directory boards, provide exterior-type, Grade B-B high-density concrete form overlay plywood of sizes and thicknesses indicated.
 - 3. For fences and vision barriers, provide minimum 3/8-inch- (9.5-mm-) thick exterior plywood.
 - 4. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8-inch- (16-mm-) thick exterior plywood.
- C. Gypsum Wallboard: Provide gypsum wallboard on interior walls of temporary offices.
- D. Roofing Materials: Provide UL Class A standard-weight asphalt shingles or UL Class C mineral-surfaced roll roofing on roofs of job-built temporary offices, shops, and sheds.
- E. Paint: Comply with requirements of Division 9 Section "Painting."
 - 1. For job-built temporary offices, shops, sheds, fences, and other exposed lumber and plywood, provide exterior-grade acrylic-latex emulsion over exterior primer.
 - 2. For sign panels and applying graphics, provide exterior-grade alkyd gloss enamel over exterior primer.
 - 3. For interior walls of temporary offices, provide 2 coats interior latex-flat wall paint.
- F. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.
- G. Water: Provide potable water approved by local health authorities.
- H. Construction Fencing: Refer to Specification 02100 for Temporary Fences and Gates.

2.02 EQUIPMENT

A. General: Provide new equipment. If acceptable to the Architect, the Contractor may use undamaged, previously used equipment in serviceable condition. Provide equipment suitable for use intended.

- B. Water Hoses: Provide 3/4-inch (19-mm), heavy-duty, abrasion-resistant, flexible rubber hoses 100 feet (30 m) long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at hose discharge.
- C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-Volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.
- D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.
- E. Lamps and Light Fixtures: Provide general service incandescent lamps of wattage required for adequate illumination. Provide guard cages or tempered-glass enclosures where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM, or another recognized trade association related to the type of fuel being consumed.
- G. Temporary Offices: Provide prefabricated or mobile units or similar job-built construction with lockable entrances, operable windows, and serviceable finishes. Provide heated and air-conditioned units on foundations adequate for normal loading.
- H. Temporary Toilet Units: Provide self-contained, single-occupant toilet units of the chemical, aerated recirculation, or combustion type. Provide units properly vented and fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for the exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent, and size required by location and class of fire exposure.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.02 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with company recommendations.
 - 1. Arrange with company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.

- 3. Obtain easements to bring temporary utilities to the site where the Owner's easements cannot be used for that purpose.
- 4. Use Charges: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect. Neither the Owner nor Architect will accept cost or use charges as a basis of claims for Change Orders.
- B. Water Service: Install water service and distribution piping of sizes and pressures adequate for construction until permanent water service is in use.
 - 1. Sterilization: Sterilize temporary water piping prior to use.
- C. Temporary Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnects, automatic ground-fault interrupters, and main distribution switch gear.
 - Install electric power service underground, except where overhead service must be used.
 - Power Distribution System: Install wiring overhead and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125 Volts, ac 20 Ampere rating, and lighting circuits may be nonmetallic sheathed cable where overhead and exposed for surveillance.
- D. Temporary Lighting: When overhead floor or roof deck has been installed, provide temporary lighting with local switching.
 - 1. Install and operate temporary lighting that will fulfill security and protection requirements without operating the entire system. Provide temporary lighting that will provide adequate illumination for construction operations and traffic conditions.
- E. Temporary Heat: Provide temporary heat required by construction activities for curing or drying of completed installations or for protection of installed construction from adverse effects of low temperatures or high humidity. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
- F. Heating Facilities: Except where the Owner authorizes use of the permanent system, provide vented, self-contained, LP-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open flame, or salamander heating units is prohibited.
- G. Temporary Telephones: Provide temporary telephone service throughout the construction period for all personnel engaged in construction activities. Install telephone on a separate line for each temporary office and first-aid station.
 - 1. Separate Telephone Lines: Provide additional telephone lines for the following:
 - a) Where an office has more than 2 occupants, install a telephone for each additional occupant or pair of occupants.
 - b) Provide a dedicated telephone line for a fax machine in the field office.
 - c) Provide a separate line for the Owner's use.
 - 2. At each telephone, post a list of important telephone numbers.
- H. Sanitary facilities include temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for the type, number, location, operation, and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
 - Provide toilet tissue, paper towels, paper cups, and similar disposable materials for each facility. Provide covered waste containers for used material.

- I. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.
 - 1. Provide separate facilities for male and female personnel.
- J. Wash Facilities: Install wash facilities supplied with potable water at convenient locations for personnel involved in handling materials that require wash-up for a healthy and sanitary condition. Dispose of drainage properly. Supply cleaning compounds appropriate for each condition.
 - 1. Provide safety showers, eyewash fountains, and similar facilities for convenience, safety, and sanitation of personnel.
- K. Drinking-Water Fixtures: Provide drinking-water fountains where indicated, including paper cup supply.
- L. Drinking-Water Facilities: Provide containerized, tap-dispenser, bottled-water drinking-water units, including paper supply.
 - 1. Where power is accessible, provide electric water coolers to maintain dispensed water temperature at 45 to 55 deg F (7 to 13 deg C).
- M. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent that can be discharged lawfully. If sewers are not available or cannot be used, provide drainage ditches, dry wells, stabilization ponds, and similar facilities. If neither sewers nor drainage facilities can be lawfully used for discharge of effluent, provide containers to remove and dispose of effluent offsite in a lawful manner.
 - 1. Filter out excessive amounts of soil, construction debris, chemicals, oils, and similar contaminants that might clog sewers or pollute waterways before discharge.
 - 2. Connect temporary sewers to the municipal system, as directed by sewer department officials.
 - 3. Maintain temporary sewers and drainage facilities in a clean, sanitary condition. Following heavy use, restore normal conditions promptly.
- N. Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.

3.03 SUPPORT FACILITIES INSTALLATION

- A. Storage and Fabrication Sheds: Install storage and fabrication sheds sized, furnished, and equipped to accommodate materials and equipment involved, including temporary utility service. Sheds may be open shelters or fully enclosed spaces within the building or elsewhere on-site.
- B. Temporary Paving: Construct and maintain temporary roads and paving to support the indicated loading adequately and to withstand exposure to traffic during the construction period. Locate temporary paving for roads, storage areas, and parking where the same permanent facilities will be located. Review proposed modifications to permanent paving with the Architect.
 - 1. Paving: Comply with Division 2 Section "Hot-Mixed Asphalt Paving" for construction and maintenance of temporary paving.
 - Coordinate temporary paving development with subgrade grading, compaction, installation and stabilization of subbase, and installation of base and finish courses of permanent paving.
 - 3. Install temporary paving to minimize the need to rework the installations and to result in permanent roads and paved areas without damage or deterioration when occupied by the Owner.
 - 4. Delay installation of the final course of permanent asphalt concrete paving until immediately before Substantial Completion. Coordinate with weather conditions to avoid unsatisfactory results.
 - 5. Extend temporary paving in and around the construction area as necessary to accommodate delivery and storage of materials, equipment usage, administration, and supervision.

- C. Dewatering Facilities and Drains: For temporary drainage and dewatering facilities and operations not directly associated with construction activities included under individual Sections, comply with dewatering requirements of applicable Division 2 Sections. Where feasible, utilize the same facilities. Maintain the site, excavations, and construction free of water.
- D. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities.
 - Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 - 2. Install tarpaulins securely, with incombustible wood framing and other materials. Close openings of 25 sq. ft. (2.3 sq. m) or less with plywood or similar materials.
 - 3. Close openings through floor or roof decks and horizontal surfaces with load-bearing, wood-framed construction.
 - 4. Where temporary wood or plywood enclosure exceeds 100 sq. ft. (9.2 sq. m) in area, use UL-labeled, fire-retardant-treated material for framing and main sheathing.
- E. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- F. Project Identification and Temporary Signs: Prepare project identification and other signs of size indicated. Install signs where indicated to inform the public and persons seeking entrance to the Project. Support on posts or framing of preservative-treated wood or steel. Do not permit installation of unauthorized signs.
 - 1. Temporary Signs: Prepare signs to provide directional information to construction personnel and visitors.
- G. Temporary Exterior Lighting: Install exterior yard and sign lights so signs are visible when Work is being performed.
- H. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material lawfully.
- I. Rodent and Pest Control: Before deep foundation work has been completed, retain a local exterminator or pest control company to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests. Employ this service to perform extermination and control procedures at regular intervals so the Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using environmentally safe materials.
- J. Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate. Cover finished, permanent stairs with a protective covering of plywood or similar material so finishes will be undamaged at the time of acceptance.

3.04 SECURITY AND PROTECTION FACILITIES INSTALLATION

A. Except for use of permanent fire protection as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer, as requested by the Architect.

- B. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers" and NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations."
 - Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.
 - 2. Store combustible materials in containers in fire-safe locations.
 - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
 - 4. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.
- C. Permanent Fire Protection: At the earliest feasible date in each area of the Project, complete installation of the permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
- D. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- E. Enclosure Fence: Before excavation begins, install an enclosure fence with lockable entrance gates. Locate where indicated, or enclose the entire site or the portion determined sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs, and other animals from easily entering the site, except by the entrance gates.
 - 1. Provide open-mesh, chainlink fencing with posts set in a compacted mixture of gravel and earth.
 - 2. Provide plywood fence, 8 feet (2.5 m) high, framed with four 2-by-4-inch (50-by-100-mm) rails, and preservative-treated wood posts spaced not more than 8 feet (2.5 m) apart.
- F. Security Enclosure and Lockup: Install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
 - 1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.
- G. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near the site.

3.05 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
 - 1. Maintain operation of temporary enclosures, heating, cooling, humidity

- control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- 2. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Termination and Removal: Unless the Architect requests that it be maintained longer, remove each temporary facility when the need has ended, when replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 - 1. Materials and facilities that constitute temporary facilities are the Contractor's property. The Owner reserves the right to take possession of project identification signs.
 - 2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at the temporary entrances, as required by the governing authority.
 - 3. At Substantial Completion, clean and renovate permanent facilities used during the construction period including, but not limited to, the following:
 - a) Replace air filters and clean inside of ductwork and housings.
 - b) Replace significantly worn parts and parts subject to unusual operating conditions.
 - Replace lamps burned out or noticeably dimmed by hours of use.

END.

MATERIALS AND EQUIPMENT

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project.
 - 1. Multiple Prime Contracts: Provisions of this Section apply to the construction activities of each prime contractor.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Submittals" specifies requirements for submittal of the Contractor's Construction Schedule and the Submittal Schedule.
 - 2. Division 1 Section "Substitutions" specifies administrative procedures for handling requests for substitutions made after award of the Contract.

1.02 DEFINITIONS

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms are self-explanatory and have well-recognized meanings in the construction industry.
 - 1. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - a) "Named Products" are items identified by the manufacturer's product name, including make or model number or other designation, shown or listed in the manufacturer's published product literature, that is current as of the date of the Contract Documents.
 - b) "Foreign Products," as distinguished from "domestic products," are items substantially manufactured (50 percent or more of value) outside the United States and its possessions. Products produced or supplied by entities substantially owned (more than 50 percent) by persons who are not citizens of, nor living within, the United States and its possessions are also considered to be foreign products.
 - 2. "Materials" are products substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
 - "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections, such as wiring or piping.

1.03 SUBMITTALS

- A. Product List: A list of products required is included at the end of this Section. Prepare a schedule in tabular form showing each product listed. Include the manufacturer's name and proprietary product names for each item listed.
- B. Product List: Prepare a list showing products specified in tabular form acceptable to the Architect. Include generic names of products required. Include the manufacturer's name and proprietary product names for each item listed.
 - 1. Coordinate product list with the Contractor's Construction Schedule and the Schedule of Submittals.
 - 2. Form: Prepare product list with information on each item tabulated under

the following column headings:

- a) Related Specification Section number.
- b) Generic name used in Contract Documents.
- c) Proprietary name, model number, and similar designations.
- d) Manufacturer's name and address.
- e) Supplier's name and address.
- f) Installer's name and address.
- g) Projected delivery date or time span of delivery period.
- 3. Initial Submittal: Within 30 days after date of commencement of the Work, submit 3 copies of an initial product list. Provide a written explanation for omissions of data and for known variations from Contract requirements.
 - a) At the Contractor's option, the initial submittal may be limited to product selections and designations that must be established early in the Contract period.
- 4. Completed List: Within 60 days after date of commencement of the Work, submit 3 copies of the completed product list. Provide a written explanation for omissions of data and for known variations from Contract requirements.
- 5. Architect's Action: The Architect will respond in writing to Contractor within 2 weeks of receipt of the completed product list. No response within this period constitutes no objection to listed manufacturers or products but does not constitute a waiver of the requirement that products comply with Contract Documents. The Architect's response will include a list of unacceptable product selections, containing a brief explanation of reasons for this action.

1.04 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.
 - 1. When specified products are available only from sources that do not, or cannot, produce a quantity adequate to complete project requirements in a timely manner, consult with the Architect to determine the most important product qualities before proceeding. Qualities may include attributes, such as visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources producing products that possess these qualities, to the fullest extent possible.
- B. Compatibility of Options: When the Contractor is given the option of selecting between 2 or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.
 - 1. Each prime contractor is responsible for providing products and construction methods that are compatible with products and construction methods of other prime or separate contractors.
 - 2. If a dispute arises between prime contractors over concurrently selectable, but incompatible products, the Architect will determine which products shall be retained and which are incompatible and must be replaced.
- C. Foreign Product Limitations: Except under one or more of the following conditions, provide domestic products, not foreign products, for inclusion in the Work:
 - 1. No available domestic product complies with the Contract Documents.
 - 2. Domestic products that comply with the Contract Documents are available only at prices or terms substantially higher than foreign products that comply with the Contract Documents.

- D. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
 - a) Name of product and manufacturer.
 - b) Model and serial number.
 - c) Capacity.
 - d) Speed.
 - e) Ratings.

1.05 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products according to the manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.
 - 1. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to the site in an undamaged condition in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 5. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
 - 6. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
 - 7. Store products subject to damage by the elements above ground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

PART 2 PRODUCTS

2.01 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, new at the time of installation.
 - 1. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and the intended use and effect.
 - 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- B. Product Selection Procedures: The Contract Documents and governing

regulations govern product selection. Procedures governing product selection include the following:

- 1. Proprietary Specification Requirements: Where Specifications name only a single product or manufacturer, provide the product indicated. No substitutions will be permitted.
- 2. Semiproprietary Specification Requirements: Where Specifications name 2 or more products or manufacturers, provide 1 of the products indicated. No substitutions will be permitted.
 - a) Where Specifications specify products or manufacturers by name, accompanied by the term "or equal" or "or approved equal," comply with the Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
- 3. Nonproprietary Specifications: When Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of these products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
- 4. Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
- 5. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements and are recommended by the manufacturer for the application indicated.
 - a) Manufacturer's recommendations may be contained in published product literature or by the manufacturer's certification of performance.
- 6. Compliance with Standards, Codes, and Regulations: Where Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes, or regulations specified.
- 7. Visual Matching: Where Specifications require matching an established Sample, the Architect's decision will be final on whether a proposed product matches satisfactorily.
 - a) Where no product available within the specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category.
- 8. Visual Selection: Where specified product requirements include the phrase "... as selected from manufacturer's standard colors, patterns, textures ..." or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Architect will select the color, pattern, and texture from the product line selected.
- 9. Allowances: Refer to individual Specification Sections and "Allowance" provisions in Division 1 for allowances that control product selection and for procedures required for processing such selections.

PART 3 EXECUTION

3.01 INSTALLATION OF PRODUCTS

- A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.
 - 1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

END.



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CONTRACT CLOSEOUT

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Project record document submittal.
 - 3. Operation and maintenance manual submittal.
 - 4. Submittal of warranties.
 - 5. Final cleaning.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 16.

1.02 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.
 - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete.
 - a) Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
 - b) If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
 - 2. Advise the Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 5. Submit record drawings, maintenance manuals, final project photographs, damage or settlement surveys, property surveys, and similar final record information.
 - 6. Deliver tools, spare parts, extra stock, and similar items.
 - 7. Make final changeover of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of changeover in security provisions.
 - 8. Complete startup testing of systems and instruction of the Owner's operation and maintenance personnel. Discontinue and remove temporary facilities from the site, along with mockups, construction tools, and similar elements.
 - 9. Complete final cleanup requirements, including touchup painting.
 - 10. Touch up and otherwise repair and restore marred, exposed finishes.
- B. Inspection Procedures: On receipt of a request for inspection, the Architect will either proceed with inspection or advise the Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following inspection or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.
 - 1. The Architect will repeat inspection when requested and assured that the Work is substantially complete.
 - 2. Results of the completed inspection will form the basis of requirements

for final acceptance.

1.03 FINAL ACCEPTANCE

- A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.
 - Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and completed operations where required.
 - 2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
 - Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the Architect.
 - 4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as of the date of Substantial Completion or when the Owner took possession of and assumed responsibility for corresponding elements of the Work.
 - 5. Submit consent of surety to final payment.
 - 6. Submit a final liquidated damages settlement statement.
 - 7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 8. Submit to the Architect
 - a) One (1) hard copy and two (2) electronic copies of the record drawings, specifications, product data, maintenance manuals, construction and final project photographs and miscellaneous record submittals.
- B. Reinspection Procedure: The Architect will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the Architect.
 - 1. Upon completion of reinspection, the Architect will prepare a certificate of final acceptance. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 - 2. If necessary, reinspection will be repeated.

1.04 RECORD DOCUMENT SUBMITTALS

- A. General: Do not use record documents for construction purposes. Protect record documents from deterioration and loss in a secure, fire-resistant location. Provide access to record documents for the Architect's reference during normal working hours.
- B. Record Drawings: Maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which drawing is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - 1. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
 - 2. Mark new information that is important to the Owner but was not shown on Contract Drawings or Shop Drawings.

- 3. Note related change-order numbers where applicable.
- 4. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
- C. Record Specifications: Maintain one complete copy of the Project Manual, including addenda. Include with the Project Manual one copy of other written construction documents, such as Change Orders and modifications issued in printed form during construction.
 - 1. Mark these documents to show substantial variations in actual Work performed in comparison with the text of the Specifications and modifications.
 - 2. Give particular attention to substitutions and selection of options and information on concealed construction that cannot otherwise be readily discerned later by direct observation.
 - 3. Note related record drawing information and Product Data.
 - 4. Upon completion of the Work, submit record Specifications to the Architect for the Owner's records.
- D. Record Product Data: Maintain one copy of each Product Data submittal. Note related Change Orders and markup of record drawings and Specifications.
 - 1. Mark these documents to show significant variations in actual Work performed in comparison with information submitted. Include variations in products delivered to the site and from the manufacturer's installation instructions and recommendations.
 - 2. Give particular attention to concealed products and portions of the Work that cannot otherwise be readily discerned later by direct observation.
 - 3. Upon completion of markup, submit complete set of record Product Data to the Architect for the Owner's records.
- E. Record Sample Submitted: Immediately prior to Substantial Completion, the Contractor shall meet with the Architect and the Owner's personnel at the Project Site to determine which Samples are to be transmitted to the Owner for record purposes. Comply with the Owner's instructions regarding delivery to the Owner's Sample storage area.
- F. Miscellaneous Record Submittals: Refer to other Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to the Architect for the Owner's records.
- G. Maintenance Manuals: Organize operation and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual, heavy-duty, 2-inch (51-mm), 3-ring, vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on front and spine of each binder. Include the following types of information:
 - 1. Emergency instructions.
 - 2. Spare parts list.
 - 3. Copies of warranties.
 - 4. Wiring diagrams.
 - 5. Recommended "turn-around" cycles.
 - 6. Inspection procedures.
 - 7. Shop Drawings and Product Data.
 - 8. Fixture lamping schedule.

PART 2 PRODUCTS (Not Applicable)

3.01 CLOSEOUT PROCEDURES

- A. Operation and Maintenance Instructions: Arrange for each Installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. The owner training shall be digitally videoed and become part of the closeout document submittal. Provide instruction by manufacturer's representatives if installers are not experienced in operation and maintenance procedures. Include a detailed review of the following items:
 - 1. Maintenance manuals.
 - 2. Record documents.
 - 3. Spare parts and materials.
 - 4. Tools.
 - Lubricants.
 - Fuels.
 - 7. Identification systems.
 - 8. Control sequences.
 - 9. Hazards.
 - 10. Cleaning.
 - 11. Warranties and bonds.
 - 12. Maintenance agreements and similar continuing commitments.
 - 13. All kitchen equipment (instruction by manufacturer's representatives only).
- B. As part of instruction for operating equipment, demonstrate the following procedures:
 - 1. Startup.
 - 2. Shutdown.
 - 3. Emergency operations.
 - 4. Noise and vibration adjustments.
 - 5. Safety procedures.
 - 6. Economy and efficiency adjustments.
 - 7. Effective energy utilization.

3.02 FINAL CLEANING

- A. General: The General Conditions require general cleaning during construction. Regular site cleaning is included in Division 1 Section "Construction Facilities and Temporary Controls."
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in a normal, commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion.
 - a) Remove labels that are not permanent labels.
 - b) Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials.
 - c) Clean exposed exterior and interior hard-surfaced finishes to a dust-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition. Leave concrete floors broom clean. Vacuum carpeted surfaces.
 - d) Wipe surfaces of mechanical and electrical equipment. Remove

- excess lubrication and other substances. Clean plumbing fixtures to a sanitary condition. Clean light fixtures and lamps.
- e) Clean the site, including landscape development areas, of rubbish, litter, and other foreign substances. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits. Rake grounds that are neither paved nor planted to a smooth, even-textured surface.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests.
- D. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- E. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of lawfully.
 - Where extra materials of value remain after completion of associated Work, they become the Owner's property. Dispose of these materials as directed by the Owner.

END.



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SECTION 06400

ARCHITECTURAL WOODWORK

PART 1 GENERAL

1.01 QUALITY ASSURANCE

A. AWI Quality Standard: Comply with requirements of "Architectural Woodwork Quality Standards" published by the Architectural Woodwork Institute (AWI), Seventh Edition (1997), except as otherwise indicated on the drawings.

1.02 SUBMITTALS

- A. Product Data: Submit manufacturer's product data for each product and process specified as work of this section and incorporated into items of architectural woodwork during fabrication, finishing, and installation.
- B. Shop Drawings: Submit shop drawings showing location of each item, dimensioned plans and elevations, large scale details, attachment devices and other components.
- C. Samples: Submit the following samples:
 - 1. Exposed cabinet hardware, one unit of each type and finish.

1.03 DELIVERY, STORAGE, AND HANDLING

- A. Protect woodwork during transit, delivery, storage and handling to prevent damage, soiling and deterioration.
- B. Do not deliver woodwork until painting, wet work, grinding operations which could damage, soil or deteriorate woodwork have been completed in installation areas. If, due to unforeseen circumstances, woodwork must be stored in other installation areas, store only in areas meeting requirements specified for installation areas.

PART 2PRODUCTS

2.01 ACCEPTABLE MANUFACTURERS

- A. Manufacturer: Subject to compliance with requirements, provide high pressure decorative laminates of one of the following:
 - 1. Formica Corp.
 - 2. Nevamar Decorative Surfaces
 - 3. Pioneer Plastics, Corp.
 - 4. Wilson-Art International, Inc.

2.02 FABRICATION, GENERAL

- A. Fabricate woodwork to dimensions, profiles, and details indicated on the drawings with openings and mortises precut to receive hardware and other items and work.
- B. Complete fabrication, assembly, finishing, hardware application, and other work before shipment to project site to maximum extent possible. Disassemble components only for shipment and installation. For fitting at site, provide ample allowance for scribing, trimming, and fitting.
- C. Pre-cut Openings: Fabricate architectural woodwork with pre-cut openings to receive hardware, appliances, plumbing fixtures, and electrical work. Locate openings and use templates or roughing in diagrams for size and shape. Smooth edges of cutoffs and, where located in countertops, seal edges of cutouts with a water-resist coating.
- D. Measurements: Before proceeding with fabrication of woodwork to be fitted to

other construction, obtain field measurements and verify dimensions and shop drawings and details for accurate fit.

2.03 ARCHITECTURAL CABINETS, WOOD

- A. Quality Standard: Comply with AWI Section 400 and its Division 400A "Wood Cabinets", plus the following requirements B and C.
- B. All wood used in cabinet construction shall be plywood of solid wood veneers or solid wood. Particle and flake board products shall not be used.
- C. Wood cabinets for transparent finish: Comply with the following requirements:
 - 1. Grade: Custom.
 - 2. Wood species for exposed surfaces: Plain Sliced White Maple.
 - 3. Wood species for semi-exposed surfaces: Match species and cut indicated for exposed surfaces.

2.04 CABINET HARDWARE

- A. Provide cabinet hardware and accessory materials associated with architectural cabinets, except for items which are specified in Division 8, Section 0870, "Finish Hardware".
- B. Cabinet hardware schedule shall include, but is not limited to the following:
 - 1. Typical Hardware: Approved Manufacturers: KV, Accurid, Grant Door and drawer pulls Stanley 4484-1/2, US 26, KV, Grant Hinges Self-closing, Blum 180°, Stanley, KV Drawer slides KV 1300, Stanley, Grant Adjustable standards and shelf supports KV 255 x 256, Grant, Accurid Adjustable standards with brackets KV 87ANO x 186,10", Accurid,Grant Door locks See Finish Hardware Set 27.

 Base Cabinet Doors Locks: Knape & Vogt No. 986 lock each leaf, key each space alike, Stanley, Grant.

 Pocket door hinge: Knape & Vogt No. 8092P, Stanley, Grant.

2.05 ARCHITECTURAL CABINET TOPS

- A. Quality Standard: Comply with AWI Section 400 and its Division 400C, plus the following requirement B through F.
- B. Type of Top: High Pressure Decorative Laminate.
- C. Grade: Custom
- D. Laminate cladding for horizontal surface: high pressure decoration laminate complying with NEMA SL 3 matching selections indicated on drawings, grade GP-50 (0.050" nominal thickness).
- E. Edge Treatment: Same as laminate cladding on horizontal surfaces.
- F. Colors: Exterior faces and edges; colors shown on the drawings.

PART 3EXECUTION

3.01 PREPARATION

A. Condition woodwork to average prevailing humidity conditions in installation areas prior to installing.

3.02 INSTALLATION

- A. Install woodwork plumb, level, true and straight with no distortions. Shims using concealed shims. Install to a tolerance of 1/8" in 8'-0" for plumb and level (including tops); and with no variations in flushness of adjoining surfaces.
- B. Scribe and cut woodwork to anchors or blocking built-in or attached to substrates. Secure to grounds, stripping and blocking with countersunk, concealed fasteners and blind nailing.

- C. Anchor woodwork to anchors or blocking built-in or attached to substrates. Secure to grounds, stripping and blocking with countersunk, concealed fasteners and blind nailing.
- D. Cabinets: Install without distortion so that doors and drawers fit openings and are aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation.
- E. Tops: Anchor to base units and other support systems as indicated on the drawings.

ADJUSTMENT, CLEANING, FINISHING, AND PROTECTION 3.03

- Repair damaged and defective woodwork to eliminate defects or replace woodwork. Adjust joinery for uniform appearance.
- Clean, lubricate and adjust hardware. B.
- Clean woodwork on exposed and semi-exposed surfaces. Touch-up shop-C. applied finishes to restore damaged or soiled areas.

END.



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SECTION 08110

STEEL DOORS AND FRAMES

PART 1 GENERAL

1.01 SCOPE

A. Specifications apply to steel doors, steel door frames, door hardware and steel frame components such as sidelites, borrowed lites, transom frames and architectural stick assemblies as shown on architects' plans and schedules, as manufactured by: Steelcraft, Cincinnati, Ohio; Ceco, Oakbrook Terrace, Illinois; Curries Company, Mason City, Iowa; and as conforming to ANSI SDI-100.

1.02 REFERENCES

- A. ASTM E152 Method of Fire Tests of Door Assemblies.
- B. DHI Installation Guide for Doors and Hardware.
- C. NFPA 80 Fire Doors and Windows
- D. NFPA 252 Fire Tests for Door Assemblies.
- E. SDI-100 Standard Steel Doors and Frames.
- F. SDI-105 Recommended Erection Instructions for Steel Frames.
- G. UL 10B Fire Tests of Door Assemblies.
- H. ANSI A151.1 Endurance Test.
- I. ANSI 115 Hardware Preparation.

1.03 QUALITY ASSURANCE

- A. Conform to requirements of SDI-100, ANSI A151.1, and other specifications herein named. Test reports shall be submitted upon request.
- B. Acoustical qualities: Doors shall have a minimum sound transmission classification of 29 as tested under ASTM E-90-61T.
- C. Insulation properties: Doors shall have a U factor honeycomb core .41 (R factor of 2.4), styrene .12 (R factor 7.8).
- D. Underwriters' Laboratories and Warnock Hersey, labeled fire doors and frames:
 - All labeled fire doors and frames shall be of a type which has been investigated and tested in accordance with U1-10(b), ASTM E-152, NFPA 252, ANSI A2.2.
 - Underwriters' Laboratories labeled doors and frames shall be manufactured under the UL factory inspection program and in strict compliance to UL procedures, and shall provide a degree of fire protection, heat transmission and panic loading capability indicated by the opening class.
 - 3. Warnock Hersey labeled doors and frames shall be manufactured to meet the specific requirements of that labeling agency's current procedure for the tested hourly rating designated and shall be subject to inspection by representatives of the labeling agency.
 - A physical label or approved marking shall be affixed to the fire door or fire door frame at an authorized facility as evidence of compliance with procedures of the labeling agency.

1.04 REGULATORY REQUIREMENTS

A. Doors and frames shall conform to applicable codes for fire ratings. All interior vertical stairwell doors shall carry a minimum 450 temperature rise rating in addition to the required fire rating.

1.05 SUBMITTALS

A. Submit shop drawings and product data under provisions of Section 01300.

- B. Indicate frame configuration, anchor types and spacings, location of cutouts for hardware, reinforcement, and finish.
- C. Indicate door elevations, internal reinforcement, closure method, and cutouts for glazing and louvers.
- D. Submit manufacturer's installation instructions under provisions of Section 01300.

PART 2 PRODUCTS

2.01 MATERIALS

A. Doors, frames and frame components shall be manufactured from cold-rolled steel conforming to ASTM specification A366; or hot-dipped galvanized steel having an A60 zinc coating conforming to ASTM specification A525-93, A526-90, or A642-90. Galvanized steel shall be treated to insure proper paint adhesion. All component parts used in galvanized doors and/or frames shall meet the galvanize specification. Stainless steel shall be fabricated from type 304 or 316 stainless steel polished to a number 4 matte finish.

2.02 DOORS

- A. Exterior doors shall be 16 gauge galvanized steel.
- B. Interior doors shall be 18 cold rolled steel, 16 gauge at labeled doors.
- C. Construction of Doors
 - Doors shall be full-flush or full-flush seamless construction, fabricated from cold-rolled steel or hot-dipped galvanized steel. Doors shall be reinforced, stiffened, sound deadened and insulated with impregnated kraft honeycomb core completely filling the inside of the doors and laminated to inside faces of both panels using contact adhesive applied to both panels and honeycomb core. Door shall have continuous vertical mechanical interlocking joints at lock and hinge edges with visible edge seams or with edge seam filled and ground smooth. The internal portion of the seam shall be sealed with epoxy. An intermittent fastening along the seam is not permitted. Doors shall have beveled (1/8" in 2") hinge and lock edges. Top and bottom steel reinforcement channels shall be 14 gauge and spot welded to both panels. Hinge reinforcements shall be 8 gauge for 1-3/4" doors and 10 gauge for 1-3/8" doors. Lock reinforcements shall be 16 gauge and closer reinforcements 14 gauge box minimum 20" long. Hinge and lock reinforcements shall be projection welded to the edge of the door. Galvanized doors shall have galvanized hardware reinforcements. Adequate reinforcements shall be provided for other hardware as required.
 - 2. Temperature rise doors shall be fabricated from steel as required and shall be insulated to produce the 450 degree temperature rise rating.
 - 3. All exterior swing-out doors shall have the tops closed to eliminate moisture penetration. Door tops shall not have holes or openings. Top caps are permitted.
 - All exterior doors shall include a self-adjusting, concealed door sweep installed in the bottom channel. The bottom seal shall not include springs.
 - 5. Wood Grain doors shall be factory finished stained.

2.03 FRAMES

- A. Exterior frames shall be 14 gauge galvanized steel.
- B. Interior frames shall be 16 gauge cold rolled steel,14 gauge at labeled frames.
- C. Construction of Frames
 - 1. Flush frames shall be formed from 16 or 14 gauge cold-rolled or galvanized steel.

- a Frames shall have 2" faces. 16 and 14 gauge frames shall be set-up and arc-welded. Miter corners shall have reinforcements with four integral tabs for secure and easy interlocking jambs to head.
- b 16 and 14 gauge frames shall be supplied with factory installed inserted type rubber bumpers, (3) per strike jamb and (2) per head, for pair of doors. Stick on bumpers shall not be permitted.
- c Frames for 1-3/4" doors shall have 8 gauge steel hinge reinforcements. Strike reinforcements shall be 16 gauge and prepared for an ANSI-A115.1-2 strike.
- d Metal plaster guards shall be provided for all mortised cutouts.
- e All hinge and strike reinforcements shall be projection welded to the door frame.
- f Reinforcements for surface closer shall be 14 gauge steel.

 Adequate reinforcements shall be provided for other hardware when required.
- g Galvanized frames shall have galvanized hardware reinforcements.
- h Frames shall be furnished with a minimum of six wall anchors and two adjustable base anchors of manufacturer's standard design.

2.04 PROTECTIVE COATINGS

A. The inside of all frames shall be fully grouted.

2.05 FABRICATION

- A. Frames shall be supplied set up with faces arc-welded and ground smooth.
- B. Where indicated on drawings, frames shall be supplied with stops terminating 6" from bottom on a 90-degree angle.
- C. Fabricate knock-down frames with mitered or coped corners, for field assembly. Use knock-down, drywall slip-on frames for in-place gypsum board partitions.

2.06 FINISH

A. All doors, frames and frame components shall be cleaned, phosphatized and finished as standard with one coat of baked-on rust inhibiting prime paint in accordance with the ANSI A224.1 "Test Procedure and Acceptance Criteria for Prime Painted Steel Surfaces for Steel Doors and Frames".

PART 3 EXECUTION

3.01 INSTALLATION

- A. General: Install standard steel doors, frames, and accessories in accordance with final shop drawings, manufacturer's data, and as herein specified.
- B. Placing Frames: Comply with provisions of SDI-105 "Recommended Erection Instructions for "steel frames".
 - Except for frames located at in-place concrete or masonry and at drywall installations, place frames prior to construction of enclosing walls and ceilings. Set frames in position, plumbed, aligned, and braced until permanent anchors are set. After wall construction is completed, remove temporary braces and spreaders leaving surfaces smooth and undamaged.
 - In masonry construction, locate 3 wall anchors per jamb at hinge and strike levels.
 - 3. At in-place concrete or masonry construction, set frames and secure to adjacent construction with machine screws and masonry anchorage

devices.

- 4. Install fire-rated frames in accordance with NFPA Std. No. 80.
- C. Door Installation:
 - 1. Fit hollow metal doors in frames, within clearances specified in SDI-100.
 - Place fire-rated doors with clearances as specified in NFPA Std. No. 80.

3.02 APPLICATION OF FINISH HARDWARE

- A. Remove, store and be responsible for all finished hardware. Tag, index and file all keys. Use care not in to injure work when applying hardware. Remove and replace doors so bottoms may be painted.
- B. The location of hardware shall be as follows unless otherwise shown on drawings: Locate door knobs to center strikes 40-5/16" above finished floor; center door pulls 42" and push plates 48" above finished floor; center cylinder deadlocks 60" above finished floors except where push and pull plates are cut to accommodate cylinders; below head of frame; locate centerline of bottom hinge 10-3/8" above finished floor; space center hinges equal distance between top and bottom hinges. Center panic devices 38" above finished floor.
- C. Remove escutcheons, cover door knobs and pulls with heavy cloth until painting is completed. Prior to final completion, examine doors; adjust and leave hardware in working order.

3.03 ADJUST AND CLEAN

- A. Prime and Coat Touch-Up: After erection, sand smooth any rusted or damaged areas of prime coat and apply touch-up of compatible air-drying primer.
- B. Final Adjustments: Check and readjust operating finish hardware items, leaving steel doors and frames undamaged and in complete and proper operating condition.

END.

SECTION 08710

FINISH HARDWARE

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

- A. Work under this section comprises of providing hardware specified in this Section and noted on the drawings for a complete and operational system. For any door or opening not mentioned in the following, furnish hardware of the same type as a similar opening.
- B. Including but not limited to:
 - 1. Hinges-Pivots
 - 2. Flush bolts
 - 3. Locksets and Cylinders
 - 4. Exit Devices and Mullions
 - Push/Pull Plates
 - 6. Closers
 - 7. Kick/Mop and Protection Plates
 - 8. Stops, Wall Bumpers, O.H. Controls and Silencers
 - 9. Thresholds, Sweeps and Weatherstrips
 - 10. Miscellaneous Trim and Accessories

1.02 RELATED DOCUMENTS:

A. Related documents, Drawings and General Provisions of Contract including General Provisions and Supplementary Conditions and Division 1 Specification Sections apply to this Section.

1.03 RELATED WORK, SPECIFIED ELSEWHERE THAT SHOULD BE EXAMINED FOR ITS EFFECT UPON THIS SECTION:

- A. Section 06220- Finish Carpentry
- B. Section 08110 Hollow Metal Work
- C. Section 08210 Wood Doors
- D. Division 16 Electrical

1.04 REFERENCES

- A. Applicable publications: The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.
- B. State and Local Codes, including the Authority Having Jurisdiction (AHJ).
- C. American National Standards Institute (ANSI)
 - 1. ANSI A117.1-1998, Providing Accessibility and Usability for Physically Handicapped People
 - 2. ANSI/BHMA A156 (current document)
- D. National Fire Protection Association (NFPA)
 - NFPA 105 Recommended Practice for the Installation of Smoke-Control Door Assemblies, 1999 edition.
 - 2. NFPA 252 Standard Methods of Fire Tests of Door Assemblies, 1995 edition.
- E. Underwriter's Laboratories, Inc. (UL) UL Standards for Safety:
 - 1. UL 10C Fire Tests of Door Assemblies
 - 2. UL 228 Door Closer-Holders, With or Without Integral Smoke Detectors
 - 3. UL 305 Panic Hardware
 - 4. UL 1784-90 Air Leakage Tests of Door Assemblies

1.05 SUBMITTALS

- A. Submit in accordance with Division 1. Provide items, articles, materials, operations and methods listed, mentioned or specified in this Section (including extra material) or on drawings, in quantities as required to complete project. Provide hardware that functions properly. Prior to furnishing hardware, advise Architect of items that will not operate properly, are improper for conditions, or will not remain permanently anchored. Submit Certificates of Compliance for fire rated openings under product data sheets. Include the installation instructions for hardware.
- B. Hardware Schedules: Submit six [6] copies of the finish hardware schedule and three [3] copies of catalog cuts for each item to the Architect for approval. Mark scheduled hardware items with highlighter. Approval will in no way relieve the Contractor of his obligations supply hardware required for openings whether specified or not. Use same door references as contract documents. Hardware schedule to include a door index and approved keying schedule. Schedule to be in the DHI vertical format listing each door opening, handing, door sizes, rating, materials of door and frame. Hardware scheduled or required for the opening and the finish of the hardware. Include special mounting instructions for each item with the hardware schedule. Use specification Heading numbers with any variations suffixed #.A, #.B, #.C, etc. Headings with electrified hardware furnish Riser, Elevation and Point to Point Wiring Diagrams for each variation. Include narrative that clearly explains the operation of the opening and sequence of events at the end of each hardware set with electrified hardware. Supply the Contractor with schedules within [2] weeks from the date the purchase order is executed. Furnish the services of an Architectural Hardware Consultant (AHC) responsible for producing the hardware schedule and coordination with other trades. The AHC to be available to meet with the Owner and Architect during normal business hours.
- C. Coordination Schedule for Electrified Hardware: Produce a separate hardware schedule aside from the complete hardware schedule that contains headings with electrified hardware. Use same heading numbers as used in overall hardware schedule. After each heading include Wiring Schematic for each hardware item in the hardware set and wiring diagrams (riser, elevation and point to point). Provide copies of electric hardware schedule to each installer, security contractor and Division 16 contractor whose scope of work is impacted by electrified hardware.
- D. Monitoring: Including but not limited to, Monitor Strikes, Latch bolt monitors, Door status switches, door position switches. Wire normally closed.
- E. Certification of Compliance: Submit information necessary to indicate compliance with these specifications as required.
- F. Templates: Send templates for finish hardware items the door and frame supplier within three [3] working days after receipt of approved schedule.

1.06 QUALITY ASSURANCE

- A. <u>Manufacturers Requirements:</u> Repair or replace damaged or defective materials prior to shipment. Repaired products to meet OEM (Original Manufacturers Equipment) standards.
- B. <u>Supplier Qualifications:</u> A recognized architectural door hardware supplier, with office and warehousing facilities that has a record of successful in-service performance for supplying door hardware similar in quantity, type, and quality to that indicated for this project. Supplier to be a factory direct authorized distributor for hardware products supplied under this section.
- C. <u>Field Verification</u>: Field verify existing doors and frames receiving hardware. Verify hardware is compatible with the existing door/frame preparation, reinforcements and existing conditions. Advise Architect in writing of any incompatibility issues, including but not limited to, items that will not operate properly, are improper for conditions, or will not remain permanently anchored.

- Resolve these issues not less than ten days prior to bid.
- D. <u>Regulatory Requirements:</u> Comply with requirements of ADA, State Codes, Local Codes, NFPA 80, NFPA101 and NFPA 252 in providing hardware for fire rated openings.
- E. Product Standards: BHMA/ANSI A156.
 - Hinges, Mortise Locks and Latches, Closers, Thresholds, Trim, Finishes
 and other miscellaneous hardware: Complying with requirements of
 ANSI A156 standards for quality, construction, performance and
 operation applicable for specified hardware. Current edition of each ANSI
 Standard is considered the standard for reference based on project bid
 date.
 - 2. After market modifications to products for electrification are not acceptable. Electrified hardware items to be electrified by the original manufacturer in order to preserve manufacturers warranty.
- F. <u>Pre-Installation Conference</u>: Require attendance for the GC project manager & superintendent, material supplier and installer.
- G. Keying Meeting: Schedule key meeting within two weeks of awarding purchase order for finish hardware to establish keying requirements. BEST Access of Georgia and Owner are to attend this meeting. Notify participants of time and place of meeting at least seven days in advance. Incorporate and coordinate hardware in the Project to provide a complete unified system of keying. Including cabinets, etc. Key individual cylinders as directed by the Architect and Owner. A complete keying schedule to be submitted to the Owner for review after meeting.

1.07 DELIVERY AND STORAGE

- A. Tag each item or package according to the approved finish hardware schedule, and include manufacturers instructions with each item or package.
- B. Deliver hardware in manufacturers original packaging.
- C. Inventory door hardware jointly with representatives of hardware supplier and hardware installer until each is satisfied that count is correct.
- Provide secure lock-up for door hardware delivered to the Project, but not yet installed.
- E. Store Finish Hardware per manufacturers recommendations.

1.08 WARRANTY

- T-Zone bored in lever locks: Ten [10] year warranty.
- B. Heavy duty bored lever locks bi-directional and freewheeling (clutched): Five [5] year warranty.
- C. Mortise locksets: Five [5] year warranty.
- D. Exit devices: Five [5] year warranty.
- E. Door closer bodies: Ten [10] year warranty.

PART 2 PRODUCTS

2.01 GENERAL

A. Provide ADA compliant hardware in fully functional hardware sets and systems that operate and function to meet code, manufacturer, system and hardware set requirements. Including but not limited to drop plates, glass bead shim kits, vertical rod extensions, mounting brackets, wall magnet extension sets, anchors, fasteners, cylinders, cores, trim rings, collars, cams, tail pieces, wiring diagrams (elevation/riser/point to point), power supplies, product variants, fasteners and options as required for proper installation and operation of hardware. Provide fire rated hardware at rated openings.

2.02 FASTENERS

A. Furnish with hardware with appropriate necessary screws, bolts and other

- fasteners of suitable size and type to anchor hardware in position for a long life under hard use. Install hardware with fasteners furnished by the hardware manufacturer. USE ONLY MANUFACTURER FURNISHED FASTENERS. USE OF ANY OTHER FASTENERS WILL VOID LABEL AND WARRANTY. TEK SCREWS ARE NOT ACCEPTABLE.
- B. Furnish fasteners where necessary with expansion shields, toggle bolts and other anchors according to the material to which the hardware is to be applied and the recommendation of the hardware manufacturer. MOUNT EXIT DEVICES, DOOR CLOSERS AND O.H. CONTROLS WITH THRU BOLTS (TB or SNB) TO WOOD AND HOLLOW METAL DOORS. Provide template machine screws for installation of exit devices, closers and overhead controls on plastic laminate, FRP and aluminum doors. Cast thresholds to have cast on anchors. Provide extruded thresholds with stainless steel screws and lead expansion shields
- C. Design of anchors to harmonize with the hardware as to material and finish.

2.03 HINGES

- A. Butt Hinges: Hinges to conform to ANSI/BHMA A156.1-2000 Buts and Hinges. Provide five-knuckle, button tip, template butts with non-rising loose pins. Provide non-removable (NRP) and Safety Studs (SSF) for exterior out-swing doors as shown. Exterior out-swing doors to have hinges of stainless steel or non-ferrous brass or bronze, as shown. Hinge pin and fasteners to be of same material and finish as hinge leafs. Where stainless steel or brass or bronze hinges are specified provide resistant bearings. Interior doors to have wrought steel hinges, polished and plated to match the specified finish. Provide wide throw hinges where required to clear casing and/or trim and to allow doors with magnetic hold opens to hold open a 90° or 180° parallel to wall as detailed on drawings. Provide three [3] hinges for doors up to 90 inches in height and one [1] additional hinge for every 30 inches or fraction there of above 90 inches. Provide hinges 4 ½" in height for doors up to 36" in width and 5" in height for doors over 36" in width.
- B. Pin and Barrel Continuous Hinges: Continuous gear hinges to conform to requirements of ANSI/BHMA A156.26-2000 Continuous Hinges. Continuous pin and barrel hinges to be 14 gage type 304 stainless steel at exterior and wet or humid areas. Steel hinges are acceptable for general interior use. Provide adjustable fasteners for continuous hinges with integral edge guards. Pin and barrel hinges to be appropriate length for each door.
- C. Geared Aluminum Continuous Hinges: Continuous gear hinges to conform to requirements of ANSI/BHMA A156.26-2000 Continuous Hinges. Provide heavy duty geared hinges with fire pins at fire rated openings where required. Gear hinges to be appropriate length for each door.

D. Acceptable manufacturers and products:

Acceptable manadaters and products.			
Butt Hinges			
<u>McKinney</u>	<u>Hager</u>	<u>Bommer</u>	
T2714	1279	5000	
TA2714	BB1279	BB5000	
T2314	1191	5002	
TA2314	BB1191	BB5002	
T4A3786	BB1168	BB5004	
T4A3386	BB1199	BB5006	
Pin and Barrel Continuous Hinges			
<u>McKinney</u>	<u>Markar</u>	<u>Gallery</u>	
FM300/FM3700	FM300 / FM200	CH-941 / CH-951	
FS-302/FS3702	FS-302 / FS202	CH-947 / CH-957	
HG305/HG3705	HG305	CH-952	
Aluminum Continuous Hinges			

<u>McKinney</u>	<u>Pemko</u>	<u>Bommer</u>
MCK-12HD	KCFM##HD	FM##SLF-HD
MCK-25HD	CFM##HD	FM##-HD

2.04 LOCKSETS

- A. Locksets, latchsets and trim to be of one of the manufacturers listed and subject to compliance with the specification. Provide emergency keys for privacy function latchsets, two per privacy set.
- B. Coordinate with door supplier and installer:
 - 1. Doors with lock rails: Hardware to be mounted at centerline of lock rail.
 - 2. Reverse hand pairs of doors with overlapping astragal on active leaf provide 7/8" LTC flat strike.
- C. Provide mortise locks with 1" throw stainless steel deadbolts with hardened steel rollers and 3/4" stainless steel latchbolts. Locksets to be reversible without taking the lock case apart. Lock case to be 12ga. Lock front to be 1/8" thick. Locks to meet or exceed the requirements of ANSI A156.13, 1000 Series, Operational Grade 1.
- D. Bored Lever Locks specified as such to meet or exceed the requirements of ANSI A156.2, Series, 4000, Grade 1 or Grade 2 as shown. Provide 3/4" throw latchbolt at exterior and fire rated pairs of doors.
- E. Provide lock functions as listed in the individual hardware sets, no exceptions.
- F. Acceptable products subject to compliance with the above requirements:

<u>Sargent</u>	Corbin Russwin	Best	<u>Schlage</u>
8200 x LNL	ML2200 x NZD	35H x 15H	L9000 x 06A
11 Line x LL	N/A	N/A	N/A
10 Line x LL	3300 x NZD	93K x 15D	ND x RHO
7 Line x LL	3900 x NZD	73K x 15D	AL x SAT

2.05 TRIM

- A. Provide trim for locks and latches as manufactured by lock/latch manufacturer.
- B. Tactile Warning: Milled or knurled. Abrasive tactile warning methods are not acceptable.

2.06 KEYING AND CYLINDERS

- A. Locksets and cylinders to be Grandmasterkeyed, Masterkeyed and Construction Masterkeyed into Owners existing BEST Patented key system and keyed alike in sets as required.
- B. Permanent Best Cores and keys are furnished by hardware supplier and to be installed by Owner.
- C. Provide keyed construction cores at exteriors, electrical rooms, mechanical rooms, hardware mullions and storage rooms. Owner to remove construction cores and install permanent cores not less that three days prior to date of substantial completion. Return construction cores within seven days after date of substantial completion.
- D. Provide the following:
 - 1. Six [6] Grand Master Keys each system.
 - 2. Six [6] Master Keys each system.
 - 3. Ten [10] Construction Masterkeys each system.
 - 4. Three [3] change keys per cylinder or lockset.
- E. BEST Access of Georgia to deliver permanent keys directly to the owner. A receipt signed by the Owner will evidence this delivery.
- F. Cylinders, Keys and Cores: BEST only, no substitution. Provide cylinders with optional trim rings, tail pieces and cams as required for proper installation. Provide nickel silver keys.

2.07 EXIT DEVICES

- Exit devices and trim to be of one manufacturer as hereafter listed and in the hardware sets for continuity of design and consideration of the warranty. Exit devices to be "UL" listed for life safety. Exit devices for labeled fire doors to have "UL" label for "FIRE EXIT HARDWARE". Exit devices are to be mounted with thru bolts. Devices to conform to NFPA-80, NFPA-101 and ANSI A117.1 requirements. Lever and pull plate type trim to be thru bolted to the lock stile case. Lever design is to be the same as specified with the locksets. Rail assemblies of exit devices to be of Brass or Bronze base material plated to standard architectural finishes or solid Stainless Steel. . Exit devices requiring inrush exceeding 4 amps require EPT (Electric Power Transfer). Electric hinges are acceptable for electric exit devices requiring < 4 amp inrush. Coordinate with door supplier and installer for doors with lock rails, hardware to be mounted at centerline of lock rail. Coordinate with door supplier to confirm that exit devices to not conflict with lite(s) on doors, where devices cross over lite(s) notify Architect in writing with a detailed sketch and receive written acceptance from Architect accepting the sketch prior to bid.
- B. Acceptable products subject to compliance with the above requirements:

Sargent	Precision	Von Duprin
80	Apex Series	98 Series x
Series		32D
L980	KR822	KR4954
12-L980	FLKR822	KR9954

2.08 CLOSERS

- A. Provide heavy duty, surface mounted, hydraulic type with full rack and pinion construction. Size closers at the time of installation in accordance with the manufacturers' recommendations at the building site. Closers to be the product of a single manufacturer and to have a full cover. Provide closers with adjustable spring power, which allows for closer sizing. Provide closers with separate tamper resistant, non-critical regulating screw valves for closing speed, latching speed and backcheck control as a standard feature. Closing speed, latching speed and backcheck valves are to be captivated to prevent unintentional removal of valve(s).
- B. Acceptable products subject to compliance with the above requirements:

Sargent	LCN	Norton	<u>Yale</u>
351	4041	7500	4400
1431	1461 x Full Cover	8500 x Full Cover	3500 x Full Cover

2.09 MISCELLANEOUS HARDWARE

- A. Push Plates, Pull Plates, Kick Plates, Flush bolts, Stops, O.H. Stops and Holders, Lock Guards.
- B. Acceptable products subject to compliance:
 - 1. Protection Plates, Push Plates and Pull Plates: Plates that are 16" or more aff to be beveled four sides. Acceptable manufacturers: Burns, Elmes, Hiawatha, McKinney, Rockwood, Trimco.
 - a. Kick Plates: .050" thick, 10" high x 2" LDW (Less than Door Width). Adjust width as required where used with edge guards and edge guard continuous hinges. Adjust height as required to accommodate bottom rail dimensions.
 - b. Mop Plates: .050" thick, 4" high x 1" LDW (Less than Door Width). Adjust width as required where used with edge guards and edge guard continuous hinges.
 - c. Armor Plates: .050" thick, 31" high x 2" LDW (Less than Door Width). Adjust width as required where used with edge guards

- and edge guard continuous hinges.
- d. Push Plates: .050" thick, 8" wide x 16" high. Adjust width and height as required where narrow stile doors are used.
- e. Pull Plates: Plate .050" thick, 4" wide x 16" high. Pull: 8" C to C x 1" diameter round pull. Pull to be solid stock. Hollow or wrought pulls are not acceptable. Provide concealed mounting.
- Wall Stops: Provide cast wall stops with appropriate anchor for wall condition. Acceptable manufacturers: Burns, McKinney, Rockwood, Trimco.
- 3. O.H. Stops & Holders: Provide thru bolt fasteners for surface mounted stops and holders. Acceptable manufacturers: Rixon, Corbin Russwin, Sargent.
- 4. Lock Guards: Provide stainless steel lock guards (latch protectors) minimum 14 gage with frame stud and carriage or thru bolts.

2.10 ELECTRIFIED HARDWARE

- A. General: Provide hardware in compliance with A156.31.2001 Electrified Strikes and Activators, A156.29.2001 Exit Locks and Alarms, A156.25.2002 Electrified Locking Devices, A156.23.1999 Recommended Practices for Electromagnetic Locks, and A156.15.2001 Closer Holder Release Devices.
- B. Acceptable products subject to compliance:
 - Surface Mounted Electromagnetic Locks: Folger Adam, Sargent, Securitron.
 - 2. Concealed Electromagnetic Locks: Securitron.
 - 3. Magnetic Holders: Provide extensions as required for door to hold open parallel to wall. HES, Rixon, Sargent.
 - 4. Power Supplies: Provide power supply (model with accessories and quantity) as recommended by manufacturer of load for optimal product performance. Where proprietary power supplies are used and require connection to line voltage coordinate with Division 16 and include additional cost in bid to cover added expense: HES, Precision, Sargent, Securitron, Von Duprin.
 - M.O.V./Power Controller: Provide power controller for each solenoid or coil operated load. Including but not limited to Electric Locks, Electrified Lever Trim, Electric Strikes, Electric Exit Hardware: HES 2005 Smart Pac
 - 6. Electric Strikes: HES, Folger Adam, Securitron.
 - Door Position Switches: Mount switches with screws.

High Security:

<u>Manufacturer</u>	Concealed	<u>Surface</u>
Folger Adam	FAMSS-1C	FAMSS-1
Securitron	MSS-1C	MSS-1
Sentrol	2700 Series	2700 Series

Standard Security:

<u>Manufacturer</u>	Concealed	<u>Surface</u>	Floor Mount	Roll Up Rail
Nascom	N78/SW	NC1010T/ST	N/A	N205/AST
Sargent	3287	3285	N/A	N/A
Sentrol	1078 Series	1082 Series	2200 Series	2300 Series

2.11 THRESHOLDS, SWEEPS AND WEATHERSTRIP

- A. Provide hardware that complies with ANSI A156.22.2003 Door Gasketing and Edge Seal Systems subject to compliance. Hardware to be of same profile, fastening method and seal type material as specified.
 - 1. Extruded Thresholds: Provide stainless steel machine screws x lead expansion shields. Fastener holes to be maximum of 24" o.c. and

symmetrical with center of door opening.

- 2. Cast Thresholds: Provide cast on anchors and slip resistant surfacing.
- B. Acceptable manufacturers:
 - 1. Granite States
 - 2. Hager
 - McKinney
 - 4. Reese
 - 5. Pemko
 - 6. Wooster
 - 7. Zero

2.12 FIRE AND SOMKE SEALS

A. Seals for fire and smoke doors provided under section 08110 and 08210.

2.13 SILENCERS

A. Provide punch in silencers of pneumatic design for mounting to metal door frames. Silencers to meet the requirements of ANSI A156.16. Provide 3 each silencers for single doors and 2 each silencers for pairs of doors. Do not provide silencers for doors with weather seals or fire/smoke seals that mount on the stop face where silencers are mounted.

2.14 FINISHES

- A. Hardware finish in general to be US26D, dull chrome or US32D, satin stainless steel or as shown in hardware sets.
- B. Finishes:

1.	Exterior Butt Hinges:	US32D/630
2.	Exterior Continuous Hinges:	US32D/630
3.	Interior Hinges:	US26D/652
4.	Exit Devices:	US32D/630
5.	Closers:	Alum Paint/689
6.	Flat Goods:	US32D/630
7.	Protection Plates:	US32D/630
8.	Push Plates and Pulls:	US32D/630

PART 3 EXECUTION

3.01 DELIVERY, STORAGE AND HANDLING

- A. Check hardware against the approved Finish Hardware schedule upon delivery.
- B. Store hardware per manufacturers' printed instructions. Store hardware in a dry, secure location to protect against loss and damage.

3.02 INSTALLATION

- A. Hardware to be installed by experienced finish hardware installers only.
- B. Install hardware in accordance with the approved Finish Hardware schedule and per the manufacturers' printed instructions. Pre-fit hardware before the door finish is applied; remove hardware prior to field finish (includes painting) and reinstall after the finish is completely dry.
- C. Locks and Exit Devices: Where used in conjunction with doors with lock rails mount locks and exit devices on center line of lock rail.
- Closers: Avoid installing closers on exterior side of doors and on corridor/common side of interior doors where possible.
- E. Install hardware with manufacturer furnished fasteners. Use of fasteners not furnished by hardware manufacturer will void fire labels and warranty. TEK screws are not acceptable.
- F. Install and adjust hardware so that the parts operate smoothly without bind or drag and so that doors latch, close tightly and do not rattle.

- G. Certified Low Voltage Electrician to:
- 1. Run wires for electrified hardware on low voltage side of low voltage power supply (transformer).
- 2. Connect electrified hardware to power on low voltage side of power supply.
- H. Install hardware to comply with federal, state and local code and legal requirements.

3.03 INSPECTION

A. Furnish services of an independent AHC (Architectural Hardware Consultant) or manufacturers' representative for respective products to ensure proper installation and operation of hardware.

Hardware Set 1

	s: 138A			
Eacn 2	to receive: EA	Continuous Hinge	CFM83HD1 SER8	Pemko
1	EA	Mullion	KR822 600	Stanley Security
1	EA	Magnetic Lock	M62	Securitron
		ACTIVE DOOR		
1	EA	Rim Exit Device	MLR LS 2103 1703A 630	Stanley Security
1	EA	Rim Exit Device	LS 2103 1703A 630	Stanley Security
3	EA	Cylinder	12E-72 S2 RP 626	Stanley Security
2	EA	Surface Closer	TB 351 CPSH EN	Sargent
2	EA	Kick Plate	K1050 8" x 34" US32D	Rockwood
1	EA	Threshold	171A x 72"	Pemko
2	EA	Sweep	345AV x 36" TKSP8	Pemko
2	EA	Silencer	608-RKW	Rockwood
2	EA	Push Button	PB3A	Securitron
		MOUNTED AT RECEPT	TION	
2	EA	Position Switch	DPS-M-BK	Securitron
1	EA	Power Supply	BPS-24-1	Securitron
2	EA	Battery	B-24-5	Securitron
1	EA	Power Supply	RPSMLR2BB	Stanley Security

Hardware Set 2

Doors	Doors: 138B				
Each to receive:					
2	EA	Continuous Hinge	CFM83HD1 SER8	Pemko	
1	EA	Mullion	KR822 600	Stanley Security	
1	EA	Rim Exit Device	MLR LS 2103 1703A 630	Stanley Security	
1	EA	Rim Exit Device	LS 2103 1703A 630	Stanley Security	
3	EA	Cylinder	12E-72 S2 RP 626	Stanley Security	
2	EA	Surface Closer	TB 351 CPSH EN	Sargent	
2	EA	Kick Plate	K1050 8" x 34" US32D	Rockwood	
2	EA	Silencer	608-RKW	Rockwood	
2	EA	Push Button	PB3	Securitron	
1	EA	Battery	B-24-5	Securitron	
1	EA	Power Supply	RPSMLR2BB	Stanley Security	

Hardware Set 3

Each	Each to receive:				
1	EA	Electric Strike	4500C 630		
1	EA	Push Button	PB3		
1	EA	Power Supply	BPS-24-1		
1	EA	Battery	B-24-5		

Doors: 130A

HES Securitron Securitron

Hardware Set 4

Doors: 102A, 102B, 423A, 720A, 720B

receive:

Lacif to receive.					
	2	EA	Continuous Hinge	CFM83HD1 SER8	Pemko
	1	EA	Mullion	KR822 600	Stanley Security
	1	EA	Rim Exit Device	LS 2103 1703A 630	Stanley Security
	1	EA	Rim Exit Device	MLR LS 2103 1703A 630	Stanley Security
	3	EA	Cylinder	12E-72 S2 RP 626	Stanley Security
	2	EA	Surface Closer	TB 351 CPSH EN	Sargent
	2	EA	Kick Plate	K1050 8" x 40" US32D	Rockwood
	1	EA	Threshold	171A x 84"	Pemko
	1	EA	Gasketing	2891APK x 96" x 84" TKSP8	Pemko
	2	EA	Sweep	345AV x 42" TKSP8	Pemko
	2	EA	Position Switch	DPS-M-BK	Securitron
	1	EA	Battery	B-24-5	Securitron
	1	EA	Power Supply	RPSMLR2BB	Stanley Security

END.



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SECTION 08800

GLASS AND GLAZING

PART 1 GENERAL

1.01 DESCRIPTION

A. Location of glass by types is shown on the drawings. Comply with Georgia Safety Glass Act for locations of "Safety Glazing Material."

1.02 MANUFACTURER'S LABELS

- A. Labels showing glass manufacturer's identity, type of glass, thickness and quality shall be attached to each piece of glass. Labels shall remain on glass until it has been set and inspected.
- B. All glazing compounds shall arrive at the site in labeled containers which have not been opened.

1.03 HANDLING

- A. Glass shall be clean cut. Nipping to remove flares or reduce oversized dimensions of any type will not be permitted.
- B. Deliver glass to site in containers that will protect glass form weather and breakage.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Insulating Glass: 1 1/16" IGU, exterior pane shall 9/16" LAMINATED WITH .060 PVB INTERLAYER with polyisobutylen primary seal and silicone secondary seal, glass to architect's tinted selection exterior pane, ½" air space and interior pane shall be 1/4" LOW "E" LAMINATED WITH .030 PVB Interlayeron interior with polyisobutylen primary seal and silicone secondary seal. Both panes shall be tempered. Insulating glass: manufactured by PPG Industries Certified Fabricators, Libbey-Owens-Ford, and Southern Wholesale Glass. Must meet SHGC 0.36, Shading Coefficient 0.41 relative heat gain.
- B. Interior laminated Glass: 9/16: with .060 PVB Interlayer with polyisobutylen primary seal and silicone secondary seal: Manufactured by PPG Industries Certified Fabricators, Libbey-Owens-Ford, and Southern Wholesale Glass.

PART 3 EXECUTION

3.01 INSTALLATION

- A. Check all frames prior to glazing. Openings shall be square, plumb, and with uniform face and edge clearances. Maintain 1/8" minimum bed clearance between glass and frame on both sides.
- B. Clean all surfaces to be glazed. Any defects affecting satisfactory installation of glass shall be corrected before starting of glazing.
- C. Do not apply any compound or sealant at temperatures lower than 40EF. Steel surfaces and frames shall be sealed or primed before glazing. Do not set glass in steel frames until paint is dry.
- D. Install glass in frames with glazing tape and sealant, retained by the removable stops. Cut tape to length and apply first to entire width of stops at head and sill. Set vertical strips at jambs butted to head and sill pieces. Do not overlap tapes. Place setting blocks on the sill at quarter points, and place spacer shims around perimeter of glass not over 24" apart. Remove paper backing from tape and crimp butt joints with the edge of a glazing knife to insure welded corners.

	E.	secure stops in place. The entire glazing rabbet shall be filled with glazing sealant to sight line. Strip excess sealant from glass and frame.
END.		

SECTION 09250

GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes the following:
 - 1. Non-load-bearing steel framing members for gypsum board assemblies.
 - 2. Gypsum board assemblies attached to steel framing.
 - 3. Gypsum board assemblies attached to furring members.
 - 4. Gypsum board bonded adhesively to interior concrete and masonry substrates.

1.02 DEFINITIONS

A. Gypsum Board Construction Terminology: Refer to ASTM C 11 and GA-505 for definitions of terms related to gypsum board assemblies not defined in this Section or in other referenced standards.

1.03 ASSEMBLY PERFORMANCE REQUIREMENTS

A. Sound Transmission Characteristics: For gypsum board assemblies indicated to have STC ratings, provide materials and construction identical to those of assemblies whose STC ratings were determined per ASTM E 90-90 and classified per ASTM E 413-87 by a qualified independent testing agency.

1.04 SUBMITTALS

- General: Submit the following according to Conditions of the Contract and Division 1 Specification Sections.
 - 1. Product data for each type of product specified.
 - Product certificates signed by manufacturers of gypsum board assembly components certifying that their products comply with specified requirements.

1.05 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: Where fire-rated gypsum board assemblies are indicated, provide materials and construction identical to those of assemblies tested for fire resistance per ASTM E 119-88 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.
 - 1. Fire Resistance Ratings: As indicated by reference to design designations in UL "Fire Resistance Directory".
 - 2. Single-Source Responsibility for Steel Framing: Obtain steel framing members for gypsum board assemblies from a single manufacturer.
 - 3. Single-Source Responsibility for Panel Products: Obtain each type of gypsum board and other panel products from a single manufacturer.
 - 4. Single-Source Responsibility for Finishing Materials: Obtain finishing materials from either the same manufacturer that supplies gypsum board and other panel products or from a manufacturer acceptable to gypsum board manufacturer.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in original packages, containers, or bundles bearing brand name and identification of manufacturer or supplier.
- B. Store materials inside under cover and keep them dry and protected against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other causes. Neatly stack gypsum panels flat to prevent sagging.

C. Handle gypsum board to prevent damage to edges, ends, and surfaces. Do not bend or otherwise damage metal corner beads and trim.

1.07 PROJECT CONDITIONS

- A. Environmental Conditions, General: Establish and maintain environmental conditions for applying and finishing gypsum board to comply with ASTM C 840-88 and with gypsum board manufacturer's recommendations.
- B. Room Temperatures: For nonadhesive attachment of gypsum board to framing, maintain not less than 40EF (4EC). For adhesive attachment and finishing of gypsum board, maintain not less than 50EF (10EC) for 48 hours prior to application and continuously after until dry. Do not exceed 95EF (35EC) when using temporary heat sources.
- C. Ventilation: Ventilate building spaces, as required, for drying joint treatment materials. Avoid drafts during hot dry weather to prevent finishing materials from drying too rapidly.

PART 2 PRODUCTS

2.01 MANUFACTURERS

Manufacturers: Subject to compliance with requirements, provide products by one of the following:

- A. Steel Framing and Furring:
 - 1. Dale Industries, Inc.
 - 2. Dietrich Industries, Inc.
 - 3. Gold Bond Building Products Div., National Gypsum Co.
 - 4. Unimast Inc.
- B. Grid Suspension Assemblies:
 - 1. Chicago Metallic Corp.
 - 2. National Rolling Mills Co.
 - 3. USG Interiors, Inc.
- C. Gypsum Board and Related Products:
 - 1. Celotex Building Products
 - Georgia-Pacific Corp.
 - 3. Gold Bond Building Products Div., National Gypsum Co.
 - 4. United States Gypsum Co.

2.02 STEEL FRAMING COMPONENTS FOR SUSPENDED & FURRED CEILINGS

- A. General: Provide components of sizes indicated but not less than that required to comply with ASTM C 754-88 for conditions indicated.
- B. Powder-Actuated Fasteners in Concrete: Fastener system of type suitable for application indicated, fabricated from corrosion-resistant materials, with clips or other accessory devices for attaching hangers of type indicated, and with capability to sustain, without failure, a load equal to 10 times that imposed by ceiling construction, as determined by testing per ASTM E 1190-87 conducted by a qualified testing agency.
- C. Wire for Hangers and Ties: ASTM A 641-92, Class 1 zinc coating, soft temper.
- D. Hanger Rods: Mild steel and zinc-coated or protected with rust-inhibitive paint.
- E. Flat Hangers: Mild steel and zinc-coated or protected with rust-inhibitive paint.
- F. Channels: Cold-rolled steel, 0.05980" minimum thickness of base (uncoated) metal and 7/16" wide flanges, and as follows:
 - 1. Carrying Channels: 1-1/2" deep, 475 lb per 1000 feet, unless otherwise indicated.
 - 2. Finish: Rust-inhibitive paint, unless otherwise indicated.
 - 3. Finish: G 60 hot-dip galvanized coating per ASTM A 525-93 for framing for exterior soffits.
- G. Steel Studs for Furring Channels: ASTM C 645-92, with flange edges bent back

90E and doubled over to form 3/16" minimum lip (return), minimum thickness of base (uncoated) metal and minimum depth as follows:

- 1. Thickness: 22 gauge, unless otherwise indicated.
- 2. Depth: 3-5/8", unless otherwise indicated.
- 3. Protective Coating: G 40 hot-dip galvanized coating per ASTM A 525-93 for framing for exterior soffits and ceiling suspension members in areas within 10' of exterior walls
- H. Steel Rigid Furring Channels: ASTM C 645-92, hat-shaped, depth of 7/8", and minimum thickness of base (uncoated) metal as follows:
 - 1. Thickness: 0.0179", unless otherwise indicated.
 - 2. Protective Coating: Manufacturer's standard corrosion-resistant coating.
- I. Steel Resilient Furring Channels: Manufacturer's standard product designed to reduce sound transmission, fabricated from steel sheet complying with ASTM A 525-93 or ASTM A 568-93 to form 1/2" deep channel of the following configuration:
 - 1. Single-Leg Configuration: Asymmetric-shaped channel with face connected to a single flange by a single slotted leg (web).
 - 2. Double-Leg Configuration: Hat-shaped channel, with 1-1/2" wide face connected to flanges by double slotted or expanded metal legs (webs).
 - 3. Configuration: Either configuration indicated above.
- J. Grid Suspension System for Interior Ceilings: ASTM C 645-92, manufacturer's standard direct-hung grid suspension system composed of main beams and cross furring members that interlock to form a modular supporting network. See specification section 09510.

2.03 STEEL FRAMING FOR WALLS AND PARTITIONS

- A. General: Provide steel framing members complying with the following requirements:
 - Component Sizes and Spacings: As indicated but not less than that required to comply with ASTM C 754-88 under the following maximum deflection and lateral loading conditions:
 - a Maximum Deflection: L/240 at 5 lbf per SF.
 - 2. Protective Coating: Manufacturers standard corrosion-resistant coating.
- B. Steel Studs and Runners: ASTM C 645-92, with flange edges of studs bent back 90E and doubled over to form 3/16" wide minimum lip (return) and complying with the following requirements for minimum thickness of base (uncoated) metal and for depth.
 - 1. Thickness:
 - a Interior Walls- 22 gauge
 - b Exterior Walls 18 gauge
 - Depth: 6" typical, unless otherwise noted on drawings.
- C. Steel Rigid Furring Channels: ASTM C 645-92, hat-shaped, depth and minimum thickness of base (uncoated) metal as follows:
 - 1. Depth: 7/8".
 - 2. Thickness: 0.0179", unless otherwise indicated and per metal wall panel manufacturer's requirements.
- D. Steel Resilient Furring Channels: Manufacturer's standard product designed to reduce sound transmission, fabricated from steel sheet complying with ASTM A 525-93 or ASTM A 568-93 to form 1/2" deep channel of the following configuration:
 - 1. Single-Leg Configuration: Asymmetric-shaped channel with face connected to a single flange by a single slotted leg (web).
 - 2. Double-Leg Configuration: Hat-shaped channel, with 1-1/2" wide face connected to flanges by double-slotted or expanded metal legs (webs).
 - 3. Configuration: Either configuration indicated above.
- E. Fasteners for Metal Framing: Provide fasteners of type, aterial, size, corrosion

resistance, holding power, and other properties required to fasten steel framing and furring members securely to substrates involved; complying with the recommendations of gypsum board manufacturers for applications indicated.

2.04 GYPSUM BOARD PRODUCTS

A. General: Provide gypsum board of types indicated in maximum lengths available to minimize end-to-end butt joints.

Thickness: Provide gypsum board in thicknesses indicated or, if not otherwise indicated, in either 1/2" or 5/8" thicknesses to comply with ASTM C 840-88 for application system support spacing indicated.

- B. Gypsum Wallboard: ASTM C 36-93 and as follows:
 - 1. Type: Regular for vertical surfaces, unless otherwise indicated.
 - 2. Type: Type X where required for fire-resistive-rated assemblies.
 - 3. Type: Sag-resistant type for ceiling surfaces.
 - 4. Edges: Tapered and featured (rounded or beveled) for prefilling.
 - 5. Thickness: As indicated
- C. Water-Resistant Gypsum Backing Board: ASTM C 630-93 and as follows:
 - 1. Type: Regular, unless otherwise indicated.
 - 2. Thickness: 5/8", unless otherwise indicated.
 - 3. Install water resistant board at wall surfaces in all toilets.
- D. Exterior Gypsum Sheathing Board:
 - 1. Thickness: ½ inch
 - 2. Width: 4 feet
 - 3. Length: 8 feet
 - 4. Weight: 1.9 lb/sq. ft.
 - 5. Edges: Square
 - 6. Surfacing: Fiberglass mat on face, back and long edges.
 - 7. Racking Strength (ultimate, not design value)(ASTM E72): Not less than 540 pounds per square foot, dry
 - 8. Flexural Strength, Parallel (ASTM C473): 80lbf, parallel
 - 9. Humidified Deflection (ASTM C1177): Not more than 2/8 inch
 - 10. Permeance (ASTM E96): 23 perms
 - 11. R-Value (ASTM C518): 0.56
 - 12. Mold Resistance (ASTM D3273): 10, in a test as manufactured.
 - 13. Microbial Resistance (ASTM D6329, GREENGUARD 3-week protocol): Will not support microbial growth.
 - 14. Acceptable Products:
 - a ½ inch DensGlas Gold Sheathing, Georgia-Pacific Corporation.
 - b Wonder Board, Modulars, Inc.
 - Durock Tile Backer Board, Durabond Div. USG Industries, Inc.
- E. Air and Vapor Barrier: Refer to Section 07272 Fluid Applied Membrane Air Barriers.

2.05 TRIM ACCESSORIES

- A. TRIM ACCESSORIES
- B. Accessories for Interior Installation: Corner beads, edge trim, and control joints complying with ASTM C 1047-92 and requirements indicated below:
 - Material: Formed metal, plastic, or metal combined with paper, with the following requirement:
 - a Sheet Steel zinc-coated by hot-dip process.
 - Shapes indicated below by reference to Fig. 1 designations in ASTM C 1047-92:
 - a Cornerbead on outside corners, unless otherwise indicated.
 - b L-bead with face flange only; face flange formed to receive joint compound. Use L-bead where indicated.
 - c One-piece control joint formed with V-shaped slot, with

removable strip covering slot opening.

- C. Zinc Accessories for Exterior Ceilings: Corner beads, edge trim, and control joints formed from rolled zinc complying with ASTM C 1047, in shapes indicated below by reference to ASTM C 1047:
 - 1. Corner Bead on outside corners, unless otherwise indicated.
 - 2. Edge trim complying with ASTM C 1047-92, formed from rolled zinc, shape LC-Bead per Fig. 1, unless otherwise indicated.

2.06 JOINT TREATMENT MATERIALS

- A. General: Provide joint treatment materials complying with ASTM C 475-89 and the recommendations of both the manufacturers of sheet products and of joint treatment materials for each application indicated.
- B. Joint Tape for Gypsum Board: Paper reinforcing tape, unless otherwise indicated on the drawings.
- C. Setting-Type Joint Compounds for Gypsum Board: Factory-packaged, job-mixed, chemical-hardening powder products formulated for uses indicated.
 - Where setting-type joint compounds are used as a taping compound only or for taping and filling only, use formulation that is compatible with other joint compounds applied over it.
 - 2. For prefilling gypsum board joints, use formulation recommended by gypsum board manufacturer for this purpose.
 - 3. For filling joints and treating fasteners of water-resistant gypsum backing board behind base for ceramic tile, use formulation recommended by the gypsum board manufacturer for this purpose.
 - 4. For topping compound, use sandable formulation.
- D. Drying-Type Joint Compounds for Gypsum Board: Factory-packaged vinyl-based products complying with the following requirements for formulation and intended use.
 - 1. Ready-Mixed Formulation: Factory-mixed product.
 - 2. Taping compound formulated for embedding tape and for first coat over fasteners and face flanges of trim accessories.
 - 3. Topping compound formulated for fill (second) and finish (third) coats.
 - 4. All-purpose compound formulated for both taping and topping compounds.

2.07 ACOUSTICAL SEALANT

- A. Acoustical Sealant for Exposed and Concealed Joints: Manufacturer's standard nonsag, paintable, nonstaining latex sealant complying with ASTM C 834-91 and the following requirements:
 - 1. Product is effective in reducing airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies per ASTM E 90-90.
 - 2. Product has flame-spread and smoke-developed ratings of less than 25 per ASTM E 84-91.
- B. Acoustical Sealant for Concealed Joints: Manufacturer's standard nondrying, nonhardening, nonskinning, nonstaining, gunnable, synthetic rubber sealant recommended for sealing interior concealed joints to reduce transmission of airborne sound.
- C. Available Products: Subject to compliance with requirements, acoustical sealants that may be incorporated in the Work include, but are not limited to the following:
 - 1. Acoustical Sealant:
 - a AC-20 FTR Acoustical and Insulation Sealant, Pecora Corp.
 - b SHEETROCK Acoustical Sealant, United States Gypsum Co.
 - c Dow Corning, Inc.
 - Acoustical Sealant for Concealed Joints:

- a BA-98, Pecora Corp.
- b Tremco Acoustical Sealant, Tremco, Inc.
- c Dow Corning, Inc.

2.08 MISCELLANEOUS MATERIALS

- A. General: Provide auxiliary materials for gypsum board construction that comply with referenced standards and recommendations of gypsum board manufacturer.
- B. Spot Grout: ASTM C 475-89, setting-type joint compound recommended for spot grouting hollow metal door frames.
- C. Steel drill screws complying with ASTM C 1002 for the following applications:
 - 1. Fastening gypsum board to steel members less than 0.03" thick.
 - 2. Fastening gypsum board to gypsum board.
- D. Steel drill screws complying with ASTM C 954-92a for fastening gypsum board to steel members from 0.033" to 0.112" thick.
- E. Corrosion-resistant-coated steel drill screws of size and type recommended by board manufacturer for fastening cementitious backer units.
- F. Sound Attenuation Blankets: Unfaced mineral-fiber blanket insulation produced by combining mineral fibers of type described below with thermosetting resins to comply with ASTM C 665-91 for Type I (blankets without membrane facing):
 - 1. Mineral-Fiber Type: Fibers manufactured from glass or slag.

PART 3 EXECUTION

3.01 EXAMINATION

A. Examine substrates to which gypsum board assemblies attach or abut, installed hollow metal frames, case-in-anchors, and structural framing with Installer present for compliance with requirements for installation tolerances and other conditions affecting performance of assemblies specified in this Section. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.02 PREPARATION

A. Ceiling Anchorages: Coordinate installation of ceiling suspension systems with installation of overhead structural assemblies to ensure that inserts and other provisions for anchorages to building structure have been installed to receive ceiling hangers that will develop their full strength and at spacing required to support ceilings.

3.03 INSTALLING STEEL FRAMING, GENERAL

- A. Steel Framing Installation Standard: Install steel framing to comply with ASTM C 754-88 and with ASTM C 840-88 requirements that apply to framing installation.
- B. Install supplementary framing, blocking, and bracing at terminations in gypsum board assemblies to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction. Comply with details indicated and with recommendations of gypsum board manufacturer or, if none available, with "Gypsum Construction Handbook" published by United States Gypsum Co., 1987 Edition.
- C. Isolate steel framing from building structure at locations indicated to prevent transfer of loading imposed by structural movement. Comply with details shown on Drawings.
 - 1. Where building structure abuts ceiling perimeter or penetrates ceiling.
 - 2. Where partition framing and wall furring abut structure except at floor.
- D. Do not bridge building expansion and control joints with steel framing or furring members as indicated.

3.04 INSTALLING STEEL FRAMING FOR SUSPENDED AND FURRED CEILINGS

A. Suspend ceiling hangers from building structural members and as follows:

- Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or ceiling suspension system. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing and countersplaying.
- Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with the location of hangers required to support standard suspension system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices. Size supplemental suspensions members and hangers to support ceiling loads within performance limits established by referenced standards.
- Secure wire hangers by looping and wire-tying, either directly to structures or to inserts, eyescrews, or other devices and fasteners that are secure and appropriate for substrate, and in a manner that will not cause them to deteriorate or otherwise fail due to age, corrosion, or elevated temperatures.
- 4. Secure flat, angel, channel, and rod hangers to structure, including intermediate framing members by attaching to inserts, eyescrews, or other devices and fasteners that are secure and appropriate for structure as well as for type of hanger involved, and in a manner that will not cause them to deteriorate or fail due to age, corrosion, or elevated temperatures.
- Do not attach hangers to steel roof deck. Attach hangers to structural members.
- 6. Do not connect or suspend steel framing from ducts, pipers or conduit.
- B. Sway-brach suspended steel framing with hangers used for support.
- C. Install suspended steel framing components in sizes and at spacings indicated but not less than that required by the referenced steel framing installation standard.
 - 1. Wire Hangers: 0.1620" (8 gauge) diameter, 4' o.c.
 - 2. Carrying Channels (Main Runners): 1-1/2", 4' o.c.
 - 3. Rigid Furring Channels (Furring Members): 24" o.c.
- D. Installation Tolerances: Install steel framing components for suspended ceilings so that cross-furring members or grid suspension members are level to within 1/8" in 12' measured both lengthwise on each member and transversely between parallel members.
- E. Wire-tie or clip furring members to main runners and to other structural supports as indicated on the drawings.
- F. Grid Suspension System: Attach perimeter wall track or angle where grid suspension system meets vertical surfaces. Mechanically join main beam and cross-furring members to each other and butt-cut to fit into wall track.
- G. For exterior soffits, install cross-bracing and additional framing to resist wind uplift according to details on Drawings.

3.05 INSTALLING STEEL FRAMING FOR WALLS AND PARTITIONS

- A. Install runners (tracks) at floors, ceilings, and structural walls and columns where gypsum board stud assemblies abut other construction. Where studs are installed directly against exterior walls, install asphalt felt strips between studs and wall.
- B. Installation Tolerances: Install each steel framing and furring member so that fastening surfaces do not vary more than 1/8" from the plane formed by the faces of adjacent framing.
- C. Extend partition framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Cut studs 1/2" short of full height. Continue framing over

- frames for doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board.
- D. Terminate partition framing at suspended ceilings where indicated.
- E. Install steel studs and furring in sizes and at spacings indicated but not less than that required by the referenced steel framing installation standard to comply with maximum deflection and minimum, loading requirements specified.
 - Single and Double Layer Construction: Space studs at 24" o.c.
- F. Install steel studs so that flanges point in the same direction and so that leading edges or ends of each gypsum board can be attached to open (unsupported) edges of stud flanges first.
- G. Frame door openings to comply with details indicated, with GA-219, and with applicable published recommendations of gypsum board manufacturer. Attach vertical studs at jambs with screws either directly to frames or to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs. Extend vertical jamb through suspended ceilings and attach to underside of floor or roof structure above.
- Н. Frame openings other than door openings to comply with details indicated or, if none indicated, in same manner as required for door openings. Install framing below sills of openings to match framing required above door heads.

APPLYING AND FINISHING GYPSUM BOARD, GENERAL 3.06

- Gypsum Board Application and Finishing Standards: Install and finish gypsum panels to comply with ASTM C 840-88 and GA-216.
- Install sound attenuation blankets where indicated prior to installing gypsum B. panels unless blankets are readily installed after panels have been installed on one side.
- C. Install ceiling board panels across framing to minimize the number of abutting end joints and avoid abutting end joints in the central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- D. Install wall/partition board panels to minimize the number of abutting end joints or avoid them entirely. Stagger abutting end joints not less than one framing member in alternate courses of board. At stairwells and other high walls, install panels horizontally with end abutting joints over studs and staggered.
- E. Install gypsum panels with face side out. Do not install imperfect, damaged, or damp panels. Butt panels together for a light contact at edges and ends with not more than 1/16" of open space between panels. Do not force into place.
- F. Locate both edge or end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Position adjoining panels so that tapered edges abut tapered edges, and field-cut edges and ends. Do not place tapered edges against cut edges or ends. Stagger vertical joints over different studs on opposite sides of partitions. Avoid joints at corners of framed openings where possible.
- G. Attach gypsum panels to steel studs so that the leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- Attach gypsum panels to framing provided at openings and cutouts. Η.
- Spot grout hollow metal door frames for solid core wood doors, hollow metal doors, and doors over 32" wide. Apply spot grout at each jamb anchor clip and immediately insert gypsum panels into frames.
- Form control joints and expansion joints at locations indicated and as detailed on J. the drawings, with space between edges of adjoining gypsum panels, as well as supporting framing behind gypsum panels.
 - Cover both faces of steel stud partition framing with gypsum panels in concealed spaces (above ceilings, etc.) except in chase walls that are braced internally.

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- a Except where concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 SF in area.
- b Fit gypsum panels around ducts, pipes, and conduits.
- c Where partitions intersect open concrete coffers, concrete joists, and other structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by coffers, joists, and other structural members; allow 1/4" to 1/2" wide joints to install sealant.
- K. Isolate perimeter of non-load-bearing gypsum board partitions at structural abutments, except floors, as detailed. Provide 1/4" to 1/2" wide spaces at these locations and trim edges with U-bead edge trim where edges of gypsum panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- L. Where STC-rated gypsum board assemblies are indicated, seal construction at perimeters, behind control and expansion joints, openings, and penetrations with a continuous bead of acoustical sealant including a bead at both faces of the partitions. Comply with ASTM C 919-84 and manufacturer's recommendations for location of edge trim and closing off sound-flanking paths around or through gypsum board assemblies, including sealing partitions above acoustical ceilings.
- M. Space fasteners in gypsum panels according to referenced gypsum board application and finishing standard and manufacturer's recommendations.

3.07 GYPSUM BOARD APPLICATION METHODS

- A. Single Layer Application: Install gypsum wallboard panels as follows:
 - 1. On ceilings, apply gypsum panels prior to wall/partition board application to the greatest extent possible and at right angles to framing, unless otherwise indicated on the drawings.
 - 2. On partitions/walls, apply gypsum panels vertically (parallel to framing), unless otherwise indicated, and provide panel lengths that will minimize end joints.
- B. Wall Tile Substrates: For substrates indicated to receive thin-set ceramic tile and similar rigid applied wall finishes, comply with the following:
 - Install water-resistant gypsum backing board panels at showers, tubs, and where indicated. Install gypsum wallboard panels with tapered edges taped and finished to produce a flat surface except at showers, tubs, and other locations indicated to receive water-resistant panels.
- C. Double-Layer Application: Install gypsum backing board for base layers and gypsum wallboard for face layers.
 - On ceilings, apply base layer prior to applying base layer on walls/partitions; apply face layers in same sequence. Offset face-layer joints at least 10" from parallel base-layer joints. Apply base layers at right angles to framing members unless otherwise indicated on the drawings.
 - 2. On partitions/walls, apply base layers and face layers vertically (parallel to framing) with joints of base layers located over stud or furring member and face layer joints offset at least one stud or furring member with base layer joints. Stagger joints on opposite sides of partitions.
- D. Single-Layer Fastening Methods: Apply gypsum panels to supports as follows:
 - Fasten with screws.
- E. Double-Layer Fastening Methods: Apply base layer of gypsum panels and face layer to base layer as follows:
 - Fasten both base layers and face layers separately to supports with screws.
- F. Exterior Soffits and Ceilings: Apply exterior gypsum soffit board panels perpendicular to supports, with end joints staggered over supports. Install with

1/4" open space where panels abut other construction or structural penetrations.

1. Fasten with corrosion-resistant screws.

3.08 INSTALLING TRIM ACCESSORIES

- A. General: For trim accessories with back flanges, fasten to framing with the same fasteners used to fasten gypsum board. Otherwise, fasten trim accessories according to accessory manufacturer's directions for type, length, and spacing of fasteners.
- B. Install corner beads at external corners.
- C. Install edge trim where edge of gypsum panels would otherwise be exposed or semi-exposed. Provide edge trim type with face flange formed to receive joint compound except where other types are indicated.
 - Install LC-bead where gypsum panels are tightly abutted to other construction and back flange can be attached to framing or supporting substrate.
 - Install L-bead where edge trims can only be installed after gypsum panels are installed.
- D. Install control joints at locations indicated, and where not indicated according to ASTM C 840-88, and in locations approved by Architect for visual effect.

3.09 FINISHING GYPSUM BOARD ASSEMBLIES

- A. General: Treat gypsum board joints, interior angels, flanges of corner beads, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere to prepare gypsum board surfaces for decoration.
- B. Prefill open joints, rounded or beveled edges, and damaged areas using settingtype joint compound.
- C. Apply joint tape over gypsum board joints except those with accessories having concealed face flanges not requiring taping to prevent cracks from developing in joint treatment at flange edges.
- D. Levels of Gypsum Board Finish: Provide the following levels of gypsum board finish per GA-214.
 - Level 1 for ceiling plenum areas, concealed areas, and where indicated, unless a higher level of finish is required for fire-resistive-rated and sound-rated assemblies.
 - Level 2 where water-resistant gypsum backing board panels form substrates for tile, and where indicated.
 - 3. Level 3 for gypsum board surfaces for surfaces receiving medium or heavy textured finishes before painting.
 - 4. Level 4 for gypsum board surfaces for surfaces receiving light-textured finishes, wallcoverings, and flat paints over light textures.
 - 5. Level 5 for gypsum board surfaces receiving gloss and semigloss enamels and nontextured flat paints.
- E. For Level 4 gypsum board finish, embed tape in joint compound and apply three separate coats of joint compound over joints, angels fastener heads, and accessories. Touch up and sand between coats and after last coat as needed to produce a surface free of visual defects and ready for decoration. Use one of the following joint compound combinations:
 - 1. Embedding and First Coat: Setting-type joint compound. Fill (Second) Coat: Setting-type joint compound. Finish (Third) Coat: Sandable, setting-type joint compound.
 - 2. Embedding and First Coat: Setting-type joint compound. Fill (Second) Coat: Setting-type joint compound. Finish (Third) Coat: Ready-mixed, drying-type, all-purpose or topping compound.
 - 3. Embedding and First Coat: Ready-mixed, drying-type, all purpose or taping compound. Fill (Second) Coat: Ready-mixed, drying-type, all-

- purpose or topping compound. Finish (Third) Coat: Ready-mixed, drying-type, all-purpose or topping compound.
- 4. Embedding and First Coat: Job-mixed, drying-type taping compound. Fill (Second) Coat: Job-mixed, drying-type topping compound. Finish (Third) Coat: Job-mixed, drying-type topping compound.
- 5. Embedding and First Coat: Job-mixed, drying-type, all-purpose compound. Fill (Second) Coat: Job-mixed, drying-type, all-purpose compound. Finish (Third) Coat: Job-mixed, drying-type, all-purpose compound.
- 6. Embedding and First Coat: Setting-type compound. Fill (Second) Coat: Setting-type compound. Finish (Third) Coat: Job-mixed, drying-type, all-purpose compound.
- F. Where Level 3 gypsum board finish is indicated, apply joint compounds specified for first and second coat in addition to embedding coat.
- G. Where Level 2 gypsum board finish is indicated, apply joint specified for first coat in addition to embedding coat.
- H. Where Level 1 gypsum board finish is indicated, apply joint compound specified for embedding coat.
- Finish water-resistant gypsum backing board forming base for ceramic tile to comply with ASTM C 840-88 and board manufacturer's directions for treatment of joints behind tile.

3.10 CLEANING AND PROTECTION

- A. Promptly remove any residual joint compound from adjacent surfaces.
- B. Provide final protection and maintain conditions, in a manner suitable to Installer, that ensures gypsum board assemblies remain without damage or deterioration at time of Final Inspection.

END.



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SECTION 09510

ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

A. Drawings and general conditions of Contract, including General and Supplementary Conditions and Divisions-1 Specification sections apply to work of this section.

1.02 SUMMARY:

A. SECTION INCLUDES:

- 1. Acoustical ceiling panels.
- 2. Exposed grid suspension system.
- 3. Wire hangers, fasteners, main runners, cross tees, and wall angle moldings.

B. RELATED SECTIONS:

- 1. Section 01350, Special Environmental Requirements
- 2. Section 09250 Gypsum Board
- 3. Section 09120 Suspension System Framing and Furring for Plaster and Gypsum Board Assemblies
- 4. Division 15 Sections Mechanical Work
- 5. Division 16 Sections Electrical Work

C. ALTERNATES:

- 1. Prior Approval: Unless otherwise provided for in the Contract documents, proposed product substitutions may be submitted no later than TEN (10) working days prior to the date established for receipt of bids. Acceptability of a proposed substitution is contingent upon the Architect's review of the proposal for acceptability and approved products will be set forth by the Addenda. If included in a Bid are substitute products which have not been approved by Addenda, the specified products shall be provided without additional compensation.
- 2. Submittals which do not provide adequate data for the product evaluation will not be considered. The proposed substitution must meet all requirements of this section, including but not necessarily limited to, the following: Single source materials suppliers (if specified in Section 1.5); Underwriters' Laboratories Classified Acoustical performance; Panel design, size, composition, color, and finish; Suspension system component profiles and sizes; Compliance with the referenced standards.

1.03 REFERENCES:

- A. American Society for Testing and Materials (ASTM):
 - 1. ASTM A 1008 Standard Specification for Steel, Sheet, Cold Rolled, Carbon, Structural, High-Strength Low-Alloy and High-Strength Low-Alloy with Improved Formability.
 - ASTM A 641 Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire.
 - 3. ASTM A 653 Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) by the Hot-Dip Process.
 - ASTM C 423 Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.
 - 5. ASTM C 635 Standard Specification for Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings.

- 6. ASTM C 636 Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels.
- 7. ASTM E 84 Standard Test Method for Surface Burning Characteristics of Building Materials.
- 8. ASTM E 1414 Standard Test Method for Airborne Sound Attenuation Between Rooms Sharing a Common Ceiling Plenum.
- 9. ASTM E 1111 Standard Test Method for Measuring the Interzone Attenuation of Ceilings Systems.
- 10. ASTM E 1264 Classification for Acoustical Ceiling Products.
- 11. ASTM E 1477 Standard Test Method for Luminous Reflectance Factor of Acoustical Materials by Use of Integrating-Sphere Reflectometers.
- 12. ASTM D 3273 Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber.
- 13. ASTM E 119 Standard Test Methods for Fire Tests of Building Construction and Material.
- B. ASHRAE Standard 62.1-2004, "Ventilation for Acceptable Indoor Air Quality"

1.04 SUBMITTALS:

- A. Product Data: Submit manufacturer's technical data for each type of acoustical ceiling unit and suspension system required.
- B. Samples: Minimum 6 inch x 6 inch samples of specified acoustical panel; 8 inch long samples of exposed wall molding and suspension system, including main runner and 4 foot cross tees.
- C. Shop Drawings: Layout and details of acoustical ceilings. Show locations of items which are to be coordinated with, or supported by the ceilings.
- D. Certifications: Manufacturer's certifications that products comply with specified requirements, including laboratory reports showing compliance with specified tests and standards. For acoustical performance, each carton of material must carry an approved independent laboratory classification of NRC, CAC, and AC.
- E. If the material supplied by the acoustical subcontractor does not have an Underwriter's Laboratory classification of acoustical performance on every carton, subcontractor shall be required to send material from every production run appearing on the job to an independent or NVLAP approved laboratory for testing, at the architect's or owner's discretion. All products not conforming to manufacturer's current published values must be removed, disposed of and replaced with complying product at the expense of the Contractor performing the work.

1.05 QUALITY ASSURANCE:

- A. Single-Source Responsibility: Provide acoustical panel units and grid components by a single manufacturer.
- B. Fire Performance Characteristics: Identify acoustical ceiling components with appropriate markings of applicable testing and inspecting organization.
 - 1. Surface Burning Characteristics: As follows, tested per ASTM E 84 and complying with ASTM E 1264 for Class A products.
 - 2. Flame Spread: 25 or less
 - 3. Smoke Developed: 50 or less
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaged units in any way.

1.06 DELIVERY, STORAGE, AND HANDLING:

- A. Deliver acoustical ceiling units to project site in original, unopened packages and store them in a fully enclosed space where they will be protected against damage from moisture, direct sunlight, surface contamination, and other causes.
- B. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content.

C. Handle acoustical ceiling units carefully to avoid chipping edges or damaged units in any way.

1.07 PROJECT CONDITIONS:

- A. Space Enclosure:
 - All ceiling products and suspension systems must be installed and maintained in accordance with Armstrong written installation instructions for that product in effect at the time of installation and best industry practice.
 Prior to installation, the ceiling product must be kept clean and dry, in an environment that is between 32oF (0o C) and 120oF (49o C) and not subject to Abnormal Conditions.

Abnormal conditions include exposure to chemical fumes, vibrations, moisture from conditions such as building leaks or condensation, excessive humidity, or excessive dirt or dust buildup.

2. <u>HumiGuard Plus Ceilings:</u> Installation of the products shall be carried out where the temperature is between 32°F (0° C) and 120°F (49° C). It is not necessary for the area to be enclosed or for HVAC systems to be functioning. All wet work (plastering, concrete, etc) must be complete and drv.

The ceilings must be maintained to avoid excessive dirt or dust buildup that would provide a medium for microbial growth on ceiling panels. Microbial protection does not extend beyond the treated surface as received from the factory, and does not protect other materials that contact the treated surface such as supported insulation materials.

1.08 WARRANTY:

- A. Acoustical Panel: Submit a written warranty executed by the manufacturer, agreeing to repair or replace acoustical panels that fail within the warranty period. Failures include, but are not limited to:
 - 1. Acoustical Panels: Sagging and warping as a result of defects in materials or factory workmanship.
 - 2. Grid System: Rusting and manufacturer's defects
 - 3. Acoustical Panels with BioBlock Plus or designated as inherently resistive to the growth of micro-organisms installed with Armstrong suspension systems: Visible sag and will resist the growth of mold/mildew and gram positive and gram negative odor and stain causing bacteria.
- B. Warranty Period Humiguard:
 - 1. Acoustical panels: Ten (10) years from date of substantial completion.
 - 2. Grid: Ten (10) years from date of substantial completion.
 - 3. Acoustical panels and grid systems with HumiGuard Plus or HumiGuard Max performance supplied by one source manufacturer is thirty (30) years from date of substantial ompletion.
- C. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

1.09 MAINTENANCE:

- A. Extra Materials: Deliver extra materials to Owner. Furnish extra materials described below that match products installed. Packaged with protective covering for storage and identified with appropriate labels.
 - 1. Acoustical Ceiling Units: Furnish quality of full-size units equal to 5.0 percent of amount installed.
 - 2. Exposed Suspension System Components: Furnish quantity of each exposed suspension component equal to 2.0 percent of amount installed.

PART 2 - PRODUCTS

2.01 MANUFACTURERS:

- A. Ceiling Panels:
 - 1. Armstrong World Industries, Inc.
 - 2. Chicago Metallic Corp.
 - 3. USG Corporation

2.02 ACOUSTICAL CEILING UNITS

- A. Acoustical Panel: (Armstrong World Industries Calla Model # 2822 or equal)
 - 1. Surface Texture: Medium
 - 2. Composition: Mineral Fiber
 - 3. Color: White
 - 4. Size: 24in X 24in X 1in
 - Edge Profile: Square Tegular for interface with Prelude XL 15/16" Exposed Tee.
 - 6. Noise Reduction Coefficient (NRC): ASTM C 423; Classified with UL label on product carton, 0.70.
 - 7. Ceiling Attenuation Class (CAC): ASTM C 1414; Classified with UL label on product carton, 40
 - 8. Flame Spread: ASTM E 1264; Class A (UL)
 - 9. Light Reflectance (LR): ASTM E 1477; White Panel: Light Reflectance: 0.85.
 - 10. Dimensional Stability: HumiGuard Plus Temperature is between 32°F (0° C) and 120°F (49° C). It is not necessary for the area to be enclosed or for HVAC systems to be functioning. All wet work (plastering, concrete, etc) must be complete and dry.
 - 11. Antimicrobial Protection: BioBlock Plus Resistance against the growth of mold/mildew and gram positive and gram negative odor and stain causing bacteria.

2.03 SUSPENSION SYSTEMS:

- A. Components: All main beams and cross tees shall be commercial quality hot-dipped galvanized (galvanized steel, aluminum, or stainless steel) as per ASTM A 653. Main beams and cross tees are double-web steel construction with type exposed flange design. Exposed surfaces chemically cleansed, capping pre-finished galvanized steel (aluminum or stainless steel) in baked polyester paint. Main beams and cross tees shall have rotary stitching (exception: extruded aluminum or stainless steel).
 - 1. Structural Classification: ASTM C 635 Intermediate Duty.
 - Color: Match the actual color of the selected ceiling tile, unless noted otherwise.
 - Acceptable Product: Prelude XL 15/16" Exposed Tee as manufactured by Armstrong World Industries, Inc, Chicago Metallic Corp, or USG Corporation.
- B. High Humidity Finish: Comply with ASTM C 635 requirements for Coating Classification for Severe Environment Performance where high humidity finishes are indicated.
 - 1. AL Prelude Plus by Armstrong World Industries, Inc. all ALUMINUM
 - 2. Structural Classification: ASTM C 635 duty class.
 - 3. Color: [White aluminum]
- C. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.
- D. Wire for Hangers and Ties: ASTM A 641, Class 1 zinc coating, soft temper, prestretched, with a yield stress load of at least time three design load, but not less than 12 gauge.

- E. Edge Moldings and Trim: Metal or extruded aluminum of types and profiles indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations, including light fixtures, that fit type of edge detail and suspension system indicated. Provide moldings with exposed flange of the same width as exposed runner.
- F. Accessories

PART 3 - EXECUTION

3.01 EXAMINATION

A. Do not proceed with installation until all wet work such as concrete, terrazzo, plastering and painting has been completed and thoroughly dried out, unless expressly permitted by manufacturer's printed recommendations.

3.02 PREPARATION:

- A. Measure each ceiling area and establish layout of acoustical units to balance border widths at opposite edges of each ceiling. Avoid use of less than half width units at borders, and comply with reflected ceiling plans. Coordinate panel layout with mechanical and electrical fixtures.
- B. Coordination: Furnish layouts for preset inserts, clips, and other ceiling anchors whose installation is specified in other sections.
 - Furnish concrete inserts and similar devices to other trades for installation well in advance of time needed for coordination of other work.

3.03 INSTALLATION:

- A. Install suspension system and panels in accordance with the manufacturer's instructions, and in compliance with ASTM C 636 and with the authorities having jurisdiction.
- B. Suspend main beam from overhead construction with hanger wires spaced 4-0 on center along the length of the main runner. Install hanger wires plumb and straight.
- C. Install wall moldings at intersection of suspended ceiling and vertical surfaces. Miter corners where wall moldings intersect or install corner caps.
- D. For reveal edge panels: Cut and reveal or rabbet edges of ceiling panels at border areas and vertical surfaces.
- E. Install acoustical panels in coordination with suspended system, with edges resting on flanges of main runner and cross tees. Cut and fit panels neatly against abutting surfaces. Support edges by wall moldings.
- F. Provide supplemental hangers, framing, and work to accomadate ceiling mounted lighting fixtures, registers, and speakers.

3.04 ADJUSTING AND CLEANING:

- A. Replace damaged and broken panels.
- B. Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members. Comply with manufacturer's instructions for cleaning and touch up of minor finish damage.
 - 1. Ceiling Touch-Up Paint, (Item #5760, 8oz. bottles) (Item #5761, quart size cans), "global white" latex paint should be used to hide minor scratches and nicks in the surface and to cover field tegularized edges that are exposed to view.
- C. Remove and replace work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION



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SECTION 09910

PAINTING

PART 1 GENERAL

1.01 SUMMARY

- A. This Section includes surface preparation and field painting of the following:
 - 1. Exposed exterior items and surfaces.
 - 2. Exposed interior items and surfaces.
 - 3. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.
- B. Paint exposed surfaces, except where the paint schedules indicate that a surface or material is not to be painted or is to remain natural. If the paint schedules do not specifically mention an item or a surface, paint the item or surface the same as similar adjacent materials or surfaces whether or not schedules indicate colors. If the schedules do not indicate color or finish, the Architect will select from standard colors and finishes available.
 - 1. Painting includes field painting of exposed bare and covered pipes and ducts (including color coding), hangers, exposed steel and iron work, and primed metal surfaces of mechanical and electrical equipment.
- C. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels.
 - 1. Prefinished items include the following factory-finished components:
 - a Architectural woodwork and casework.
 - b Acoustical wall panels.
 - c Metal toilet enclosures.
 - d Metal lockers.
 - e Finished mechanical and electrical equipment.
 - f Light fixtures.
 - g Distribution cabinets.
 - 2. Concealed surfaces include walls or ceilings in the following generally inaccessible spaces:
 - a Foundation spaces.
 - b Furred areas.
 - c Ceiling plenums.
 - d Pipe spaces.
 - e Duct shafts.
 - 3. Finished metal surfaces include the following:
 - a Anodized aluminum.
 - b Stainless steel.
 - c Chromium plate.
 - d Copper.
 - e Bronze and brass.
 - Operating parts include moving parts of operating equipment and the following:
 - a Valve and damper operators.
 - b Linkages.
 - Sensing devices.
 - d Motor and fan shafts.
 - 5. Labels: Do not paint over Underwriters Laboratories (UL), Factory Mutual (FM), or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.

1.02 DEFINITIONS

- A. General: Standard coating terms defined in ASTM D 16 apply to this Section.
 - 1. Flat refers to a lusterless or matte finish with a gloss range below 15 when measured at an 85-degree meter.
 - 2. Eggshell refers to low-sheen finish with a gloss range between 5 and 20 when measured at a 60-degree meter.
 - 3. Satin refers to low-sheen finish with a gloss range between 15 and 35 when measured at a 60-degree meter.
 - 4. Semigloss refers to medium-sheen finish with a gloss range between 30 and 65 when measured at a 60-degree meter.
 - 5. Full gloss refers to high-sheen finish with a gloss range more than 65 when measured at a 60-degree meter.

1.03 SUBMITTALS

- A. Product Data: For each paint system specified. Include block fillers and primers.
 - Material List: Provide an inclusive list of required coating materials. Indicate each material and cross-reference specific coating, finish system, and application. Identify each material by manufacturer's catalog number and general classification.
 - 2. Manufacturer's Information: Provide manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material proposed for use.
 - 3. Certification by the manufacturer that products supplied comply with local regulations controlling use of volatile organic compounds (VOCs).
- B. Samples for Confirmation: Manufacturer's color samples showing the colors specified for each type of finish-coat material indicated. When matching an Index Color, submit chips of both colors for comparison and approval.
- C. Samples for Verification: Of each color and material to be applied, with texture to simulate actual conditions, on representative Samples of the actual substrate.
 - Provide stepped Samples, defining each separate coat, including block fillers and primers. Use representative colors when preparing Samples for review. Resubmit until required sheen, color, and texture are achieved.
 - 2. Provide a list of materials and applications for each coat of each sample. Label each sample for location and application.
- D. Qualification Data: For firms and persons specified in the "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

1.04 QUALITY ASSURANCE

- A. Applicator Qualifications: Engage an experienced applicator who has completed painting system applications similar in material and extent to that indicated for this Project with a record of successful in-service performance.
- B. Source Limitations: Obtain block fillers, primers, and undercoat materials for each coating system from the same manufacturer as the finish coats.
- C. Color Approval: Final approval of colors will be from job-applied samples.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the Project Site in manufacturer's original, unopened packages and containers bearing manufacturer's name and label, and the following information:
 - 1. Product name or title of material.
 - 2. Product description (generic classification or binder type).
 - 3. Manufacturer's stock number and date of manufacture.

- 4. Contents by volume, for pigment and vehicle constituents.
- 5. Thinning instructions.
- 6. Application instructions.
- 7. Color name and number.
- VOC content.
- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F (7 deg C). Maintain containers used in storage in a clean condition, free of foreign materials and residue.
 - 1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily. Take necessary measures to ensure that workers and work areas are protected from fire and health hazards resulting from handling, mixing, and application.

1.06 PROJECT CONDITIONS

- A. Apply water-based paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 50 and 90 deg F (10 and 32 deg C).
- B. Apply solvent-thinned paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 45 and 95 deg F (7.2 and 35 deg C).
- C. Do not apply paint in snow, rain, fog, or mist; or when the relative humidity exceeds 85 percent; or at temperatures less than 5 deg F (3 deg C) above the dew point; or to damp or wet surfaces.
 - 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by manufacturer during application and drying periods.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Available Products: Products that may be incorporated into the Work include, but are not limited to, products listed in the paint schedules.
- B. Manufacturers Names: The following manufacturers are referred to in the paint schedules by use of shortened versions of their names, which are shown in parentheses:
 - 1. Benjamin Moore (BM)
 - 2. PPG Paints (PPG)
 - 3. Sherwin Williams Co. (SW)

2.02 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide block fillers, primers, undercoats, and finish-coat materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
- B. Material Quality: Provide manufacturer's best-quality paint material of the various coating types specified. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
 - Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish manufacturer's material data and certificates of performance for proposed substitutions.
- C. Colors: Match colors indicated by reference to manufacturer's color designations.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine substrates, areas, and conditions, with the Applicator present, under which painting will be performed for compliance with paint application requirements.
 - 1. Do not begin to apply paint until unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry.
 - 2. Start of painting will be construed as the Applicator's acceptance of surfaces and conditions within a particular area.
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.
 - 1. Notify the Architect about anticipated problems using the materials specified over substrates primed by others.

3.02 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of the size or weight of the item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coatings. Remove oil and grease before cleaning.
 - 1. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation, Interior or Exterior Surfaces: Clean and prepare surfaces to be painted according to manufacturer's written instructions for each particular substrate condition and as specified.
 - 1. Provide barrier coats over incompatible primers or remove and reprime.
 - Cementitious Materials: Prepare concrete, concrete masonry block, cement plaster, and mineral-fiber-reinforced cement panel surfaces to be painted. Remove efflorescence, chalk, dust, dirt, grease, oils, and release agents. Roughen as required to remove glaze. If hardeners or sealers have been used to improve curing, use mechanical methods of surface preparation.
 - a Use abrasive blast-cleaning methods if recommended by paint manufacturer.
 - b Determine alkalinity and moisture content of surfaces by performing appropriate tests. If surfaces are sufficiently alkaline to cause the finish paint to blister and burn, correct this condition before application. Do not paint surfaces where moisture content exceeds that permitted in manufacturer's written instructions.
 - c Clean concrete floors to be painted with a 5 percent solution of muriatic acid or other etching cleaner. Flush the floor with clean water to remove acid, neutralize with ammonia, rinse, allow to dry, and vacuum before painting.
 - 3. Gypsum Drywall: Surfaces shall be clean, dry, free from all dirt, dust and foreign matter. Mud joints should be sanded smooth without raising a significant amount of paper nap in adjacent areas. Drywall joint compound should be thoroughly dry before painting. Room should be swept or vacuumed clean before painting begins. Use exterior grade

- patching compounds for exterior surfaces.
- 4. Wood: Clean surfaces of dirt, oil, and other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sand surfaces exposed to view smooth and dust off.
 - a Scrape and clean small, dry, seasoned knots, and apply a thin coat of white shellac or other recommended knot sealer before applying primer. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood filler. Sand smooth when dried.
 - b Prime, stain, or seal wood to be painted immediately on delivery. Prime edges, ends, faces, undersides, and backsides of wood, including cabinets, counters, cases, and paneling.
 - c Backprime paneling on interior partitions where masonry, plaster, or other wet wall construction occurs on backside.
 - d Seal tops, bottoms, and cutouts of unprimed wood doors with a heavy coat of varnish or sealer immediately on delivery.
- Ferrous Metals: Clean ungalvanized ferrous-metal surfaces that have not been shop coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with the Steel Structures Painting Council's (SSPC) recommendations.
 - a Touch up bare areas and shop-applied prime coats that have been damaged. Wire-brush, clean with solvents recommended by paint manufacturer, and touch up with the same primer as the shop coat.
- Galvanized Surfaces: Clean galvanized surfaces with nonpetroleumbased solvents so surface is free of oil and surface contaminants.
 Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- 7. Non-Ferrous Metals: These metals react or corrode when exposed to normal weathering conditions and form a surface oxide layer. This layer poses a potential adhesion problem for paints and must be removed. ALUMINUM-Solvent clean (SSPC-SP1) to remove any oils or grease. Acid etch with Porter Metal prep #79 or Alumiprep #33 to provide an etch on the surface, or Brush Off Blast Clean (SSPC-SP 7) the surface. COPPER-Solvent Clean (SSPC-SP 1) to remove any oils and grease and lightly sand to remove any oxides.
- 8. Previously Painted Surfaces: Paint only clean, dry surfaces. Remove all surface contaminants to include mold, mildew, dirt, dust, oil, grease, mill scale, wax, chalk or oxidation, efflorescence, rust, mortar, and any other foreign matter existing on the surface to insure good adhesion to the existing paint. Scrape or use appropriate means to remove all loose and peeling or flaking paint from the surface. Feather sand edges if necessary. Glossy surface shall be dulled by sanding. Remove all sanding dust from the surface after sanding has taken place. Prepare bare areas as new surfaces, and spot prime any bare areas with appropriate primer or filler. Patch or repair any cracks or voids with the appropriate patching compound and sand smooth as necessary. Spot prime any patched areas prior to finishing. If after cleaning chalky exterior surfaces chalk residue is still present, prime the entire surface with the proper bonding primer to insure good adhesion to the substrate.
- 9. Materials Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
- 10. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
- 11. Stir material before application to produce a mixture of uniform density.

- Stir as required during application. Do not stir surface film into material. If necessary, remove surface film and strain material before using.
- 12. Use only thinners approved by paint manufacturer and only within recommended limits.
- D. Tinting: Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.03 APPLICATION

- A. General: Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
 - 1. Paint colors, surface treatments, and finishes are indicated in the schedules.
 - Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 - 3. Provide finish coats that are compatible with primers used.
 - 4. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, convector covers, covers for finned-tube radiation, grilles, and similar components are in place. Extend coatings in these areas, as required, to maintain the system integrity and provide desired protection.
 - 5. Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces. Before the final installation of equipment, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 6. Paint interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
 - 7. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
 - 8. Finish exterior doors on tops, bottoms, and side edges the same as exterior faces.
- B. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
 - The number of coats and the film thickness required are the same regardless of application method. Do not apply succeeding coats until the previous coat has cured as recommended by the manufacturer. If sanding is required to produce a smooth, even surface according to manufacturer's written instructions, sand between applications.
 - 2. Omit primer on metal surfaces that have been shop primed and touch up painted.
 - 3. If undercoats, stains, or other conditions show through final coat of paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to ensure edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
 - 4. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb pressure, and where application of another coat of paint does not cause the undercoat to lift or lose adhesion.
- C. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.
 - 1. Brushes: Use brushes best suited for the type of material applied. Use brush of appropriate size for the surface or item being painted.

- 2. Rollers: Use rollers of carpet, velvet back, or high-pile sheep's wool as recommended by the manufacturer for the material and texture required.
- 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by the manufacturer for the material and texture required.
- D. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate. Provide the total dry film thickness of the entire system as recommended by the manufacturer.
- E. Mechanical and Electrical Work: Painting of mechanical and electrical work is limited to items exposed in occupied spaces.
- F. Mechanical items to be painted include, but are not limited to, the following:
 - 1. Piping, pipe hangers, and supports.
 - 2. Heat exchangers.
 - 3. Tanks.
 - 4. Ductwork.
 - Insulation.
 - 6. Accessory items.
- G. Electrical items to be painted include, but are not limited to, the following:
 - 1. Conduit and fittings.
 - 2. Switchgear.
 - Panelboards.
- H. Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- I. Prime Coats: Before applying finish coats, apply a prime coat of material, as recommended by the manufacturer, to material that is required to be painted or finished and that has not been prime coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn through or other defects due to insufficient sealing.
- J. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- K. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, runs, cloudiness, color irregularity, brush marks, orange peel, nail holes, or other surface imperfections.
 1. Provide satin finish for final coats.
- L. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

3.04 FIELD QUALITY CONTROL

- A. The Owner reserves the right to invoke the following test procedure at any time and as often as the Owner deems necessary during the period when paint is being applied:
 - 1. The Owner will engage the services of an independent testing agency to sample the paint material being used. Samples of material delivered to the Project will be taken, identified, sealed, and certified in the presence of the Contractor.
 - 2. The Owner may direct the Contractor to stop painting if test results show material being used does not comply with specified requirements. The Contractor shall remove noncomplying paint from the site, pay for testing, and repaint surfaces previously coated with the rejected paint. If necessary, the Contractor may be required to remove rejected paint from previously painted surfaces if, on repainting with specified paint, the 2 coatings are incompatible.

3.05 CLEANING

- A. Cleanup: At the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from the site.
 - After completing painting, clean glass and paint-spattered surfaces.
 Remove spattered paint by washing and scraping. Be careful not to scratch or damage adjacent finished surfaces.

3.06 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. Remove temporary protective wrappings provided by others to protect their work after completing painting operations.
 - 1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.
- 3.07 PAINT SCHEDULES EXTERIOR AND INTERIOR All products are to be applied according to manufacturer's recommended spread rate and DFT.
 - A. Exterior Ferrous Metal: Provide the following painted finish over new, exterior ferrous metal:
 - 1. Alkyd Gloss Enamel Finish: 2 finish coats of alkyd gloss enamel over an alkyd metal primer.
 - a Primer:

BM: Super Spec HP Alkyd Metal Primer P06 Series

PPG: 6-212 Speedhide Alkyd Metal Primer

SW: B50Z Kem Kromik Metal Primer

b Second and Third Coats:

BM: Impervo Alkyd High Gloss Enamel 133PPG: 6-284 Speedhide Alkyd Gloss EnamelSW: B54Z Industrial Alkyd Gloss Enamel

- B. Interior Concrete Masonry Units (CMU): Provide the following painted finish over new interior CMU. All CMU walls unless noted otherwise shall be Epoxy:
 - 1. Waterborne Gloss Polyamide Epoxy Finish: 2 finish coats of gloss waterborne polyamide epoxy over a heavy duty 100% acrylic block filler.
 - a Block Filler for **Normal Areas** (to be applied pin hole free):

BM: Moorcraft Int./Ext. Block Filler 173

PPG: 16-90 PittGlaze Int/Ext Acrylic Block Filler

SW: B42W46 Acrylic Heavy Duty Block Filler

b Block Filler for **Wet Areas** (to be applied pin hole free):

SW: Kem Cati-Coat HS Epoxy Filler/Sealer

PPG: 95-217 Cementitious Epoxy Ester Block Filler

c Second and Third Coats:

BM: Super Spec HP WB Polyamide Epoxy Gloss, P42

PPG: 98-1 Aguapon WB Polyamide G Epoxy

SW: B73 Waterbased Tile Clad G Epoxy @ 4.0 mils dft/ct

- C. Interior Gypsum Drywall: Provide the following painted finish over new interior gypsum drywall where a latex semigloss finish is required: **(Ceilings Only)**
 - 1. Latex Semi-Gloss Enamel Finish: 2 finish coats of latex semi-gloss enamel over a latex drywall primer.
 - a Primer:

BM: Super Spec Interior Latex Primer 253
PPG: 6-2 Speedhide Latex Primer Sealer
SW: B28W200 PrepRite 200 Latex Primer

b Second and Third Coats:

> BM: Super Spec Interior Latex Semi-Gloss 276 PPG: 6-500 Speedhide Latex Semi-Gloss Enamel SW: B31W200 ProMar 200 Latex SG Enamel

- Interior Gypsum Drywall: Provide the following painted finish over new interior D. gypsum drywall where an Epoxy finish is noted: (Walls Only)
 - Waterborne Gloss Polyamide Epoxy Finish: 2 finish coats of gloss waterborne polyamide epoxy over a latex drywall primer sealer.
 - Primer: а

Moore's Fresh Start Interior Exterior Acrylic Primer 023 BM:

PPG: 17-921 Seal Grip Acrylic Universal Primer B28W200 PrepRite 200 Latex Primer SW:

Second and Third Coats: b

> Super Spec HP WB Polyamide Epoxy Gloss, P42 BM:

98-1 Aquapon WB Polyamide G Epoxy PPG: SW: B73 Water Based Tile Clad G Epoxy

- E. Interior Ferrous Metal: Provide the following painted finish over new interior hollow ferrous metal:
 - Alkyd Semi-Gloss Enamel Finish: 2 finish coats of alkyd semi-gloss enamel over an alkyd metal primer.
 - Primer:

Super Spec HP Alkyd Metal Primer P06 Series BM:

PPG: 6-212 Speedhide Alkyd Metal Primer B50Z Kem Kromik Metal Primer SW:

b Second and Third Coats:

> BM: SuperSpec Alkyd Semi Gloss Enamel C271 PPG: 6-1110XI Speedhide Alkyd SemiGloss Enamel

- SW: B34W200 ProMar 200 Alkyd SG Enamel
- Interior and Exterior Ferrous Metal: Provide the following painted finish over F. interior and exterior ferrous metal where a high performance coating is required (HANDRAILS):
 - Aliphatic Urethane Enamel Finish: 2 coats of aliphatic gloss urethane 1. finish over epoxy metal primer.
 - Primer:

BM: Super Spec HP Epoxy Mastic Coating, P45 PPG: 95-245 Pitt Guard DTR Rapid Coat Mastic Epoxy

B67 Series Recoatable Epoxy Primer SW:

Second and Third Coats: b

Corotech Aliphatic Acrylic Urethane Semi-Gloss, V510

95-812 Pitt-Thane Gloss Aliphatic Urethane PPG: B65-300 High Solids Polyurethane Enamel SW:

- Interior Galvanized Metal: Provide the following painted finish over interior new G. galvanized metal:
 - Alkyd Semi-Gloss Enamel Finish: 2 finish coats of alkyd semi-gloss 1. enamel over a galvanized metal primer.
 - Primer: а

BM: Super Spec HP Acrylic Metal Primer P04 PPG: 90-712 Pitt Tech DTM Acrylic Metal Primer

SW: B50W3 Galvite Galvanized Metal Primer

Second and Third Coats: b

> SuperSpec Alkyd Semi Gloss Enamel C271 BM: 6-1110XI Speedhide Alkyd Semi-Gloss Enamel PPG: SW: B34W200 ProMar 200 Alkyd SG Enamel

- Interior Stained Wood: Provide the following stained finish over new wood Η. (cabinets):
 - Satin Polyurethane Finish: 2 finish coats of stain polyurethane varnish

applied over a semi transparent stain.

a Stain Coat:

BM: Benwood Interior Oil Base Wood Stain 241 PPG: Deft DFT400 Interior Oil Base Wood Stain

SW: A48 Interior Oil Stain

b Second Coat (THIN PER MFG. DIRECTIONS):

BM: N/A

PPG: Deft DFT127 Interior Oil Based Polyurethane Gloss

SW: A67V1 Gloss Polyurthane Finish

c Third Coat:

BM: N/A

PPG: Deft DFT127 Interior Oil Based Polyurethane Gloss

SW: A67V1 Gloss Polyurethane Finish

OR

BM: N/A

PPG: Deft DFT129 Interior Oil Based Polyurethane Satin

SW: A67F1 Satin Polyurethane Finish

- I. Interior Concrete Floors: Provide the following painted finish over new interior concrete floors where a high performance coating is required:
 - 1. Semi Gloss Epoxy Finish: 2 finish coats of semi gloss epoxy floor coating.
 - a. First Coat:

PPG: 99-1001 Megaseal TF Thin Film Epoxy Floor Coating

b. Second Coat:

PPG: 99-1001 Megaseal TF Thin Film Epoxy Floor Coating

3.08 SURFACES NOT BE FIELD PAINTED

- A. Acoustical tile and grid.
- B. Concrete floors, except as specified.
- C. Prefinished panels, frames, stair trends, and exterior concrete treads, risers and walks.

END.

SECTION 16850

ACCESS CONTROL AND DATABASE MANAGEMENT SYSTEM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including:
 - 1. General and Supplementary Conditions
 - 2. Division 01 Specification Sections

1.2 SUMMARY

- A. The Access Control and Identity Management System [Badging] shall be the S2 Platform. Lenell and Software House are approved manufacturers.
- B. Contractor shall be a Direct Factory Authorized Dealer for S2 Security and Provide Factory Training Certificates of Key Personnel.
- C. Additional Hardware and Software Licenses will be required for S2 platform. Contractor shall be responsible for all costs associated with this additional hardware and licenses.
- D. Credentials [Proximity Badges] will be provided for double the number of expected staff and will match the existing sequence numbering and manufacturing codes of credentials currently issued by The Lamar County Schools' Office of Personnel. Include license fees for Identity Management.
- E. Section includes S2 Security Corporation [NetBox®] Security and Database Management System (SMS) consisting of computer hardware, software, and associated licensing and equipment for monitoring, recording, and managing Electronic Access Control System (EACS) and Integrated Systems (IS) data and functionality.
- F. The S2 [NetBox®] Security Management System shall meet the requirements of business and government access control systems. The system shall monitor and control facility access. The system shall also maintain a database of system activity, personnel access control information, and system user passwords and user role permissions. The system shall be controlled from a web browser and require no software installation or client licenses. The system shall provide control and access to users on Local Area Networks (LAN), Wide Area Networks (WAN), wireless networks, and the Internet. The system shall provide email and/or text message alerts for all alarm conditions and threats.
- G. The S2 [NetBox®] SMS shall be integrated with monitoring and control systems specified in the following specification sections:
- H. The ID Management Printer shall be provided for Owner use and trained on such.
 - 1. Fargo DTC4500 Dual Sided Printing / Single Sided Lamination

1.3 ACTION SUBMITTALS

- A. Product Data: Provide details and technical specifications for each product indicated. Include physical dimensions, features, performance, electrical characteristics, ratings, software versions, and operating system details.
- B. Shop Drawings: Include system line diagrams, equipment locations, installation details, and system integration plans.
 - 1. Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 2. Functional Block Diagram: Show single-line interconnections between components for signal transmission and control. Show cable types, quantities, and sizes.
 - 3. Plans and Elevations: Dimensioned plans and elevations of equipment racks, enclosures, and conduit interconnections, including access and workspace requirements.
 - 4. Data Calculations: Provide data bandwidth and storage calculations, including data backup and archive configuration details meeting the minimum project requirements as described herein.
 - 5. Power and Heat Load Calculations: Provide power and heat load calculations for all hardware, including UPS capacity calculations.
 - 6. Wiring Diagrams: For power and signal wiring.
- C. Equipment and Software List: Include every piece of equipment and software by product/model name and/or number, manufacturer, serial number, revision number, location, and date of original installation. If factory and/or bench testing regimens are required by the project plan, add pretesting record of each piece of equipment and software, listing name of person testing, date of test, and adjustments made.

1.4 INFORMATIONAL SUBMITTALS

- A. UL and ISO9000 Listing Certificates: For SMS components, from manufacturer.
- B. Field quality-control reports.
- C. Warranty: Sample of product warranty for each system component.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For all SMS components and software to include in emergency, operation, and maintenance manuals. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
 - 1. Lists of spare parts and replacement components recommended to be stored at the site for ready access.
 - 2. Operating system, database and application software, including installation, and system configuration backup and recovery data on CD or DVD media.

1.6 QUALITY ASSURANCE

A. All work, equipment, materials, construction, and installation provided under the Contract shall comply with the current applicable rules, regulations, standards, and ordinances of the local Authorities Having Jurisdiction (AHJ).

1.7 WARRANTY

A. All access control systems and components shall be provided with an explicit manufacturer warranty of two (2) years for software and two years for hardware.

PART 2 - PRODUCTS

2.1 OPERATIONAL REQUIREMENTS

- A. The S2 NetBox® Security Management System shall be implemented through network appliance architecture with a three-tiered modular hardware hierarchy and embedded three-tier software architecture.
 - 1. The network appliance shall be capable of running on an existing TCP/IP network and shall be accessible, configurable, and manageable from any network-connected PC with a browser.
 - Browser access for configuration and administration of the system shall be possible from a PC on the same subnet, through routers and gateways from other subnets, and from the Internet. Control and management of the system shall therefore be geographically independent.
 - 3. Security of the data communicated over the network to and from the browser, Network Controller, and nodes shall be protected by encryption (SSL 128-bit) or authentication (SHA-1).
 - 4. The top hardware tier shall be the Network Controller. Embedded on the Network Controller shall be an operating system, a web server, security application software, and the database of personnel and system activity. Converged Video Access systems shall also include fully functional network video recorder.
 - 5. The middle hardware tier shall be the Network Node. The Network Node shall make and manage access control decisions with data provided by the Network Controller, and it shall manage the communication between the Network Controller and Application blades connected to the system's inputs, outputs, and readers. This modular design shall make it possible, even during network downtime, for the system to continue to manage access control and store system activity logs. When network connectivity is re-established, the system activity logs shall be automatically re-integrated.
- B. The S2 SMS shall integrate, within a browser interface, access control, alarm monitoring, video monitoring, and temperature monitoring applications. These applications shall be embedded in a three-tier software architecture.
 - 1. The database tier shall use PostgreSQL. PostgreSQL is a full featured, high performance database management system that supports ODBC. This shall provide a small footprint,

- low administration, and a high reliability relational database that is embedded without requiring the use of a separate PC server.
- 2. The web server tier shall be based on an Apache[™] embedded web server. This shall provide a graphically rich security management application through a standard web browser.
- 3. The security application software tier contains the business logic. This application shall also be embedded on the controller and requires no additional memory or processing power.
- 4. This three tiered embedded software design runs within an embedded Linux Ubuntu operating system and shall require no client-side software other than a web browser.
- C. All equipment and materials used shall be standard components, regularly manufactured, and regularly utilized in the manufacturer's system.
- D. All S2 systems and components shall have been thoroughly tested and proven in actual use.

2.2 HARDWARE REQUIREMENTS

- A. The Network Controller shall contain the operating system, database engine, web server, application software, and configuration data. The Network Controller shall be available in four configurations to support small to medium, large, and ultra-large systems. Those systems shall be identified as:, a solid-state NetBox Extreme Network Controller.
- B. The Application blades shall interface with the Network Controller through the Network Node. The Application blades shall be blade-style circuit cards. There shall be four types of Application blades:
 - 1. Access Control blade: shall support 2 readers (input devices such as keypads, RFID devices or Biometric readers), 4 supervised inputs and 4 relay outputs.
 - 2. Supervised Input blade: shall support 8 supervised inputs. Supervised input connectors are 2-pin. The system shall support a wide variety of input supervision types such as: no-resistor, one resistor or two resistor including normally-open circuit and normally-closed circuits.
 - 3. Relay Output blade: shall support 8 relay outputs. Outputs are form C relay represented by 3-pin connectors. Both normally-open circuit and normally-closed circuit output devices are supported. The relay outputs shall support any output devices that operate on the following maximum electrical ratings: 30 Volts DC or AC, 2.5 Amps inductive or 5.0 Amps non-inductive.
 - 4. Temperature blade: shall support 8 analog temperature sensor inputs. Temperature range shall be 32° to 158° F (0° to 70° C). Temperature precision within that range shall be $\pm 1.0^{\circ}$ F ($\pm 0.5^{\circ}$ C).
- C. The MicroNode® shall combine a Network Node and an Application blade capability in one enclosure. The Access Control blade portion of the MicroNode® shall support two readers, one temperature input, four supervised inputs and four relay outputs. A MicroNode® shall utilize 12VDC power at 3 Amps or Power over Ethernet (PoE) at the 802.3AF standard and be capable of supplying direct power to 2 readers, 2 motion REXs, and 2 door strikes.
- D. Access Control Credential Readers & Keypads

- S2 MultiCLASS Contactless Keypad Reader w/ Blue, Green & Red LED Programmable Indicators
- E. Access Control Card Access Video Door Station. Provide unit with POE, fixed camera, stainless steel surface mounted backbox, relay output with adjacent mounted HID multiclass SE smart reader with Wiegand output and keypad. Unit shall provide audio/video feed to access control video master station via IP and connect to Access Control System micronode. Unit shall be Aiphone IX-DF with SBX-ISDVF surface mounted backbox and adjacent HID RPK40 keypad/card access surface mounted in bell box or equal by Axis, Lanell or Software House.
- F. Access Control Video Master Station. Provide unit with POE, 500 Station Address Book Capacity, Hands-free communication with Handset for Privacy. Unit shall be programmed to trigger S2 Access Control System for event logging and to release each door with a labeled button on unit. Provide Aiphone IX-MV or equal by Axis, Lanell or Software House.

2.3 SOFTWARE REQUIREMENTS

A. S2 Software Licensing:

- Software licensing shall be based upon the number of readers, cameras, and select features for one Network Controller. Software license upgrades shall be available if system reader and camera capacity must be raised. The S2 user license shall be valid in perpetuity and shall include one year of software updates from the date of shipment from the factory.
- 2. Licensing shall be controlled by a Product Key and an Activation Key. The Product Key contains the licensed system features and limits. To upgrade your system license to enable more cameras or more doors you will need a new Product Key. The Activation Key contains the warranty expiration date. The keys are locked to the system license number. The system license number shall be viewable on-screen on the Support: About page
- B. Software upgrades shall be possible from a browser on any network-connected PC, by uploading a software update to the Controller. Controllers shall automatically upgrade all connected nodes. No client software installation shall be necessary.
- C. Floor plans The S2 SMS shall provide graphic floorplan capability including graphic display of links to other floorplans, alarms, system resources such as portals, IP video cameras, inputs, outputs, and temperature monitoring points.
 - 1. The Network Administrator holding at least a "Setup" user role shall be able to graphically configure device icons onto the floorplan images, and to upload additional floorplan images. JPEG images shall be supported, and the maximum size for a floorplan image shall be 256K.
 - 2. It shall be possible to create floorplan groups for the purpose of assigning or withholding assignment of these groups to system user permissions known as Custom User Roles. If a floorplan group is assigned to a particular system user then the floorplans in that group shall be viewable by that system user.

D. Data Security:

 Communication between the S2 Network Controller and the browser shall be secured using SSL. In addition, administrative access to the security management application and the personnel data shall be password protected and controlled by roles-based authorizations.

- 2. Communication between the S2 Network Controller and the S2 Network Nodes shall be encrypted and authentication/tamper detection shall be done using the SHA-1 algorithm.
- 3. Communication between the S2 Network Controller and other systems (when using the API) shall be secured using SSL and authentication/tamper detection shall be done using the SHA-1 algorithm.
- E. Partitions It shall be possible to create multiple partitions for the management of multiple security systems or multiple populations.
 - 1. It shall be possible to limit access to the data and resources of one partition to those with permissions for that partition.
 - 2. It shall be possible for each partition to have its own population, resources, rules, events, video management, log data, reports and network resources.
 - 3. It shall be possible to grant Monitor, Administrator and Setup privileges for multiple partitions to the same user. It shall also be possible to create custom user roles for each partition.
 - 4. A node can reside in only one partition. It shall be possible to create partitions without nodes.
- F. Alarm Panels The S2 SMS shall be capable of integrating with alarm panels, arming the panels, disarming the panels, and triggering events based upon alarm panel status.
- G. Alarm Events The S2 SMS shall be capable of managing alarm events.
 - 1. It shall be possible to delay an input's change to the Alarm state by a specified number of seconds. The range of delay options shall be 0.5 seconds or from 1 to 120 seconds.
- H. Activity Monitoring:
 - 1. The S2 SMS shall support a Monitoring Desktop that integrates video, system activity logs, floorplans, ID photos, and alarm notifications.
 - 2. Activity Log viewing includes one-click navigation to person records.
- I. Access Control:
 - The S2 SMS shall be able to make access control decisions, define a variety of access levels and time specifications, write system activity into a log file, maintain a personnel enrollment database, receive signals from input devices such as door switch monitors, card readers and motion detectors, energize devices such as door locks and alarms via outputs.
 - 2. Time Specifications: The system shall be capable of storing up to 512 time specifications. Each time specification must be assigned a unique alphanumeric name of up to 64 characters. The definition of a time specification shall require the assignment of both a start time and an end time. Each day of the week shall be individually assignable for inclusion in time specifications. Up to three holiday groups shall be assignable for inclusion in time specifications. If no holidays are assigned to a time specification then no holiday access shall be allowed.
 - a. Time specifications shall be assignable to access levels, output groups, portal groups, input groups, and alarm events.

- b. Time specifications shall function appropriately per node for the time zone specified for that node.
- 3. Card Formats The system shall support the use of readers that use the Wiegand Reader Interface. The system shall support but not require the use of the card facility code. The system shall also support the use of the Magnetic Stripe ABA track 2 card data formats.
 - a. It shall be possible to create new card formats, designate start bits and bit lengths for facility codes and card ID numbers, as well as designate parity bits. The system shall support up to 32 different card formats. The system shall support card formats up to 128 bits.
 - b. It shall be possible to reverse the read order of the bits in the facility code and/or card ID portions of a card format.
 - It shall be possible to view and change the default parity bit definitions for a card format.
 - d. A card formats shall be disabled by default. Once enabled, the format appears in the card format dropdown within the credential section of a person record.
 - e. The system shall support the use of a concatenated version of the FIPS 201 format (Federal Information Processing Standard Publication 201)
 - f. FIPS 201 128-bit format. This system-owned credential format is based on Federal Information Processing Standard (FIPS) 201. It can be enabled and disabled, but it cannot be modified. The credential number is a Federal Agency Smart Credential-Number (FASC-N) containing 32 characters, encoded as binary-coded decimal (BCD) digits. When issuing a credential using this format, a user can either enroll the credential via an enrollment reader or use a dialog box to enter a value for each of the fields that make up the 32 BCD string
 - g. Administrators shall be able to specify a specific number of days of non-use that will be allowed before unused cards will be disabled. Administrators shall be able to exempt individual users from this non-use rule.
 - h. The system shall support the Southwest Texas Regional Advisory Council (STRAC) UUID format of 128 bits displayed as 32 hexadecimal characters.
- 4. Access Levels: The system shall be capable of storing unlimited access levels in each partition.
 - a. Each access level must be assigned a unique alphanumeric name of up to 64 characters.
 - b. The definition of an access level shall require the assignment of a reader or reader group, and a time specification.
 - c. It shall be possible to also assign an elevator floor group to an access level.
 - d. It shall be possible to create a temporary access level by assigning an activation date and/or expiration date for any of a person's assigned access levels. It shall also be possible to have the system automatically remove a temporary access level once it has expired.

- 5. Keypad timed unlock It shall be possible to enable a timed unlock feature for a portal that has a combination reader/keypad device. Once this feature is enabled, any cardholder with valid access to the portal shall be able to specify how long the portal will remain unlocked.
 - A cardholder presents his or her card and then enters the associated PIN, followed by the number sign (#) and the number of minutes (1-99) the portal should remain unlocked.
 - b. The portal will remain unlocked for the specified number of minutes; unless it is closed before the timer expires. If the portal remains open after the timer has expired, a [Door Held Open] alarm will be activated.
 - If reader/keypad devices are located on both sides of the portal, cardholders will be able to use either device to initiate a timed unlock.
- 6. Keypad Commands For S2 Node connected access control keypads and combination card reader/keypads, users having the authorized access levels shall be capable of executing keypad initiated commands based on pre-defined two-digit number codes.
 - a. Keypad commands shall be defined by mapping one or more two-digit codes to events defined in the system using the "Setup: Alarms: Keypad Commands" page.
 - b. Keypad commands shall be assigned to specific keypads using the "Setup: Access Control: Readers/Keypads" page.
 - c. Keypad commands shall be assigned to specific access levels using the "Setup: Access Control: Access Levels" page.
- 7. The system shall support Facility Code Mode with the following available options.
 - a. None (the default): The facility code is treated as part of the overall encoded credential number. A card matching only the facility code will not be granted access.
 - b. Configuration: Facility-code only checking is turned on only while the complete set of credentials is being downloaded to the Mercury panel. Once the credential download is complete, the behavior is the same as for the "None" setting.
 - c. Offline: Facility-code only checking is turned on only when the SIO is disconnected from its Mercury panel (via the RS-485 link). When the SIO is connected to the panel, the behavior is the same as for the "None" setting.
 - d. Configuration and Offline: Facility-code only checking is turned on both during the credential download and when the SIO is disconnected from its Mercury panel. At all other times, the behavior is the same as for the "None" setting.
 - e. Permanent: Facility-code only checking is turned on at all times.
- 8. Scheduled Actions It shall be possible to specify system actions to occur at scheduled times. When scheduling an action, it shall be possible to specify whether the time specifications for the scheduled action will be based on the time zone set for the local Network Node or the time zone set for the Network Controller. Scheduled actions can include:
 - a. Arming and disarming inputs.

- b. Activating and deactivating outputs.
- c. Locking and unlocking portals.
- 9. Floor plans The system will display active graphic floorplans and configuring each floorplan with icons representing system resources: cameras, portals, temperature points, and alarms. A network administrator holding at least a "Setup" user role shall be able to upload floorplan images and graphically configure device icons onto the floorplan images. Viewing floorplans will require the Macromedia Flash Player 9.0 plug-in for the browser.
 - a. It shall be possible to create floorplan groups for the purpose of assigning or withholding assignment of these groups to system user permissions known as Custom User Roles. If a floorplan group is assigned to a particular system user then the floorplans in that group shall be viewable by that system user.
- 10. Elevator Control The system shall be capable of controlling elevator access to floors. The system shall be capable of controlling up to 52 floor buttons per node. It shall be possible to create, change, or delete floor groups to assign a free access time specification to a floor group. The floors in this group will be freely accessible during the times defined by the chosen time specification.
 - a. It shall be possible to create elevator groups for the purpose of assigning or withholding assignment of these groups to system user permissions known as Custom User Roles. If an elevator group is assigned to a particular system user then the elevators in that group shall be viewable by that system user.
 - b. Users assigned to custom user roles for one or more elevator groups may be given Free Access privileges to manage access to the elevators in those groups by using the Scheduled Actions page or an Elevator Status widget to:
 - Momentarily enable free access for an elevator floor button. This will allow persons to temporarily access one or more floors without the need for an access control transaction such as a card read.
 - 2) Schedule an extended period of free access to one or more floors. This will allow persons to access the floors without constraints for the duration of the free access schedule.
 - c. Floor Tracking Users may configure optional inputs on the SMS that shall change state when a corresponding floor selection button on an elevator is pushed, enabling the system to monitor the status of each floor selection button in relation to specific access credential transactions.
 - d. The system shall support Elevator Floor Tracking
 - 1) The system shall support optional inputs that change state when the corresponding floor-select buttons are pushed, allowing the system to detect each button's status.
 - 2) The system shall support an optional input that will change state and trigger an event, when the elevator's duress/emergency button is pushed.
 - e. Users may configure an optional input for each elevator, and corresponding event on the SMS when the elevator's duress/emergency button is pressed.
- J. Threat Levels:

- 1. It shall be possible to configure up to eight threat levels. It shall be possible to alter security system behavior through the use of threat levels. Groups of threat levels may be created and assigned to portal groups, access levels, input groups, output groups, floor groups, and event actions. The behavior of groups, access levels, and event actions with assigned threat level groups shall change based upon the current system threat level.
- 2. The S2 SMS shall support 32 threat level groups.
- 3. It shall also be possible to change the system threat level in response to an alarm event.
- 4. The current system threat level shall display in the title bar of the security application interface and on floorplans.
- K. Administration The S2 SMS shall provide for the performance of system administration tasks from any network-connected computer with a browser. Most of the administrative, maintenance, and configuration utilities and functions shall require a S2 SMS user with at least a "Setup" user role. Information from the network administrator shall, in many cases, also be required. These administrative tasks shall include but not be limited to:

1. Database backups:

- a. The system shall create database, or full system data backups, each night at 00:15 hours. These backups shall be stored in ROM and written to the drive on the disk-based controller.
- b. Backups shall also be written to network attached storage (NAS), an FTP server, or an SFTP server if such storage has been configured in the system.
- c. It shall also be possible for the system users to create such database backups at any time. Any database backups onboard the Network Controller may also be downloaded to off controller storage by the system user at any time.

2. System restore:

- a. The system shall be able to restore its database, or the full system data, from a backup. Restoration of the system shall only be possible from a backup copy onboard the Network Controller. It shall, therefore, be possible to upload a copy of a database backup from any network attached storage.
- b. It shall be possible to review backups by date and description and select the desired backup for upload to the Network Controller or restoration as the current system database.
- 3. Issuing and revoking cards (credentials):
 - a. Access cards shall be assignable by the system user either by entering card data directly into the person record or by use of an enrollment reader. Access levels shall be assignable through the user interface by selection from the list.
 - b. Access cards shall be revocable at any time. A system user holding at least the Administrator user role may perform this action. Revoked cards shall stop functioning immediately.
 - c. A system user holding at least the Administrator role may also disable an access card by changing its Active status to Clear, Damaged, Disabled, Expired, Forgotten,

Lost, Missing Active, Missing Disabled, Not Returned, Not Used Not Validated, Returned, Stolen, Suspended or Temporary Expired. The card will not function with any of these status settings (unless the setting has been customized, as described below). Running a Credential Audit report shall allow existing cards to be viewed by their current status settings.

- d. A system user holding at least the Administrator role may customize any of the following access card status settings: Clear, Damaged, Forgotten, Lost, Not Returned, Not Validated, Returned, Stolen or Suspended. The user can change the name and/or description of the status setting, and can specify that a card to which the setting is applied will continue to function.
- e. A maximum number of active cards per person can be enabled for the system. Once a person has reached the system limit, a new card can be added for that person only if one of his or her active cards is revoked or disabled.
- f. When "Enable credential profiles" is selected on the Network Controller page, it shall be possible to assign credential profiles to individual credentials to determine the number of days of non-use before they expire.
- g. It shall be possible to set expiration dates for individual credentials in a person record. When a controller encounters an expired person record during its nightly system check, it shall modify that person record from "Active" to "Expired". Similarly, if an expired person record is set to "Temporary", it shall be changed to "Temporary Expired".
 - 1) In order to reactivate "Expired" and "Temporary Expired" credentials, a system user with appropriate user role permissions may edit the person record in the User Interface, and modify the expiration date to a future date/time. Once the record is saved, the person record status will be changed to "Active" or "Temporary".
- h. It shall be possible to specify that any credential not used within a specific number of days from the date it was issued will be disabled automatically.
- i. The "First Name", ""Middle Initial", and "Last Name" fields of each Person Record shall allow for up to 50 characters each.
- j. The system shall provide for a workflow to be configured to facilitate processing of lost and/or forgotten credentials.
- k. The system shall track credential status information and make it available for use in creating up-to-the-minute credential status reports.

4. Enrolling new people:

- a. All person data entered into the system shall be held in the system database and shall be available only to system users holding at least the Administrator user role.
- Person data can be added, deleted, and edited by users holding at least the Administrator user role.
- c. The system shall support person record templates.

- Each template defines values for specific fields, such as a default set of access levels.
- 2) These values will be filled in automatically in any person record created from the template.
- When adding a person to the system, a user shall be able to use one of the available templates in the active partition to create the person record, or create it without a template.
- 4) Person Record Templates shall be available for use in custom People report definitions and in person search criteria.
- Creating Photo IDs The system shall include an integrated photo ID function. It shall be possible:
 - a. To design badge layouts.
 - b. To upload badge layouts for badge printing.
 - c. To capture ID photo images, print badges, and delete uploaded badge layouts.
 - For the system user to manage all photos ID functions entirely from within the browser.
 - e. To track the number of times a badge has been printed.
 - f. To print multiple badges at once using the Badge Print Workflow.
 - g. To enroll a person's card number manually or through a reader and save the new credential from the Badge Print Workflow.
 - h. The system shall be capable of automatically generating auto-incremental encoded credential numbers. Each new encoded credential number shall be increased by one over the next highest number in the system.
 - i. See 16850 1.2 H for ID management printer required.

2.4 S2 MOBILE SECURITY OFFICER™ APPLICATION

- A. The S2 Mobile Security Officer[™] (S2 MSO) shall be a mobile application for use with Apple iPad tablets running iOS7.1. The S2 MSO shall enable wireless tablet users to monitor and control various features of the SMS.
 - Activity Monitoring Users shall be able to view recent activity from the SMS activity log.
 Users shall be able to select specific activity log entries to view associated records, such
 as person record details, play live and recorded video, and change the status of specific
 portals.
 - 2. View Person Details Users shall be able to search for persons by name, and view associated person records. Users shall be able to photograph persons using the camera on their tablet, and record these in the SMS.
 - 3. Live Video Monitoring Users shall be able to display thumbnail images of every NetVR camera view integrated with the SMS. Users shall be able to select individual thumbnails, which shall display live video from the corresponding camera.

- 4. Mobile Mustering The application shall support a mustering process using a mobile device to allow regional evacuation, unimpeded by access control constraints. Users shall be able to initiate and terminate multiple evacuations simultaneously. The system shall enable users to determine if all persons known to be present within a given region have been accounted for. The system shall be capable of managing mustering points simultaneously.
- 5. The S2 MSO shall support up to five simultaneous iPad connections per S2 Controller.

2.5 THIRD PARTY SSL CERTIFICATE SUPPORT

- A. It shall be possible to configure an SSL certificate that will provide encryption alone, or encryption plus authentication. The available options are:
 - 1. Generating a self-signed SSL certificate, this is signed with the embedded web server's own private key. This certificate shall provide encryption but not authentication.
 - 2. Generating an SSL certificate that is signed by a certificate authority (CA). This certificate shall provide both encryption and authentication.
 - 3. Uploading your own SSL certificate and matching key to the controller. Optionally, it shall be possible to upload a chain, or intermediate, file that links the certificate to a trusted root certificate.

2.6 VISITOR MANAGEMENT SYSTEMS INTEGRATION

- A. The S2 SMS shall be able to integrate with a variety of industry leading visitor management products. The integration allows for visitor information to be shared with S2 SMS, providing the ability to assign credentials to visitors as well as running reports on activity. There is no additional cost or license fee from S2 for integrating with these visitor management systems with the S2 SMS application.
- B. These Companies have written API to integrate to S2 SMS:
 - 1. Jolly
 - 2. EasyLobby (owned by HID)
 - 3. Stop Ware
 - 4. iVisitor
- C. Fees associated with integration of third-party visitor management systems may be applicable, depending on the manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine cable pathways including conduit, raceways, cable trays, and other pathway elements for compliance with space allocations, installation tolerances, hazards to cable installation, and other conditions affecting installation.

- B. Examine rough-in for control cable and conduit systems to controllers, card readers, and other EACS components to verify conduit and back-box locations prior to installation of EACS devices
- C. Examine available network capacity and support infrastructure. Consult with network administrator for compliance with network standards and capacity.
- D. Examine install location for compliance with space allocations, installation tolerance, hazards to safe system operation, and other conditions affecting installation.
- E. Examine roughing-in for LAN, WAN, and IP network before device installation.
- F. Proceed with installation only after unsatisfactory conditions have been corrected.
- G. In meetings with Architect and Owner, present Project planning documents and review, adjust, and prepare final programming and configuration documents. Use final documents to program and configure SMS software.

3.2 CABLING

- A. Comply with NECA 1, "Good Workmanship in Electrical Construction".
- B. Install cables and wiring according to requirements in Section 16805 "Conductors and Cables for Electronic Safety and Security."
- C. Wiring Method: Install wiring in raceway and cable tray except within consoles, cabinets, desks, and counters. Conceal raceway and wiring except in unfinished spaces.
- D. Install LAN cables using techniques, practices, and methods that are consistent with Category 6 rating of components and fiber-optic rating of components, and that ensure Category 6 and fiber-optic performance of completed and linked signal paths, end to end.
- E. Junction boxes and enclosures containing security-system components or cabling, and which are easily accessible to employees or to the public, shall be provided with tamper resistant fasteners and/or tamper detection switches. In addition, hinged enclosure doors shall be equipped with locking hardware. Boxes above ceiling level in occupied areas of the building shall not be considered accessible. Junction boxes and small device enclosures below ceiling level and easily accessible to employees or the public shall be covered with a suitable cover plate and secured with tamperproof screws.
- F. Install end-of-line resistors at the field device location and not at the controller or panel location.

3.3 CABLE APPLICATION

- A. Comply with TIA 569-C, "Commercial Building Standard for Telecommunications Pathways and Spaces."
- B. Card Readers and Keypads and Peripheral Devices:
 - 1. Belden Composite Multi-pair / Multi-conductor Plenum 658AFJ or Equivalent
 - 2. Follow device manufacturer's installation requirements for maximum cable distances and sizes.

3.4 GROUNDING

- A. Comply with Section 16060 "Grounding and Bonding for Electrical Systems." [IF APPLICABLE]
- B. Comply with IEEE 1100, "Recommended Practice for Power and Grounding Electronic Equipment."
- C. Ground cable shields, drain conductors, and equipment to eliminate shock hazard and to minimize ground loops, common-mode returns, noise pickup, cross talk, and other impairments.
- D. Signal Ground:
 - 1. Terminal: Locate in each equipment room and wiring closet; isolate from power system and equipment grounding.
 - 2. Bus: Mount on wall of main equipment room with standoff insulators.

3.5 SYSTEM SOFTWARE AND HARDWARE

A. Develop, install, and test software and hardware, and perform database tests for the complete and proper operation of systems involved. Assign software license to Owner.

3.6 FIELD QUALITY CONTROL

- A. Tests and Inspections:
 - LAN Cable Procedures: Inspect for physical damage and test each conductor signal path for continuity and shorts. Test for faulty connectors, splices, and terminations. Test according to TIA/EIA 568-C, "Commercial Building Telecommunications Cabling Standards - Part 1: General Requirements." Link performance for UTP cables must comply with minimum criteria in TIA/EIA 568-C.
 - a. Test all Network Cabling by On Staff BICSI RCDD
 - 2. Test each circuit and component of each system. Tests shall include, but are not limited to, measurements of power-supply output under maximum load, signal loop resistance, and leakage to ground where applicable. System components with battery backup shall be operated on battery power for a period of not less than 10 percent of the calculated battery operating time. Provide special equipment and software if testing requires special or dedicated equipment.
 - Operational Test: After installation of cables and connectors, demonstrate product capability and compliance with requirements. Test each signal path for end-to-end performance from each end of all pairs installed. Remove temporary connections when tests have been satisfactorily completed.
- B. Devices and circuits will be considered defective if they do not pass tests and inspections.
- C. Prepare test and inspection reports.
- D. Enroll and prepare badges and access cards for Owner's operators, management, and security personnel.

3.7 ACCEPTABLE VENDORS

- 1. Rutland Low Voltage Systems Valdosta, Georgia
- 2. Ace Technologies Valdosta, Georgia
- 3. Southeastern Systems Technologies Baxley, Georgia

The acceptable vendor listed above shall be the authorized local factory dealer/representative for that product. The factory dealer representative shall hold a current low voltage contractor's license. Factory dealer/representative shall have an office located within 120 miles of Coffee County.

Any other interested parties shall submit a company resume showing years in business, certification stating that he is an authorized representative for the manufacturer of the equipment he is submitting for approval and that he maintains a fully equipped and stocked service shop and shall respond to service calls within 12 normal working hours, list of key personnel, copies of appropriate licenses and list of recently completed jobs during the normal prior approval period.

3.8 ADJUSTING

A. Occupancy Adjustments: When requested within 30 days of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project for this purpose.

3.9 DEMONSTRATION

- A. Provide Training to the following:
 - 1. Onsite Staff
 - 2. Central Office Staff
 - 3. SRO (Student Resource Officers)

END.