



Division of Finance and Business Operations

Wayne State University

Reuther Library HVAC

WSU Project Number 036-350464

FOR:

Board of Governors
Wayne State University
Detroit, Michigan

Owner's Representative:

Victoria LaLonde, Project Manager
Facilities Planning & Management
Design & Construction Services
5454 Cass
Wayne State University
Detroit, Michigan 48202

Purchasing Agent:

Valerie Kreher, Senior Buyer
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720
rfpteam2@wayne.edu

Consultant:

Ghafari Associates
211 W Fort St Ste 510
Detroit, MI 48226

April 16, 2024



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<https://procurement.wayne.edu/vendors/wage-rates>



INFORMATION FOR BIDDERS

OWNER: Board of Governors
Wayne State University

PROJECT: **Reuther Library HVAC**
Project No. **036-350464**

LOCATION: Wayne State University
5401 Cass Avenue
Detroit, Michigan 48202

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720
rfpteam2@wayne.edu

OWNER'S REPRESENTATIVE: **Victoria LaLonde, Project Manager**
Facilities Planning & Management
Design & Construction Services
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

Architect: **Ghafari Associates**
211 W Fort St Ste 510
Detroit, MI 48226

SPECIAL NOTE: Right to reject any and all proposals, either in whole or in part and to waive any irregularities therein is reserved by the Owner.

BIDS ADVERTISED: April 16, 2024

BIDDING: Bidding documents may be obtained by vendors from the University Purchasing Web Site at <http://go.wayne.edu/bids> beginning **April 16, 2024**. When visiting the Web Site, click on the "Construction" link in green. Copies of the RFP will not be available at the pre-proposal meeting.

Optional Pre-Bid Conference: To participate, it is **Optional** that you and/or responsible representatives of your organization attend our pre-bid conference, to be held on **April 23, 2024, 2:00 pm (Eastern - Detroit Time)**.

Vendors who would like to participate in the pre-bid meeting via a TEAMS Video Conference or Conference Call, may do so via the information below:

Microsoft Teams Meeting
On-line or via Conference Call

[Join the meeting now](#)

Need to join from a mobile device but don't have TEAMS on it?

[Visit our website](#) for instruction on adding TEAMS to your device.

OPTIONAL Site Visit (if needed): A Site visit may be scheduled at the conclusion of the pre-bid meeting, at the discretion of the project manager. The tentative date for Site Visit is **April 24, 2024 10:00 am - Meet at 5101 Cass Ave Lobby**.

DUE DATE FOR QUESTIONS: Due Date for questions shall be **April 30, 2024 at 12:00 Noon**. All questions must be reduced to writing and emailed to the attention of **Valerie Kreher, Senior Buyer** at **rfpteam2@wayne.edu**.

Bids Due: Proposals for lump-sum General Contract will be received by electronic submission on **May 7, 2024**, until



2:00 p.m. (local time). The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 16, 2024**. Vendors are required to combine documents into one PDF to ensure no portion of your response is inadvertently omitted. This includes your bid, bid bond, and any other documents.

No public bid opening will be held.

Bid Qualification Meeting: Bidders must be available for a bid prequalification meeting, as soon as the day following the bid opening. The lowest qualified bidder will be contacted and requested to meet with Facilities Planning & Management at their office located at 5454 Cass Avenue, Detroit, MI 48202. During this meeting, the Vendor must provide information on the qualifications of management and supervisory personnel assigned to the project, a **Project Schedule** and a **Schedule of Values**, including a list of Contractor's suppliers, subcontractors, and other qualifications. This information should include information on the contractor's and any subcontractor's access to labor necessary for contract performance.

If all aspects of the bid are in order, an unsigned contract will be given to the successful Contractor as soon as it's available. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above, and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5-day period, the University reserves the right to award the contract to the next lowest qualified bidder.

All available information pertaining to this project will be posted to the Purchasing web site at <http://go.wayne.edu/bids>.

Information that is not posted to the website is not available/not known



INSTRUCTIONS TO BIDDERS

OWNER: Board of Governors
Wayne State University

PROJECT: **Reuther Library HVAC**
Project No. **036-350464**

LOCATION: Wayne State University
5401 Cass Avenue,
Detroit, Michigan 48202

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720
rfpteam2@wayne.edu

1. PROPOSALS

- A. Procurement will receive Proposals for the work as herein set forth on **May 7, 2024**, until 2:00 p.m. (local time). The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids>. **No public bid opening will be held.**
- B. Proposals shall be for a **lump-sum General Contract for the entire work of the Project as provided in the Form of Proposal.**
- C. Proposals shall be submitted by electronic submission on forms furnished with the Bidding documents. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 16, 2024**. The forms must be completed in its entirety and must be signed, and the completed forms shall be without alterations, interlineations, or erasures. Forms shall contain no recapitulations of the work to be done.
- D. All base bids must be conforming to the detailed specifications and drawings provided by the University, including any Addenda issued. Voluntary Alternates will only be considered if the Contractor has also submitted a conforming base bid. Any stipulation of voluntary alternates or qualifications contrary to the Contract requirements made by the Bidder in or accompanying his proposal as a condition for the acceptance of the Contract will not be considered in the award of the Contract and will cause the rejection of the entire Proposal.
- E. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. **The University reserves the right to reject any and all bids and to waive any informalities in the Proposals.**

2. PROPOSAL GUARANTEE

- A. A satisfactory Bid Bond executed by the Bidder and Surety Company, in an amount equal to not less than five percent (5%) of the maximum proposal amount shall be submitted with each Proposal, which amount may be forfeited to the Board of Governors, Wayne State University, if the successful Bidder refuses to enter into a Contract within ninety (90) days from receipt of Proposals.
- B. Bond must be issued by a Surety Company with an A or A- rating as denoted in the AM Best Key Rating Guide.
- C. Bid bonds shall be accompanied by a Power of Attorney authorizing the signer of the bond to do so on behalf of the Surety Company.



- D. Withdrawal of Proposals is prohibited for a period of ninety (90) days after the actual date of opening thereof.

3. CONTRACT SECURITY

- A. The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment bond in an amount equal to 100% of the contract award amount, and include such cost in the Proposal, complying with University policy and the laws of the State of Michigan.
- B. Performance Bond and Labor and Material Payment Bond shall be from a surety company acceptable to the Owner and made payable as follows:
 - (1) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University, and guaranteeing the payment of all subcontractors and all indebtedness incurred for labor, materials, or any cause whatsoever on account of the Contractor in accordance with University policy and the laws of the State of Michigan relating to such bonds.
 - (2) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University to guarantee and insure the completion of work according to the Contract.
- C. The only acceptable Performance Bond shall be the AIA A312 – 2010.
- D. Bond must be issued by a Surety Company with an A or A- rating as denoted in the AM Best Key Rating Guide.

4. BOND CLARIFICATION

For bids below \$50,000.00,

- A. Bid bond will not be required.
- B. Performance and Material & Labor Payment bonds will not be required.

5. INSPECTION

- A. Before submitting its Proposal, each Bidder shall be held to have visited the site of the proposed work and to have familiarized themselves as to all existing conditions affecting the execution of the work in accordance with the Contract Documents. No allowance or extra consideration on behalf of the Contractor will subsequently be made by reason of its failure to observe the Conditions or on behalf of any subcontractor for the same reason.

6. EXPLANATION TO BIDDERS AND ADDENDA

- A. Neither the Owner nor Representative nor Purchasing Agent will give verbal answers to any inquiries regarding the meaning of drawings and specifications, and any verbal statement regarding same by any person, previous to the award, shall be unauthoritative.
- B. Any explanation desired by Bidders must be submitted in writing to the Purchasing Agent, and if explanation is necessary, a reply will be made in the form of an Addendum, a copy of which will be distributed via the appropriate Listserv maintained by Procurement & Strategic Sourcing, and will be posted to the website.
- B. All addenda issued prior to date of receipt of Proposals shall become a part of these Specifications, and all proposals are to include the work therein described.



7. INTERPRETATION OF CONTRACT DOCUMENTS

- A. If any person contemplating submitting a bid for the proposed Contract is in doubt as to the true meaning of any part of the drawings, specifications, or other Contract Documents, he may submit to the Purchasing Agent, a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Contract Documents will be made by an addendum duly issued. A copy of such addendum will be posted to the website and distributed via the listserv. Each proposal submitted shall list all addenda, by numbers, which have been published prior to the time scheduled for receipt of proposal.

8. SUBSTITUTION OF MATERIALS AND EQUIPMENT

- A. Whenever a material, article or piece of equipment is identified on the Drawings or in the Specifications by reference to manufacturers' or vendors' names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, and any material, article, or piece of equipment of other manufacturers or vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided that the material, article, or piece of equipment so proposed is, in the opinion of the Architect, of equal substance, appearance and function. It shall not be purchased or installed by the Contractor without the Architect's written approval.

9. TAXES

- A. The Bidder shall include in his lump sum proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered. Information regarding the State of Michigan sales and use tax laws can be found in [SOM Revenue Administrative Bulletin 2016-18](#).

10. REQUIREMENTS FOR SIGNING PROPOSALS AND CONTRACTS

- A. The following requirements must be observed in the signing of proposals that are submitted:
- (1) Proposals that are not signed by individuals making them shall have attached thereto a Power of Attorney, evidencing the authority to sign the Proposal in the name of the person for whom it is signed.
 - (2) Proposals that are signed for partnership shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there must be attached to the Proposal a Power of Attorney evidencing authority to sign the Proposal, executed by the partners.
 - (3) Proposals that are signed for a corporation shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation, manually written in the line of the Form of Proposal following the words "signed by". If such a proposal is signed by an official other than the President of the Corporation, a certified copy of resolution of the Board of Directors, evidencing the authority of such official to sign the bid, shall be attached to it. Such proposal shall also bear the attesting signature of the Secretary of the Corporation and the impression of the corporate seal.

11. QUALIFICATIONS OF BIDDERS

- A. The Owner may request each of the three (3) low bidders to submit information necessary to satisfy the Owner that the Bidder is adequately prepared to fulfill the Contract. Such information may include past performance records, list of available personnel, plant and equipment, description of work that will be done simultaneously with the Owner's Project, financial statement, or any other pertinent information. This information and such other information as may be requested will be used in determining whether a Bidder is qualified to perform the work required and is responsible and reliable.



12. **SPECIAL REQUIREMENTS**

- A. The attention of all Bidders is called to the General Conditions, Supplementary General Conditions, and Special Conditions, of which all are a part of the Specifications covering all work, including Subcontracts, materials, etc. Special attention is called to those portions dealing with Labor Standards, including wages, fringe benefits, Equal Employment Opportunities, and Liquidated Damages.
- B. Prior to award of the project, the apparent low bidder will be required to produce a **schedule of values** which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A contract will not be issued to the apparent low bidder until this document is provided. A contractor will have 5 business days to produce this document. If the required document is not received within this time, the bidder will be disqualified.

13. **NOTICE OF AWARD/ACCEPTANCE OF BID PROPOSAL**

- A. The Proposal shall be deemed as having been accepted when a copy of the Contract (fully executed by both the vendor and the appropriate signatory authority for the University), with any/all Alternates, Addenda, and Pre-Contract Bulletins, as issued by the office or agent of the Owner has been duly received by the Contractor. After signing the Contracts, the Contractor shall then return all copies, plus any required bonds and certificates of insurance, to the office of the Owner's Representative, at 5454 Cass, Wayne State University, Detroit, MI 48202. Construction will begin when the fully-executed contract has been returned to the Contractor.

14. **TIME OF STARTING AND COMPLETION**

- A. It is understood that the work is to be carried through to substantial completion with the utmost speed consistent with good workmanship and to meet the established start and completion dates.
- B. The Contractor shall begin work under the Contract without delay, upon receipt of a fully-executed contract from the Owner, and shall substantially complete the project ready for unobstructed occupancy and use of the Owner for the purposes intended within the completion time stated in the Contract.
- C. The Contractor shall, immediately upon receipt of fully-executed contract, schedule his work and expedite deliveries of materials and performance of the subcontractors to maintain the necessary pace for start and completion on the aforementioned dates.

15. **CONTRACTOR'S PERFORMANCE EVALUATION**

In an effort to provide continuous process improvement regarding the construction of various university projects, Wayne State University is embarking upon a process of evaluating the contractor's overall performance following the completion of work. At the conclusion of the construction project a subjective evaluation of the Contractor's performance will be prepared by the Project Manager and the supervising Director of Construction. The evaluation instrument that will be used in this process is shown in Section **00440-01 - Contractor's Performance Evaluation**.

16. **BIDDING DOCUMENTS**

- A. Bid specifications are available online beginning **April 16, 2024** through Wayne State University Procurement & Strategic Sourcing's Website for Advertised Bids: <http://go.wayne.edu/bids>. The plans for this project can be viewed in advance and/or printed from the above website. Copies of the RFP will not be available at the pre-proposal meeting.

B. **DOCUMENTS ON FILE**



- (1) *Wayne State University Procurement & Strategic Sourcing's Website.*
All available information pertaining to this project will be posted to the Purchasing web site at <http://go.wayne.edu/bids>.
Information that is not posted to the website is not available/not known.
- (2) Notification of this Bid Opportunity has been sent to those entities registered with our ListServ. Available ListServes can be found at
http://www.forms.procurement.wayne.edu/Adv_bid/Adv_Bid_Listserve.html
- (3) Please note: Bid notices will be sent only to those Vendors registered to receive them via our Bid Opportunities list serve. To register, to <http://go.wayne.edu/bids>, and click on the "Join our Listserve" link at the top of the page.

15. Smoke and Tobacco-Free Policies

On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU's main, medical, or extension center campuses. The complete policy can be found at <http://wayne.edu/smoke-free/policy/>.



Notice of **Optional** Pre-Bid Conference

PROJECT: **Reuther Library HVAC,**

PROJECT NOS.: **WSU PROJECT NO. 036-350464**

It is **Optional** that each Contractor proposing to bid on this work must attend a pre-bid conference as a condition for submitting a proposal.

Pre-registration for the meeting is to be made on or before Noon on, **April 15, 2024**. Please use our online registration form to confirm your attendance. The link for the registration form will be posted with the proposal details at <http://go.wayne.edu/bids>. The pre-bid meeting will be held on **April 23, 2024, 2:00 pm (Eastern - Detroit Time)**.

Vendors who would like to participate in the pre-bid meeting via a TEAMS Video Conference or Conference Call, may do so via the information below:

**Microsoft Teams Meeting
On-line or via Conference Call**

[Join the meeting now](#)

Need to join from a mobile device but don't have TEAMS on it?

[Visit our website](#) for instruction on adding TEAMS to your device.

The purpose of this conference is to clarify the procedures, scope of work, and to identify any omissions and/or inconsistencies that may impede preparation and submission of representative competitive bids.

In the event that less than 3 individual contractor firms attend the pre-bid conference, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).

Minutes of the conference shall be posted to the Website at <http://go.wayne.edu/bids>.

Any clarifications or corrections that cannot be made at the conference will be by Addendum.

All available information pertaining to this project will be posted to the Purchasing web site at <http://go.wayne.edu/bids>.

Information that is not posted to the website is not available/not known.



AGENDA

- I. Welcome and Introductions
 - A. Wayne State University Representatives
 - B. Vendor Representatives
 - C. Sign in Sheet- be sure to include your company name and representative in attendance on the sign in sheet.
- II. Brief Overview of Wayne State University
 - A. Purpose and Intent of RFP.
 - B. Detailed review of the RFP and the requirements for a qualified response.
 - C. Review of all pertinent dates and forms that are REQUIRED for a qualified response.
- III. Vendor Questions/Concerns/Issues
 - A. Questions that can be answered directly by the appropriate person in this meeting will be answered and both question and answer will be recorded in the minutes of the meeting.
 - B. Questions that need to be researched will be answered and a nature of clarification will be emailed to the appropriate ListServ. See http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_Bid_Listserve.html for a list of ListServ Bid Lists.
 - C. Minutes will be emailed to the appropriate ListServ.
 - D. Questions and concerns that come up after this meeting are to be addressed to **Valerie Kreher**, Procurement & Strategic Sourcing. Discussion with other University members is seriously discouraged and could lead to disqualification from further consideration. All questions and answers will be recorded and emailed to all participants of the RFP.
 - E. Due date for questions is **April 30, 2024**, 12:00 noon.
- IV. Minimum Participation
 - A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have 3 or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
 - B. If less than 3 individual contractor firms attend the **Optional** pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
 - C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.
- V. Proposal Due Date: **May 7, 2024**, 2:00 p.m.
- VI. Final Comments
- VII. Adjourn



VENDOR NAME _____

GENERAL CONTRACT - PROPOSAL FORM

Sealed proposals for lump-sum General Contract will be received at the office of the Procurement & Strategic Sourcing **by electronic submission on May 7, 2024**, until 2:00 p.m. (local time). The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 16, 2024**.

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: **Reuther Library HVAC**

PROJECT NO.: WSU PROJECT NO. **036-350464**

PROJECT TYPE: ***Mechanical* Work**

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720
rfpteam2@wayne.edu

OWNER'S REPRESENTATIVE: **Victoria LaLonde, Project Manager**
Design & Construction Services
Facilities Planning & Management
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

PREBID MEETING: Did your company attend the **Optional** Pre-Bid Conference?
Yes _____ No _____

BASE PROPOSAL: The undersigned agrees to enter into an Agreement to complete the entire work of the **Reuther Library HVAC** project (WSU Project No. **036-350464**) in accordance with the Bidding Documents for the following amounts:

_____ \$ _____ Dollars

WSU WAGES: Did your company quote based upon **Union or WSU Wage Rates** as required?
Yes _____ No _____



CONFLICT OF INTEREST:

Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months? If Yes, explain below.

Yes _____ No _____

Are any immediate family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, explain below.

Yes _____ No _____

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$15.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

**CONTRACT CHANGE
ORDERS:**

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

Where changed Work is performed, the Contractor may add to the total estimated actual cost for such Work no more than ten (10%) for subcontractor mark-up and seven and one-half percent (7.5%) for self-performed trade work for profit, overhead, insurance, taxes, indirect supervision, bonds, and any other costs not allowed by section 4.02.01

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **May 2025**.

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$\$500/day.00 per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$\$500/day.00 per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES:

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.



Addendum No. _____ Date _____ Addendum No. _____ Date _____
 Addendum No. _____ Date _____ Addendum No. _____ Date _____
 Addendum No. _____ Date _____ Addendum No. _____ Date _____
 Addendum No. _____ Date _____ Addendum No. _____ Date _____
 Addendum No. _____ Date _____ Addendum No. _____ Date _____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:

Our Minimum Requirements for Construction Bids are:

WSU considers this project: **Mechanical Work.**

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with WSU Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	1 or less	1 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation

_____ Individual

_____ Partnership

_____ Joint Venture



_____ Other (Explain below):

Diversity Classification: Please indicate the appropriate diversity classification for your company. The University recognizes the following groups as diverse or disadvantaged:

- Majority Owned _____
- Minority Business Enterprises (MBE) _____
- Women Business Enterprises (WBE) _____
- Disabled Veteran Enterprises (DVBE) _____
- Disabled Person Enterprises (DBE) _____
- Veteran Owned Businesses (VBE) _____
- Small Businesses per the US Small Business Administration (SBE) _____
- Other (Please Explain): _____

1. How many years has your organization been in business as a contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. List states in which your organization is legally qualified to do business. _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

5. What is your current EMR Rating? _____
The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %

7. What percentage of work performed on your company's behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %

8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

9. Have you withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years? If so, state the Project Name and Number, and the date of bid submission below.

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

Name: _____ Title: _____



Name: _____ Title: _____

Name: _____ Title: _____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? \$ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____



17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid? (select one): Yes _____ No _____
18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? (select one): Yes _____ No _____
19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement between Contractor and Owner for Construction"? (select one): Yes _____ No _____
- If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal. Otherwise, a "No" response without documentation will be considered a non-responsive proposal. In addition, any proposed exceptions may or may not be accepted by the University.
20. Does your company agree to comply with the University **Smoke and Tobacco Free Policies**? Yes _____ No _____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

**ACKNOWLEDGEMENT OF
MINIMUM QUALIFICATIONS:**

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**

ACCEPTANCE OF PROPOSAL:

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within ninety (90) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: _____

OFFICE ADDRESS: _____

PHONE NUMBER: _____ DATE _____

SIGNED BY: _____

Signature

(Please print or type name here)

TITLE _____

EMAIL ADDRESS: _____ @ _____



RESPONSIBLE CONTRACTOR POLICY (revised 12-12-2023)

1.0 Purpose

- 1.1 Wayne State University is committed to having responsible and ethical contractors and subcontractors on all of its construction projects, to ensure that work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform University projects in a safe, timely, reliable, high quality and cost-effective manner.
- 1.2 To achieve that goal, the University will require contractors and subcontractors submitting a bid on a construction project to provide information relating to their qualifications. The purpose of this policy is to assist the University in awarding contracts on every construction project to the lowest priced responsible bidder, or in the case of a major construction project using a criteria-based award, the responsible bidder who provides the best value to the University.

2.0 Definitions

- 2.1 A "major construction project" is a construction or other real property improvement or maintenance project whose planning and implementation require Board of Governors approval under Board Statute 2.81.01.090, "Capital Outlay".
- 2.2 The term "contractor" includes general contractors, trade contractors, construction managers, and design builders, as well as any subcontractors.

3.0 Policy

3.1 Contractor Qualifications

The University will obtain information from and about the contractors on its major construction projects. Depending on the extent of the University's prior experience with a contractor, that information may include:

- The contractor's experience on projects of similar size and complexity.
- References from other owners.
- The contractor's creditworthiness/financial condition.
- The contractor's and any subcontractor's safety records and prior history of OSHA/MIOSHA, environmental, or other regulatory violations, discrimination claims, criminal convictions, liens, compliance with applicable laws, and litigation (including arbitrations) with owners, contractors, subcontractors, unions, or employees.
- Qualifications of management and supervisory personnel to be assigned by the contractor to the project.
- Access to labor necessary for contract performance.

3.2 Contract Specifications

Contracts for the University's major construction projects will include terms requiring:

- Compliance with all applicable health, safety and environmental laws and regulations during performance of the contract, and timely provision to the University of copies of any complaint or allegation of a violation of any such regulation, and of any accident report, relating to work performed under the contract.
- Contractors and subcontractors to maintain and make available to the University, upon request, documentation of compliance with the University's Wage Rate Requirements



(University Policy 18-2) and/or other applicable wage rate requirements, including certified payroll reports and complete payroll records.

- Training for all workers assigned to perform work under the project, including any required OSHA/MIOSHA training.
- Registration of apprentices in bona fide training programs.
- Contractors and subcontractors to implement and take steps to enforce a requirement that workers on the project be drug and alcohol free on the job site.
- Promotion of work force and contractor diversity to the fullest degree permitted by law, including prohibition of illegal discrimination and violation of any applicable University policy regarding discrimination.
- Promotion of competition through small business development, by encouraging opportunities for qualified new and small businesses, including those owned by women and minorities, to participate in work under the contract, as contractors, subcontractors, and suppliers.
- Contractors and subcontractors to carry appropriate liability insurance in amounts established by the University's Enterprise Risk Management & Insurance Programs office; to comply with Michigan law on worker's compensation; to provide bid, payment, and performance bonds for the completion of the contracted work; and to maintain these coverages through the period specified by the Enterprise Risk Management & Insurance Programs office.
- Compliance with licensing requirements applicable to those assigned to perform work under the contract.

3.3 Work Force Management

On its major construction projects, the University will seek evidence that each successful contractor is able to furnish skilled tradespersons and laborers (a) in numbers sufficient to complete the work under the contract on a timely and cost effective basis, and (b) who are able to work in harmony with the employees of other contractors or subcontractors performing work on that project in order to achieve its completion on a timely and cost effective basis.

In that regard, the University will not discourage a contractor from entering into a project labor agreement (PLA) for a construction project at the University when the contractor determines that a PLA is allowable under applicable laws and will enhance its ability to perform the work on the project. Further, the Senior Vice President, Chief Financial Officer and Treasurer is authorized to require the successful contractor to enter into a PLA when doing so would advance the University's project-specific interests in cost savings, efficiency, timeliness, or quality and would promote the University's goals set forth in this policy. The Senior Vice President, Chief Financial Officer and Treasurer should not require a contractor to enter into a PLA on any project or part of a project when doing so would violate applicable laws or would unreasonably restrict competition in the contracting or subcontracting process..



WAYNE STATE UNIVERSITY RATE SCHEDULE (revised 11-01-2018)

POLICY

Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than WSU wage rates.

The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) (if any) shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor. Individually contracted labor commonly referred to as "1099 Workers" and subcontractors using 1099 workers are not acceptable for work on any of Wayne State's properties. Rates for all counties are available at <https://wdolhome.sam.gov/>, and Procurement will post the schedules quarterly that pertain to Wayne County on its website at <http://procurement.wayne.edu/vendors/wage-rates.php>.

Certified Payroll must be provided for each of the contractor's or subcontractor's payroll periods for work performed on any University project. Certified Payroll must accompany Pay Applications, and be fully reconciled with the final Pay Application. Failure to provide certified payroll will constitute a material breach of contract, and pay applications will be returned unpaid, and remain unpaid until satisfactory supporting documents are provided.

Additional information can be found on the University Procurement & Strategic Sourcing's web site at the following URL address: <http://procurement.wayne.edu/vendors/wage-rates.php>

PROCEDURE

Construction Bids and other Bids or Proposals for work that includes construction shall contain a WSU Wage Rate clause outlining a contractor's responsibilities under University policy. Each bid solicitation shall include reference to the most current wage determination schedule that contractors can use when preparing their bids.

When compensation will be paid under WSU Wage Rate requirements, the University shall require the following:

- The contractor shall obtain and keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each laborer and mechanic employed in connection with this contract.
- The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the WSU Wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The certified payroll form can be downloaded from the Department of Labor website at <http://www.dol.gov/whd/forms/wh347.pdf>.
- A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of \$10,000.00 or greater. Sworn statements must accompany applications for payment. All listed parties on a sworn statement as a subcontractor must submit Partial or Full Conditional Waivers for the amounts invoiced on the payment application. A copy of the acceptable WSU Sworn Statement and Waiver will be provided to the awarded contractor.

If the VENDOR or subcontractor fails to pay the WSU rates of wages and fringe benefits and does not cure such failure within 10 days after notice to do so by the UNIVERSITY, the UNIVERSITY shall have the right, at its option, to do any or all of the following:

- Withhold a portion of payments due the VENDOR as may be considered necessary by the UNIVERSITY to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this contract and the actual wages and fringe benefits paid.
- Terminate the contract and proceed to complete the contract by separate agreement with another vendor or otherwise, in which case the VENDOR and its sureties shall be liable to the UNIVERSITY for any excess costs incurred by the UNIVERSITY.



- Propose to the Associate Vice President for Business Services / Procurement that the Vendor be considered for Debarment in accordance with the University's Debarment Policy, found on our website at <https://policies.wayne.edu/appm/2-8-debarment-policy-on-non-responsible-vendor-in-procurement-transactions>

Terms identical or substantially similar to this section of this RFP shall be included in any contract or subcontract pertaining to this project.

Prior to award of the project, the apparent low bidder will be required to produce a schedule of values which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A letter of intent or contract will not be issued to the apparent low bidder until this document is provided. The apparent low bidder will have one week to produce this document. If the required document is not received within this time, the bidder will be disqualified, and the next low bidder will be required to provide this schedule of values.



**APPENDIX A FOR THE
WSU WAGE SCHEDULE FOR THIS PROJECT**

See web site:

<http://go.wayne.edu/bids>

Key Performance Indicator Tracking Sworn Statement Requirements

The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its spend with Michigan based organizations. To assist with this, The University has the following requirements for submission of your bid and for Pay Applications submitted by the successful contractor.

Submission of Bid

1. **Diverse or disadvantaged prime contractor:** Please specify in your bid whether ownership of your company is a certified diverse or disadvantaged business, according to the categories listed previously in section 00300. In accordance with guidelines from the MMSDC and GL-WBC, the University considers a business to be diverse when it is at least 51% owned, operated, and controlled by one or more members of a diverse classification. Section 00300 has a place for this information on page 00300-3.
2. **Detroit based and Michigan Based contractor:** It is presumed that the contractor is headquartered at the location we submit our Purchase Orders to, and that it should be the same address as listed in Section 00300 at the signature line. If a supplier is headquartered elsewhere, please make note of this information, so we do not inaccurately include or exclude spend.

Pay Applications and Sworn Statements

1. **Applicability:** The University requires Sworn Statements with Pay Applications for all construction projects that use
 - Subcontractors greater than \$10,000.00
 - Significant suppliers (those with a purchase value of \$10,000 or more).
2. **Sworn Statements:** The Supplier must submit applicable monthly sworn statements to the Project Manager and the Buyer of Record, in the format shown on page 2 of Section 00420. Sworn Statements are "always required" for this project, and are to be submitted to **(Project Manager)**, the project manager, and to **Valerie Kreher, Senior Buyer**
3. **Inclusion:** Sworn Statements are to detail the inclusion of recognized diverse and disadvantaged groups in the following 2 categories; Subcontracts or Suppliers. The University recognizes the following groups as diverse or disadvantaged:
 1.
 - Minority Business Enterprises (MBE)
 - Women Business Enterprises (WBE)
 - Disabled Veteran Enterprises (DVBE)
 - Disabled Person Enterprises (DBE)
 - Veteran Owned Businesses (VBE)
 - Small Businesses per the US Small Business Administration (SBE)
4. A complete set of the University's Supplier Diversity Program, which includes complete definitions of each of the above, can be downloaded from our web site at <http://policies.wayne.edu/administrative/04-02-supplier-diversity.php>.



WAYNE STATE UNIVERSITY

Reuther Library HVAC
WSU Project No. 036-350464

STATE OF MICHIGAN						Sworn Statement				
COUNTY OF _____ } §										
_____, being duly sworn, deposes and says that (s)he makes the Sworn Statement on behalf of _____, who is the Contractor for an improvement to the following described real property situated in _____ County, Michigan, and described as follows:										
That the following is a statement of each subcontractor and supplier and laborer, for which laborer the payment of wages or fringe benefits and withholdings is due but unpaid, with whom _____ has subcontracted for performance under the contract with the Owner or lessee thereof, and that the amounts due to the persons as of the date thereof are correctly and fully set forth opposite their names, as follows. (Subcontracts or suppliers of values of less than \$1,000 are omitted.)										
NO.	SUBCONTRACTOR (Name, Address, Telephone Number) SUPPLIER OR LABORER	S=Supplier C=Contractor	Type of Entity *see below	TYPE OF IMPROVEMENT FURNISHED	TOTAL CONTRACT PRICE	CONTRACT CHANGE +/-	ADJUSTED CONTRACT AMOUNT	AMOUNT PAID TO DATE	AMOUNT CURRENTLY OWING	BALANCE TO COMPLETE
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
TOTALS										
* Type of Entity: MBE=Minority Business Enterprises; WBE=Women Business Enterprises; DVBE=Disabled Veteran Enterprises; DBE=Disabled Person Enterprises; VBE=Veteran Owned Businesses; SBE=Small Businesses per the US Small Business Administration										
Please attach additional sheets if the number of items exceeds the page limit.										



Reuther Library HVAC

WSU Project No. 036-350464

[illegible]



WAYNE STATE UNIVERSITY
PAYMENT PACKAGE DOCUMENT REQUIREMENTS (Revised 7-23-2015):

Review and comply with Section 410 of Bid Front End Documents.
Review and comply with Article 15 of the Supplemental General Conditions.

PAYMENT APPLICATION - AIA document G702 & G703 (or equivalent) –Checklist:

- Correct Project Name – Found on your contract.
- Correct Project Number – Found on your contract.
- Purchase Order Number – Required prior to beginning work.
- Correct Application Number.
- Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
- Approved & Executed Change Orders Listed. (Cannot invoice for unapproved Change Orders)
- Schedule of Values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
- Correct Dates – Back dating not accepted.
- Signed and Notarized.

SWORN STATEMENT – Checklist:

- List all contractors, sub-contractors, suppliers... ≥ \$10,000.00
- A sworn statement is required from every Sub Contractor on the job with a material purchase or sub-contract of \$10,000 or more. (All tiers.)
- Purchase Order Number
- Dates – Back dating not accepted.
- Signed and Notarized.

CERTIFIED PAYROLL - Dept. of Labor Form WH-347 – Checklist: (Union and Non-Union)

- For every contractor & sub-contractors work, for each week within the application reporting period.
- Correct Project Number
- List ALL workers on-site.
- Make sure their addresses are listed.
- Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format.
- Work classifications based on the job specific WSU Wage Schedule descriptions.
- For any workers paid at the Apprenticeship rates - proof of enrolled program and current completion required.
- Rate of Pay verified against the WSU Wage Schedule with an hourly cost breakdown of fringes paid.
- Authorized signatures on affidavit.
- Dates – must represent the weeks within the application period.

APPLICATION PACKAGE SUPPORTING DOCUMENTATION –

- **Proof of Ownership** for any 'Owner Operator' contractors not wishing to claim their time on WSU Wage. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.) The Owner must provide copies of "DBA" registration form confirming status as exempt from WSU Wage requirements.
- **Proof of Stored Materials** – Bill of Lading, Delivery Receipts, Pictures, Certificate of Insurance or endorsement page specifically insuring stored material at location, and pictures with materials clearly



separated and labeled for WSU. The University reserves the right to on site verification of stored materials.

- **Partial Conditional Waivers** – The contractor shall provide covering the entire amount of the application. For non-bonded projects all sub-contractors must provide for all applications which they have a draw.
- **Partial Unconditional Waivers** – Must release amount paid for work and be delivered starting with application #2 and in no case after payment application #3, through all sequential applications for contractors, sub-contractors, and suppliers listed on the Sworn Statements.
- **Full Unconditional Waivers** – Must be delivered with final payment application, releasing all contractors, sub-contractors, suppliers listed on the sworn statements and any legitimate notice of furnishings reconciled.

FINAL PAYMENT APPLICATION – Checklist:

- Clear and concise As-Built drawings.
- Operation and Maintenance Manuals
- Process and training directions (if applicable).
- Warranty of work in accordance with project documents.
- Submittals log and samples installed on the job.
- Certificate of Substantial Completion
- Full Unconditional Waiver

○

The Project Manager may provide additional requirements as may apply to individual jobs

Revised 11-01-2018



Contractor Performance Evaluation

In an effort to provide continuous process improvement regarding the construction of various university projects, Wayne State University is embarking upon a process of evaluating the contractor's overall performance following the completion of work. At the conclusion of the construction project a subjective evaluation of the Contractor's performance will be prepared by the Project Manager and the supervising Director of Construction. The evaluation instrument that will be used in this process is presented below:



Contractor Evaluation Sheet

Contractor Name : _____	Project Name: _____
Contractor's PM: _____	PM Name: _____
Superintendent: _____	Project Number: _____ PO#: _____
Designer: _____	

EVALUATION SCORING: 1 = Unacceptable, 2 = Less than Satisfactory, 3 = Satisfactory or Neutral, 4 = Good, 5 = Excellent

Note: Comments are REQUIRED if any score is less than 3. Write comments on the back of the evaluation.

Field Management		Score					Weight	Total
1)	Work Planning / Schedule:	1	2	3	4	5	8	
2)	Compliance with Construction Documents:	1	2	3	4	5	8	
3)	Safety Plan & Compliance:	1	2	3	4	5	5	
4)	Compliance with WSU procedures:	1	2	3	4	5	7	
5)	Effectiveness of Project Supervision:	1	2	3	4	5	8	
6)	Project Cleanliness:	1	2	3	4	5	3	
7)	Punch List Performance:	1	2	3	4	5	5	
8)	Contractor Coordination with WSU Vendors:	1	2	3	4	5	3	
9)	Construction Quality:	1	2	3	4	5	8	

Administrative Management

10)	Responsiveness:	1	2	3	4	5	4	
11)	Contractor communication:	1	2	3	4	5	4	
12)	Contractor Professionalism:	1	2	3	4	5	3	
13)	Subcontractor Professionalism:	1	2	3	4	5	3	
14)	Compliance with Contract Requirements:	1	2	3	4	5	3	
15)	Submittal\RFI Process:	1	2	3	4	5	4	
16)	Close-out - Accuracy of Documents	1	2	3	4	5	7	

Invoice and Change Management

17)	Change Management	1	2	3	4	5	7	
18)	Applications for Payment	1	2	3	4	5	6	
19)	Timely payment of Subs/Suppliers:	1	2	3	4	5	4	

							Total 100	Total
--	--	--	--	--	--	--	---------------------	--------------

20)	Level of Self-Performance:	Low	Med	High
21)	Would you work with this Contractor again?		Yes	No
22)	Would you work with this team again?		Yes	No

One year follow up

23)	Warranty Support:	1	2	3	4	5
-----	-------------------	---	---	---	---	---

Evaluator

Signature _____
Title: _____
Name: _____

Date: _____

Please Print

Rev. 2-17-2015 RGP



We are providing the evaluation instrument at this time to allow the bidder's to review and understand the criterion that the University's project management team will use to evaluate the successful bidder's performance at the conclusion of the project. It is the intent of the university to utilize the results of this evaluation to determine if it will continue to conduct business with the Contractor in future bidding opportunities.

The scoring range is between 100 to 500 points, with 100 being low and 500 being high. Each question has an associated 'weight' factor, and the higher the weight; the greater the importance of satisfactory performance on the final score. At the conclusion of the project, and after the Project Manager and the supervising Director has prepared their independent evaluation, the University's project representative will meet with the Contractor to review the results. Acceptable contractor performance is essential to avoid having the University decline future work with the Contractor. An appeals process is available for Contractor disagreement with evaluation scores.

Contractors engaged in work are encouraged to maintain an open and regular dialog with the Design and Construction Department over the course of the construction project to ensure that the final evaluation is an accurate representation of the Contractor's performance.



CONSOLIDATED AGREEMENT FOR CONSTRUCTION GENERAL CONTRACTING

BOARD OF GOVERNORS OF WAYNE STATE UNIVERSITY
DETROIT, MICHIGAN

With

[GENERAL CONTRACTOR'S NAME]

For

[NAME PROJECT]

Wayne State University Contract Number [REDACTED]

This Agreement is entered into on [REDACTED], 20 [REDACTED], by and between the Board of Governors of Wayne State University, called "University" in this Agreement, and [CONTRACTOR NAME], called "Contractor" in this Agreement, to provide construction labor and materials as outlined in the Bid accepted [ENTER DATE HERE], attached to this Agreement as Exhibit A, for the Project described in this Agreement.

[ENTER A BRIEF DESCRIPTION OF THE PROJECT]



1.00 CONTRACT DOCUMENTS

The Contract Documents shall consist of this Agreement, the Contractor's Bid or Proposal attached to this Agreement as Exhibit A only insofar as consistent with the other Contract Documents, the General Conditions of Construction, the Supplementary General Conditions, the approved plans and specifications, and other documents listed in Article 11, Inclusion by Reference. In the case of conflicts between the Contractor's Bid and this Agreement or other Contract Documents, the language of this Agreement and the other Contract Documents shall prevail over the Contractor's Bid or Proposal.

2.00 DESIGN PROFESSIONAL

The Design Professional for this Project is:

[NAME]
[ADDRESS]

The University intends that the relationship between the Contractor, Design Professional and University will be one of mutual cooperation and respect in order to promote efficiency and quality in the Project work.

3.00 CONTRACTOR'S RESPONSIBILITIES

3.01 Scope of Work

The Contractor shall furnish all labor, materials, equipment, project management and construction superintendent services necessary to construct the Work in accordance with the approved Contract Documents and executed Change Orders, including requirements reasonably inferable therefrom.

3.02 Skill and Judgment

The Contractor covenants with the University to furnish its best skill and judgment in furthering the interests of the University as defined in the Contract Documents. The Contractor shall perform all obligations under the Contract Documents using efficient business administration, superintendence and best efforts to facilitate the expeditious and timely completion of the Project consistent with the interests of the University as expressed in the Contract Documents. The Contractor acknowledges that significant effort will be invested in complying with the Contractor's Construction Schedule, and in maintaining construction quality. Accordingly, the Contractor further acknowledges that the greatest degree of professionalism is expected from the Contractor and the Design Professional in accomplishing their respective contractual obligations and that when potential conflicts exists, each shall demonstrate appropriate respect, professionalism and cooperation with each other in resolving such conflicts.

3.03 Scheduling

The Contractor shall develop a Contractor's Construction Schedule that clearly indicates the interrelationship of activities and defines the critical path of the entire Project. The Contractor shall submit a preliminary Contractor's Construction Schedule, by the earlier of fifteen (15) days from either the Notice to Proceed or the execution of this Agreement. The Contractor shall provide iterative updates to the Contractor's Construction Schedule with each Application for Payment, but no less than monthly. Upon request by the University, the Contractor shall prepare and submit a resource-loaded Contractor's Construction Schedule to the University and Design Professional for approval.



3.04 Construction

3.04.1 Subcontracts and Purchase Agreements

The Subcontracts shall be solely between the Contractor and the Subcontractors. Nothing in any Subcontract shall establish any contractual relationship between the University and any Subcontractor. However, the University is an intended third-party beneficiary of all Subcontracts, purchase orders and other agreements; the Contractor shall incorporate the obligations of the Contract Documents into its respective Subcontracts, supply agreements and purchase orders.

The Contractor will screen and pre-qualify, utilizing appropriate industry standards, potential Subcontractors for the Work keeping in mind the requirement to recruit and encourage Minority/Women Business Enterprise participation. The University shall have the right to review and approve all Subcontractors qualified or rejected for qualification by the Contractor. The Contractor shall notify the University of all Subcontractors to be used, and the Contractor shall remove any Subcontractor to which the University has an objection.

The Contractor shall obtain appropriate guarantees and warranties acceptable to the University from the Subcontractors, which shall be for the direct benefit of the University.

3.04.2 Construction Supervision

- a) The Contractor shall establish sufficient on-site organization, staffing and support as well as clear lines of authority in order to expeditiously complete the Project in accordance with the Contract Documents, in every aspect, on a totally coordinated basis.
- b) The Contractor shall maintain a competent full-time staff available at the site while Work is being performed to supervise, schedule and coordinate the performance of the Work of all Subcontractors in accordance with the University's objectives including cost, time for completion and quality of the Work. Contractor's Staffing Plan is attached as Exhibit D to this Agreement. The Staffing Plan shall not be changed, except with the written consent of the University's Representative unless members of the Project Staff cease to be in the employ of the Contractor.
- c) The Contractor shall notify the University of the dates, times and locations of conferences with Subcontractors and schedule and conduct regular progress meetings to be attended by all parties in interest including the University to discuss such matters as procedures, progress, job problems, scheduling, coordination, changes, and related matters.
- d) The Contractor shall take, transcribe and promptly distribute to all parties, including the University, minutes of such progress meetings with the Subcontractors, weekly job meetings and monthly management meetings.
- e) The Contractor shall maintain an on-site daily log of construction progress, problems and items of special interest. The Contractor shall provide digital photographic files and digital recording showing Project status or progress. Such logs, records, photographs and videos shall be immediately available to the University upon request.
- f) The Contractor shall furnish monthly written progress reports on the Subcontractors' work in a form acceptable to the University and assist the Design Professional and the University with periodic and final inspections of the Work. At all inspections preceding the final inspection, the Contractor shall furnish a detailed report to the University of observed discrepancies, deficiencies, and omissions in the Work performed by any Subcontractor.



- g) The Contractor shall provide and maintain a correct layout of the structures and monitor the Work to verify that all lines and levels are adhered to by the Subcontractors. The Contractor shall immediately report in writing all discrepancies with respect to design details for prompt resolution by the Design Professional.
- h) The Contractor shall submit any Request for Information (RFI) to the Design Professional and University only after attempting to determine if the requested clarification is contained in the Contract Documents; any RFI shall contain sufficient detail to allow a response within seven (7) calendar days of when the RFI is submitted. In no event shall the response to an RFI be considered delayed unless more than fourteen days have passed since the RFI was submitted.
- i) 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 Documents or that which is reasonably inferable for the completion of the Project.
- j) The Contractor shall be responsible to the University for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing any portion of the Work related to a contract with the Contractor.
- k) The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities of the University, Design Professional, or by tests, inspections or approvals required or performed by persons other than the Contractor, except where such relief is authorized by the University in writing in accordance with this Agreement.
- l) The Contractor shall inspect portions of Work performed or portions of existing facilities being renovated in this Project to determine that such portions are in proper condition to receive subsequent Work. Further, the Contractor shall plan for and call for the review of the Work by the University's commissioning agents as required. The Contractor's Construction Schedule shall include activities that recognize this coordination responsibility.

3.04.2.1 Safety

The Contractor shall protect adjoining property and nearby buildings, roads, and other facilities and improvements from dust, dirt, debris and other nuisances arising out of Contractor's operations or storing practices. Dust shall be controlled by sprinkling, negative pressure exhausting or other effective methods acceptable to University. Fugitive dust from interior demolition shall be controlled by negative pressure exhausting. An erosion and sedimentation control program shall be initiated, which includes measures addressing erosion caused by wind and water and sediment in runoff from site. A regular watering program shall be initiated to adequately control the amount of fugitive dust.

The Contractor is knowledgeable of and understands that the University may intend to maintain occupancy of certain portions of the existing facility. The Contractor shall exercise precaution at all times for the protection of persons and their property. 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 or the Contractor's subcontractors or sub-subcontractors; 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. The Contractor shall install adequate safety guards and protective devices for all equipment and machinery, whether used in the Work or permanently installed as part of the Project.



The Contractor shall also provide and adequately maintain all required means of egress, including but not limited to, proper temporary walks, roads, guards, railings, lights, and warning signs. The Contractor shall comply with all applicable laws relating to safety precautions. The Contractor shall establish, maintain and update a Project Specific Safety Program.

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 University and Design Professional.

The Contractor shall require each and every one of its subcontractors and Trade subcontractors to comply with all of the provisions of this section.

The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.

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 the Contract.

3.04.2.2 Hazardous Condition

The University and/or the Design Professional may bring to the attention of the Contractor a possible hazardous situation in the field regarding the safety of personnel on the site. The Contractor shall be responsible for verifying that all local, state, and federal workplace safety guidelines are being observed. In no case shall this right to notify the Contractor absolve the Contractor of its responsibility for monitoring safety conditions. Such notification shall not imply that anyone other than the Contractor has assumed any responsibility for field safety operations.

Explosives shall not be used without first obtaining written permission from the University and then shall be used only with the utmost care and within the limitations set in the written permission and in accordance with prudence and safety standards required by law. Storage of explosives on the Project site or University is prohibited. Powder activated tools are not explosive for purposes of this Article; however, such tools shall only be used in conformance with State safety regulations.

The Contractor shall immediately make a report to the University's Police Department and report in writing to the University's Representative, within eight (8) hours, all accidents whatsoever arising out of, or in connection with, the performance of the Work, whether on or off the Site but on University property, which caused death, personal injury or property damage, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger. If any claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall report promptly the facts in writing to the University's Representative, giving full details of the claim.

3.04.2.3 University's Right to Stop the Work

If the Contractor fails to correct work which is not in accordance with the requirements of the Contract Documents as required, or persistently fails to carry out work in accordance with the Contract Documents, the University Representative, by written order may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the University to stop the Work shall not give rise to a duty on the part of the University to exercise this right for the benefit of the Contractor or any other person or entity.



It is understood that while the Contractor is fully responsible for the safety of the Work, and for the methods of its execution, if the University deems that the Contractor is failing to provide safe conditions, the University may stop the Work under such conditions. However, this ability shall not create such duty on the University. Under no circumstance shall the Contractor be granted a time extension or Contract Sum increase for conditions resulting by a stop work order.

3.04.2.4 University'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 three (3) day period after receipt of written notice from the University to commence and continue correction of such default or neglect with diligence and promptness, the University may after such three (3) day period, without prejudice to other remedies the University may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation for the Design Professional's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the University.

3.04.3 Document Management

The Contractor shall maintain at the job site, on a current basis, all Project documents including plans, specifications, shop drawings, samples, submittal, purchase orders, Subcontracts, material specifications, and any other related documents, and revisions thereto, which arise out of or relate to the Project, this Agreement or the Work. Prior to final payment, copies of all such records shall be provided to the University.

The Contractor shall be responsible for reviewing, processing and paying applications by Subcontractors for progress and final payment. The University will compensate the Contractor monthly based on the requirements of Article 4.04, Application For Payment.

The Contractor shall prepare and submit to the University every three months a report of the total M/WBE participation in the Project to demonstrate compliance with Paragraph 3.04.6 together with a projection of M/WBE participation through Final Completion.

3.04.3.1 Review of Contract Documents and Field Conditions by Contractor

Execution of the Contract by the Contractor is a representation that the Contractor shall have thoroughly and carefully examined the site of the of Work; investigated any and all conditions which can affect the Work or its cost, including but not limited to, availability of labor, materials, supplies, water, electrical power, roads, access to the site, University episodic and scheduled closures, uncertainties of weather, water tables, the character of equipment and facilities needed to perform the Work, and local conditions under which the Work is to be performed; and further, that the Contractor shall insure that the documents issued for bidding by Trade Contractors reflect the results of this investigation and are adequate to complete the Work. It is the responsibility of the Contractor to be familiar with the materials, equipment, or procedures to be used in the Work, or which in any other way could affect the completion of the Work. Any failure to properly familiarize themselves with the proposed Work shall not relieve the Contractor from the responsibility for completing the Work in accordance with the Contract Documents.

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Project. 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 to be consistent with the Contract Documents and the highest standard of care. In the case of an inconsistency between, or perceived omission or error in the Drawings, Specifications, or other Contract Documents which is not clarified by addendum or RFI, or should the Contractor be in doubt as to their exact meaning, the Contractor shall notify



the Design Professional and the University prior to performing any related Work. The University shall not be responsible for the Contractor's misinterpretations of Drawings and Specifications and/or other Contract Documents.

The Contractor shall have a continuing duty to read, carefully study and compare the Contract Documents and product data with each other and with information furnished by the University, and shall at once report to the Design Professional and the University errors, inconsistencies, ambiguities and omissions before proceeding with the affected Work. The Contractor shall be liable to the University for damage resulting from errors, inconsistencies or omissions in the Contract Documents, relating to constructability if the Contractor recognized or should have recognized such error, inconsistency, ambiguity or omission and failed to report it to the Design Professional and the University. If the Contractor performs any construction activity which involves such error, inconsistency, ambiguity or omission in the Contract Documents relating to constructability, without such notice to the Design Professional and the University, the Contractor shall assume responsibility for such performance and shall bear all costs attributable for correction. If the Contractor submits authorized substitutes that cost in excess of the Contract Sum which cause coordination conflicts, the Contractor shall bear all costs attributable to correction.

The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities. Errors, inconsistencies or omissions discovered shall be reported to the Design Professional prior to performing any affected Work.

The Contractor shall perform the Work in accordance with the Contract Documents.

3.04.4 Cash Flow Estimates and Cost Control

At the University's request, the Contractor shall prepare a Cash Flow Estimate indicating the anticipated schedule of payment application amounts within fifteen (15) days after the Contractor's Bid has been accepted. The Cash Flow Estimate shall be revised periodically, at least every three months, unless significant deviations are expected or otherwise more frequently as requested by the University.

The Contractor shall review requests for changes with the University, and with the University's approval, obtain quotations from affected Subcontractors. Bulletins to Subcontractors shall define the scope of the change and require pricing using either lump sum, time and materials or cost of Work for all items of Work, including overhead and profit as may be defined in the Bid and this Agreement and shall include costs related to schedule delays, if applicable. Where both additions and deductions are involved, each should be calculated separately. Contractor shall be responsible for reviewing the pricing submitted by Subcontractors for accuracy, completeness, and reasonableness.

3.04.5 Minority/Women Business Enterprise Participation

The University makes a continuous effort to strongly encourage Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) contractors and supplier to bid on and participate in University contracts. To the fullest extent permitted under federal and Michigan law, you are strongly encouraged to retain the services of WBE and MBE Subcontractors and suppliers of goods and services in connection with performance of this Contract. For purposes of this Contract, MBE is defined as a business entity in which 51% or minority individuals hold more of the voting shares and interest in the enterprise. The minority ownership of the enterprise shall have management and investment control of the company. WBE is defined as a business entity in which 51% or a woman or women hold more of the voting shares and interest in the enterprise. The female ownership of the enterprise shall have management and investment control of the company.



3.04.7 Time of Completion

The Contractor acknowledges that time is of the essence in performing and completing the Work on the Project. Accordingly, the Contractor shall comply with the activity and milestone completion dates as defined in the Contractor's Construction Schedule as mutually agreed by the Contractor, the University and the Design Professional. The Contractor shall provide, prepare and/or participate in developing schedules, submittals, shop drawings, construction schedules, close out documents, or other activities consistent with the conditions of the Contract Documents and as set forth below:

- A. Substantial Completion: [ENTER COMPLETION DATE]
- B. Punchlist Completion: [ENTER COMPLETION DATE]
- C. Final Completion: [ENTER COMPLETION DATE]

3.04.8 Timely Completion

Contractor acknowledges that the University has scheduled use of the Project immediately following the Dates of Substantial Completion. In scheduling that use, the University may have signed contracts and otherwise made financial commitments relating to the use of the Project no later than the date of Substantial Completion. In the event that the Contractor fails to complete on or before the date for Substantial Completion, the Contractor shall be responsible to reimburse the University for all direct, indirect and administrative costs and expenses incurred in locating, coordinating and securing alternate sites, refunding deposits, and taking any other reasonable action as a consequence of the Contractor's failure to achieve Substantial Completion by the date stated in this Agreement.

The University shall be entitled to retain from the Contractor those damages incurred upon the Contractor's default of Substantial Completion, as provided above.

The Contractor further agrees to complete 100% of all punchlist items, documented on the Substantial Completion certificate, within forty-five (45) days of the date of Substantial Completion. Nothing in this Article 3.04.08 shall be construed as a limitation or waiver on such other rights as the University may have.

3.04.8.1 Substantial Completion

"Substantial Completion" shall mean 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 the University can occupy or utilize the Work for its intended use. Substantial Completion shall only be determined as described in the Contract Documents.

3.04.8.2 Final Completion

"Final Completion" means the completion of all the Work in accordance with the Contract Documents and the acceptance thereof by the University. Completion of the Work includes (1) full performance of all Contract terms; (2) acceptance of the Work by University; (3) resolution of all outstanding Changes of Contract; (4) completion of all "punch-list" items; and (5) delivery of all Close-out Documents.

3.05 Contractor's Insurance

The Contractor shall not commence Work under this Contract until it has obtained all the insurance required by the Contract Documents and such insurance has been approved by the University; likewise, no subcontractor or subconsultant shall be allowed to commence Work until the insurance required has been



obtained. The Contractor shall, at its expense, purchase and maintain in full force and effect such insurance as will protect itself and the University from claims, such as for bodily injury, death, and property damage, which may arise out of or result from the Work required by the Contract Documents, whether such Work is done by the Contractor, by any subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The types of such insurance and any additional insurance requirements are specified herein with the amounts and limits set forth in the Supplementary General Conditions.

3.05.1 Policies and Coverage

The following policies and coverages shall be furnished by the Contractor promptly upon request by the University:

(1) Comprehensive or Commercial Form General Liability Insurance covering all Work done by or on behalf of the Contractor and providing insurance for bodily injury, personal injury, property damage, and Contractual liability. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the aggregate limit shall apply separately to work required of the Contractor by these Contract Documents. This insurance shall include the contractual obligations assumed under the Contract Documents and specifically section 4.06.

(2) Business Automobile Liability Insurance on an "Occurrence" form covering owned, hired, leased, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and Contractual liability.

(3) Worker's Compensation and Employer's Liability Insurance as required by Federal and Michigan law. The Contractor shall also require all of its Subcontractors to maintain this insurance coverage.

(4) The Umbrella Excess Liability insurance must be consistent with and follow the form of the primary policies, except that Umbrella Excess Liability insurance shall not be required for the Medical Expense Limit.

(5) Builder's Risk Insurance.

(6) Professional Liability Insurance (Errors and Omissions).

3.05.2 Proof of Coverage

Certificates of Insurance, or other evidence of the insurance required by these Contract Documents or requested by the University, shall be submitted by the Contractor to the University. The Certificates of Insurance shall state the scope of coverage and deductible, identify any endorsements to the policies and list the University as an additional named insured. Any deductible shall be the Contractor's liability. The Certificates of Insurance shall provide for no cancellation or modification of coverage without thirty (30) days prior written notice to the University. Acceptance of Certificates of Insurance by the University shall not in any way limit the Contractor's liabilities under the Contract Documents. In the event the Contractor does not comply with these insurance requirements, the University may, at its option, provide insurance coverage to protect the University; the cost of such insurance shall be deducted from the Contract Sum or otherwise paid by the Contractor. Renewal certifications shall be filed in a timely manner for all coverage until the Project is accepted as complete. Upon the University's request, the Contractor shall provide copies of the policies obtained from the insurers.

3.05.3 Subcontractor's Insurance

The Contractor shall either require subcontractors to carry the insurance or the Contractor shall insure the activities of the subcontractors in the amount, types and form of insurance required by the Contract



Documents. If the Contractor elects to have its subcontractors purchase individual insurance policies, the Contractor's subcontracts shall include a clause requiring that copies of any insurance policies which provide coverage to the Work shall be furnished to the University. The Contractor shall supply the University with a list of all subcontractors showing whether or not they have individual insurance policies and certifying that those subcontractors without individual insurance policies are insured by the Contractor.

3.05.4 Scope of Insurance Coverage

The Contractor's insurance as required by the Contract Documents (including subcontractors' insurance), by endorsement to the policies and the Certificates of Insurance, shall include the following and may be presented in the form of a rider attached to the Certificates of Insurance:

(1) The Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents including the Design Professional, shall be included as additional named insureds for and relating to the Work to be performed by the Contractor and subcontractors. This shall apply to all claims, costs, injuries, or damages.

(2) A Severability of Interest Clause stating that, "The term 'insured' is hereby used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limits of the insurer's or insurers' liability."

(3) A Cross Liability Clause stating that, "In the event of claims being made under any of the coverages of the policy or policies referred to herein by one or more insured hereunder for which another or other insured hereunder may be liable, then the policy or policies shall cover such insured or insured against whom a claim is made or may be made in the same manner as if separate policies had been issued to each insured hereunder. Nothing contained herein, however, shall operate to increase the insurer's limits of liability as set forth in the insuring agreements."

(4) The Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents, shall not by reason of their inclusion as insured incur liability to the insurance carriers for payment of premiums for such insurance. However, the Board of Governors of Wayne State University may, in their sole discretion after receiving a notice of cancellation for nonpayment, elect to pay the premium due and deduct such payment from any sums due to the Contractor or recover the amount paid from the Contractor if the sums remaining are insufficient.

(5) Coverage provided is primary and is not in excess of or contributing with any insurance or self-insurance maintained by the Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents.

3.05.5 Miscellaneous Insurance Provisions

The form and substance of all insurance policies required to be obtained by the Contractor shall be subject to approval by the University. All such policies shall be issued by companies lawfully authorized to do business in Michigan and be acceptable to the University. All property insurance policies to be obtained by the Contractor shall name the University as loss payee as its interest, from time to time, may appear.

The Contractor shall, by mutual agreement with the University and at the University's cost, furnish any additional insurance as may be required by the University. The Contractor shall provide appropriate endorsements evidencing such additional insurance.

In the event that the scope of Work includes asbestos abatement, the Contractor or subcontractor, as appropriate, shall provide \$1,000,000 asbestos liability insurance.



The University is not required to provide or purchase any additional insurance with respect to this Project or the Work required of the Contractor for the Project.

3.05.6 Loss Adjustment

Any insured loss is to be adjusted with the University and made payable jointly to the University and the Contractor. The Contractor shall cooperate with the University in a determination of the actual cash value or replacement value of any insured loss. Any deductible amount shall be the responsibility of the Contractor to resolve.

3.05.7 Compensation Distribution

The University upon the occurrence of an insured loss shall account for any money so received and shall distribute it in accordance with such agreement as the interested parties may reach. Claim payments received shall be distributed proportionately according to the actual percentages of losses to both. If after such loss no other special agreement is made, replacement of damaged work shall be covered by an appropriate contract change order. Any dispute shall be resolved by the University.

3.05.8 No Waiver of Subrogation

The University does not waive any rights of Subrogation that it may possess on this Project.

3.06 Indemnification

3.06.1

To the fullest extent permitted by law, the Contractor shall hold harmless, defend, and indemnify the Board of Governors of Wayne State University, the University, and officers, employees, representatives and agents of each of them, from and against any and all claims or losses arising out of or are alleged to be resulting from, or relating to (1) the failure of the Contractor to perform its obligations under the Contract or the performance of its obligation in a willful or negligent manner; (2) the inaccuracy of any representation or warranty by the Contractor given in accordance with or contained in the Contract Documents; and (3) any claim of damage or loss by any subcontractor, or supplier, or laborer against the University arising out of any alleged act or omission of the Contractor or any other subcontractor, or anyone directly or indirectly employed by the Contractor or any subcontractor.

3.06.2

To the fullest extent permitted by law, the Contractor shall be liable for and hereby agrees to defend, discharge, fully indemnify and hold the University harmless from and against any and all claims, demands, damages, liability, actions, causes of action, losses, judgments, costs and expenses of every nature (including investigation costs and/or expenses, settlement costs, and attorney fees and expenses incident thereto) sustained by or asserted against the University arising out of, resulting from, or attributable to the performance or nonperformance of any Work and/or obligation covered by the Contract or to be undertaken in connection with the construction of the Project contemplated by the Contract (collectively, "Claim"), including, but not limited to, any Claim for: (a) any personal or bodily injury, illness or disease, including death at any time resulting therefrom of any person, (including, but not limited to, employees of the University, the Contractor, any subcontractor, and any materialman and the general public); (b) any loss, damage or destruction of any property; (c) any loss or damage to the University's operations, arising out of, resulting from, or attributable in whole or in part to (i) any negligence or other act or omission of the Contractor, and any subcontractor, any materialman and/or any other person or any of the directors, officers, employees or agents of any of them or (ii) any defects in material or equipment furnished hereunder; (d) any payments allegedly owed to subcontractors, sub-subcontractors or materialmen; (e) any acts or omissions relative to



conditions of safety and protection of persons on the Project site; and/or (f) any act or omission relative to the Contractor's breach of obligations and regarding non-discrimination as set forth in these General Conditions. The Contractor shall not be liable hereunder to indemnify the University against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence or willful misconduct of the University, its agents or employees. The Contractor, at its own cost and expense, shall take out and maintain at all times during the effective period of the Contract, contractual liability insurance insuring the performance by the Contractor of its contractual duties and obligations under this Article, which insurance shall name the University as additional insured and shall be in form and amount and from an insurance company satisfactory to the University. The Contractor's duty to fully indemnify the University shall not be limited in any way by the existence of this insurance coverage.

3.06.3

The Contractor shall also be liable for and hereby agrees to pay, reimburse, fully indemnify and hold the University harmless from and against all costs and expenses of every nature (including attorney fees and expenses incident thereto) incurred by the University in collecting the amounts due from the Contractor, or otherwise enforcing its rights, under the indemnifications described in this Article.

3.06.4

In claims against any person or entity indemnified under this Article made by an employee of the Contractor or a Subcontractor, supplier or indirectly employed by any of them, or anyone for whose acts is made liable, the indemnification obligation under this Article shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor, Subcontractor or supplier under workers compensation laws, disability benefit laws, or other laws providing employee benefits.

3.06.5

The indemnification obligations under this Article shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

3.06.6

The Contractor shall hold harmless, defend, and indemnify the University from and against losses resulting from any claim of damage made by any separate contractor of the University against the University arising out of any alleged acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by either the Contractor or subcontractor, or anyone for whose acts either the Contractor or subcontractor may be liable.

3.06.7

The Contractor shall hold harmless, defend, and indemnify the separate Contractors of the University from and against losses arising out of the negligent acts or omissions or willful misconduct of the Contractor, a subcontractor, anyone directly or indirectly employed by the Contractor or subcontractor, or anyone for whose acts the Contractor or subcontractor may be liable.

3.07 Guarantee

The Contractor unconditionally guarantees the Work under this Contract to be in conformance with the Contract Documents and to be and remain free of defects in workmanship and materials not inherent in the quality required or permitted. Contractor shall repair or replace any Work, together with any adjacent Work which may be displaced in so doing, which is not in accordance with the requirements of the Contract or which is defective in its workmanship or material, all without any expense whatsoever to the University for a



period of **one (1) year / two (2) years** from the date of Substantial Completion, unless a longer guarantee period is stipulated in the Contract Documents or otherwise available from the manufacturer ("Repair Period").to.

Special guarantees that are required by the Contract Documents shall be signed by the Contractor who is responsible for the entire work and countersigned by the subcontractor who performs the work.

The Contractor further agrees that within five calendar days after being notified in writing by the University of any Work not in accordance with the requirements of the Contract Documents or of any defects in the Work, it shall commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee and to complete the Work in accordance with the requirements of the Contract with sufficient manpower and material to complete the repairs as expeditiously as possible. The Contractor, in the event of failure to so comply, does hereby authorize the University to proceed to have the Work done at the Contractor's expense, and it agrees to pay the cost thereof upon demand. The University shall be entitled to all costs necessarily incurred upon the Contractor's refusal to pay the above cost.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to health, safety or damage of the University's employees, property, or licenses, the University may undertake at the Contractor's expense, without prior notice, all Work necessary to correct such hazardous conditions caused by the Work of the Contractor not being in accordance with the requirements of this Contract.

The Contractor shall require a similar guarantee in all subcontracts, including the requirement that the University be reimbursed for any damage or loss to the Work or to other Work resulting from such defects.

If required by the Contract Documents, the Maintenance and Guarantee Bond shall be in full force and effect during the entire Repair Period, unless a longer bond period is stipulated in the Contract Documents.

4.00 CONTRACTOR'S COMPENSATION

4.01 Basis of Compensation

In consideration of the full performance of this Agreement by the Contractor, the University shall compensate the Contractor as stated in **Exhibit B**.

4.02 Change Orders and Construction Change Directives

4.02.1 Generally

The University reserves the right to issue written orders whether through a formal Change Order or Construction Change Directive, directing changes in the Contract at any time prior to the acceptance of the Project without voiding the Contract, and Contractor shall promptly comply with such order. A Construction Change Directive may be issued in writing by the University directing the Contractor to perform changed Work in the absence of a final agreement on a Change Order and the costs will be calculated as provided in 6.01.4. The Contractor may request changes in the Work, but shall not act on the changes until approved in writing by the University. Any change made without authority in writing from the University shall be the responsibility of the Contractor.

Any such changes in the Work that have a cost impact shall only be authorized by Change Orders approved by the University. No action, conduct, omission, prior failure or course of dealing by the University shall act to waive, modify, change or alter the requirement that Change Orders must be in writing and signed by the University and Contractor and that such written Change Orders are the exclusive method for changing or altering the Contract Sum or Contract Time. The University and Contractor understand and agree that the Contract Sum and Contract Time cannot be changed by implication, oral agreements, actions, inaction, course of conduct or Construction Change Directive.



On the basis set forth herein, the Contract Sum may be adjusted for any Change Order requiring a different quantity or quality of labor, materials or equipment from that originally required, and the partial payments to the Contractor, set forth in section 8.01, may be adjusted to reflect the change. Whenever the necessity for a change arises, the Contractor shall take all necessary steps to mitigate the effect of the ultimate change on the other Work in the area of the change. Changed Work shall be performed in accordance with the original Contract requirements except as modified by the Change Order. Except as herein provided, the Contractor shall have no claim for any other compensation including lost productivity or increased overhead expenses due to changes in the Work. The amounts set forth in the Change Order constitute full compensation for both direct and indirect costs of the Work described in the Change Order. Payment by the University pursuant to the Change Order shall constitute full satisfaction of any and all claims for compensation and extension of time by the Contractor for the performance of the Work by the Contractor and all subcontractors.

4.02.2 Proposed Change Orders

The Design Professional, with approval of the University, shall issue to the Contractor a cost request Bulletin for a proposed change order describing the intended change and shall require the Contractor to indicate thereon a proposed amount to be added to or subtracted from the Contract Sum due to the change supported by a detailed estimate of cost. Upon request by the University, the Contractor shall permit inspection of the original Contract estimate, subcontract agreements, or purchase orders relating to the change. Any request for adjustment in Contract Time which is directly attributable to the changed Work shall be included with substantiating detailed explanation by the Contractor in its response to the cost request bulletin. Failure by Contractor to request adjustment of Contract Time in the response to the cost request Bulletin shall waive any right to subsequently claim an adjustment of the Contract Time based on the changed Work. The Contractor shall submit the response to the cost request Bulletin with detailed estimates and any time extension request thereon to the Design Professional and the University's Representative within ten (10) calendar days after issuance of the cost request bulletin. Upon its submission the Design Professional will review it and advise the University who will make the decision. If the Contractor fails to submit the response within the required ten (10) calendar days, and the Contractor has not obtained the Design Professional's and the University's permission for a delay in submission, the University may order the Contractor in writing to begin the Work immediately, and the Contract Sum shall be adjusted in accordance with the University's estimate of cost. In that event, the Contractor, within fifteen days following completion of the changed Work, may present information to the University that the University's estimate was in error; the University, in its sole discretion, may adjust the Contract Sum. The Contractor must keep and submit to the University time and materials records verified by the University to substantiate its costs. The University may require the Contractor to proceed immediately with the changed Work in accordance with section 4.02.4, "Failure to Agree as to Cost" or section 4.02.6 "Emergency Changes."

When the University and the Contractor agree on the amount to be added to or deducted from the Contract Sum and the time to be added to or deducted from the Contract Time and an Impact Report or a Contract Change Order is signed by the University and the Contractor, the Contractor shall proceed with the changed Work. If agreement is reached as to the adjustment in compensation for the performance of changed Work but agreement is not reached as to the time adjustment for such Work, the Contractor shall proceed with the Work at the agreed price, reserving the right to further pursue its Claim for a time adjustment. Any costs incurred to acquire information relative to a proposed Change Order shall not be borne by the University.

4.02.3 Allowable Costs Upon Change Orders

The only estimated or actual costs that will be allowed because of changed Work and the manner in which those costs shall be computed is described by this section.

4.02.3.1 Labor



Costs are allowed for the actual payroll cost to the Contractor for direct labor, engineering or technical services directly required for the performance of the changed Work, (but not site management such as field office estimating, clerical, project engineering, management or supervision) including payments, assessments, or benefits required by lawful labor union collective bargaining agreements, compensation insurance payments, contributions made to the State pursuant to the Unemployment Insurance Code, and for taxes paid to the federal government required by the Social Security Act of August 14, 1935, as amended, unless the time of completion adjustments affect the general condition inclusion of the Contract Sum.

No labor cost will be recognized at a rate in excess of the appropriate wage rates established for that portion of the Work, nor will the use of a classification which would increase the labor cost be permitted unless the Contractor established to the satisfaction of the University the necessity for payment at a higher rate.

4.02.3.2 Materials

Costs are allowed for the actual cost to the Contractor for the materials directly required for the performance of the changed Work. Such cost of materials may include the costs of transportation, sales tax, and delivery if necessarily incurred. However, overhead costs shall not be included. If a trade discount by the actual supplier is available to the Contractor, it shall be credited to the University. If the materials are obtained from a supply or source owned wholly or in part by the Contractor, payment therefor will not exceed the current wholesale price for such materials.

If, in the opinion of the University, the cost of materials is excessive, or if the Contractor fails to furnish satisfactory evidence of the cost from the actual suppliers thereof, then in either case the cost of the materials shall be deemed to be the lowest wholesale price at which similar materials are available in the quantities required at the time they were needed.

4.02.3.3 Equipment

Costs are allowed for the actual cost to the Contractor for the use of equipment directly required in the performance of the changed Work except that no payment will be made for time while equipment is inoperative due to breakdowns or for non-working days. The rental time shall include the time required to move the equipment to the Project site from the nearest available source for rental of such equipment, and to return it to the source. If such equipment is not moved by its own power, then loading and transportation costs will be paid. However, neither moving time nor loading and transportation costs will be paid if the equipment is used on the Project in any other way than upon the changed Work. Individual pieces of equipment having a replacement value of \$500.00 or less shall be considered to be tools or small equipment, and no payment therefor will be made.

For equipment owned or furnished by the Contractor, no cost therefor shall be recognized in excess of the rental rates established by distributors or equipment rental agencies in the locality where the Work is performed. Blue Book rates shall not be used for any purpose.

The amount to be paid to the Contractor for the use of equipment as set forth above shall constitute full compensation to the Contractor for the cost of fuel, power, oil, lubrication, supplies, small tools, small equipment, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, labor (except for equipment operators who shall be paid for as provided in Article 4.02.3.1) and any and all costs to the Contractor incidental to the use of such equipment.

4.02.3.4 Work by Subcontractors and Vendors

For any portion of the changed Work which is to be performed by a subcontractor, the Contractor shall furnish to the University a detailed estimate prepared and signed by subcontractor of the cost to subcontractor for performing the changed Work. At the sole discretion of the University, a lump sum estimate of such cost to



subcontractor may be accepted in lieu of the detailed estimate. The combined costs for subcontractor's overhead, profit, taxes, indirect supervision, insurance, bonds shall not exceed ten percent (10%). Estimates of the amount to be deducted from subcontractor's portion of the Work shall be gross cost of the deducted Work plus eight percent (8%). For changed Work to be furnished by a supplier, the Contractor shall furnish upon demand of the University, a lump sum estimate of the cost of the items including taxes and cartage to the Contractor prepared by the supplier. No supplier mark-up for overhead, profit, layout, supervision or bonds will be allowed for changed Work furnished by a supplier.

4.02.3.5 Contractor Mark-up for Added Work

Where changed Work is performed, the Contractor may add to the total estimated actual cost for such Work no more than ten (10%) for subcontractor mark-up and seven and one-half percent (7.5%) for self-performed trade work for profit, overhead, insurance, taxes, indirect supervision, bonds, and any other costs not allowed by section 4.02.01.

4.02.3.6 Credit for Deleted Work

The amount to be deducted from the Contract Sum shall be the total estimated actual cost of the deducted Work plus eight percent (8%).

Where an entire item or section of Work is deleted from the Contract, the entire subcontract cost or bid cost shall be considered the appropriate deduction less the value of Work performed. If the subcontract cost or bid cost is not identifiable, then estimates of the amount to be deducted from the Contract Sum shall be the gross cost of the deducted work plus six percent (6%) for saved overhead, bonds, insurance, and taxes.

For proposed change orders which involve both added and deleted Work, the Contractor shall separately estimate the cost of the added Work before mark-ups, and separately estimate the cost of the deleted Work before allowance of a credit. If the difference between the costs results in an increase to the Contract Sum, the mark-up for added Work shall be applied to the difference, and if the difference in the costs results in a decrease, then the mark-up for deleted Work shall be applied to the difference.

4.02.3.7 Market Values

Cost for added Work shall be no more than market values prevailing at the time of the change, unless the Contractor can establish to the satisfaction of the University that it investigated all possible means of obtaining Work at prevailing market values and that the excess cost could not be avoided.

When a change order deletes Work from the Contract, the computation of the cost thereof shall be the values which prevailed at the time bids for the Work were opened or the Contract Sum established.

4.02.4 Failure to Agree as to Cost

4.02.4.1 For Added Work

Notwithstanding the failure of the University and the Contractor to agree as to the cost of the proposed Change Order, the Contractor, upon written order from the University, shall proceed immediately with the changed Work. A Construction Change Directive or letter signed by the University shall be used for this written order. At the start of each day's Work on the change, the Contractor shall notify the University in writing as to the size of the labor force to be used for the changed Work and its location. Failure to so notify may result in the non-acceptance of the costs for that day. At the completion of each day's Work, the Contractor shall furnish to the University a detailed summary of all labor, materials, and equipment employed in the changed Work. The University will compare his/her records with Contractor's daily summary and may make any necessary adjustments to the summary. After the University and the Contractor agree upon and



sign the daily summary, the summary shall become the basis for determining costs for the additional Work. The sum of these costs when added to an appropriate mark-up will constitute the payment for the changed Work. Subsequent adjustments, however, may be made based on later audits by the University. When changed Work is performed at locations away from the job site, the Contractor shall furnish in lieu of the daily summary, a summary submitted at the completion of the Work containing a detailed statement of labor, material, and equipment used in the Work. This latter summary shall be signed by the Contractor who shall certify thereon that the information is true.

The Contractor shall maintain and furnish on demand of the University itemized statements of cost from all vendors and subcontractors who perform changed Work or furnish materials and equipment for such Work. All statements must be signed by the vendors and the subcontractors.

4.02.4.2 For Deleted Work

When a proposed Change Order contains a deletion of any Work, and the University and the Contractor are unable to agree upon the cost thereof, the University's estimate shall be deducted from the Contract Sum and may be withheld from any payment due the Contractor until the Contractor presents adequate substantial information to the University that the University's estimate was in error. The amount to be deducted shall be the actual costs to the Contractor for labor, materials, and equipment which would have been used on the deleted Work together with an amount for mark-up as defined in the Contract Documents.

4.02.5 Allowable Time Extensions

For any change in the Work, the Contractor shall only be entitled to such adjustments in Contract Time due solely to performance of the changed Work. The procedure for obtaining an extension of time is set forth in Section 4.08 of these General Conditions. No extension of time shall be granted for a change in the Work unless the Contractor demonstrates to the satisfaction of the University that the Work is on the critical path and submits an updated CPM schedule showing that an extension of time is required and that the Contractor is making, or has made, every reasonable effort to guarantee completion of the additional Work called for by the change within the time originally allotted for the Contract. Failure by the Contractor to make the required submission or showing constitutes a waiver of any possible adjustment in Contract Time.

Any adjustment in Contract time shall specify the exact calendar day.

4.02.6 Emergency Changes

Changes in the Work made necessary due to unforeseen site conditions, discovery of errors in plans or specifications requiring immediate clarification in order to avoid a serious Work stoppage, changes of a kind where the extent cannot be determined until completed, or under any circumstances whatsoever when deemed necessary by the University are kinds of emergency changes which may be authorized by the University in writing to the Contractor. The Contractor shall commence performance of the emergency change immediately upon receipt of written direction from the University.

If agreement is reached as to compensation adjustment for the purpose of any emergency change, then compensation will be as provided in this section relating to ordinary changes. If agreement is not reached as to compensation at the time of commencing the emergency change, then compensation will be as provided in section 4.02.4, that is, time and materials records and summaries shall be witnessed and maintained until either a lump sum payment is agreed upon, or the changed Work is completed.

4.03 Records and Audit

4.03.1



Contractor's records, which shall include but not be limited to accounting records (hard copy, as well as computer readable data if it can be made available), written policies and procedures; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); original estimates; estimating work sheets, correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other supporting evidence deemed necessary by the University to substantiate changes related to the Agreement (collectively referred to as "Records") shall be maintained in accordance with Generally Accepted Accounting Principles and open to inspection and subject to audit and/or reproduction by University's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of Cost of the Work, and any invoices, change order, payments or claims submitted by the Contractor or any of his payees pursuant to the execution of the contract.

4.03.2

Such audits may require inspection and copying from time to time and at reasonable times and places of any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase order, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in University's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Documents. Such records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement.

4.03.3

The University or its designee shall be afforded access to all of the Contractor's Records, and shall be allowed to interview any of the Contractor's employees, pursuant to the provisions of this article throughout the term of this contract and for a period of six (6) years after Final Payment or longer if required by law. To the extent University deems is allowed by law, the Contractor's records shall remain confidential. Contractor recognizes and agrees that University will disclose documents it deems is required or appropriate pursuant to law, defense against lawsuits or other claims, or other reason deemed necessary by University.

4.03.4

Contractor shall require all Subcontractors, insurance agents, and material suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in a written contract agreement between Contractor and payee. Such requirements will also apply to Subcontractors and all lower tier Subcontractors. Contractor will cooperate fully and will cause all of Contractor's Subcontractors (including those entering into lump sum contracts, payees or lower tier Subcontractors) to cooperate fully by furnishing or making available to University from time to time whenever requested in an expeditious manner any and all such information, materials and data.

4.03.5

University's agent or its authorized representative shall have access to the Contractor's facilities, shall have access to all records deemed necessary by University; and shall be provided adequate and appropriate work space, in order to conduct review or audits in compliance with this article.

4.03.6



Contractor agrees that University's designee shall have the right to examine the Contractor's records (during the contract period and up to six(6) years after Final Payment is made on the contract) to verify the accuracy and appropriateness of the pricing data used to price change proposals or claims. Contractor agrees that if the University determines the cost and pricing data submitted (whether approved or not) was inaccurate, incomplete, not current or not in compliance with the terms of the contract regarding pricing of change orders, an appropriate contract price reduction shall be made. Such post-approval contract price adjustments will apply to all levels of Contractors and/or Subcontractors and to all types of change order proposals specifically including lump sum change orders, unit price change orders and cost-plus change orders.

4.03.7

If an audit, inspection or examination in accordance with this article, discloses overcharges (of any nature) by the Contractor to the University in excess of one percent (1%) of the total contract billings, the actual cost of the University's audit shall be reimbursed to the University by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of University's findings to Contractor.

4.03.8

If this Agreement is determined to be subject to Section 1861(v)(1)(I) of the Social Security Act, as amended from time to time, the Contractor agrees that for a period of four (4) years following the expiration or earlier termination of this Agreement, the Contractor shall retain and make available to the Secretary of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, this Agreement, and any books, documents, and records of the Contractor which are necessary to certify the nature and extent of amounts paid by the University pursuant to this Agreement. In the event access to books, documents, and records is requested by the Secretary, the Comptroller General, or any of their duly authorized representatives, the Contractor shall immediately notify the University and make such books, documents and records available to the University unless prohibited by law.

4.04 Applications for Payment

The Contractor shall prepare and deliver to the University monthly an itemized Application for Payment. The University shall pay the Contractor within thirty (30) days of receipt of a properly submitted, complete and correct Application for Payment. The Applications for Payment shall include a Schedule of Values describing the services included and Work completed in the Application for Payment. No interest shall accrue on any unpaid portion of the Applications for Payment or any other sums that the Contractor or any Subcontractor or supplier claim are or may be due under this Agreement.

The Application for Payment shall constitute a representation by the Contractor to the University that the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment. No progress payment, partial use or entire use of the Project by the University shall constitute acceptance of work not in strict conformity with the Contract Documents.

The Contractor shall keep records of cost and expense to support the Contractor's Applications for Payment, including without limitation records of staff time, material costs, and reimbursable expense items in connection with the Work. Financial records shall be kept on a generally recognized accounting basis, as approved by the University. Contractor shall make them readily available to the University or its representatives for inspection and audit for a period of six (6) years after the Project Close-out and Final Payment to the Contractor.



The Application for Payment shall be accompanied by a Sworn Statement completed by the Contractor, together with Certified Payrolls prepared in accordance with Section 5.02, as well as other documentation that may be required by the University, stating that all Subcontractors and suppliers have been paid in full for Work performed through the last or most recent progress payment.

4.05 Retainage

Payments to the Contractor shall be subject to retainage of ten percent (10%) of the Cost of Work for each Application for Payment until the Work is fifty percent (50%) complete; at that time, no further retainage will be deducted from the Applications for Payment. Draws on retainage may only be submitted after Substantial Completion and in the following quantities: (1) at the completion of all Punchlist items, the retainage may be reduced to two percent (2%); and (2) at delivery of all Closeout Documents and warranties, the remainder of the retainage may be paid to the Contractor. Any release of retainage shall be at the sole discretion of the University.

4.06 Final Payment

Issuance of Final Payment shall be expressly conditioned on certification of Substantial Completion, certification of Punchlist completion and written acceptance of closeout documents by the Design Professional and University.

5.00 WSU WAGES

5.01 Applicable Wage Rates

The Contractor acknowledges and shall abide by the University's prohibition on use of 1099 independent contractors and owner / operator business entities wherein such individuals or entities are not able to secure and maintain workers compensation insurance. The Contractor shall ensure that all classifications of laborers and construction mechanics performing Work on the Project job site are employees of the Contractor or any subcontractor for any tier thereof, and that each worker is covered by workers compensation insurance.

For this project, it is a University requirement that the Contractor and all Subcontractors and sub-subcontractors who provide labor on this project shall compensate each worker, regardless of their employment status, not less than the wage and fringe benefit rates prevailing in the locality in which the work is to be performed. At the time of advertising for bids on the project, the University shall provide the prevailing rates of wages and fringe benefits for all classes of construction mechanics called for in the Contract. A schedule of these rates shall be made a part of the specifications for the work to be performed and shall be printed on the bidding forms where the work is to be done by contract. Contractor shall also post on site, in a conspicuous place, a copy of all applicable wage and benefit rates, and shall provide the University with a copy of the applicable wage and benefit rates posted.

5.02 Certified Payroll Records and Supporting Documents

The Contractor and each Subcontractor shall keep an accurate record showing the name and occupation of and the actual benefits and wages paid to each laborer and mechanic working in connection with this contract and shall be submitted with each pay application in accordance with Section 4.04. Contractor shall be required to 1) collect all certified payroll records from Contractor and Subcontractors and sub-subcontractors; 2) provide and require Subcontractors and sub-subcontractors to provide the University access to supporting documentation, and 3) shall provide this information, records, and/or access to documentation to the University or its agent(s) or auditors for review or audit promptly on request. Contractor shall, and shall also require all subcontractors and sub-subcontractors to, promptly provide



information relating to payroll and job classification and work duties to University upon request. The University reserves the right to audit Contractor, Subcontractors, and sub-subcontractors for compliance with wage and hour requirements, WSU Wage, employee classifications and other applicable requirements.

5.02.1 Audit

In connection with the WSU Wage rate audit conducted by the University, the Contractor is required to maintain and/or promptly obtain the following information, records and documentation from Contractor, all Subcontractors, and all sub-subcontractors and to promptly provide them to the University upon request:

1. Canceled payroll checks
2. Pay stubs
3. Weekly time cards on time sheets
4. Payroll registers
5. Employee handbook
6. Fringe benefit plan documents
7. Minutes of Board of Directors meetings
8. Worksheets for calculation of non-cash fringe benefit amounts included in compensation
9. Apprentice certificates and other documents to verify registration of all apprentices in recognized apprentice program certified by the Bureau of Apprenticeship and Training (B.A.T.) of the U.S. Dept. of Labor or an acceptable equivalent
10. Other related documents as requested by the University.

5.02.2 Failure to Comply with Audit

If the requested information and/or records are not promptly provided pursuant to University's request, in addition to all other rights and remedies it has pursuant to law, equity and contract, the University, by written notice to Contractor and the sureties of the contractor known to the University may, but has no obligation or duty to, 1) terminate the contract with Contractor and University owe Contractor and be liable only for that prorated portion of satisfactorily completed work up to the date of termination; 2) withhold further payments owed until Contractor supplies the requested information and records and/or otherwise complies with the request for records and/or access to documentation; and 3) inform the Vice-President for Finance and Business Operations of what has been requested and what has not been provided by Contractor and/or subcontractor or sub-subcontractor. Contractor is hereby given express notice that failure to comply with University's requests for information and records may disqualify Contractor and/or non-complying Subcontractors/sub-subcontractors from bidding and/or receiving work on future University projects. The University may proceed to complete this contract by separate agreement with another contractor or otherwise and the original Contractor and its sureties shall be liable to the University for any excess cost occasioned thereby.

5.03 Classification of Workers

All apprentices utilized on this University project must be registered in a recognized apprentice program, i.e., one that is certified by the Bureau of Apprenticeship (B.A.T.), U.S. Department of Labor. The workers used on a University project by either Contractor or a Subcontractor must be employees of the Contractor or Subcontractor and not individuals claimed as subcontractors or independent contractors, such as individuals whose compensation is reflected on IRS form 1099. The use of individuals as independent contractors is prohibited without express written permission of the University.

5.04 Failure to Pay



If a Contractor or subcontractor fails to pay the prevailing rates of wages and fringe benefits and does not cure such failure within fourteen (14) days after notice to do so by the University, the University shall have the right, at its option, to do any or all of the following:

5.04.1

Withhold all or any portion of payments due the Contractor as may be considered necessary by the University to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this Agreement and the actual wage and fringe benefits paid.

5.04.2

Terminate part or all of this Agreement or any subcontract and proceed to complete the Agreement or subcontract by separate agreement with another contractor or otherwise, in which case the Contractor and its sureties shall be liable to the University for any excess costs incurred by the University.

5.04.3 University's Rights Cumulative

It is expressly understood by both parties that the above are in addition to University's other rights and remedies, and University retains all other rights and remedies it has pursuant to this Agreement, or otherwise, to enforce its rights to require that WSU Wages and fringe benefits be paid for the construction work on this Project, but the University shall have no duty or contractual obligation to enforce these provisions. Contractor agrees that it shall be solely responsible for ensuring that these requirements are met and shall handle and defend all complaints or claims regarding wage payments to construction mechanics without assistance or involvement of the University. Contractor shall permit its employees and workers, and its Subcontractors and sub-subcontractors and their employees and workers, to discuss payment and work duty information with University staff, but otherwise Contractor shall continually prohibit its employees and workers, and all subcontractors and sub-subcontractors and their employees and workers, from directing or making any claims or complaints regarding the payment of wages to any employee or official of the University, and shall indemnify and reimburse University for all expenses and fees, including attorney fees, which it incurs for defending or representing itself against such claims or complaints. The University shall not be asked to nor be responsible to address or resolve any disputes with or between Subcontractors on the Project.

5.05 Application to Subcontractors

The Contractor shall include terms identical or substantially similar to this section in all Subcontracts, Purchase Orders and other agreements pertaining to the Project.

6.00 OWNERSHIP OF ELECTRONIC OR HARD-COPY DOCUMENTS

All drawings and specifications and other data and materials prepared and furnished whether in electronic or hard-copy format by the University, the Design Professional and/or the Contractor shall become the property of the University. The Contractor shall have no claim for further employment or additional compensation as a result of exercise by the University of its full rights to ownership of such documents, information, data and materials. The Contractor shall not use or copy such documents, information, data or materials in any format for any purpose other than for the Project.

7.00 SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon and inure to the benefit of the parties to this Agreement and their respective successors and assigns; provided, however, that none of the parties hereto shall assign this Agreement without the prior written consent of the other.

8.00 CLAIMS, DISPUTES AND GOVERNING LAW



8.00 CLAIMS AND DISPUTES

8.01 Claims Definition

A Claim is a demand or assertion by one of the parties seeking adjustment or interpretation of Contract terms, payment of money, extension of 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 parties arising out of or relating to the Contract. Claims must be made by written notice within a specified time period. The responsibility to substantiate Claims shall rest with the party making the Claim.

8.01.1 Policy of Cooperation

The parties shall endeavor to resolve all of their claims and disputes amicably and informally through open communication and discussion of all issues relating to the Project. To the greatest extent possible, the parties shall avoid invoking the formal dispute resolution procedures contained in the Contract Documents.

8.02 Recommendation of Design Professional

Claims must be referred initially to the Design Professional for action as provided in paragraph 8.10 as an express condition precedent to proceeding further in resolving any claim.

8.03 Time Limits on Claims

Claims must be made within 5 business days after occurrence of the event giving rise to such Claim or within 5 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims must be made by written notice. An additional Claim made after the initial Claim has been resolved by Change Order will not be valid.

8.04 Continuing Contact Performance

Pending final resolution of a Claim, unless otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the University shall continue to make payments in accordance with the Contract Documents subject to the University's rights relative to payments, withholding of payments, termination, or all other rights afforded it in the Contract Documents.

8.05 Claims for Concealed or Unknown Conditions

If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, which 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, then written notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than 24 hours after first observance of the conditions. The Design Professional will promptly investigate such conditions and, if the conditions 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, the Design Professional will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Design Professional 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 Design Professional shall so notify the University and Contractor in writing, stating the reasons. Claims by either party in opposition to such determination must be made within 5 days after the Design Professional has issued such determination. If the University and Contractor cannot agree on an adjustment in the Contract Sum or Contract Time, the



adjustment shall be referred to the Design Professional for initial determination, subject to further proceedings pursuant to Paragraph 8.09.

8.06 Claims for Additional Cost

Any Claim by the Contractor for an increase in the Contract Sum shall be submitted in writing as required by the Contract Documents before proceeding to execute the Work. If the Contractor believes additional cost is involved for reasons including but not limited to (1) a written interpretation from the Design Professional, (2) an order by the University to stop the Work where the Contractor was not at fault, (3) a written order for a minor change in the Work issued by the Design Professional, (4) failure of payment by the University, (5) termination of the Contract by the University, (6) University's suspension or (7) changes in the scope of Work, the Contractor's claim shall be filed in strict accordance with the procedure established herein.

8.07 Claims for Additional Time

Any Claim by Contractor for an increase in the Contract Time shall be submitted in writing as required by this provision and the Contract Documents. The Contractor's Claim shall include an estimate of the probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary.

As a precondition for the Claim to be considered by the University, Contractor must identify the precise activities affected as located on the approved network Project Schedule. Contractor must also describe the efforts that it has made to mitigate the effects of any negative schedule impact.

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 and location and could not have been reasonably anticipated, and that the abnormal weather conditions had an adverse effect on the scheduled construction.

8.08 Injury or Damage to Person or Property

If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, or any of the other party's employees or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 5 days after first observance. The notice shall provide sufficient detail to enable the other party to investigate the matter. If a Claim for additional cost or time related to this Claim is to be asserted, it shall be filed as provided in the Contract Documents.

8.09 Verification of Claims Submitted

With respect to any Claim asserted by Contractor for itself or on behalf of a Subcontractor for additional time or cost, the Contractor shall evaluate the claim and verify that any amounts claimed are valid, compiled in accordance with generally accepted accounting principles and are consistent with the terms of the existing contractual agreements regarding entitlement before presentation of the Claim to the Owner. Any Claim not verified in accordance with this requirement shall be denied without further recourse by the Contractor or Subcontractor.

8.10 Resolution of Claims and Disputes

8.10.1 Review by Design Professional

Design Professional will review all Claims and take one or more of the following preliminary actions within 10 days of receipt of a Claim: (1) request additional supporting data from the claimant, (2) submit a schedule to the parties indicating when the Design Professional expects to take action, (3) reject the Claim in whole or in



part, stating reasons for rejection, (4) recommend approval of the Claim by the other party or (5) suggest a compromise. The Design Professional may also, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim.

If a Claim has been resolved, the Design Professional will prepare or obtain appropriate documentation. If a Claim has not been resolved, the party making the Claim shall, within 10 days after the Design Professional's preliminary response, take one or more of the following actions: (1) submit additional supporting data requested by the Design Professional, (2) modify the initial Claim or (3) notify the Design Professional that the initial Claim stands.

If a Claim has not been resolved after consideration of the foregoing and of further evidence presented by the parties or requested by the Design Professional, the Design Professional will notify the parties in writing that the Design Professional's opinion will be rendered within 5 days. Upon expiration of such time period, the Design Professional will render to the parties the Design Professional's written opinion relative to the Claim, including any change in the Contract Sum or Contract Time or both. If there is a surety and there appears to be a possibility of a Contractor's default, the Design Professional may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy. The opinion of the Design Professional shall be subject to the review of the Vice-President for Finance and Business Operations Wayne State University (VPFBO).

8.10.2 Review by Vice-President for Finance and Business Operations

The Vice-President for Finance and Business Operations (VPFBO) shall review the Design Professional's opinion and the supporting information submitted by the parties for the purpose of upholding the Design Professional's opinion, modifying the Design Professional's opinion, or rejecting the Design Professional's opinion. The VPFBO shall render a decision within forty-five days of the completion of any submissions by the parties. The decision of the VPFBO is final unless it is challenged by either party by filing a lawsuit in the Court of Claims of the State of Michigan within one year of the issuance of the decision.

8.10.3 Jurisdiction

Jurisdiction over all claims, disputes, and other matters in question arising out of or relating to this Contract or the breach thereof, shall rest in the Court of Claims of the State of Michigan. No provision of this agreement may be construed as the University's consent to submit any claim, dispute or other matter in question for dispute resolution pursuant to any arbitration or mediation process, whether or not provisions for dispute resolution are included in a document which has been incorporated by reference into this agreement.

8.10.4 Condition Precedent

The process and procedures described in Section 8.10 are an express condition precedent to filing or pursuing any legal remedy including litigation. Pursuing litigation prior to exhaustion of the Dispute Resolution process set forth herein shall be premature and a material breach of this Agreement.

8.10.5 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

9.00 NON-DISCRIMINATION

9.01 General

The Contractor shall not discriminate against any job applicant, contractor, or employee because of race, color, religion, national origin, age, sex (including gender identity) height, weight, or familial, disability, or



veteran status, and shall include terms identical or substantially similar to this section in all Subcontracts, Purchase Orders and other agreements pertaining to the Project.

9.02 Solicitation/Advertisements

The Contractor shall in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including gender identity), height, weight, or familial, disability or veteran status.

9.03 Rules/Laws

The Contractor shall comply with all applicable federal and state laws, and current published rules, regulations, directives, and orders of the Michigan Civil Rights Commission and other governmental agencies/departments.

9.04 Reports

The Contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; these forms may also elicit information as to the practices, policies, program, and employment statistics of the Contractor and of each Subcontractor. The Contractor shall permit access to all books, records, and accounts by the Michigan Civil Rights Commission and/or its agents, for purposes of investigation to ascertain compliance with this contract and with rules, regulations, and orders of the Michigan Civil Rights commission.

9.05 Persons with Disabilities

The Contractor shall comply with the provisions of the Michigan Persons with Disabilities Civil Rights Act (M.C.L. 37.1101, et seq.).

9.06 Contract Provisions

The Contractor shall include, or incorporate by reference, the provisions of this Article in every Subcontract, Subcontract and purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and shall provide in every Subcontract, subcontract or purchase order that said provisions shall be binding upon each Subcontractor, subcontractor or seller.

10.00 ADDITIONAL PROVISIONS

10.01 Prohibited Contracts or Subcontracts due to Unfair Labor Practices

Public Act No. 278 of 1980 prohibits State of Michigan from awarding Contract or Subcontract to employer who has been found in contempt of court by a Federal court of appeals, on not less than three (3) occasions involving different violations during preceding seven (7) years, for failure to correct unfair labor practice as prohibited by Section 8 of Chapter 372 of National Labor Relations Act, 29 U.S.C. 158. Contractor may not in relation to that Contract subcontract with such employer. The University may rescind, or require Contractor to rescind a contract if the employer or Subcontractor, manufacturer, or supplier of employer subsequently appears in register of such employers which will be compiled by Michigan's Department of Licensing and Regulatory Affairs, pursuant to Section 2 of Public Act No. 278 of 1980.

10.02 Buy-American



University endeavors to buy products made in the United States of America whenever an American-made product is available that meets or exceeds the specifications requested and the price is equal to or lower than foreign-made product. Vendors and Contractors are instructed to bid American-made products and/or services whenever available. Vendors and Contractors may bid foreign-made products or services when:

1. those products or services are specified, or
2. as an alternate as long as the products or services are technically acceptable to the University and American-made goods or services that are competitively price and of comparable quality are not available.

A product or service shall be considered "American-made" if more than 50% of the product is manufactured or assembled in the United States or more than 50% of the services are performed in the United States.

10.03 Michigan Products

Contractor and its Subcontractors and suppliers shall utilize Michigan-made products whenever possible where price, quality and performance are equal to or better than non-Michigan products.

10.04 Drug and Alcohol Testing

The University is a "DRUG FREE WORKPLACE", and the University requires Contractors, Subcontractors and sub-subcontractors with access to the work site to abide by the University's policies on drugs, alcohol and tobacco, which can be found at http://bog.wayne.edu/code/2_20_04.php and <http://policies.wayne.edu/administrative/00-03-smoke-free-campus.php>. All costs for initial and periodic testing shall be borne by the Contractor.

1. The Contractor and University shall reserve the right to administer drug and alcohol tests to any and/or all site personnel at random periods and without notice.

a. The Contractor shall be responsible for all costs including wages for those individuals testing drug or alcohol-free at the Contractor's direction.

b. Subcontractors shall be responsible for all costs including wages for those individuals not testing drug or alcohol-free at the direction of the Contractor, and the Subcontractor shall immediately remove those individuals from the site.

4. Any individual not testing drug or alcohol-free shall not be allowed to return to the site under any circumstances.

10.05 Other University Policies

The University's policies related to Duty to Report Criminal Acts and Weapons on Campus shall apply to this Project and Contractor shall include this requirement in all Subcontracts, purchase orders and supply agreements.

10.06 University Representative

The University's Representative shall be the Associate Vice President of Facilities Planning and Management, the Senior Director of Design and Construction Services, the Director of Design and Construction Services and the Project Manager . Any project decision on behalf of the University may only be in accordance with the Authorization Matrix that is attached as Exhibit C and incorporated by reference.



11.00 INCLUSION BY REFERENCE

This Contract and Contract Documents hereby include and incorporate by reference the General Conditions of Construction and Supplementary General Conditions, the Request for Proposal by University, the approved plans and specifications, Contractor's Bid or Proposal insofar as it is not inconsistent with the other Contract Documents and other Project documents attached as Exhibits.

Exhibit A – Contractor's Bid or Proposal

Exhibit B – Basis of Compensation

Exhibit C - Authorization Matrix

Exhibit D – Staffing Plan

12.00 TERMINATION

12.01 Termination by the University for Cause

12.01.1

The University may terminate the Contract if the Contractor: (a) becomes insolvent; (b) files or has filed against it any Petition in Bankruptcy or makes a general assignment for the benefit of its creditors; (c) fails to pay, when due, for materials, supplies, labor, or other items purchased or used in connection with the Work; (d) refuses or fails to prosecute the Work, or any separable part thereof, with such diligence as will ensure the completion of the Work in accordance with the Master Project Schedule; (e) in the University's opinion, persistently fails, refuses or neglects to supply sufficient labor, material or supervision in the prosecution of the Work; (f) interferes with or disrupts, or threatens to interfere with or disrupt the operations of the University, or any other Contractor, supplier, subcontractor, or other person working on the Project, whether by reason of any labor dispute, picketing, boycotting or by any other reason; or (g) commits any other breach of this Contract.

When any of the above reasons exist, the University may, without prejudice to any other rights or remedies of the University and after giving the Contractor and the Contractor's surety, if any, three days written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety: (1) take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor; (2) accept assignment of subcontracts; and (3) finish the Work by whatever reasonable method the University may deem expedient.

When the University terminates the Contract for one of the stated reasons, the Contractor shall not be entitled to receive further payment until the Work is finished.

12.01.2

If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Design Professional's services and expenses made necessary thereby, the remaining balance shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the University. The amount to be paid to the Contractor or University, as the case may be, shall be certified by the Design Professional, upon application, and this obligation for payment shall survive termination of the Contract.

12.02 Suspension by the University for Convenience

12.02.1



The University 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 University may determine.

12.02.2

An adjustment shall be made for increases in the cost and/or time of performance of the Contract, including profit on the increased cost of performance, caused by suspension, delay or interruption. 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 this Contract.

Adjustments made in the cost of performance may have a mutually agreed fixed or percentage fee.

12.03 Termination By The University For Convenience

12.03.1

The University, with or without cause, may terminate all or any portion of the services by the Contractor under this Agreement, upon giving the Contractor 30 days written notice of such termination. In the event of termination, the Contractor shall deliver to the University all reports, estimates, schedules, subcontracts, Contract assignments, purchase order assignments, and other documents and data prepared by it, or for it, pursuant to this Agreement.

12.03.2

Unless the termination is for cause, the Contractor shall be entitled to receive only the payments provided for in Article 4, pro-rated to the date of termination (including payment for the period of the 30-day notice) plus reimbursement for approved and actual costs and expenses incurred by the Contractor to the date of termination. Prior to payment, the Contractor shall furnish the University with a release of all claims against the University.

12.04 Termination By The Contractor

12.04.1

The Contractor may terminate the Contract if the Work is stopped for a period of 60 days through no act or fault of the Contractor or a subcontractor, sub-subcontractor or their agents or employees or any other persons performing portions of the Work under Contract with the Contractor, for any of the following reasons: (1) issuance of an order of a court or other public authority having jurisdiction; (2) an act of government, such as a declaration of national emergency, making material unavailable; (3) because the Design Professional has not approved a Certificate for Payment and has not notified the Contractor of the reason for withholding approval, or because the University has not made payment of undisputed amounts on an approved Certificate for Payment within the time stated in the Contract Documents; (4) if repeated suspensions, delays or interruptions by the University 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.

If one of the above reasons exists, the Contractor may, upon seven additional days' written notice to the University and Design Professional, terminate the Contract and recover from the University payment for Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead and profit.

12.04.2



If the Work is stopped for a period of 60 days through no act or fault of the Contractor or a subcontractor or their agents or employees or any other persons performing portions of the Work under Contract with the Contractor because the University has persistently failed to fulfill the University's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' written notice to the University and the Design Professional, terminate the Contract and recover from the University as provided in Subparagraph 12.03.2

13.00 COMPLETE AGREEMENT

The Contract Documents constitute the entire agreement between the parties and supersede any prior discussions or negotiations. Any modification of these Contract Documents must be in writing and signed by the duly authorized representatives of the parties.

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be executed by its duly authorized representative on the dates shown beside their respective signatures, with the contract to be effective upon the date set forth above.

CONTRACTOR

By: _____

Name: _____

Title: _____

Date: _____

Wayne State University

By: _____

Name: William R. Decatur

Title: VP Finance & Business Operations

Date: _____

Exhibit A – Contractor's Bid or Proposal

[GENERAL CONTRACTOR'S NAME] bid/proposal dated _____

Exhibit B – Basis of Compensation

- a. The University shall pay the Contractor a not to exceed amount of \$\$\$\$\$\$ ("Amount in words 00"/100 dollars) based on unit pricing in the proposal which will be adjusted to reflect actual units used for the performance of all work associated with the Contractor's Base Bid "and Alternates (List)".
- b. List of Alternates. The University may, at its sole discretion, during the life of the contract, award the following alternates at the amounts indicated: (If this section is not used, delete all text and enter_ Deleted)

	Description	Amount
Alternate 1		
Alternate 2		
Alternate 3		

- c. List of unit prices. In the event additional work becomes necessary, the following unit prices will apply:
"(If section 3.3 is not used, delete all text and enter_Deleted"



Work Item

Unit Price

- 1.
- 2.

- d. Liquidated Damages. It is understood and agreed that, if the project is not completed within the time specified in the Agreement plus any extension of time allowed pursuant thereto, the actual damages sustained by the University because of any such delay will be uncertain and difficult to to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by the University would be the sum of \$_____ (_____ Hundred 00/100 dollars) per day. Therefore, the Contractor shall pay as liquidated damages to the University the sum of \$_____ (_____ Hundred 00/100 dollars) per day for each day's delay in substantially completing said project beyond the time specified in this Agreement and any extensions of time allowed thereunder.

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GENERAL CONDITIONS OF CONSTRUCTION

1.00 DEFINITIONS

Bulletin - A bulletin is defined as a compilation of changes to the scope of the work issued by the Design Professional or University which requests the Contractor to submit a quote for the changes.

Change Order - A written agreement entered into after the award of the Contract which alters or amends the executed Contract.

Claim - A Claim is a demand or assertion by one of the parties seeking adjustment or interpretation of Contract terms, payment of money, extension of 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 parties arising out of or relating to the Contract. Claims must be made by written notice. The responsibility to substantiate Claims shall rest with the party making the Claim.

Close-out Documents - Close-out Documents shall include as-built record drawings and specifications, Operations and Maintenance Manuals, Requests for Information (RFIs), submittals, shop drawings, coordination drawings, warranties, unconditional lien waivers and governing approvals.

Cost of Work - The term Cost of Work, as used herein, is that portion of the Project Cost, that is the estimated or actual labor and material costs of that Work performed (or to be performed) on the Project by the Contractor and all subcontractors, and is inclusive of the cost of construction as described by divisions of the Construction Specifications Institute or other standard format, which constitutes the Direct Cost of Work. However, Cost of Work shall not include the Indirect Cost of Work as herein defined.

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 duly executed written Change Order.

Contract Documents - The Contract Documents consist of the bonds, insurance certificates, plans, specifications, drawings, bulletins, addenda, Agreement, General Conditions of Construction, Supplementary General Conditions, Change Orders, Contractor's Bid, and to the extent not otherwise inconsistent with any other Contract Document.

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Project. 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 to be consistent with the Contract Documents and the highest standard of care. In the case of an inconsistency between, or perceived omission or error in the Drawings, Specifications, or other Contract Documents which is not clarified by addendum or Requests for Information (RFI), or should the Contractor be in doubt as to their exact meaning, the Contractor shall notify the Design Professional and the University at once. The University shall not be responsible for the Contractor's misinterpretations of Drawings and Specifications and/or other Contract Documents.

Nothing contained in the Contract Documents shall create a contractual relationship between University and any third party; however, the University is an intended third-party beneficiary of all contracts for design and engineering services, all subcontracts, purchase orders and other agreements between Contractor or Design

Professional and third parties. The Contractor and Design Professional shall incorporate the obligations of the Contract Documents into its respective subcontracts, agreements and purchase orders.

Contractor: The term "Contractor" as used in the General Conditions shall include the term "Construction Manager" as used in the Contract for Construction Management Services.

Contractor's Construction Schedule- The construction schedules required by the Contract Documents shall be a logic network prepared in the critical path method or other sequential network in use within the construction industry and shall depict: (1) a sequence of operations mutually agreeable to the University, Design Professional and Contractor; (2) the dates of commencement and completion of each task of the Work (including lead time activities, drawing and sample submissions, bidding, awarding Trade Contracts, manufacturing and shipping); (3) delivery dates for materials and equipment; and (4) at the University's request shall include all Finish Work to be performed by separate Contractors. The construction schedule includes a complete itemized breakdown of the Work.

Contract Sum- The Contract Sum shall be the total dollar value of the Agreement between the University and Contractor.

Delay – A delay shall be recognized as a time of completion impact on the performance of the Work by the Contractor that extends the overall duration of the Project beyond the substantial completion and final completion dates specified in the Agreement. A delay shall not be recognized if the time of completion impact on the performance of the Work occurs on a non-critical path activity, and does not extend the overall duration of the Project.

Day - "Days" means calendar days unless specifically provided to the contrary herein or in the Construction Agreement; provided, however, if any day falls on a weekend or a holiday, same shall refer to the next business day thereafter.

Design Professional - The Design Professional is the person lawfully licensed to practice architecture or engineering or an entity lawfully practicing architecture or engineering identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The term "Design Professional" means the Design Professional or the Design Professional's authorized representative.

Final Completion - "Final Completion" means the completion of all the Work in accordance with the Contract Documents and the acceptance thereof by the University. Completion of the Work includes (1) full performance of all Contract terms; (2) acceptance of the Work by University; (3) resolution of all outstanding Changes of Contract; (4) completion of all "punch-list" items; and (5) delivery of all Close-out Documents.

Incomplete Construction List – The Incomplete Construction List is prepared by the Contractor for review by Design Professional and University identifying Work remaining to be completed at the time of Substantial Completion and the date by which Contractor shall complete the Work on the Incomplete Construction List.

Knowledge - The terms "knowledge," "recognize" or "discover," their respective derivatives and similar terms in the Contract Documents, as used in reference to the Contractor, shall be interpreted to mean that which the Contractor knows or should know, recognizes or should reasonably recognize and discovers or should reasonably discover in exercising the care, skill and diligence required by the Contract Documents.

Master Project Schedule - The Master Project Schedule shall show the sequence, duration in calendar days, interdependence for the complete performance of all Work. The Master Project Schedule shall begin with the date of issuance of the Notice to Proceed and conclude with the date of final completion.

Notice to Proceed - A "Notice to Proceed" means written notice given by the University to the Contractor fixing the date on which the Contract Time will commence to run and/or on which Contractor shall start to

perform Contractor's obligations under the Contract Documents. A Notice to Proceed by the University shall authorize all or a portion of the Work for the Costs so defined.

Persistently fails - The phrase "persistently fails" and other similar expressions, as used in reference to the Contractor, shall be interpreted to mean any combination of acts and omissions, which cause the University to reasonably conclude that the Contractor will not complete the Work within the Contract Time, or for the Contract Sum or in substantial compliance with the requirements of the Contract Documents.

Plans - The drawings prepared by the Design Professional and accepted by the University which include elevations, sections, details, schedules, diagrams, information, notes, or reproductions or any of these, and which show the location, character, dimension, or details of the Work. These include the graphic and pictorial portions of the Contract Documents as listed in the Agreement.

Preliminary Project Cost and Schedule Impact Report – The direction from the University to perform changed Work in the absence of agreement between the University and Contractor, which may result in a Change Order upon agreement of the cost or schedule impact.

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 University or by separate Contractors.

Punchlist - Punchlist items shall include all Work remaining on the Contractor's Incomplete Construction List and additional items documented by the Design Professional, Contractor and University and issued to the Contractor and may be issued with a Certificate of Substantial Completion. It is understood and accepted that the Punchlist included with the Certificate of Substantial Completion may not represent all remaining Work for which the Contractor is obligated and that Punchlist may be expanded prior to Final Completion.

Reasonably inferable - The phrase "reasonably inferable" and similar terms in the Contract Documents shall be interpreted to mean reasonably inferable by a Contractor familiar with the Project and exercising the care, skill and diligence required by Contract Documents.

Site - The area specified in the Contract Documents and the area made available for the Contractor's operation.

Soft Costs - "Soft Costs" are those costs derived by the University and shall include, but not be limited to, items such as Environmental services, State administration fees, Design Professional fees, moving furniture, fixtures and equipment, and telecommunications, unless otherwise agreed to by the Parties.

Specifications - The term Specifications shall mean the written instructions and requirements prepared by the Design Professional which complement the plans and which describe the manner of executing the Work or the qualities and types of materials to be furnished.

Statement of Probable Cost - The Statement of Probable Cost, as developed by the Contractor, is essential to the budgetary and management processes of the University. The Statement of Probable Cost, once established and accepted by the University, is relied upon by the University for its subsequent budgetary planning and financial needs for the Project.

The Statement of Probable Cost, applicable to either an estimated or actual cost, is the sum of all costs for a completely constructed, functionally ready-for-use project, in accordance with the scope, scheme, concept, and statement, as developed, documented and accepted by the University, and as constructed by the accepted contracting method or methods. The Contractor shall provide Statements of Probable Cost as needed during the Project to aid the University and Design Professional in making scope of work selection decisions, especially during design phase and minimally at the end of each design phase of the Project and shall include all costs included in the Contract Sum. The University shall be responsible for the derivation and provision of all Soft Costs that comprise the Project scope and budget.

Subcontractor - The term "subcontractor" shall mean any business entity under contract to the Contractor for services on or regarding the Project. The term "Subcontractor" as used in the General Conditions shall be synonymous with the term "Trade Contractor" as used in the Contract for Construction Management Services. Nothing contained in this contract shall create any contractual relationship between the University and any subcontractor. However, the University is the intended third-party beneficiary of all contracts for design, engineering or consulting services, all Trade Contracts, subcontracts, purchase orders and other agreements between the Contractor and third parties. The Contractor shall incorporate the obligations of this Agreement into its respective Trade Contracts, subcontracts, supply agreements and purchase orders.

Substantial Completion - "Substantial Completion" shall mean 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 the University can occupy or utilize the Work for its intended use. Substantial Completion shall only be determined as described in the Contract Documents.

Unsafe Persons – Unsafe persons shall be those individuals that present a safety hazard to themselves or others.

University - The University 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 term "University" means the University or the University's authorized representative. Any reference to "Board of Governors" shall be considered to mean "University."

University's Representative - The University's Representative shall include the Associate Vice President for Facilities Planning and Management, the Senior Director of Design and Construction Services, the Director of Design and Construction Services and the Project Manager. Any project decision on behalf of the University may only be in accordance with the Authorization Matrix.

Vice President of Finance and Business Operations - The Vice President of Finance and Business Operations shall be the level of review over the Associate Vice President of Facilities Planning & Management.

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, licenses, permits, insurance 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.

2.00 BIDDING

2.01 Duty to Carefully Examine These Instructions

Prospective bidders for this project shall carefully examine the instructions contained herein and be cognizant of and satisfied with the conditions which must be satisfied prior to submitting a proposal and to the conditions which affect the award of the Contract.

2.02 Disclosure of Bidders

The Contractor shall only accept proposals from Subcontractors who are acceptable to the University.

2.03 Clarification During Bidding

The Contractor shall examine the plans and specifications in preparing the bid and shall immediately report to the Design Professional any omissions, discrepancies, or apparent errors found in the plans and specifications. Prior to the date of bid opening, bidders shall submit a written request for clarification in accordance with the instruction contained in the request for bids. If time permits, such clarification shall be issued in the form of addenda to all bidders.

2.04 Bidding Documents

2.04.1 Bid Proposal Package

Each bidder will receive a bid proposal package containing a standard proposal form which shall be used for bidder's proposal. Each proposal shall give the prices proposed in the manner required by the proposal and shall be signed by the bidder or the bidder's duly authorized representative, with its address and telephone number. If the proposal is made by an individual, the individual's name, postal address, and telephone number must be shown. If made by a partnership, the proposal shall have the signature of all partners or an affidavit signed by all partners empowering one partner as an agent to act in their behalf and the address and telephone number of the partnership. A proposal submitted by a corporation shall show the name of the state in which the corporation is chartered, the name of the corporation, its address and telephone number, and the title of the person who signs on behalf of the corporation.

2.04.2 Listing of Proposed Subcontractors Acceptable to the University

The Contractor will require every subcontractor to provide the name and location of the place of business of each Subcontractor and subordinate Subcontractor which will perform work or labor or render services for the Project.

2.04.3 Bidder's Security

All bids shall be presented under sealed cover and have enclosed an amount as directed in the instructions to bidders as bid security. The bid security may be a cashier's check made payable to Wayne State University or as otherwise directed in the instructions to bidders.

2.05 Bid Proposals

2.05.1 Submission of Proposals

Proposals shall be submitted to the office indicated on the bid proposal. It is the responsibility of the bidder to see that its bid is received in the proper time. Delays in timely receipt of the bid caused by the United States or the University mail system, independent carriers, acts of God, or any other cause shall not excuse late

receipt of a bid. Any bid received after the scheduled closing time for receipt of bids shall not be considered and will be rejected by the University, opened, retained by the University or returned to the bidder unopened.

2.05.2 Withdrawal of Proposals

Any bid may be withdrawn at any time prior to the time fixed for receiving bids but only by a written request from the bidder or its authorized representative filed with the University. An oral, faxed, or telephonic request to withdraw a bid proposal is not acceptable. The withdrawal of a bid shall not prejudice the right of a bidder to file a new bid. This paragraph does not authorize the withdrawal of any bid after the time fixed for receiving bids.

2.05.3 Public Opening of Proposals – SECTION DELETED

2.05.4 Rejection of Irregular Proposals

Proposals may be rejected if they show any alterations of forms, additions not called for, conditional bids, incomplete bids, erasures, or irregularities of any kind. If the bid amount is changed after the amount has been once inserted, the change shall be initialed.

2.05.5 Power of Attorney or Agent

When proposals are signed by an agent, a power of attorney shall either be on file with the University prior to the opening of bids or be submitted with the proposal. Failure to submit a power of attorney may result in the rejection of the proposal as irregular and unauthorized. A power of attorney is not necessary in the case of a general partner of a partnership.

2.05.6 Waiver of Irregularities/University's Right to Reject Bids

The University reserves the right to waive any or all irregularities in proposals submitted. The University reserves the right to reject any or all of the bids submitted.

2.05.7 Exclusion from Contract Documents

Nothing in any of the bidding documents, including but not limited to Request for Proposal form, Notice to Contractors, Proposal by Contractor and Design Professional and bids including any attachments or exhibits by Contractor, shall be considered part of the Contract Documents unless specifically incorporated.

2.06 Mistake in Bid

A bidder shall not be relieved of a bid nor shall any change be made in a bid because of mistakes without consent of the University. Failure by the Contractor to honor its proposal following the opening of bids for any reason shall result in the forfeiture of the Bid Security and possible suspension from future work consideration by and with the University.

2.07 Non-Discrimination

Wayne State University is an affirmative action/equal opportunity employer. The University has a strong commitment to the principle of diversity in all areas.

The Contractor and all Subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex (including gender identity), height, weight or familial, disability or veteran status. The Contractor will ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, national origin, age, sex (including gender identity), height, weight or familial, disability, or veteran status. Such action shall

include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall, in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, (including gender identity), height, weight or familial, disability or veteran status.

The Contractor shall comply with all requirements of the Elliott-Larsen Civil Rights Act being 1976 PA 453, as amended.

The Contractor shall also comply with the Persons with Disabilities Civil Rights Act being 1976 PA 220, as amended.

The Contractor shall include, or incorporate by reference, the provisions of this Article 2.07 in each and every subcontract or purchase order and shall provide in each and every subcontract or purchase order that said provisions will be binding upon each and every subcontractor and Supplier and Vendor.

Any breach of the requirements and covenants of this Article 2.07 shall constitute a material breach of the Contract Documents.

3.00 AWARD AND EXECUTION OF CONTRACT

3.01 Contract Bonds and Insurance

3.01.1 Payment and Performance

The Contractor shall forward to the University fully executed Payment & Performance Bonds in the amount of 100 percent of the Contract value on the AIA Form 312 or an equivalent form that is acceptable to the University and in compliance with MCL 129.201 et seq. within five (5) days after execution of the Agreement.

In the same five (5) day period the Contractor shall present to the University, in an acceptable form, evidence of the insurance as required by the Contract Documents. Actual Work shall not commence until the bond and insurance is received by the University. Failure to provide the bond and insurance in the time-frame allowed shall not be cause for an extension of Contract Time.

All alterations, extensions of time, extra and additional work, and other changes authorized by any part of the Contract, including determinations made under Article 7.00, Claims and Disputes, shall be made without securing the consent of the surety or sureties on the Contract bonds.

Whenever the University has cause to believe that the surety has become insufficient, the University may demand in writing that the Contractor provide such further bonds or additional surety, not exceeding that originally required, as in the University's opinion is necessary, considering the extent of the work remaining to be done. Thereafter no payment shall be made to the Contractor or any assignee of the Contractor until the further bonds or additional surety have been furnished.

Contract bonds shall remain in full force and effect during the repair and guarantee period required by the Contract Documents.

3.02 Execution of Contract

The Contract shall be signed by the Contractor in three (3) duplicate counterparts and returned to the University within five days of receipt from the University, not including Saturdays, Sundays, or legal holidays. No Contract shall be binding upon the University until it has been executed by the Contractor and a University official in accordance with the Authorization Matrix.

3.03 Failure or Refusal to Execute Contract

Failure or refusal by the Contractor to execute the Contract within the time set in Section 3.02 shall be just cause for the rescission of the award and the forfeiture of bidder's security. Failure or refusal to file acceptable bonds within the time set in Section 3.01 constitutes a failure or refusal to execute the Contract. If the Contractor fails or refuses to execute the Contract, the University may award the Contract to another contractor and the Contractor shall forfeit his Cashier's Check.

4.00 RESPONSIBILITIES OF THE PARTIES

4.01 University

4.01.1 Information and Services Required of the University

The University shall make available existing surveys describing physical characteristics, legal limitations and utility locations for the site of the Project. The University does not warrant or guarantee the accuracy of the information provided.

Unless otherwise agreed to, the University shall be responsible for the abatement of asbestos containing materials and/or site related environmental hazards. The University will provide documentation regarding the presence of asbestos containing materials or other possible environmental hazards to the Contractor. Second opinions on previously documented clean conditions shall be provided at the Contractor's expense. Positive results regarding environmental hazards shall become the University's obligation. If, during the execution of the Work, previously unknown environmental hazards are encountered, the University shall be allowed a reasonable amount of time to abate environmental hazards.

The University shall provide available information regarding requirements for the Project including plans and specifications for the buildings and a survey of the site where required. The Contractor shall review the plans and specifications and survey, if provided, for errors, inconsistencies, ambiguities or omissions as required by Article 4.02.2, Review of Contract Documents and Field Conditions by Contractor. In the event errors, inconsistencies, ambiguities or omissions in the plans, drawings, and specifications were not reasonably identifiable in the Contractor's review as specified in Article 4.02.2, Review of Contract Documents and Field Conditions by Contractor, and such errors, inconsistencies, ambiguities or omissions result in changes in time and cost, the University may make reasonable adjustment in the Contract Sum in accordance with Article 6.00, CHANGES IN THE WORK of the General Conditions.

Except for permits and fees, which are the responsibility of the Contractor under the Contract Documents, the University shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

Information or services under the University's control shall be furnished by the University with reasonable promptness to avoid delay in orderly progress of the Work.

All reproduction required for construction is the obligation of the Contractor.

4.01.2 University's Right to Stop the Work

If, in the University's determination, the Contractor fails to correct work which is not in accordance with the requirements of the Contract Documents as required, or persistently fails to carry out work in accordance with the Contract Documents, the University Representative, by written order may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the University to stop the Work shall not give rise to a duty on the part of the University to exercise this right for the benefit of the Contractor or any other person or entity.

It is understood that while the Contractor is fully responsible for the safety of the jobsite, and for the methods of its execution, if the University deems that the Contractor is failing to provide safe conditions, the University may stop or restrict the Work under such conditions. However, this right shall not create such duty on the University. Under no circumstance shall the Contractor be granted a time extension or Contract Sum increase for conditions resulting by a stop work order occurring as a consequence of the Contractor's failure to maintain safe working conditions.

4.01.3 University'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 three (3) day period after receipt of written notice from the University to commence and continue correction of such default or neglect with diligence and promptness, the University may after such three (3) day period, without prejudice to other remedies the University may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the cost of correcting such deficiencies, including compensation for the Design Professional's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the University.

4.01.4 University's Right to Audit

4.01.4.1

Contractor's records, which shall include but not be limited to accounting records (hard copy, as well as computer readable data if it can be made available), written policies and procedures; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); original estimates; estimating work sheets, correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other supporting evidence deemed necessary by the University to substantiate changes related to the Agreement (collectively referred to as "Records") shall be maintained in accordance with Generally Accepted Accounting Principles and open to inspection and subject to audit and/or reproduction by University's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of Cost of the Work, and any invoices, change order, payments or claims submitted by the Contractor or any of his payees pursuant to the execution of the contract that are or have been charged on a basis other than a lump sum approved in writing by the University.

4.01.4.2

Such audits may require inspection and copying from time to time and at reasonable times and places of any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase order, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in University's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Documents. Such records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement.

4.01.4.3

The University or its designee shall be afforded access to all of the Contractor's Records, and shall be allowed to interview any of the Contractor's employees, pursuant to the provisions of this article throughout the term of this contract and for a period of five (5) years after Final Payment or longer if required by law. To the extent feasible, the Construction Manager's records shall remain confidential, and the University's third party auditors will enter into a confidentiality agreement between and among the University, the third-party auditor and the Contractor prior to any audits being conducted.

4.01.4.4

Contractor shall require all Subcontractors and material suppliers (payees) to comply with the provisions of this article by insertion of the requirements hereof in a written agreement between Contractor and payee so as to allow the University to verify any amounts charged to the Project by a payee on a basis other than a lump sum approved in writing by the University. Such requirements will also apply to Subcontractors and all lower tier Subcontractors. Contractor shall cooperate fully and shall cause all of Contractor's Subcontractors to cooperate fully by furnishing or making available to University from time to time whenever requested in an expeditious manner any and all such information, materials and data.

4.01.4.5

University's agent or its authorized representative shall have access to the Contractor's facilities, shall have access to all necessary records; and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article.

4.01.4.6

Contractor agrees that University's designee shall have the right to examine the Contractor's records (during the contract period and up to five (5) years after Final Payment is made on the contract) to verify the accuracy and appropriateness of the pricing data used to price change proposals or claims. Contractor agrees that if the University determines the cost and pricing data submitted (whether approved or not) was inaccurate, incomplete, not current or not in compliance with the terms of the contract regarding pricing of change orders, an appropriate contract price reduction will be made. Such post-approval contract price adjustments will apply to all levels of contractors and/or subcontractors and to all types of change order proposals specifically including lump sum change orders, unit price change orders and cost-plus change orders.

4.01.4.7

If an audit, inspection or examination in accordance with this article, discloses overcharges (of any nature) by the Contractor to the University in excess of five percent (5%) of the total contract billings, the actual cost of the University's audit shall be reimbursed to the University by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of University's findings to Contractor.

4.02 Contractor

The Contractor recognizes the relationship of trust and confidence established between the University and the Contractor by this Contract. The Contractor shall furnish the University with its best skill and judgment and fully cooperate with the University in furthering its best interests. All the Work is to be done in the best manner by persons skilled in the type of Work to be performed.

4.02.1 Contractor's Responsibility for the Work

The Contractor shall be responsible to the University for all Work performed under this Contract. For purposes of assessing responsibility to the Contractor by the University, all persons engaged in the Work shall be considered employees of the Contractor. The Contractor shall give its personal attention to the fulfillment of the Contract and keep all phases of the Work under its control.

4.02.2 Review of Contract Documents and Field Conditions by Contractor

The Contractor shall have a continuing duty to read, carefully study and compare the Contract Documents as defined in Article 1.00, DEFINITIONS, and product data with each other and with information furnished by the University. The Contractor shall perform construction coordination and constructability review of the Contract Documents and shall at once report to the Design Professional and the University, any errors, inconsistencies, ambiguities and omissions before proceeding with the affected Work. The Contractor shall be liable to the University for damage resulting from the Contractor's failure to properly perform such reviews or failure to promptly report any errors, inconsistencies, ambiguities or omissions identified in the Contract Documents to the Design Professional and the University. If the Contractor performs any construction activity that involves such error, inconsistency, ambiguity or omission in the Contract Documents without such notice to the Design Professional and the University, the Contractor shall assume responsibility for such performance and shall bear all costs attributable for correction. If the Contractor submits authorized substitutes that cost in excess of the Contract Sum or which cause coordination conflicts, the Contractor shall bear all costs attributable to correction.

The Contractor shall perform the Work in accordance with the Contract Documents.

The Contractor shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities. Errors, inconsistencies or omissions discovered shall be reported to the Design Professional and University at once.

4.02.3 Supervision and Construction Procedures

The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible to the University for and have control over construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless Contract Documents give other specific instructions concerning these matters.

The Contractor shall be responsible to the University for acts and omissions of the Contractor's employees, subcontractors and their agents and employees, and other persons performing portions of the Work under a Contract with the Contractor.

The Contractor agrees to furnish efficient business administration, coordination, supervision and superintendence of the Work and to furnish at all times a competent and adequate administrative and supervisory staff and an adequate supply of workmen and materials to perform the Work in the best and most sound way in the most expeditious and economical manner consistent with the interests of the University. The Contractor agrees from time to time at the University's request to furnish estimates and technical advice as to construction methods and equipment to the University and Design Professional.

The Contractor agrees to cooperate with the Design Professional, University's Representative, commissioning agents, and all persons or entities retained by the University to provide consultation and advice, and to coordinate the Work with the Work of such parties so that the Project shall be completed in the most efficient and expeditious manner. In the event that Contractor's failure to efficiently sequence or coordinate the Work results in additional costs to the University, the Contractor shall promptly reimburse the University for the actual costs incurred. Contractor shall remain responsible for any delays resulting from its failure to efficiently coordinate and schedule the Work; any delays or extensions shall be addressed as provided in Sections 4.08, 4.09 and 4.10 of these General Conditions.

4.02.4 Quality Control

The Contractor shall be fully responsible for the quality of materials and workers' skill in the Project. The Contractor shall not rely upon the inspection and testing provided by the University or Design Professional other than those special inspections and tests performed at the University's direction for which there are written reports. Reports issued by the University's commissioning agent are to be considered complementary in nature and in no way relieve the Contractor of its responsibility to deliver Work in compliance with the Contract Documents.

The Contractor shall inspect the Work of the subcontractors on the Project, while the Work is being performed through final completion and acceptance of the Project by the University to assure that the Work performed and the materials furnished are in strict accordance with the drawings and specifications; the Contractor shall also inspect the Work to verify that Work on the Project is progressing on schedule.

The Contractor shall be responsible for inspection of portions of Work performed under this Contract to determine that such portions are in proper condition to receive subsequent Work. In the event that it becomes necessary to interpret the meaning and intent of the plans and specifications during construction and the meaning is not reasonably inferable, the Contractor shall submit as a Request for Information (RFI) to the Design Professional to make the interpretation in writing and transmit same to appropriate Subcontractors and the University in accordance with the procedures established in section 5.02 of these General Conditions.

The Contractor shall not be relieved of obligations to performing the Work in accordance with the Contract Documents either by activities or duties of the Design Professional in the Design Professional's administration of the Contract, or by tests, inspections or approvals required or performed by persons other than the Contractor.

4.02.5 Labor and Materials

The Contractor shall provide an analysis of the types and quantity of labor required for the Project and review the availability of the appropriate categories of labor required for all Work, and the Contractor shall be responsible to provide the necessary and adequate labor needed to complete the Project by the Contract Time. During the course of the Project, the Contractor shall endeavor to maintain harmonious labor relations on the Project.

Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, , 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.

Unless otherwise noted in the Information to Bidders, the Contractor shall provide and pay for water, heat, electric and other utilities.

The Contractor shall enforce strict discipline and good order among the Contractor's employees and Subcontractors and others carrying out the Work of the Contract. The Contractor shall not permit employment of unsafe persons or persons not skilled in tasks assigned to them.

4.02.6 Disputes with Subcontractors

Wherever any provision of any section of the Plans and Specifications conflicts with any agreement or regulation of any kind at any time in force among members of any Trade Associations, Unions or Councils which regulate or distinguish what Work shall or shall not be included in the Work of any particular trade, the Contractor shall make all necessary arrangements to reconcile any such conflict without delay, damage, increase to the Contract Sum or recourse to the University. The University will not arbitrate disputes among subcontractors nor between the Contractor and one or more subcontractors concerning responsibility for performing any part of the Project.

In case the progress of the Work is affected by any undue delay in furnishing or installing any items of material or equipment required under the Contract Documents because of conflict involving any agreement or regulation of the type described above, the University's Representative may require that other material or equipment of equal kind and quality be provided at no additional cost to the University.

4.02.7 Project Manager and Superintendent

The Contractor shall have at the Project site, during the full term of the Contract, an approved, competent project staff, which may include a Project Manager and Superintendent, and any necessary assistants, all satisfactory to the University's Representative and in accordance with the Contract Documents and the Contractor's Staffing Plan. The Project Manager or the Superintendent shall not be changed, except with the written consent of the University's Representative unless the Project Manager or the Superintendent ceases to be in the employ of the Contractor. The Project Manager or the Superintendent shall represent the Contractor and all directions given to either of them by the University or the University's Representative shall be as binding as if given to the Contractor. All directions and communications shall be confirmed in writing.

If a Project Manager or a Superintendent approved by the University's Representative ceases to be in the Contractor's employ, the Contractor shall immediately replace him with a person acceptable to the University's Representative. The University in its sole discretion shall have the right to require the removal of any agent or employee of the Contractor or any subcontractor without cause at any time.

4.02.8 Taxes

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

4.02.9 Permits and Notices

The Contractor shall comply with and give notices required by laws, ordinances, rules, regulations, policies and lawful orders of public authorities and the University bearing on performance of the Work.

4.02.10 Allowances

The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such stated amounts including identified unit cost, but the Contractor shall not be required to employ persons or entities against which the Contractor makes reasonable objection. Unless otherwise provided in the Contract Documents:

1. materials and equipment under an allowance shall be selected promptly by the University to avoid delay in the Work;
2. allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
3. the 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 allowances;
4. if allowance assumptions prove inappropriate, the Contract Sum may be adjusted accordingly by Change Order. The amount of the Change Order shall reflect the difference between actual costs and the allowances.

4.02.11 Use of Site

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with materials or equipment. The site shall be safely maintained and kept clean, orderly and neat.

4.02.12 Safety

The Contractor shall protect adjoining property and nearby buildings, roads, and other facilities and improvements from dust, dirt, debris and other nuisances arising out of Contractor's operations or storing practices. Dust shall be controlled by sprinkling, misting or other effective methods acceptable to University and in accordance with legal requirements. An erosion and sedimentation control program shall be initiated, which includes measures addressing erosion caused by wind and water and sediment in runoff from site. A regular watering program shall be initiated to adequately control the amount of fugitive dust.

The Contractor is knowledgeable of and understands that the University may intend to maintain occupancy of certain portions of the existing facility. The Contractor shall exercise caution at all times for the protection of persons and their property. 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 site together with Subcontractors and other persons who may be affected thereby; (2) the Work and materials and equipment to be incorporated therein, whether in storage on or offsite, under care, custody or control of the Contractor or the Contractor's Subcontractors or sub-subcontractors; 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. The Contractor shall install adequate safety guards and protective devices for all equipment and machinery, whether used in the Work or permanently installed as part of the Project.

The Contractor shall also provide and adequately maintain all proper temporary walks, roads, guards, railings, lights, and warning signs. The Contractor shall comply with all applicable laws relating to safety precautions. The Contractor shall establish and maintain and update as required a Project Specific Safety Program.

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 University and Design Professional.

The Contractor shall require each and every one of its subcontractors and Trade Contractors to comply with all of the provisions of this section.

The Contractor shall not load or permit any part of the construction or site to be loaded so as to endanger its safety.

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 the Contract.

4.02.13 Hazardous Condition

The University and/or the Design Professional may bring to the attention of the Contractor a possible hazardous situation in the field regarding the safety of personnel on the site. The Contractor shall be responsible for verifying that all local, state, and federal workplace safety guidelines are being observed. In no case shall this right to notify the Contractor absolve the Contractor of its responsibility for monitoring safety conditions. Such notification shall not imply that anyone other than the Contractor has assumed any responsibility for field safety operations.

Explosives shall not be used without first obtaining written permission from the University and then shall be used only with the utmost care and within the limitations set in the written permission and in accordance with prudence and safety standards required by law. Storage of explosives on the Project site or University is prohibited. Powder activated tools are not explosive for purposes of this Article; however, such tools shall only be used in conformance with State safety regulations.

The Contractor shall report in writing to the University's Representative, within eight (8) hours, all accidents whatsoever arising out of, or in connection with, the performance of the Work, whether occurring on or off the Site, which caused death, personal injury or property damage, giving full details and statements of witnesses. In addition, if death or serious injuries or serious damages are caused, the accident shall be reported immediately by telephone or messenger to the University Representative and the University Police at (313) 577-2222. If any claim is made by anyone against the Contractor or any subcontractor on account of any accident, the Contractor shall report promptly the facts in writing to the University's Representative, giving full details of the claim.

4.02.14 Cutting, Patching and Sequencing

The Contractor shall be responsible for all cutting, fitting or patching required to complete the Work and to ensure the complete and effective coordination of the Work.

The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the University or separate Contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the University or a separate Contractor except with written consent of the University and of such separate Contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the University or a separate Contractor the Contractor's consent to cutting or otherwise altering the Work.

4.02.15 Access to Site

The Contractor shall at all times permit the University and the Design Professional to visit and observe the Work, and the shops where Work is in preparation, and shall maintain proper facilities and provide safe access for such observation. Work requiring testing, observation or verification shall not be covered up without such test, observation, or approval. Appropriate advance coordination of such testing, observation or verification is expected. University must provide prior written approval for any work to be performed on a Saturday, Sunday, or holiday. In the event that Contractor desires to perform Work on a weekend or holiday, Contractor shall provide a minimum of 48 hours written notice to the University of such desire prior to performing such Work. However, if the Work involves an actual or potential interruption to a utility or service, the Contractor shall provide no less than seven (7) days' written notice to the University.

The Contractor acknowledges that during the performance of the Work, the affected building and surrounding campus buildings will remain occupied and will require access by the public. The Contractor further acknowledges that other Contractors will be working on or near the Project site to accomplish the University's purposes and projects. To the greatest extent possible, the Contractor shall cooperate fully with the University and its guests, students, employees, invitees, and other Contractors in performing the Work required under the Contract. The Contract Sum includes any and all reasonably necessary costs expended to minimize interference with the University's activities as well as to coordinate schedules with other contractors' projects as required by the University.

4.02.16 Burden for Damage

From the issuance of the official Notice to Proceed until the formal acceptance of the Project by the University, the Contractor shall have the charge and care of and shall bear all risk of damage to the Project

and materials and equipment for the Project other than damage directly caused by the University or the University's other contractors.

4.02.17 Payments by Contractor

The Contractor agrees to promptly pay all subcontractors upon receipt of each progress payment, unless otherwise agreed in writing by the parties, the respective amounts allowed Contractor on account of the Work performed by its subcontractors to the extent of each such subcontractor's interest therein.

In the event the University becomes informed that the Contractor has not paid a subcontractor as herein provided, the University shall have the right, but not the duty, to issue future checks in payment to the Contractor of amounts otherwise due hereunder naming the Contractor and such subcontractor as joint payees. Such joint check procedure, if employed by the University, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit or obligate the University to repeat the procedure in the future. This provision shall not supersede the procedures set forth in Article 8.00 of these General Conditions.

4.02.18 Responsibility to Secure and Pay for Permits, Licenses, Utility Connections, Etc.

The Contractor shall secure all permits and licenses required for any operations required under this Contract and shall pay all costs relating thereto as well as all other fees and charges that are required by the United States, the State, the county, the city, a public utility, telephone company, special district, or quasi-governmental entity. It is the responsibility of the Contractor to ascertain the necessity of such permits and licenses in preparing its bid, Contract Sum and include in its bid, Contract Sum the cost thereof, as well as any time requirements for securing such permits and licenses.

4.02.19 Patented or Copyrighted Materials

The Contractor shall pay all royalties and license fees for the use of patented or copyrighted processes or materials. The Contractor shall defend suits or claims for infringement of patent rights and shall hold the University and Design Professional harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Design Professional and University in writing.

4.02.20 Property Rights in Materials and Equipment

Nothing in the Contract shall be construed as vesting in the Contractor any property right in the materials or equipment after the materials or equipment have been attached to or permanently placed in or upon the Work or the soil or after payment has been made for fifty percent or more of the value of the materials or equipment delivered to the site of the Work whether or not they have been so attached or placed. All such materials or equipment shall become the property of University upon being so attached or placed, or upon payment of fifty percent or more of the value of the materials or equipment delivered on the site but not yet installed and the Contractor warrants that all such property shall pass to the University free and clear of all liens, claims, security interests, or encumbrances.

4.02.21 Utilities

The Contractor shall refer to and abide by the policies included in the Supplementary General Conditions and shall provide the notices as required by University's Utility Disturbance and Interruption Request form.

The Contractor shall provide as-built drawings of all utilities encountered and constructed for the University, indicating the size, horizontal location, and vertical location based on the Project bench mark or a stable datum.

Unless otherwise specifically stated, the Contractor shall provide or otherwise make all arrangements for utilities required to deliver the Work. .

4.02.22 Asbestos and Hazardous Materials

The Contractor is prohibited from installing any asbestos containing materials or products, and other prohibited and hazardous materials in the Work. The Contractor shall be responsible for removal and replacement costs should it be determined this provision has been violated, regardless of whether the job has been completed.

4.02.23 Photographic Site Survey

Contractor shall perform a photographic survey of construction site and adjoining structures prior to commencing Work. The survey shall be provided to the University and shall include photographs of pathways, flat concrete paving, foundations, walls, landscaping.

4.02.24 Compliance with University Policies on Drugs, Alcohol and Tobacco.

The University requires Contractors, Subcontractors and sub-subcontractors with access to the work site to abide by the University's policies on drugs, alcohol and tobacco, which can be found at: http://bog.wayne.edu/2_20_04.php and <http://policies.wayne.edu/administrative/00-03-smoke-free-campus.php>. All costs for initial and period testing shall be borne by the Contractor

1. The Contractor and University shall reserve the right to test any and/or all site personnel at random periods and without notice.
 - a. The Contractor shall be responsible for all costs including wages for those individuals testing drug or alcohol-free at the Contractor's direction.
 - b. Subcontractors shall be responsible for all costs including wages for those individuals not testing drug or alcohol-free at the direction of the Contractor, and the Subcontractor shall immediately remove those individuals from the site.
2. Any individual not testing drug or alcohol-free shall not be allowed to return to the site under any circumstances.

4.03 Design Professional

4.03.1 Design Professional's Administration of Contract

The Design Professional will provide one or more Project Representatives to assist in the administration of the Contract as described in the Contract Documents, and to assist the University's Representative (1) during the construction, (2) until final payment is due and (3) with the University's concurrence, from time to time during the correction and warranty period. The Design Professional will advise and consult with the University on issues relating to contract performance and interpretation. The Design Professional will have no authority to act on behalf of the University except as provided in the Contract Documents, unless otherwise modified by written instrument in accordance with other provisions of the Contract.

The Design Professional will visit the site at intervals defined in the Design Professional's Proposal to become familiar with the progress and quality of the completed Work and to determine if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. On the basis of on-site observations, the Design Professional will keep the University and Contractor informed of progress of the Work by written field reports, and will endeavor to guard the University against defects and deficiencies in the Work.

The Design Professional will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Design Professional will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents. The Design Professional 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 of any other persons performing portions of the Work.

4.03.2 Communications Facilitating Contract Administration

The Design Professional and Contractor shall communicate directly concerning the Project and shall keep the University advised of their communications. Communications by and with the Design Professional's consultants shall be through the Design Professional. Communications by and with subcontractors and material suppliers shall be through the Contractor. Communications by and with separate Contractors shall be through the University.

4.03.3 Evaluation of Applications for Payment

Based on the Design Professional's observations and evaluations of the Contractor's Applications for Payment, the Design Professional must approve and sign any Contractor Applications for Payment as an express condition precedent to release of any progress or final payment. In the absence of Design Professional, the University will review and authorize applications for payment.

The Design Professional will have authority to reject Work which does not conform to the Contract Documents. Whenever the Design Professional considers it necessary or advisable for implementation of the intent of the Contract Documents, the Design Professional will have authority to require additional observation or testing of the Work in accordance with section 5.06, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Design Professional 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 Design Professional to the Contractor, subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.

4.03.4 Review of Shop Drawings, Product Data and Samples

The Design Professional shall review and approve or take other appropriate action upon the Contractor's submittal of Shop Drawings, Product Data and Samples. The Design Professional's action will be taken within 10 days from receipt so as not to cause delay in the Work or in the activities of the University, Contractor or separate Contractors, while allowing sufficient time in the Design Professional's professional judgment to permit adequate review. Review of such submittal 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 Design Professional's review of the Contractor's submittal shall not relieve the Contractor of the obligations under Article 5.04. The Design Professional's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Design Professional, of any construction means, methods, techniques, sequences or procedures. The Design Professional's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

4.03.5 Site Observations to Determine Substantial and Final Completion

The Design Professional will conduct observations to determine the date or dates of Substantial Completion and the date of Final Completion, will receive and forward to the University for the University's review and retention all written warranties and related documents required by the Contract and assembled by the Contractor, and will issue an approval of final payment upon compliance with the requirements of the Contract Documents.

4.04 Delegation of Performance and Assignment of Money Earned

The performance of all or any part of this Contract may not be delegated by the Contractor or Design Professional without the written consent of the University. Consent will not be given to any proposed delegation which would relieve the Design Professional, the Contractor or its surety of their responsibilities under the Contract.

The Contractor may assign moneys due or to become due under the Contract, only upon written consent of the University. Assignments of moneys earned by the Contractor shall be subject to proper retention in favor of the University and to all deductions provided for in the Contract and such moneys shall be subject to being used by the University for the completion of the Work in the event the Contractor is in default. Any assignment attempted without the written consent of the University shall be void.

4.05 Contractor's Insurance

The Contractor shall not commence Work under this Contract until it has obtained all the insurance required by the Contract Documents and such insurance has been approved by the University; likewise, no subcontractor or subconsultant shall be allowed to commence Work until the insurance required has been obtained. The Contractor shall, at its expense, purchase and maintain in full force and effect such insurance as will protect itself and the University from claims, such as for bodily injury, death, and property damage, which may arise out of or result from the Work required by the Contract Documents, whether such Work is done by the Contractor, by any subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The types of such insurance and any additional insurance requirements are specified herein with the amounts and limits set forth in the Supplementary General Conditions.

4.05.1 Policies and Coverage

The following policies and coverages shall be furnished by the Contractor:

- (1) Comprehensive or Commercial Form General Liability Insurance on an "Occurrence" form covering all Work done by or on behalf of the Contractor and providing insurance for bodily injury, personal injury, property damage, and Contractual liability. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the aggregate limit shall apply separately to work required of the Contractor by these Contract Documents. This insurance shall include the contractual obligations assumed under the Contract Documents and specifically section 4.06.
- (2) Business Automobile Liability Insurance on an "Occurrence" form covering owned, hired, leased, and non-owned automobiles used by or on behalf of the Contractor and providing insurance for bodily injury, property damage, and Contractual liability.
- (3) Worker's Compensation and Employer's Liability Insurance as required by Federal and Michigan law. The Contractor shall also require all of its Subcontractors to maintain this insurance coverage. The Contractor acknowledges and shall abide by the University's prohibition on the use of 1099 independent contractors and owner/operator business entities wherein such individuals are not able

to secure and maintain such insurance. The Contractor shall ensure that all classifications of laborers and construction mechanics performing Work on the Project job site are traditional employees of the Contractor or any Trade Contractor for any tier thereof, and that each is covered by such insurance.

- (4) The Umbrella Excess Liability insurance must be consistent with and follow the form of the primary policies, except that Umbrella Excess Liability insurance shall not be required for the Medical Expense Limit.
- (5) Builder's Risk Insurance: The Contractor, at his sole expense, shall purchase and maintain property insurance upon the entire Project for the full replacement cost at the time of any loss. This insurance shall include "All Risk" coverage against physical loss or damage including the perils of Fire and Extended Coverage, Theft, Vandalism, and Malicious Mischief, Transit and Collapse. The Contractor will be responsible for any co-insurance penalties and/or deductibles.
- (6) Professional Liability (Errors and Omissions) including tail-coverage for claims made after final completion.

4.05.2 Proof of Coverage

Certificates of Insurance or Declarations pages as may be requested by the University, as evidence of the insurance required by these Contract Documents, shall be submitted by the Contractor to the University. The Certificates of Insurance and Declarations shall state the scope of coverage and deductible, and list the University as an additional insured as required by Section 4.05.04 below. Any deductible shall be the Contractor's liability. The Declarations shall provide for no cancellation or modification of coverage without thirty (30) days prior written notice to the University. Acceptance of Certificates of Insurance or Declarations pages by the University shall not in any way limit the Contractor's liabilities under the Contract Documents. The Contractor shall maintain required insurance for the entire duration of the Contract. In the event the Contractor does not comply with these insurance requirements, the University may, at its option, provide insurance coverage to protect the University; the cost of such insurance shall be deducted from the Contract Sum or otherwise paid by the Contractor. Renewal certifications shall be filed in a timely manner for all coverage until the Project is accepted as complete as requested by the University. Upon the University's request, the Contractor shall provide copies of the policies obtained from the insurers.

4.05.3 Subcontractor's Insurance

The Contractor shall either require Subcontractors to carry insurance as set forth in the CCIP Insurance Manual and the Subcontract, or the Contractor shall insure the activities of the Subcontractors in the amount, types and form of insurance required under by the Contract Documents. If the Contractor elects to have its Subcontractors purchase individual insurance policies, the Contractor shall cause its trade contracts and subcontracts to include a clause requiring that copies of any insurance policies which provide coverage to the Work shall be furnished to the University upon request. The Contractor shall supply the University with a list of all Subcontractors, including those enrolled in the CCIP coverage, and copies of the enrolled Subcontractors' certificates of insurance evidencing coverage, showing whether or not they have individual insurance policies and certifying that those subcontractors without individual insurance policies are insured by the Contractor.

4.05.4 Scope of Insurance Coverage

The Contractor's insurance as required by the Contract Documents (including subcontractors' insurance), by endorsement to the policies and the Certificates of Insurance, shall include the following and may be presented in the form of a rider attached to the Certificates of Insurance:

- (1) The Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents including the Design Professional, shall be included as additional insured under the general liability, builder's risk and automobile liability policies for and relating to the Work to be performed by the Contractor and subcontractors. This shall apply to all claims, costs, injuries, or damages.
- (2) A Severability of Interest Clause stating that, "The term 'insured' is hereby used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limits of the insurer's or insurers' liability."
- (3) A Cross Liability Clause stating that, "In the event of claims being made under any of the coverages of the policy or policies referred to herein by one or more insured hereunder for which another or other insured hereunder may be liable, then the policy or policies shall cover such insured or insured against whom a claim is made or may be made in the same manner as if separate policies had been issued to each insured hereunder. Nothing contained herein, however, shall operate to increase the insurer's limits of liability as set forth in the insuring agreements."
- (4) The Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents, shall not by reason of their inclusion as insured incur liability to the insurance carriers for payment of premiums for such insurance. However, the Board of Governors of Wayne State University may, in their sole discretion after receiving a notice of cancellation for nonpayment, elect to pay the premium due and deduct such payment from any sums due to the Contractor or recover the amount paid from the Contractor if the sums remaining are insufficient.
- (5) Coverage provided is primary and is not in excess of or contributing with any insurance or self-insurance maintained by the Board of Governors of Wayne State University, the University, their officers, employees, representatives and agents.

4.05.5 Miscellaneous Insurance Provisions

The form and substance of all insurance policies required to be obtained by the Contractor shall be subject to approval by the University. All such policies shall be issued by companies lawfully authorized to do business in Michigan and be acceptable to the University. All property insurance policies to be obtained by the Contractor shall name the University as loss payee as its interest, from time to time, may appear.

The Contractor shall, by mutual agreement with the University and at the University's cost, furnish any additional insurance as may be required by the University. The Contractor shall provide Certificates of Insurance evidencing such additional insurance.

Should the Project involve asbestos abatement, the Contractor or subcontractor, as appropriate, shall provide asbestos liability insurance.

The Contractor acknowledges that the University is self-insured and participates in the Michigan Universities Self-Insurance Corporation program and the Contractor agrees that the University is not required to provide or purchase any additional insurance with respect to this Project or the Work required by the Contractor for the Project.

4.05.6 Loss Adjustment

Any insured loss is to be adjusted with the Contractor and made payable jointly to the University and the Contractor. The Contractor shall cooperate with the University in a determination of the actual cash value or replacement value of any insured loss. Any deductible amount shall be the responsibility of the Contractor.

4.05.7 Compensation Distribution

The University upon the occurrence of an insured loss shall account for any money so received and shall distribute it in accordance with such agreement as the interested parties may reach. Claim payments received shall be distributed proportionately according to the actual percentages of losses to both. If after such loss no other special agreement is made, replacement of damaged work shall be covered by an appropriate contract change order. Any dispute shall be resolved by the University.

4.05.8 Waivers of Subrogation

The University and Contractor waive all rights against (1) each other and any of their subcontractors, subcontractors, agents and employees, each of the other, and (2) the Design Professional, Design Professional's consultants, separate Contractors if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this paragraph or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by the University as fiduciary. The University or Contractor, as appropriate, shall require of the Design Professional, Design Professional's consultants, separate Contractors, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

4.06 Indemnification

4.06.1

To the fullest extent permitted by law, the Contractor shall hold harmless, defend, and indemnify the Board of Governors of Wayne State University, the University, and officers, employees, representatives and agents of each of them, from and against any and all claims or losses arising out of or are alleged to be resulting from, or relating to (1) the failure of the Contractor to perform its obligations under the Contract or the performance of its obligation in a willful or negligent manner; (2) the inaccuracy of any representation or warranty by the Contractor given in accordance with or contained in the Contract Documents; and (3) any claim of damage or loss by any subcontractor, or supplier, or laborer against the University arising out of any alleged act or omission of the Contractor or any other subcontractor, or anyone directly or indirectly employed by the Contractor or any subcontractor.

4.06.2

To the fullest extent permitted by law, the Contractor shall be liable for and hereby agrees to defend, discharge, fully indemnify and hold the University harmless from and against any and all claims, demands, damages, liability, actions, causes of action, losses, judgments, costs and expenses of every nature (including investigation costs and/or expenses, settlement costs, and attorney fees and expenses incident thereto) sustained by or asserted against the University arising out of, resulting from, or attributable to the performance or nonperformance of any Work and/or obligation covered by the Contract or to be undertaken in connection with the construction of the Project contemplated by the Contract (collectively, "Claim"), including, but not limited to, any Claim for: (a) any personal or bodily injury, illness or disease, including death at any time resulting therefrom of any person, (including, but not limited to, employees of the University, the Contractor, any subcontractor, and any materialman and the general public); (b) any loss, damage or destruction of any property; (c) any loss or damage to the University's operations, arising out of, resulting from, or attributable in whole or in part to (i) any negligence or other act or omission of the Contractor, and any subcontractor, any materialman and/or any other person or any of the directors, officers, employees or agents of any of them or (ii) any defects in material or equipment furnished hereunder; (d) any payments

allegedly owed to subcontractors, sub-subcontractors or materialmen; (e) any acts or omissions relative to conditions of safety and protection of persons on the Project site; and/or (f) any act or omission relative to the Contractor's breach of obligations and regarding non-discrimination as set forth in these General Conditions. The Contractor shall not be liable hereunder to indemnify the University against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence or willful misconduct of the University, its agents or employees. The Contractor, at its own cost and expense, shall take out and maintain at all times during the effective period of the Contract, contractual liability insurance insuring the performance by the Contractor of its contractual duties and obligations under this Article, which insurance shall name the University as additional insured and shall be in form and amount and from an insurance company satisfactory to the University. The Contractor's duty to fully indemnify the University shall not be limited in any way by the existence of this insurance coverage.

4.06.3

The Contractor shall also be liable for and hereby agrees to pay, reimburse, fully indemnify and hold the University harmless from and against all costs and expenses of every nature (including attorney fees and expenses incident thereto) incurred by the University in collecting the amounts due from the Contractor, or otherwise enforcing its rights, under the indemnifications described in this Article.

4.06.4

In claims against any person or entity indemnified under this Article made by an employee of the Contractor or a subcontractor, or indirectly employed by either of them, or anyone for whose acts either made by liable, the indemnification obligation under this Article shall not be limited by any limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a subcontractor under workers compensation laws, disability benefit laws, or other laws providing employee benefits.

4.06.5

The indemnification obligations under this Article shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

4.06.6

The Contractor shall hold harmless, defend, and indemnify the University from and against losses resulting from any claim of damage made by any separate Contractor of the University against the University arising out of any alleged acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by either the Contractor or subcontractor, or anyone for whose acts either the Contractor or subcontractor may be liable.

4.06.7

The Contractor shall hold harmless, defend and indemnify the Design Professional and the separate Contractors of the University from and against losses to the extent they arise from the negligent acts or omissions or willful misconduct of the Contractor, a subcontractor, anyone directly or indirectly employed by the Contractor or subcontractor, or anyone for whose acts the Contractor or subcontractor may be liable.

4.07 Occupancy by University Prior to Acceptance

The University 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 public authorities having jurisdiction over the Work. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the University 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 description of the area substantially complete to the Design Professional. 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 University and Contractor or, if no agreement is reached, by decision of the Design Professional.

Immediately prior to such partial occupancy or use, the University together with the Contractor and Design Professional shall jointly observe and/or 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.

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. Likewise, partial occupancy or use of a portion or portions of the Work shall not alter, change or modify the requirements for Substantial or Final Completion within Contract Time.

4.08 Contract Time

4.08.1 Time of the Essence

All time limits specified in this Contract are of the essence of the Contract.

4.08.2 Starting and Completion Date

The University shall designate in the Notice to Proceed the starting date of the Contract on which the Contractor shall immediately begin and thereafter diligently prosecute the Work to completion. The Contractor agrees to complete the Work on the date specified for completion of the Contractor's performance in the Contract unless such time is adjusted, in writing, by change order issued by the University. The Contractor may complete the Work before the completion date if it will not interfere with the University or their other Contractors engaged in related or adjacent Work. The date of Substantial Completion shall be used as the commencement date of the guarantee.

4.08.3 Delay

Within ten (10) days from the commencement of a delay, Contractor shall submit to the University's Representative a written notice of the delay. Such notice of delay shall describe the nature and cause of the delay, provide a preliminary estimate of the impact of said delay on the construction schedule and provide a recovery plan to mitigate the delay. The Contractor's failure to give such notice to the University shall constitute a waiver by the Contractor of its ability to request an extension of time. In the case of a continuing cause of delay, only one claim shall be necessary. The giving of such notice shall not of itself establish the validity of the cause of delay or of the extension of the time for completion. Submission of reports and/or updates required at regularly scheduled meetings or as a part of a regularly submitted report shall not constitute such required notice.

The Contractor expressly agrees that delays to construction activities which do not affect the overall time of completion of the Work shall not entitle the Contractor to an extension of the Contract Time or provide a basis for additional cost or damages. No delay, obstruction, interference, hindrance, or disruption, from whatever source or cause in the progress of the Contractor's Work shall be a basis for an extension of time unless the delay, obstruction, interference, hindrance, or disruption is without the fault and not the responsibility of the Contractor and directly affects the overall completion of the Work as reflected in the Contractor's updated and accepted Project schedule.

Within fifteen (15) days from the submittal to the University of the notice of delay detailed in the previous paragraphs, Contractor shall submit to the University's Representative a request for an extension of time which shall include all documentation supporting the request. Such submittal shall include a detailed description of all changes in activity duration, logic, sequence, or otherwise in the Project schedule. The filing of such a request for an extension of time shall not of itself establish the validity of the cause of delay or of the extension of time for completion. Submission of construction reports and/or updates required by these General and Supplementary Conditions shall not constitute such a request.

4.08.4 Adjustment of Contract Time and Cost

If the Contractor is delayed, obstructed or hindered at any time in the progress of the Work by any act or neglect of the University or by any contractor employed by the University, or by changes ordered in the scope of the Work, or by fire, adverse weather conditions not reasonably anticipated, or any other causes beyond the control of the Contractor with the exception of labor disputes or strikes of the Contractor's or a Subcontractor's own personnel, then the duration set forth in the Master Project Schedule, and established for Substantial and Final Completion may be extended as agreed to by the University, Contractor and Design Professional. When such delays result in an agreement to adjust the Time of Completion, then the Contractor may also request, and the University may make a reasonable adjustment to the Contract Sum for Project costs directly attributable to the delay pursuant to Article 6.00, CHANGES IN THE WORK. It will be the Contractor's obligation to demonstrate to the complete satisfaction of the University, that the direct Project costs associated with such delays are justified, fair, and reasonable.

The University will not recognize labor disputes, strikes, work stoppages, picketing or boycotting by employees of or under the control or direction of the Contractor or its subcontractors, to be cause for extending the Construction Project Schedule or the Contract Time or adjusting the Contract Sum. The University may recognize labor disputes, strikes, work stoppages, picketing or boycotting that are not within the Contractor's or its subcontractors' control as cause for extending the Construction Project Schedule or Contract Time. Pursuant to section 9.01.1 such labor disputes, strikes, work stoppages, picketing or boycotts may constitute grounds for termination of the Contractor.

4.08.5 Contractor to Fully Prosecute Work

No extension of time will be granted unless the Contractor demonstrates to the satisfaction of the University that the Contractor has made every reasonable effort to complete all Work under the Contract not later than the date prescribed.

4.08.6 University's Adjustment of Contract Time

Even though the Contractor has no right to an extension of time for completion, the University may in the exercise of its sole discretion extend the time at the request of the Contractor if it determines it to be in the best interest of the University. .

4.08.7 Adjustment of Contract Time and Cost Due to Reasons Beyond University Control

Should the University be prevented or enjoined from proceeding with Work either before or after the start of construction by reason of any litigation or other reason beyond its control, the Contractor may request an adjustment in the Time of Completion and/or Contract Sum by reason of said delay. The University may make a reasonable adjustment in the Time of Completion and/or Contract Sum for time and costs directly attributable to the delay. It will be the Contractors obligation to demonstrate to the complete satisfaction of the University, that all Time of Completion and Contract Sum adjustments associated with such delays are justified, fair, and reasonable.

4.09 Progress Schedule

4.09.1

The Contractor shall prepare and submit to the University the Contractor's Construction Schedule utilizing the Critical Path Method within ten (10) days after starting date on the Notice to Proceed. It shall be the Contractor's responsibility to use its best efforts and to act with due diligence to maintain the progress of the Work in accordance with the schedule. The time for completion may be extended only by a written Change Order executed by the University and the Contractor. The work activities making up the schedule shall be of sufficient detail to assure that adequate planning has been done for proper execution of the Work and such that, in the sole judgment of the University, it provides an appropriate basis for monitoring and evaluating the progress of the Work. The Construction Schedule shall include the time periods required for utility and service interruptions, including compliance with the notice periods stated in the Utility Disturbance and Disruption Request. The Contractor shall also submit a separate progress schedule listing all submittals required under the Contract and the date by which each submittal will be submitted allowing 10 days for the Design Professional's review ("submittal schedule").

4.09.4

Float, slack time, or contingency within the schedule at the activity level and total float within the overall schedule, is not for the exclusive use of either the University or the Contractor, but is jointly owned by both and is a resource available to and shared by both parties as needed to meet Contract milestones and the Contract completion date.

4.09.5

The Contractor shall not sequester shared float through such strategies as extending activity duration estimates to consume available float, using preferential logic, or using extensive crew/resource sequencing, etc. Since float time within the construction schedule is jointly owned, it is acknowledged that University caused delays on the Project may be offset by University caused time savings (i.e., critical path submittals returned in less time than allowed by the Contract, approval of substitution requests which result in a savings of time to the Contractor, etc.). In such an event, the Contractor shall not be entitled to receive a time extension until all University caused time savings are exceeded and the Contract completion date is also exceeded.

4.09.6

Regardless of which schedule method the Contractor elects to use in formulating the Contractor's Construction Schedule, an updated construction schedule shall be submitted to the University five (5) days prior to the submittal of the Contractor's monthly payment request. The submission of the updated construction schedule satisfying the requirements of this Article, accurately reflects the status of the Work, and incorporates all changes into the schedule, including actual dates, shall be a condition precedent to the processing of monthly payment applications. Updated schedules shall also be submitted at such other times as the University may direct. Upon approval of a change order or issuance of a direction to proceed with a change, the approved change shall be reflected in the next schedule update submitted by the Contractor.

4.09.7

If completion of any part of the Work, the delivery of equipment or materials, or issuance of the Contractor submittals is behind the updated Construction Schedule and will cause the end date of the Work to be later than the Contract completion date, the Contractor shall submit in writing a plan acceptable to the University for completing the Work on or before the current Contract completion date.

4.09.8

No time extensions shall be granted unless the delay can be clearly demonstrated by the Contractor on the basis of the updated Construction Schedule current as of the month the change is issued or the delay occurred, and the delay cannot be mitigated, offset, or eliminated through such actions as revising the intended sequence of Work or other means.

4.09.9

As a condition precedent to the release of retained funds, the Contractor shall, after completion of the Work has been achieved, submit a final Construction Schedule which accurately reflects the manner in which the Project was constructed and includes actual start and completion dates for all Work activities on the Project schedule together with a full and unconditional waiver and release of claims for payment in a form acceptable to the University.

4.10 Coordination With Other Work

The University reserves the right to do other Work in connection with the Project or adjacent thereto and the Contractor shall at all times conduct the Work so as to impose no hardship on the University or others engaged in the University's Work nor to cause any unreasonable delay or hindrance thereto.

Where two or more Contractors are employed on related or adjacent work, each shall conduct their operation in such a manner as not to cause delay or additional expense to the other.

The Contractor shall be responsible to others engaged in the related or adjacent work for all damage to Work, to persons and to property, and for loss caused by failure to complete the Work within the specified time for completion. The Contractor shall coordinate its Work with the Work of others so that no discrepancies shall result in the Project.

4.11 As-built Drawings Reflecting Actual Construction

During the course of construction, the Contractor shall maintain drawings kept up each day to show the Project as it is actually constructed. Every sheet of the plans and specifications which differs from the actual construction shall be marked and sheets so changed shall be noted on the title sheets of the plans and specifications. All change orders shall be shown by reference to sketch drawings, and any supplementary drawings or change order drawings shall be included. The Contractor shall review the "As-built" drawings with the University at least once a month to demonstrate that all changes that have occurred are being fully and accurately recorded. The altered Contract drawings shall be sufficiently detailed so that future Work on the Project or in adjacent areas may be conducted with a minimum of difficulty. Prior to the completion of the Project, and prior to release of the final retention payments, the "As-built" drawings and specifications shall be transmitted in hard copy and electronic format as directed by the University to the University or the Design Professional for further review. A copy of the transmittal shall be sent to the University and included in the formal Close-out documents.

4.12 Cleanup of Project and Site

The Contractor shall, on a daily basis, keep the premises and surrounding area free from accumulation of waste materials, combustibles, or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove from and about the Project waste materials, combustibles, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials.

If the Contractor fails to clean up as provided in the Contract Documents, the University may do so and the cost thereof shall be charged to the Contractor. Any additional cleaning requirements are as stated in the Supplementary General Conditions.

Upon completion of the Work, the Contractor shall promptly remove from the premises construction equipment and any waste materials not previously disposed of, leaving the premises thoroughly clean and ready for occupancy.

When two or more Contractors are engaged in work at or near the site, each shall be responsible for cleanup and removal of its own rubbish, equipment, and any waste materials not previously disposed.

In the event the Contractor does not maintain the Project or the site clear of debris and rubbish in a manner acceptable to the Design Professional or University, the University may, at its option, cause the Project or site to be properly cleaned and may withhold the incurred expense from payments due the Contractor or otherwise receive reimbursement from the Contractor.

4.13 [Not used]

4.14 Project Sign, Advertising

If included as a requirement in the project documents, Contractor shall furnish and install a project sign as designed by the Design Professional and accepted by the University as part of the Work under the Contract. As a minimum, the sign shall be four feet by eight feet, made from three-quarter inch plywood. The sign shall identify the Project name, the University including the individual members of the Board of Governors, the Design Professional, and the Contractor. No advertising is permitted on the Project or site without written permission from the University. If the Project is funded by a State of Michigan capital appropriation, the Contractor shall also provide a project sign which satisfies the requirements of the State of Michigan as stipulated in the Department of Technology Management and Budget's Major Project Design Manual, current edition.

5.00 INTERPRETATION OF AND ADHERENCE TO CONTRACT REQUIREMENTS

5.01 Interpretation of Contract Requirements

5.01.1 Conflicts

In the event of conflict in the Contract Documents, the priorities stated below shall govern:

- (1) Addenda shall govern over all other Contract Documents and subsequent addenda shall govern over prior addenda only to the extent that they modify prior addenda. Such addenda shall only govern the scope of Work, Contract Sum, and Time of Completion, and shall not be deemed to amend the Contract, General Conditions of Construction, or Supplementary General Conditions of Construction.
- (2) In case of conflict between plans and specifications, the specifications take precedence over drawings for the specific type or quality of materials or the quality of installation; the drawings take precedence over the specifications with regard to quantities, locations or detail of installation.
- (3) Conflicts within the plans:
 - (a) Schedules, when identified as such, shall govern over all other portions of the plans.
 - (b) Specific notes shall govern over all other notes and all other portions of the plans except the schedules described in Article 5.01.1, above.
 - (c) Larger scale drawings shall govern over smaller scale drawings.
 - (d) Figured or numerical dimensions shall govern over dimensions obtained by scaling. Scaling the drawings is prohibited.
- (4) Conflicts within the specifications:

"General Conditions for Construction" shall govern over all sections of the specifications except for specific modifications thereto that may be stated in Supplementary General Conditions or addenda. No other section of the specifications shall modify the General Conditions for Construction.
- (5) In the event provisions of codes, safety orders, Contract Documents, referenced manufacturer's specifications or industry standards are in conflict, the more restrictive or higher quality shall govern.

5.01.2 Omissions

If the Contract Documents are not complete as to any minor detail of a required construction system or with regard to the manner of combining or installing of parts, materials, or equipment, but there exists an accepted trade standard for good and skillful construction, such detail shall be deemed to be an implied requirement of the Contract Documents in accordance with such standard. "Minor Detail" shall include the concept of substantially identical components, where the price of each such component is small even though the aggregate cost or importance is substantial, and shall include a single component which is incidental, even though its cost or importance may be substantial.

The quality and quantity of the parts or material so supplied shall conform to trade standards and be compatible with the type, composition, strength, size, and profile of the parts of materials otherwise set forth in the Contract Documents.

5.01.3 Miscellaneous

Portions of the Work which can be best illustrated by the Drawings may not be included in the Specifications and portions best described by the Specifications may not be depicted on the Drawings.

If an item or system is either shown or specified, all material and equipment normally furnished with such items and needed to make a complete operating installation shall be provided whether mentioned or not, even though such materials and equipment are not shown on the drawings or described in the specifications, omitting only such parts as are specifically excepted. Words and abbreviations which have well-known technical or trade meanings are used in the Contract Documents in accordance with such recognized meanings.

The General Conditions and Supplementary General Conditions are a part of each and every section of the Specifications.

All drawings, Project Plans and Specifications, renderings and models or other documentation, and copies thereof, furnished by the University or any agent, employee or consultant of the University, or Design Professional, are and shall remain the property of the University. They are to be used only with respect to this Project and are not to be used on any other project.

5.01.4 Interpreter of Documents

The University's Representative shall be the Interpreter, with the advice of the Design Professional, of the Contract Documents and shall be the judge of the performance of the Contractor and subcontractors. Subject to the provisions Article 7, claims, disputes and other matters of controversy relating to the Contract Documents or the Work shall be decided by the University's Representative. The decision of the University's Representative shall be final.

5.02 Issuance of Interpretations, Clarifications, Additional Instructions (Requests for Information)

Should the Contractor discover any conflicts, omissions, or errors in the Contract or have any question concerning interpretation or clarification of the Contract Documents, the Contractor shall request in writing an interpretation, clarification, or additional detailed instructions before proceeding with the Work affected. The written request shall be given to the Design Professional and University within 5 days of discovery.

The Design Professional, with review as required by the University, shall, within 10 days or other reasonable time, issue in writing the interpretation, clarification, or additional detailed instructions requested. In the event that the Contractor believes that the progress of the Work is being delayed by a Request for Information or a response to a Request for Information, Contractor shall comply with the procedures stated in section 4.08 of these General Conditions for an extension of time.

Should the Contractor proceed with the Work affected before receipt of the interpretation, clarification, or instructions from the Design Professional, the Contractor shall replace or adjust any Work not in conformance therewith and shall be responsible for any resultant damage or added cost.

Should any interpretation, clarification, or additional detailed instructions, in the opinion of the Contractor, constitute Work beyond the scope of the Contract, the Contractor must submit written notice thereof to the Design Professional and University within five (5) calendar days following receipt of such interpretation, clarification, or additional detailed instructions and in any event prior to commencement of Work thereon. The Contractor shall submit an explanation of how the interpretation, clarification, or additional detailed instruction constitutes work beyond the scope of the Contract, along with a detailed cost breakdown and an explanation of any delay impacts. The Design Professional shall consider such notice and make a recommendation to the University. If, in the judgment of the University, the notice is justified, the interpretation, clarification or additional detailed instructions shall either be revised or the extra work authorized by Contract change order or by field instruction with a change order to follow. If the University

decides that the request is not justified and the Contractor does not agree, the Contractor shall nevertheless perform such Work upon receipt from the University of written authorization to do so. In such case, the Contractor shall have the right to have the Claim later determined only pursuant to the requirements of this Contract. However, any such Claim for additional compensation because of such interpretation, clarification, or additional detailed instruction is waived, unless the Contractor gives written notice to the Design Professional and University within five (5) calendar days as specified above.

5.03 Product and Reference Standards

5.03.1 Product Designation

When descriptive catalog designations, including the manufacturer's name, product brand name, or model number are referred to in the Contract Documents, such designations shall be considered as being those found in industry publications of current issue at the date of Contract execution.

5.03.2 Reference Standards

When standards of the federal government, trade societies, or trade associations are referred to in the Contract Documents by specific date of issue, these shall be considered a part of this Contract. When such references do not bear a date of issue, the current and most recently published edition at the date of Contract execution shall be considered a part of this Contract.

5.04 Shop Drawings, Samples, Alternatives or Equals, Substitutions

5.04.1 Submittal Procedure

Shop drawings include drawings, diagrams, illustrations, schedules, performance charts, brochures and catalogs and other data prepared by the Contractor or any subcontractor, manufacturer, supplier or distributor, and which illustrate some portion of the Work. In accordance with the submittal schedule, the Contractor shall promptly review and approve all shop drawings and then submit the shop drawings to the Design Professional together with samples as required by the Contract Documents and shall also submit any offers of alternatives or substitutions. The Design Professional shall have 10 days to respond with an acknowledgement of approval, clearly defined exceptions, or rejections. Rejections shall be cause for re-submission and no contract time adjustments will be granted for such requirements. At least six copies of brochures, one copy of shop drawings and one PDF digital file of shop drawings shall be submitted as well as additional copies as required by Design Professional. All such submittals shall be sent to Design Professional at the address given in the instructions to the Contractor at the job start meeting. A letter shall accompany the submitted items which shall contain a list of all matters submitted and shall identify all deviations shown in the shop drawings and samples from the requirements of the Contract Documents. Failure by the Contractor to identify all deviations may render void any action taken by the Design Professional on the materials submitted. Whether to void such action shall be in the discretion of the Design Professional. The letter and all items accompanying it shall be fully identified as to project name and location, the Contractor's name, and the University's Project number. By submitting the approved shop drawings and samples, the Contractor warrants and represents that the data contained therein have been verified with conditions as they actually exist and that the shop drawings and samples have been checked and coordinated with the Contract Documents.

5.04.2 Samples

Samples are physical examples furnished by the Contractor to illustrate materials, equipment, color, texture, or worker ship, and to establish standards by which the Work will be judged. Unless otherwise approved, at least two samples will be submitted for each item requiring samples to be submitted.

The Work shall be in accordance with the samples and reviewed by Design Professional. Samples shall be removed by the Contractor from the site when directed. Samples not removed by the Contractor, will become the property of the University and will be removed or disposed of by the University at the Contractor's expense.

5.04.2.1 Mock-ups as may be required by the Contract Documents

Mock-ups, models or temporary construction as may be required by the University shall be removed and disposed of by the Contractor at Contractor's sole cost and expense from the site when directed.

5.04.3

5.04.3 Substitutions

For convenience in designation on the plans or in the specifications, certain materials or equipment may be designated by a brand or trade name or the name of the manufacturer together with catalog designation or other identifying information, hereinafter referred to generically as "designated by brand name." Alternative material or equipment which is of equal quality and of the required characteristics for the purpose intended may be proposed for use provided the Contractor complies with the requirements stated in this section. If the Contractor proposes a product that is of lesser or greater quality or performance than the specified material or equipment, Contractor must both comply with the provisions of section 5.04 and submit any cost impact. The Contractor shall submit its proposal to University and the Design Professional for an alternative in writing within the time limit designated in the Contract, or if not so designated, then within a period which will cause no delay in the Work. By submitting a substitute, the Contractor waives any rights to claim a delay due to the processing of this substitution.

The Contractor may offer a substitution of a specified or indicated item if it presents complete information concerning the substitution and the benefits thereof to the University by reason of lower cost or improved performance, or both, over the specified or indicated item. However, such submission of a proposed substitution does not relieve the Contractor from its obligations under the Contract. In proposing a substitution, the Contractor warrants that the substitution is, at a minimum, equivalent in performance to the specified or indicated item. A substitution shall not be effective unless accepted in writing by the University.

Any additional costs and changes to the Work (including, but not limited to the Work of other Contractors and additional design costs which may be affected thereby) which may result from the proposed substitution shall be disclosed at the time the substitution is proposed to the University. Changes to the Work and any additional costs therefrom shall be the sole responsibility of the Contractor and shall not increase the Contract Sum.

The Contractor's substitution proposals shall include written descriptions of the items to be substituted (including drawings and/or specifications) and referenced information of the proposed substitution. The Design Professional and University's Representative's signature on this proposal is required for acceptance. Shop Drawings will not be considered a substitution proposal pursuant to this section. Verbal approvals or approved Shop Drawings will not be considered as acceptance of proposed substitutions.

5.05 Quality of Materials, Articles and Equipment

Materials, articles and equipment furnished by the Contractor for incorporation into the Work shall be new unless otherwise specified in the Contract Documents. When the Contract requires that materials, articles or equipment be furnished, but the quality or kind thereof is not specified, the Contractor shall furnish materials, articles or equipment at least equal to the kind or quality or both of materials, articles or equipment which are specified.

5.06 Testing Materials, Articles, Equipment and Work

Materials, articles, equipment or other Work requiring tests are specified in the Contract Documents. Materials, articles and equipment requiring tests shall be delivered to the site in ample time before intended use to allow for testing and shall not be used prior to testing and receipt of written approval. The Contractor shall be solely responsible for notifying the University where and when materials, articles, equipment and Work are ready for testing. Should any such materials, articles, equipment or Work be covered without testing and approval, if required, they shall be uncovered at the Contractor's expense. The University has the right to order the testing of any other materials, articles, equipment or Work at any time during the progress of the Work. Unless otherwise directed, all samples for testing shall be taken by the University from materials, articles or equipment to be used on the project or from Work performed. All tests will be under the supervision of, and at locations convenient to, the University. The University shall select the laboratories for all tests. Decisions regarding the adequacy of materials, articles, equipment or Work shall be issued to the University in writing. The University may decide to take further samples and tests, and if the results show that the Work was not defective, the University shall bear the costs of such samples and tests. In the event the results of such additional samples and tests show that the Work was defective, the Contractor shall bear the cost of such samples and tests. Samples that are of value after testing shall remain the property of the Contractor. All retesting and reinspection costs may be back charged to the Contractor by the University.

5.07 Rejection

Should any portion of the Work or any materials, articles or equipment delivered to the Project fail to comply with the requirements of the Contract Documents, such Work, materials, articles or equipment shall be rejected in writing and the Contractor shall immediately correct the deficiency to the satisfaction of the Design Professional and the University at no additional expense to the University. Any Work, materials, articles or equipment which is rejected shall immediately be removed from the premises at the expense of the Contractor. The University may retain one and one-fourth times the cost of the rejected materials, articles, equipment, and Work from any payments due the Contractor until such time as the deficiency is made acceptable to the Design Professional and University.

5.08 Responsibility for Quality

The testing and inspection provided by the University shall not relieve the Contractor of its responsibility for the quality of materials and workmanship provided by the Contractor, and the Contractor shall make good all defective Work discovered during or after completion of the Project.

6.00 CHANGES IN THE WORK

6.01 Change Orders

6.01.1 Generally

The University reserves the right to issue written orders whether through a formal Change Order or Preliminary Project Cost and Schedule Impact Report, directing changes in the Contract at any time prior to the acceptance of the Project without voiding the Contract, and Contractor shall promptly comply with such order or direction. The Contractor may request changes in the Work, but shall not act on the changes until approved in writing by the University. Any change made without authority in writing from the University shall be the responsibility of the Contractor.

Any such changes in the Work that have a cost impact shall only be authorized by Change Orders approved by the University. No action, conduct, omission, prior failure or course of dealing by the University shall act to waive, modify, change or alter the requirement that Change Orders must be in writing and signed by the University and Contractor and that such written Change Orders are the exclusive method for changing or altering the Contract Sum or Contract Time. The University and Contractor understand and agree that the Contract Sum and Contract Time cannot be changed by implication, oral agreements, actions, inactions, course of conduct or Preliminary Project Cost and Schedule Impact Report.

On the basis set forth herein, the Contract Sum may be adjusted for any Change Order requiring a different quantity or quality of labor, materials or equipment from that originally required, and the partial payments to the Contractor, set forth in section 8.01, may be adjusted to reflect the change. Whenever the necessity for a change arises, and when so ordered by the University in writing, the Contractor shall take all necessary steps to mitigate the effect of the ultimate change on the other Work in the area of the change. Changed Work shall be performed in accordance with the original Contract requirements except as modified by the Change Order. Except as herein provided, the Contractor shall have no claim for any other compensation including lost productivity or increased overhead expenses due to changes in the Work.

6.01.2 Proposed Change Orders

The Design Professional, with approval of the University, shall issue to the Contractor a cost request Bulletin for a proposed change order describing the intended change and shall require the Contractor to indicate thereon a proposed amount to be added to or subtracted from the Contract Sum due to the change supported by a detailed estimate of cost. Upon request by the University, the Contractor shall permit inspection of the original Contract estimate, Trade Contract agreements, or purchase orders relating to the change. Any request for adjustment in Contract Time which is directly attributable to the changed Work shall be included with substantiating detailed explanation by the Contractor in its response to the cost request bulletin. Failure by Contractor to request adjustment of Contract Time on the response to the cost request Bulletin shall waive any right to subsequently claim an adjustment of the Contract Time based on the changed Work. The Contractor shall submit the response to the cost request Bulletin with detailed estimates and any time extension request thereon to the Design Professional within ten (10) days after issuance of the cost request Bulletin. Upon its submission, the Design Professional will review it and advise the University who will make the decision regarding the request. The University retains sole discretion to accept, reject, or modify the proposed change. If the Contractor fails to submit the response within the required ten (10) days, and the Contractor has not obtained the Design Professional's and the University's permission for a delay in submission, the University may order the Contractor in writing to begin the Work immediately, and the Contract Sum shall be adjusted in accordance with the University's estimate of cost. In that event, the Contractor, within fifteen days following completion of the changed Work, may present information to the University that the University's estimate was in error; the University, in its sole discretion, may adjust the Contract Sum. The Contractor must keep and submit to the University time and materials records verified by the University to substantiate its costs. The University may require the Contractor to proceed immediately

with the changed Work in accordance with section 6.01.4, "Failure to Agree as to Cost" or section 6.02 "Emergency Changes."

When the University and the Contractor agree on the amount to be added to or deducted from the Contract Sum and the time to be added to or deducted from the Contract Time and a Contract Change Order is signed by the University and the Contractor, the Contractor shall proceed with the changed Work. If agreement is reached as to the adjustment in compensation for the performance of changed Work but agreement is not reached as to the time adjustment for such Work, the Contractor shall proceed with the Work at the agreed price, reserving the right to further pursue its Claim for a time adjustment. Any costs incurred to acquire information relative to a proposed Change Order shall not be borne by the University.

6.01.3 Allowable Costs Upon Change Orders

The identification of and manner in which costs will be allowed because of changed Work shall be computed as described by this section.

6.01.3.1 Labor

Costs are allowed for the actual payroll cost to the Contractor for direct labor, engineering or technical services directly required for the performance of the changed Work, (but not site management such as field office estimating, clerical, project engineering, management or supervision) including payments, assessments, or benefits required by lawful labor union collective bargaining agreements, compensation insurance payments, contributions made to the State pursuant to the Unemployment Insurance Code, and for taxes paid to the federal government required by the Social Security Act of 1935, as amended, unless the time of completion adjustments affect the general condition inclusion of the Contract Sum.

No labor cost will be recognized at a rate that deviates from the WSU Wages in the locality of Wayne County, Michigan as provided by the University at the time the Work is performed, or of wage and benefit rates associated with trade union collective bargaining agreements prevailing at the time of the change, and the use of a classification which would increase the labor cost may not be permitted unless the Contractor established to the satisfaction of the University the necessity for payment at a higher rate.

6.01.3.2 Materials

Costs are allowed for the actual cost to the Contractor for the materials directly required for the performance of the changed Work. Such cost of materials may include the costs of transportation, sales tax, and delivery if necessarily incurred. However, overhead costs shall not be included. If a trade discount by the actual supplier is available to the Contractor, it shall be credited to the University. If the materials are obtained from a supply or source owned wholly or in part by the Contractor, payment therefor will not exceed the current wholesale price for such materials.

If, in the opinion of the University, the cost of materials is excessive, or if the Contractor fails to furnish satisfactory evidence of the cost from the actual suppliers thereof, then in either case the cost of the materials shall be deemed to be the lowest wholesale price at which similar materials are available in the quantities required at the time they were needed.

6.01.3.3 Equipment

Costs are allowed for the actual cost to the Contractor for the use of equipment directly required in the performance of the changed Work except that no payment will be made for time while equipment is inoperative due to breakdowns or for non-working days. The total rental cost shall not exceed seventy-five percent (75%) of the market value of the rented equipment. The rental time shall include the time required to move the equipment to the Project site from the nearest available source for rental of such equipment, and to return it to the source. If such equipment is not moved by its own power, then loading and transportation

costs will be paid. However, neither moving time nor loading and transportation costs will be paid if the equipment is used on the Project in any other way than upon the changed Work. Individual pieces of equipment having a replacement value of \$500.00 or less shall be considered to be tools or small equipment, and no payment therefor will be made.

For equipment owned or furnished by the Contractor, no cost therefor shall be recognized in excess of the rental rates established by distributors or equipment rental agencies in the locality where the Work is performed. Blue Book rates shall not be used for any purpose.

The amount to be paid to the Contractor for the use of equipment as set forth above shall constitute full compensation to the Contractor for the cost of fuel, power, oil, lubrication, supplies, small tools, small equipment, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, labor (except for equipment operators who shall be paid for as provided in Article 6.01.3.1) and any and all costs to the Contractor incidental to the use of such equipment.

6.01.3.4 Change Order Mark-up Allowance

For Change Order scope whose cost is derived according to the Cost of Work plus a Fee as defined in 6.01.3.1 through 6.01.3.3, the mark-up allowance shall be as defined in the Contract. Lump-sum conditions shall include the mark-up allowance. When agreement as to cost cannot be reached, the Contractor shall execute the Work according to time and materials with the Contractor and University acknowledging such costs by signature on a daily basis, and as set forth below.

6.01.3.5 Credit for Deleted Work

For proposed change orders which involve both added and deleted Work, the Contractor shall separately estimate the cost of the added Work before mark-ups, and separately estimate the cost of the deleted Work before allowance of a credit. If the difference between the costs results in an increase to the Contract Sum, the mark-up for added Work shall be applied to the difference, and if the difference in the costs results in a decrease, then the mark-up for deleted Work shall be applied to the difference.

6.01.3.6 Market Values

Cost for added Work shall be no more than market values prevailing at the time of the change, unless the Contractor can establish to the satisfaction of the University that it investigated all possible means of obtaining Work at prevailing market values and that the excess cost could not be avoided.

When a change order deletes Work from the Contract, the computation of the cost thereof shall be the values which prevailed at the time bids for the Work were opened or the Contract Sum established.

6.01.4 Failure to Agree as to Cost

6.01.4.1 For Added Work

Notwithstanding the failure of the University and the Contractor to agree as to the cost of the proposed Change Order, the Contractor, upon written order from the University, shall proceed immediately with the changed Work. A Preliminary Project Cost and Schedule Impact Report or letter signed by the University shall be used for this written order. At the start of each day's Work on the change, the Contractor shall notify the University in writing as to the size of the labor force to be used for the changed Work and its location. Failure to so notify may result in the non-acceptance of the costs for that day. At the completion of each day's Work, the Contractor shall furnish to the University a detailed summary of all labor, materials, and equipment employed in the changed Work. The University will compare his/her records with Contractor's daily summary and may make any necessary adjustments to the summary. After the University and the Contractor agree upon and sign the daily summary, the summary shall become the basis for determining

costs for the additional Work. The sum of these costs when added to an appropriate mark-up will constitute the payment for the changed Work. Subsequent adjustments, however, may be made based on later audits by the University. When changed Work is performed at locations away from the job site, the Contractor shall furnish in lieu of the daily summary, a summary submitted at the completion of the Work containing a detailed statement of labor, material, and equipment used in the Work. This latter summary shall be signed by the Contractor who shall certify thereon that the information is true.

The Contractor shall maintain and furnish on demand of the University itemized statements of cost from all vendors and subcontractors who perform changed Work or furnish materials and equipment for such Work. All statements must be signed by the vendors and the subcontractors.

6.01.4.2 For Deleted Work

When a proposed Change Order contains a deletion of any Work, and the University and the Contractor are unable to agree upon the cost thereof, the University's estimate shall be deducted from the Contract Sum and may be withheld from any payment due the Contractor until the Contractor presents adequate substantial information to the University that the University's estimate was in error. The amount to be deducted shall be the actual costs to the Contractor for labor, materials, and equipment which would have been used on the deleted Work together with an amount for mark-up as defined in the Contract Documents.

6.01.5 Allowable Time Extensions

For any change in the Work, the Contractor shall only be entitled to such adjustments in Contract Time due solely to performance of the changed Work. The procedure for obtaining an extension of time is set forth in Section 4.08 of these General Conditions. No extension of time shall be granted for a change in the Work unless the Contractor demonstrates to the satisfaction of the University that the Work is on the critical path and submits an updated Critical Path Method schedule showing that an extension of time is required and that the Contractor is making, or has made, every reasonable effort to guarantee completion of the additional Work called for by the change within the time originally allotted for the Contract. Failure by the Contractor to make the required submission or showing constitutes a waiver of any possible adjustment in Contract Time.

Any adjustment in Contract time shall specify the exact impact on the date of Substantial Completion and Final Completion.

6.02 Emergency Changes

Changes in the Work made necessary due to unforeseen site conditions, discovery of errors in plans or specifications requiring immediate clarification in order to avoid a serious Work stoppage, changes of a kind where the extent cannot be determined until completed, or under any circumstances whatsoever when deemed necessary by the University are kinds of emergency changes which may be authorized by the University in writing to the Contractor. The Contractor shall commence performance of the emergency change immediately upon receipt of Preliminary Project Cost and Schedule Impact Report issued by the University.

If agreement is reached as to compensation adjustment for the purpose of any emergency change, then compensation will be as provided in this section relating to ordinary changes. If agreement is not reached as to compensation at the time of commencing the emergency change, then compensation will be as provided in section 6.01.4, that is, time and materials records and summaries shall be witnessed and maintained until either a lump sum payment is agreed upon, or the changed Work is completed.

6.03 Preliminary Project Cost and Schedule Impact Report

The Contractor shall perform Work as directed by the University through a Preliminary Project Cost and Schedule Impact Report. The cost of the changed Work is to be determined as stated in the Preliminary Project Cost and Schedule Impact Report or pursuant to section 6.01.4.

7.00 CLAIMS AND DISPUTES

7.01 Policy of Cooperation

The parties shall endeavor to resolve all of their claims and disputes amicably and informally through open communication and discussion of all issues relating to the Project. To the greatest extent possible, the parties shall avoid invoking the formal dispute resolution procedures contained in the Contract Documents.

7.02 Recommendation of Design Professional

Claims, including those alleging an error or omission by the Design Professional, must be referred initially to the Design Professional for action as provided in paragraph 7.09 as an express condition precedent to proceeding further in resolving any claim.

7.03 Time Limits on Claims

Claims must be made within 5 days after occurrence of the event giving rise to such Claim or within 5 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later. Claims must be made by written notice. An additional Claim made after the initial Claim has been resolved by Change Order will not be valid.

7.04 Continuing Contract Performance

Pending final resolution of a Claim, unless otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the University shall continue to make payments in accordance with the Contract Documents subject to the University's rights relative to payments, withholding of payments, termination, or all other rights afforded it in the Contract Documents.

7.05 Claims for Concealed or Unknown Conditions

If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, which 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, then written notice by the observing party shall be given to the other party promptly before conditions are disturbed and in no event later than 48 hours after first observance of the conditions. The Design Professional will promptly investigate such conditions and, if the conditions 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, the Design Professional will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Design Professional 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 Design Professional shall so notify the University and Contractor in writing, stating the reasons. Claims by either party in opposition to such determination must be made within 10 days after the Design Professional has issued such determination. If the University and Contractor cannot agree on an adjustment in the Contract Sum or Contract Time, the adjustment shall be referred to the Design Professional for initial determination, subject to further proceedings pursuant to Paragraph 7.09.

7.06 Claims for Additional Cost

Any Claim by the Contractor for an increase in the Contract Sum shall be submitted in writing as required by the Contract Documents before proceeding to execute the Work. If the Contractor believes additional cost is involved for reasons including but not limited to (1) a written interpretation from the Design Professional, (2) an order by the University to stop the Work where the Contractor was not at fault, (3) a

written order for a minor change in the Work issued by the Design Professional, (4) failure of payment by the University, (5) termination of the Contract by the University, (6) University's suspension or (7) changes in the scope of Work, the Contractor's claim shall be filed in strict accordance with the procedure established herein.

7.07 Claims for Additional Time

Any Claim by Contractor for an increase in the Contract Time shall be submitted in writing as required by the Contract Documents. The Contractor's Claim shall include an estimate of the probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary.

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 and could not have been reasonably anticipated, and that weather conditions had an adverse effect on the scheduled construction.

7.08 Injury or Damage to Person or Property

If either party to the Contract suffers injury or damage to person or property because of an act or omission of the other party, of any of the other party's employees or agents, or of others for whose acts such party is legally liable, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 5 days after first observance. The notice shall provide sufficient detail to enable the other party to investigate the matter. If a Claim for additional cost or time related to this Claim is to be asserted, it shall be filed as provided in the Contract Documents.

7.09 Resolution of Claims and Disputes

7.09.1 Review by Design Professional

Design Professional will review all Claims and take one or more of the following preliminary actions within 10 days of receipt of a Claim: (1) request additional supporting data from the Claimant, (2) submit a schedule to the parties indicating when the Design Professional expects take action, (3) reject the Claim in whole or in part, stating reasons for rejection, (4) recommend approval of the Claim by the other party or (5) suggest a compromise. The Design Professional may also, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim.

If a Claim has been resolved, the Design Professional will prepare or obtain appropriate documentation. If a Claim has not been resolved, the party making the Claim shall, within 10 days after the Design Professional's preliminary response, take one or more of the following actions: (1) submit additional supporting data requested by the Design Professional, (2) modify the initial Claim or (3) notify the Design Professional that the initial Claim stands.

If a Claim has not been resolved after consideration of the foregoing and of further evidence presented by the parties or requested by the Design Professional, the Design Professional will notify the parties in writing that the Design Professional's opinion will be rendered within 5 days. Upon expiration of such time period, the Design Professional will render to the parties the Design Professional's determination relative to the Claim, including any change in the Contract Sum or Contract Time or both. If there is a surety and there appears to be a possibility of a Contractor's default, the Design Professional may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy. The determination by the Design Professional shall be subject to the review and approval of the Associate Vice President of Facilities Planning and Management at Wayne State University.

7.09.2 Review by Associate Vice President of Facilities Planning and Management

The determination by the Design Professional shall be subject to the review and approval of the Associate Vice President of Facilities Planning and Management at Wayne State University who may request additional information from the Claimant for review and consideration. The Associate Vice President of Facilities Planning and Management may issue a schedule for further discussions, review or decision. Upon decision by the Associate Vice President of Facilities Planning and Management, if the Claimant seeks further review, the matter shall be submitted to the Vice-President of Finance and Business Operations.

7.09.3 Review Vice-President of Finance and Business Operations

If the determination by the Design Professional and the decision of the Associate Vice President does not resolve the Claim, the Claimant may appeal to the Vice President of Finance and Business Operations who shall review such determination and the supporting information submitted by the parties for the purpose of upholding, modifying, or rejecting the determination. The Vice President of Finance and Business Operations shall render a decision within forty-five days of the completion of any submissions by the parties. The decision of the Vice President of Finance and Business Operations is final unless it is challenged by either party by filing a lawsuit in the Court of Claims of the State of Michigan within one year of the issuance of the decision.

7.09.4 Jurisdiction

Sole and exclusive jurisdiction over all claims, disputes, and other matters in question arising out of or relating to this Contract or the breach thereof, shall rest in the Court of Claims of the State of Michigan. No provision of this agreement may be construed as the University's consent to submit any claim, dispute or other matter in question for dispute resolution pursuant to any arbitration or mediation process, whether or not provisions for dispute resolution are included in a document which has been incorporated by reference into this agreement.

7.09.5 Condition Precedent

The process and procedures described in Article 7.09 are an express condition precedent to the Contractor filing or pursuing any legal remedy, including litigation. Pursuing litigation by the Contractor prior to exhaustion of the procedures set forth herein shall be premature and a material breach of this Agreement.

8.00 PAYMENT AND COMPLETION

8.01 Progress Payments

To assist in computing partial payments, the Contractor shall submit to the Design Professional and University a detailed "Schedule of Values" for review and approval by the University. The cost breakdowns shall be in sufficient detail for use in estimating the Work to be completed each month and shall be submitted within 10 days after the date of commencement of Work given in the Notice to Proceed.

Once each month during the progress of the Work, the Contractor shall submit to the Design Professional a partial payment request for review and approval. The partial payment request shall be based on the cost of the Work completed plus the acceptable materials delivered to or stored on the site under the control of the Contractor and not yet installed. The Design Professional and University shall review and certify by signature as to the validity of the request, and approving payment. Partial payments shall not be construed as acceptance of any Work which is not in accordance with the requirements of the Contract. Once the partial payment request has been certified by the Design Professional, it shall be submitted to the University for approval and processing.

The Contractor warrants that title to the Work, materials and equipment covered by an Application for Payment shall pass to the University upon the earlier of either incorporation in construction or receipt of payment by Contractor; that Work, materials and equipment covered by previous Applications for Payment are free and clear of liens, claims, security interests or encumbrances; and that no Work, materials or equipment covered by an Application for Payment will have been acquired by Contractor or by any other person performing Work at the Project or furnishing materials or equipment for the Project subject to an agreement under which an interest or encumbrance is retained by the seller or otherwise imposed on the Contractor or buyer.

All Applications for Payment shall be accompanied by sworn statements and waivers executed by Contractor, Subcontractors and suppliers whose work is included in the Application for Payment, as well as other documentation that may be required by the University, stating that all have been paid in full for Work performed through the last or most recent progress payment. The Contractor and each subcontractor shall also provide properly completed certified payroll form WH-347 to the University's with each application for payment request.

8.02 Format of Application for Payment

In addition to a schedule of values or detailed outline for the Cost of Work that is acceptable to the Contractor and University, other specific requirements for Application for Payment format and calculations include.

- Applications for Payment shall first present the itemized Cost of Work.
 - For any portion of the Work being performed according to unit pricing or time and materials pricing, invoicing and Applications for Payment must be accompanied by acceptable supporting documentation to evidence accurate quantities of actual labor, materials and equipment. Any allowed mark-ups to the actual cost of Work performed will be added to these costs separately and not included in the actual cost.
 - Change Orders executed between the Contractor and University shall be reported as separate line items within the Application for Payment and directly under applicable Subcontractor Cost of Work items. Change Orders affecting multiple Subcontractors' Cost of Work items shall be similarly numbered to permit ease of tracking. These requirements shall run through Subcontractor Applications for Payment to the Contractor to permit ease of tracking. Change Orders within a Subcontractor Application for Payment shall be appropriately labeled as being initiated by the Contractor or University to permit ease of tracking.

- The Contractor's General Conditions, Overhead and Profit shall next be calculated as the balance of the Application for Payment.

8.03 Substantial Completion, Incomplete Construction List and Punchlist

When the Contractor considers that the Work, or a portion thereof which the University agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Design Professional a comprehensive Incomplete Construction List of items to be completed or corrected, in a form agreed by the University and the Design Professional. The Contractor shall proceed promptly to complete and correct items on the Incomplete Construction List. Failure to include an item on such Incomplete Construction List does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Upon receipt of the Contractor's Incomplete Construction List, the Design Professional, with the University's Representative, will make an observation to determine whether the Work or designated portion thereof is substantially complete and will identify observable items inconsistent with the Contract Documents to be included in the Punchlist. If the Design Professional's or University Representative's observation discloses any item, whether or not included on the Contractor's Incomplete Construction List, which is not in accordance with the requirements of the Contract Documents, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item, upon notification by the Design Professional.

The Contractor shall then submit a request for another observation by the Design Professional to determine Substantial Completion. When the Work or designated portion thereof is substantially complete, the Design Professional will prepare a Certificate of Substantial Completion which shall establish the date of Substantial Completion, shall establish responsibilities of the University and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time, generally 45 days, within which the Contractor shall finish all remaining Incomplete Construction List and Punchlist items 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. The Certificate of Substantial Completion shall be submitted to the University and Contractor for their written acceptance of responsibilities assigned to them in such Certificate.

8.03.1 Partial Completion

From time to time, as portions of the Work are completed by the Contractor, the University shall have the right, upon giving the Contractor prior written notice, to accept any portion of the Work that the University desires to use and occupy. Such partial acceptance shall be made in writing and thereafter the Contractor shall have no further obligation with respect to the Work accepted, except to correct the Work subsequently found to have been improperly done, to replace defective materials or equipment, or as defined by Substantial Completion, Incomplete Construction List and Punchlist requirements.

8.04 Completion and Final Payment

Upon the Final Completion of the Work by the Contractor, the acceptance of the Work by the University, and the release of all claims against the University and the Work by the Contractor and its subcontractors and suppliers (which releases shall be evidenced by final waivers and releases or other documents acceptable to the University), the Contractor shall file a request for Final Payment.

8.04.1 Final Application for Payment

Upon the receipt of the Contractor's Final Application for Payment, including any and all waivers required by the University and the Contractor's provision of all Close-out Documents, and training requirements, the University shall promptly make a final inspection, and if the University finds the Work acceptable and complete in strict accordance with the Contract Documents, the University shall issue Final Payment. Final

Payment shall be made upon Completion of the Work and shall indicate the University's Final Acceptance of the Work and its acknowledgment that the Work (excluding any further warranty and guaranty obligations) has been completed and is accepted under the terms and conditions of the Contract Documents. If prior to the making of Final Payment the University finds deficiencies in the Work, the University shall promptly notify the Contractor thereof in writing, describing such deficiencies in detail. After the Contractor has remedied any deficiencies noted by the University, the Contractor shall request a final inspection and the University shall make such inspection and follow the procedure set forth in this Paragraph.

8.04.2 Final Payment by the University

The making of Final Payment shall constitute a waiver of all claims by the University except those arising from: (1) unsettled liens; (2) faulty or defective work appearing after completion; (3) failure of the work to comply with the requirements of the Contract Documents; (4) terms of any special or extended warranties required by the Contract Documents; or (5) the obligations of the Contractor under the indemnification provisions of Paragraph 4.06 hereof.

The acceptance of Final Payment shall constitute a waiver of all claims by the Contractor.

8.05 Guarantee

The Contractor unconditionally guarantees the Work under this Contract to be in conformance with the Contract Documents and to be and remain free of defects in workmanship and materials not inherent in the quality required or permitted for a period required by the contract documents beginning from the date of Substantial Completion. The Subcontractors unconditionally guaranty the Work under the subcontracts to be in conformance with the Contract Documents and to be and remain free of defects in workmanship and materials for the same period from the date of Substantial Completion, unless a longer guarantee period is stipulated in the Contract Documents. By this guarantee the Contractor and Subcontractors agree, within their respective guarantee periods, to repair or replace any Work, together with any adjacent Work which may be displaced in so doing which is not in accordance with the requirements of the Contract or which is defective in its workmanship or material, all without any expense whatsoever to the University. The Contractor shall be responsible for the coordination of all such guarantee work performance or repairs.

Special guarantees that are required by the Contract Documents shall be signed by the Contractor or Subcontractor who performs the work.

Within their respective guaranty periods, the Contractor and Subcontractors further agree that within five calendar days after being notified in writing by the University of any Work not in accordance with the requirements of the Contract Documents or of any defects in the Work, it shall commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee and to complete the Work in accordance with the requirements of the Contract with sufficient manpower and material to complete the repairs as expeditiously as possible. The Contractor, in the event of failure to so comply, does hereby authorize the University to proceed to have the Work done at the Contractor's expense, and it agrees to pay the cost thereof upon demand. The University shall be entitled to reimbursement of all costs necessarily incurred upon the Contractor's or Subcontractor's refusal to pay the above cost.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to health, safety or damage of the University's employees, property, or licenses, the University may undertake at the Contractor's or Subcontractor's respective expense, without prior notice, all Work necessary to correct such hazardous conditions caused by the Work of the Contractor not being in accordance with the requirements of this Contract.

The Contractor and Subcontractor shall require a similar guarantee in all subcontracts, including the requirement that the University be reimbursed for any damage or loss to the Work or to other Work resulting from such defects.

9.00 TERMINATION

9.01 Termination by the University for Cause

9.01.1

The University may terminate the Contract if the Contractor: (a) becomes insolvent; (b) files or has filed against it any Petition in Bankruptcy or makes a general assignment for the benefit of its creditors; (c) fails to pay, when due, for materials, supplies, labor, or other items purchased or used in connection with the Work; (d) refuses or fails to prosecute the Work, or any separable part thereof, with such diligence as will ensure the completion of the Work in accordance with the Master Project Schedule; (e) in the University's opinion, fails, refuses or neglects to supply sufficient labor, material or supervision in the prosecution of the Work; (f) interferes with or disrupts, or threatens to interfere with or disrupt the operations of the University, or any other Contractor, supplier, subcontractor, or other person working on the Project, whether by reason of any labor dispute, picketing, boycotting or by any other reason; or (g) commits any other breach of the Contract Documents.

When any of the above reasons exist, the University may, without prejudice to any other rights or remedies of the University and after giving the Contractor and the Contractor's surety, if any, three days written notice and a reasonable opportunity to cure, terminate employment of the Contractor and may, subject to any prior rights of the surety: (1) take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor; (2) accept assignment of subcontracts; and (3) finish the Work by whatever reasonable method the University may deem expedient.

9.01.2

If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Design Professional's services and expenses made necessary thereby, the remaining balance shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the University. The amount to be paid to the Contractor or University, as the case may be, shall be certified by the Design Professional, upon application, and this obligation for payment shall survive termination of the Contract. The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss or consequential damages arising out of or resulting from such termination. However, the University shall be entitled to retain whatever amount is remaining unpaid to the Contractor in order to correct the cause for termination; such action is in addition to any other right or remedy which the University may have.

9.02 Suspension by the University for Convenience

9.02.1

The University 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 University may determine.

9.02.2

An adjustment shall be made for increases in the Contract Sum and/or Time of Completion of the Contract, including profit on the increased cost of performance, caused by suspension, delay or interruption. 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 this Contract. The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss or consequential damages arising out of or resulting from such termination.

Adjustments made in the cost of performance may have a mutually agreed fixed or percentage fee.

9.03 Termination By The University For Convenience

9.03.1

The University, with or without cause, may terminate all or any portion of the services by the Contractor under this Agreement, upon giving the Contractor 30 days written notice of such termination. In the event of termination, the Contractor shall deliver to the University all reports, estimates, schedules, subcontracts, Contract assignments, purchase order assignments, and other documents and data prepared by it, or for it, pursuant to this Agreement.

9.03.2

Unless the termination is for cause, the Contractor shall be entitled to receive only the payments provided for in Article 8, pro-rated to the date of termination (including payment for the period of the 30 day notice) plus reimbursement for approved and actual costs and expenses incurred by the Contractor to the date of termination. Prior to payment, the Contractor shall furnish the University with a release of all claims against the University. The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss or consequential damages arising out of or resulting from such termination.

9.04 Termination By The Contractor

9.04.1

The Contractor may terminate the Contract if the Work is stopped for a period of 60 days through no act or fault of the Contractor or a subcontractor, sub-subcontractor or their agents or employees or any other persons performing portions of the Work under Contract with the Contractor, for any of the following reasons: (1) issuance of an order of a court or other public authority having jurisdiction; (2) an act of government, such as a declaration of national emergency, making material unavailable; (3) because the Design Professional has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification, or because the University has not made payment on a Certificate for Payment within forty-five (45) days of the time stated in the Contract Documents; (4) if repeated suspensions, delays or interruptions by the University 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.

If one of the above reasons exists, the Contractor may, upon fourteen (14) additional days' written notice to the University and Design Professional, terminate the Contract and recover from the University payment for Work executed and for proven loss with respect to materials, equipment, tools, and construction equipment and machinery, including reasonable overhead and profit.

9.04.2

If the Work is stopped for a period of 60 days through no act or fault of the Contractor or a subcontractor or their agents or employees or any other persons performing portions of the Work under Contract with the Contractor due to University actions or inaction, the Contractor may, upon fourteen additional days' written notice to the University and the Design Professional, terminate the Contract and recover from the University as provided in Subparagraph 9.03.2

10.00 MISCELLANEOUS

10.01

These Contract Documents supersede all previous agreements between the University and the Contractor concerning this Work.

10.02

No action or failure to act by the University shall constitute a waiver of a right afforded it under these General Conditions, nor shall such action or failure to act constitute approval or acquiescence of a breach of these General Conditions, except as may be specifically agreed in writing.

10.03

The invalidity or unenforceability of any provision of these General Conditions shall not affect the validity or enforceability of any other provision.

-End of General Conditions for Construction-

-End of General Conditions for Construction-

SUPPLEMENTARY GENERAL CONDITIONS
OF
CONSTRUCTION

Facilities Planning & Management - Design & Construction Services
Wayne State University

Complete Documents can be downloaded at

http://www.forms.procurement.wayne.edu/RFPs/Supplementary_General_Conditions_General_Contractor_1-3-2017.docx

SUPPLEMENTARY GENERAL CONDITIONS OF CONSTRUCTION (REVISED 7-2018)

Where any article of the General Conditions of the Contract for Construction is supplemented in these Supplementary General Conditions, the original article shall remain in full force and effect and all supplementary provisions shall be considered as added thereto. Where any such article is modified, superseded or deleted here, provisions of such article not so specifically modified, superseded or deleted shall remain in full force and effect.

4.00 RESPONSIBILITIES OF THE PARTIES

Add the following to 4.02.3

.1 Temporary Facilities

.a The Contractor shall be responsible for arranging and providing general services and temporary facilities as specified herein and as required for the Design Professional, the University, all Subcontractors, Separate Contractors and Contractor's staff for the proper and expeditious prosecution of the Work, including, but not limited to, temporary offices and toilets; temporary storage; temporary electrical lighting and power; temporary voice and data communications, temporary water; temporary enclosures; temporary heating and ventilation; temporary openings; material hoists; temporary ladders, ramps and runways; temporary fire protection, protective coverings; temporary fire protection, protective coverings; and construction sign(s). The Contractor shall, at its own expense but included within the Cost of the Work, make all temporary connections to utilities and services in locations acceptable to the University, Design Professional and local authorities having jurisdiction thereof; furnish all necessary labor and materials, and make all installations in a manner subject to the acceptance of such authorities and the Design Professional; maintain such connections; remove the temporary installation and connections when no longer required; and restore the services and sources of supply to proper operating conditions.

.b The Contractor shall make all arrangements with the University and/or the local electrical utility company for temporary electrical service to the Site, shall provide all equipment necessary for temporary power and lighting, and shall pay all charges for this equipment and installation thereof. The electrical service shall be of adequate capacity for all construction tools and equipment without overloading the temporary facilities and shall be made available to all trades. The Contractor shall furnish, install and maintain a temporary lighting system to satisfy minimum requirements of safety and security.

.c Temporary weathertight enclosures and temporary heating shall be provided by the Contractor as required pursuant to the Construction Schedule or Master Project Schedule to complete the Work on or before the Completion Date, to make the building weathertight and suitable working conditions for the construction operations of all trades. Under no circumstances shall the temperature be allowed to reach a level which will cause damage to any portion of the Work which may be subject to damage by low temperatures. Unless otherwise indicated in the Construction Documents, the Contractor shall pay for all fuel, maintenance and attendance required in connection with the portable unit heaters without additional cost or expense to University. Any surface, interior or exterior, damaged by the use of these space heaters shall be replaced by new materials or be refinished to the satisfaction of the Design Professional and University without additional cost to the University.

.d All temporary equipment and conduits for same shall be in accordance with the applicable provisions of the governing codes. All temporary wiring and power conduits shall be maintained in a safe manner and utilized so as not to constitute a hazard to persons or property. All temporary equipment, wiring and conduits shall be completely removed after they are no longer necessary and prior to completion. At the conclusion of use or at the conclusion of the project, any materials or products purchased for the temporary facilities and temporary utilities and paid for, either

directly or indirectly, by the University shall become the property of the University and shall, at the option of the University, be delivered to the University's designated location.

.e Where temporary facilities and associated utilities, and for utilities used in performance of this Agreement can be reasonably provided from existing University services, the University shall bear the cost of such utility consumption. However, for conditions that require the Contractor to use electrical generators or equipment fueled by an independent fuel source, the Contractor shall bear all such costs.

Add the following to 4.02.12

.1 Safety and Protection

.a Contractor shall provide fences, pedestrian walks, barriers, etc. to ensure safety of the general public and Contractor's personnel or as directed by University.

.b Contractor will provide perimeter protection at wall and floor openings, elevator shafts, stairwells, and floor perimeters in accordance with MIOSHA requirements.

.c Combustible rubbish shall be removed daily and shall not be disposed of by burning on site. The entire premises and area adjoining and around the operation shall be kept in a safe and sanitary condition and free of accumulation of trash, rubbish, nuts, bolts, small tools, and other equipment not in use. Contractor is responsible to provide trash containers and fund the removal/disposal of construction debris and general trash.

.d Contractor will regularly ensure that 1) excess material/trash are removed from work sites; 2) passageways (e.g., sidewalks, hallways) are cleared of obstructions; 3) equipment is shut down and secured; and 4) lighted barricades are erected where necessary.

.e All existing means of egress, including stairways, egress doors, panic hardware, aisles, corridors, passageways, and similar means of egress shall, at all times, be maintained in a safe condition and shall be available for immediate use and free of all obstructions.

.f The space under the temporary trailer shall not be used for the storage or placement therein of flammable gases, liquids, or gas and liquid fuel powered equipment. This area shall be kept free of accumulations of any rubbish or trash.

.g In temporary trailers, all exit doors shall be open for egress whenever the unit is occupied. Draw bolts, hooks and other similar locking devices shall be prohibited on all egress doors.

.h On site storage of combustible or flammable liquids shall be limited to one day supply. Indoor storage of propane containers is prohibited.

.i Prior to working in confined spaces on campus, the Contractor must have its written Confined Spaces Program and Permit System reviewed by the University and the documents must meet minimum acceptable standards under the current MIOSHA regulation(s). The Contractor must provide its own atmospheric testing, personal protection, ventilating and rescue equipment as required. The Contractor should seek information from University on any known hazards of the confined spaces to be entered. All manholes and utility tunnels are considered confined spaces.

.j Compressed gas cylinders belonging to Contractor must be properly segregated and secured (with chains or similarly reliable restraining devices) to wall or floor mounted support systems, cylinder storage racks etc., when not in transit. Protective caps must be in place during transit or when not in use.

.k Contractor must follow all of OSHA's lockout/tagout requirements of 29 CFR 1910.147, provide its own lockout/tagout supplies, and be able to demonstrate that its employees have received formal instruction in "lock-tag-try" procedures. Copies of Contractor's written Lockout/Tagout Program shall be made available to the University upon request.

.l Contractor may not use any University sinks, drains or catch basins for the washing of any equipment, tools or supplies, or the disposal of any liquids, (excluding consumable products and hand-soap/water) without the express permission of University. This restriction applies to all sinks (including water fountains) in laboratories, offices and maintenance areas. Additionally, no polluting or hazardous liquids (such as motor oils, cleaners, solvents, paints, diesel fuels, antifreeze, etc.) may be drained onto roads, parking lots, ditches, wetlands, dirt piles or other soil, or into storm or sanitary sewers.

.m Contractor transporting hazardous materials (e.g. reclaimed materials, chemicals, fuels, oils, concrete) to and from campus must follow all applicable Department of Transportation [State or Federal] regulations. This includes proper shipping papers, placarding, material segregation and weight limits.

.n Contractor is also responsible for the proper collection, labeling, transporting, manifesting and disposal of polluting or hazardous wastes such as solvents, paints, oil or antifreeze (and rags contaminated with any of these materials) which are the result of Contractor's activities, as required by State and Federal laws and regulations. Copies of all manifests should remain available for University review upon request. Under no circumstances may hazardous wastes be disposed of in University-owned dumpsters, waste containers, drains or sewers, or drained onto roads, parking lots, ditches, wetlands, dirt piles or other soil.

.o Neither the University nor the Design Professional is responsible for conducting safety inspections or observations, but may make recommendations concerning safety to the Contractor.

.p Fire Protection

(1) All reasonable precautions shall be taken against fire throughout all the Contractor's and Trade Contractors' operations. Flammable material shall be kept at an absolute minimum. Any such materials shall be properly handled and stored.

(2) Construction practices, including cutting, welding and grinding, and protection during construction shall be in accordance with the applicable published standards. During such operations the Contractor shall provide a fire watch person. The University requires a "Hot Work" permit for such activities. The Contractor shall provide a sufficient number of approved portable fire extinguishers, distributed about the Project and in cold weather, non-freeze type portable fire extinguishers shall be used.

(3) Gasoline and other flammable liquids shall be stored in and dispensed from Underwriter's Laboratories listed safety containers in conformance with the National Board of Fire Underwriters recommendations and applicable State laws. Storage, however, shall not be within or immediately adjacent to the building. Storage shall be in a lockable, non-combustible, suitably rated cabinet or structure no less than 25 feet distant from any University building.

(4) The Contractor shall schedule the Work so that the permanent standpipe system shall be installed and made operable at the earliest possible date.

4) All tarpaulins that may be used for any purpose during construction of the Work shall be made of material which is water and weather resistant and fire retardant treated. All tarpaulins shall be Underwriters' Laboratories labeled with flame spread rating of fifteen (15) or less and shall be approved by the University's Representative prior to use.

Add the following to 4.02.13

Hazard Communication: University requires the Contractor to be in full compliance with all applicable Federal and State of Michigan regulations regarding Material Safety Data Sheets ("MSDS"). Upon request, copies of these MSDS must also be provided to the University no less than two weeks prior to the onset of activities. Failure to submit MSDS may result in suspension of Work activities until the MSDS are obtained. If Contractor is to work with hazardous products, it shall notify and update the Project Manager of a) proposed work schedules, b) what to expect in terms of noises/odors, and c) how to access MSDS. The Contractor must also be able to demonstrate that its employees have received "Haz Com" (i.e. Michigan Right-to-Know), and thereby possess a broad understanding of MSDS language. Contractor-owned chemical containers must be labeled with the product name and hazards.

Hazardous Materials: In addition to complying with the Michigan Right-to-Know Law, the Contractor must use and store hazardous materials in accordance with all local, state and federal regulations. Special attention must be paid to the segregation of incompatible materials and the handling/storage of flammable and/or volatile materials. At the end of each work day, hazardous materials must be properly secured, stored in MIOSHA approved containers, and placed in locations authorized by the University or removed from University's property.

Add the following to 4.02.21

.1 Excavation Policy

The policy prescribed herein shall be adhered to for all earth excavation, manual or power, on the University campus that penetrates the surface of the soil by a depth of 6 inches or greater.

.a Non-emergency Situation

- (1) In non-emergency situations (i.e., scheduled maintenance or construction) the Contractor shall contact the University a minimum of seven days in advance of the scheduled excavation.
- (2) The Contractor shall contact Miss Dig, as defined by Public Act 174 of 2013, being MCL 460.721 – MCL 460.733, at least three full business days prior to the scheduled excavation, to ascertain and stake the actual location for all utilities within 50 feet of the limits of the proposed excavation. Actual staking shall be performed not more than three (3) days prior to the excavation.
- (3) Excavation shall commence only with the approval of the University Representative after a complete examination of the site utility drawings and a field observation of the staked site.

.b Emergency Situation

1. In an emergency situation (i.e., loss of services on campus or to a building), the Contractor shall immediately contact the University Representative, examine the site utility drawings to determine the potential interferences, and contact Miss Dig and private stakers, if appropriate, to ascertain and stake the actual location of all utilities within 50 feet of the limits of the proposed excavation. The Contractor shall also immediately contact the local natural gas supplier in addition to Miss Dig, upon a natural gas line failure.
2. Contact the University's Police Department at the emergency number: (313) 577-2222.
3. Excavation shall recommence only with the approval of the University's Representative who will grant approval only after a complete examination of the site utility drawings and a field observation of the staked site and clearance from the utility and University Police Department.

.c Pumping and Draining

The Contractor shall provide and maintain a temporary drainage system and pumping equipment as required to keep all excavation areas within the Site free from water from any source. As the Work progresses, all water shall be removed from basement areas, tunnels, pits, trenches and similar areas as required for proper performance of the Work and to prevent damage to any part of the construction utility. Permanent sump pumps shall not be used for this purpose; however, the Contractor may install temporary pumps in the sump pits until the permanent pumps are installed, providing that it cleans sump pits and drain lines satisfactorily after temporary use. The Contractor shall provide and maintain all pumping and draining equipment as required for the installation of all underground piping and utility conduit systems. Pumping and draining shall be performed in a manner to avoid endangering concrete footings or any adjacent construction or property. Such methods shall be subject to the review of the Design Professional.

.d Post-Excavation

- (1) Provide appropriate pipe protection (wraps, and/or cathodic protection) as originally installed.
- (2) Provide backfill material and compaction in 12-inch lifts to a minimum 95% Maximum Dry Density or higher as required by the Specifications.
- (3) Backfill material shall be as specified; or engineered fill free of all deleterious materials and rubbish of any type. Reuse of excavated material, unless otherwise specifically noted on the drawings, is unacceptable.
- (4) Provide plastic tape trace 24" (12" for shallow trenches) above all utilities indicating utility type by Miss Dig color code and name defined as follows:

<u>Utility</u>	<u>Color</u>	<u>Lettering</u>
Electric	Red	Elect
Oil/Natural Gas	Yellow	Gas
Telephone & Fiber Optic	Orange	Tele
Cable TV	Brown	TV
Water	Blue	Water
Steam	Yellow	Steam
Sewer	Green	Sewer

- (5) Return grade to pre-excavation condition.

Add the following to 4.05.1

The insurance furnished by the Contractor under this Article 4.05.1 shall provide coverage not less than the following:

.1 Workers' Compensation with Employers' Liability & Alternate Employers Endorsement:

(a) Statutory Limits & Employer's Liability \$1,000,000

- .2 Commercial General Liability
 - (a) \$1,000,000 per occurrence and \$2,000,000 aggregate
 - (b) University added as additionally insured on
- .3 Contractors' Pollution Liability:
 - (a) \$1,000,000 per claim
- .4 Professional Liability:
 - (a) \$2,000,000 per claim and \$4,000,000 aggregate
- .5 Auto Liability with Pollution & Legal Liability

- (a) \$1,000,000
- (b) University added as additionally insured on

- .6 Excess Liability (Umbrella):
 - (a) \$2,000,000

- .7 Builder's Risk Insurance in the amount equal to the Contract Sum.

Any deductible or self-insured reserve shall not be refunded to the Contractor from project contingency or other project funds.

Add the following to 4.12

Elevator shafts, electrical closets, pipe and duct shafts, chases, furred spaces and similar spaces which are generally unfinished, shall be cleaned by the Contractor and left free from rubbish, loose plaster, mortar drippings, extraneous construction materials, dirt and dust before preliminary inspection of the Work.

All areas of the Project in which painting and finishing work is to be performed shall be cleaned throughout just prior to the start of this work, and these areas shall be maintained in satisfactory condition for painting and finishing. This cleaning shall include the removal of trash and rubbish from these areas; broom cleaning of floors; the removal of any plaster, mortar, dust and other extraneous materials from all finished surfaces, including but not limited to, all exposed structural steel, miscellaneous metal, woodwork, plaster, masonry, concrete, mechanical and electrical equipment, piping, duct work, conduit, and also all surfaces visible after all permanent fixtures, induction unit covers, convactor covers, covers for finned tube radiation, grilles, registers, and other such fixtures or devices are in place.

In addition to all cleaning specified above and the more specific cleaning which may be required, the Project shall be prepared for occupancy by a thorough final cleaning throughout including washing or cleaning of all surfaces on which dirt or dust has collected. Glass and curtain wall shall be washed and cleaned on both sides by a window cleaning subcontractor specializing in such work. Contractor shall, at University's request, delay such washing of exterior surfaces to such time as requested by University. Recleaning will not be required after the Work has been inspected and accepted unless later operations of the Contractor, in the opinion of the University, make re-cleaning of certain portions necessary.

5.00 INTERPRETATION OF AND ADHERENCE TO CONTRACT REQUIREMENTS

Add the following to 5.04.1

.1 Contractor Requirements

- .a Signature: Each item submitted shall be thoroughly reviewed by the Contractor and have a stamp or note describing the Contractor's action, signed by the person authorized by the Contractor to do the checking with that person's name clearly printed.
- .b Contractor Responsibility: Contractor shall review each submittal for completeness, conformance to the Contract Documents and coordination with other parts of the Work and the Construction Schedule. By providing and submitting to the Design Professional shop drawings, product data, warranties and samples, the Contractor is representing that he or his Subcontractor, has determined and verified (a) the availability of all materials, and (b) field measurements and field construction criteria related thereto, and (c) that he has checked and coordinated the information contained within such submittals with the requirements of the Work, the Contract Documents and

the Construction Schedule and that such shop drawings, samples, warranties and data conform to the Contract Documents.

- .c Limited Acceptance by University and Design Professional: Acceptance is for general design only. Quantities, size, field dimensions and locations are some of the required characteristics which are not part of the acceptance and will not be checked. Accordingly, the limited acceptance shall in no way relieve the Contractor from his obligation to conform his work to required characteristics and to the requirements of the Contract Documents.
- .d Delays: The Design Professional may return incomplete submittals with no action taken. The Contractor shall have no claim for any damages or for an extension of time due to delay in the Work resulting from the rejection of materials or from the rejection, correction, and resubmittal of Shop Drawings, samples and other data, or from the untimely submission thereof.

.2 Approvals

The Design Professional's approval shall not indicate approval of dimensions, quantities or fabrication processes unless specific notations are made by the Design Professional regarding same. The Design Professional will check one of the following notations on the Shop Drawing and Sample Review Stamp:

- .a "REVIEWED-NO EXCEPTIONS NOTED", indicating final action by the Design Professional. When reviewing resubmitted shop drawings the Design Professional assumes that there are no revisions from the previous submittal, except as provided by 5.04.1 and his review of resubmittals is only for the corrections requested with the approval of the balance of the shop drawing being based on the original submission. Where the Contractor directs specific action to revisions, as provided by 5.04.1 the approval includes these also.
- .b "REVIEWED WITH CORRECTIONS NOTED", indicating final action by the Design Professional with the same conditions as "REVIEWED-NO EXCEPTIONS NOTED". Unless he takes exception to the corrections noted, the Contractor may begin that portion of the Work for which the shop drawing was required.
- .c "REVISE AND SEND RECORD COPY", requiring that the Design Professional be sent a copy of the revised shop drawing in accordance with the noted corrections, at the same time it is issued for the Work.
- .d "NOT APPROVED-RESUBMIT", indicating that the Contractor shall not begin that portion of the Work until the reason indicated for disapproval has been corrected and the revised shop drawing submitted, reviewed and approved by the Design Professional.
- .e "NO ACTION REQUIRED", indicating that Contract Documents do not require the Design Professional to review or take any action with this submittal.
- .f Where more than one action has been checked, each shall apply to that portion of the shop drawing for which the action is indicated.

8.00 PAYMENT AND COMPLETION

Add the following to 8.01

8.01.1 Monthly Payment Applications

At a meeting mutually agreed upon between the University's Representative and the Contractor, but no less than monthly, the Contractor shall distribute, in triplicate, draft copies of the proposed Payment Application for review and comment. The review, comment and mutual concurrence will be

an agenda item at that meeting. The Contractor will prepare the formal Application for submission from the comments made on the Draft and will present the formal application as provided for herein, including all required back-up materials, such as waivers of claim, release of claim on bond, sworn statement, documentation for stored materials, certified payroll reports and other documents required by the University Representative.

8.01.2 Offsite Materials

If an Application for Payment is made for materials not installed in the Work, but suitably stored off-site at a location acceptable to the University's Representative, such application shall be accompanied by legally acceptable paid invoices or conditional bills of sale and copies of delivery tickets, signed by the Contractor, indicating the Contractor verified that the materials shown on the delivery tickets are at the location accepted by the University and are adequately insured. Failure of the Contractor to furnish paid invoices, conditional bills of sale and proof of insurance shall be cause for withholding such amounts from payment until such paid invoices or bills of sale have been received by the University. The University reserves the right to examine the stored items prior to payment.

Add the following to subparagraph 8.03

The following submittals shall be bound in three (3) sets, plus one electronic file of all materials:

.1 Project Closeout Documents

- .a The Contractor shall submit to the Design Professional, a written guarantee, which shall be in accordance with Section 8.04 and such additional guarantees, in writing, as are required by the Specifications.
- .b The Contractor shall submit complete instruction for the care and maintenance of all finish materials under the contract, including, but not limited to floor finishes and coverings, wainscot and wall finishes, acoustical treatment, metal finishes, painted surfaces, flooring, hardware, and finishes on mechanical and electrical equipment. Instructions shall contain the manufacturer's or supplier's recommendations with respect to cleaning agents, preservative treatment and such other instructions as may be beneficial to the maintenance, usage, appearance and durability of the product. The recommendations shall further contain cautions on the use of certain cleaners and coatings which may be detrimental to the product.
- .c The Contractor shall prepare and submit operating and maintenance instructions, coordination drawings, and shop drawings for all mechanical and electrical equipment, and other special items, as called for in the specifications.
- .d All of the above described documents shall be checked by Contractor for conformance with the specifications and shall be submitted in uniform size, bound and indexed for cross-reference.
- .e The Contractor shall also submit "As-Built" drawings as specified in Section 4.11.
- .f Copies of all "Attic Stock" transmittals signed by appropriate University personnel accepting the attic stock material.

.2 Project Closeout Training

- a. The University and the Contractor will coordinate, schedule and present formal training for University personnel for all equipment, systems, devices, and building features.
- b. Training shall be scripted to include all important aspects of the equipment and its installation and maintenance. Trainers shall be suitably prepared and experienced in the features of the

equipment and the equipment's installation within the project.

- c. The Contractor, all product vendors, subcontractors, suppliers and materialmen shall consent to and participate in the recording of the training as determined by the University and the Contractor.
- d. The University may supplement training with outside providers to meet the training requirements of the project should a vendor, subcontractor, or supplier fail to provide the required training. The University shall be reimbursed by the Contractor for any such costs for supplemental training.

DRAWINGS

The Technical Specifications dated **April 16, 2024** and the following List of Drawings represent the scope of work as defined in the Contract Documents from Article 4.

DRAWINGS

Drawing No.:	Description
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GENERAL REQUIREMENTS

GENERAL

A. CONTRACTOR'S RESPONSIBILITY

It is not the responsibility of the Architect/Engineer or Owner's Representative to notify the Contractor or subcontractors when to commence, to cease, or to resume work; nor in any way to superintend so as to relieve the Contractor of responsibility or of any consequences of neglect or carelessness by him or his subordinates. All material and labor shall be furnished at times best suited for all Contractors and subcontractors concerned, so that the combined work of all shall be properly and fully completed on the date fixed by the Contract.

The Contractor shall be responsible for all items contained in both the specifications and on the drawings for all trades. He shall be responsible for the proper division of labor according to current labor union agreements regardless of the division of responsibility implied in the contract documents.

B. CODES AND STANDARDS

Reference to standard specifications for workmanship, apparatus, equipment and materials shall conform to the requirements of latest specifications of the organization referenced, i.e., American Society for Testing Materials (ASTM), Underwriters Laboratories, Inc. (UL), American National Standards Institute, Inc. (ANSI), and others so listed in the Technical Specifications.

C. PERMITS, FEES AND NOTICES

See General Conditions, Article 4.02.18

D. MEASUREMENTS

Before proceeding with each Work Item, Contractor shall locate, mark and measure any quantity or each item and report quantities to Engineer. If measured quantities exceed Engineer's estimate, Contractor shall obtain written authorization to proceed from Owner before executing Work required for that Work Item.

Measurement of quantities for individual Work Items will be performed by Contractor and reviewed by Engineer. Coordinate measurements with inspection as required in Section "Coordination."

Cost of Work included in Work Item for quantities as indicated in Contract Documents shall be included in Base Bid.

1. Additions to or deductions from lump sum price for quantities of each Work Item added to or deducted from Work respectively shall be at unit prices indicated in Bid Form and shall constitute payment or deductions in full for all material, equipment, labor, supervision and incidentals necessary to complete Work.

E. CONTRACTOR'S MEASUREMENTS

Before ordering material, preparing Shop Drawings, or doing any work, each Contractor shall verify, at the building, all dimensions which may affect his work. He assumes full responsibility for the accuracy of his figures. No allowance for additional compensation will be considered for minor discrepancies between dimensions on the drawings and actual field dimensions.

F. CONTINUITY OF SERVICE

Continuity of all existing services in the building shall be maintained throughout the construction period. Where it is necessary to tie into the existing electrical service, water or waste systems, it shall be done as directed by the Architect/Engineer. This Contract shall also provide temporary lines or bypasses that may be required to maintain continuous service in the building. All utility shutdowns must be approved by the Owners Representative / Project Manager, not less than **7 business days** prior to the event, so that proper notification can be posted.

G. SUBMITTALS

All submittals (except Shop Drawings) and samples required by the Specifications shall be submitted in triplicate unless otherwise specified for a particular item under an individual Specification Section.

Each sample shall be clearly identified on a tag attached, showing the name of the Project Consultant, the project number and title, the names of the Contractor, manufacturer (and supplier if same is not the manufacturer), the brand name or number identification, pattern, color, or finish designation and the location in the work.

Each submittal shall be covered by a transmittal letter, properly identified with the project title and number and a brief description of the item being submitted.

Contractor shall be responsible for all costs of packing, shipping and incidental expenses connected with delivery of the samples to the Project Consultant or other designated address.

If the initial sample is not approved, prepare and submit additional sets until approval is obtained.

Materials supplied or installed which do not conform to the appearance, quality, profile, texture or other determinant of the approval samples will be rejected, and shall be replaced with satisfactory materials at the Contractor's expense.

H. GENERAL/STANDARD ELECTRONIC EQUIPMENT AND INFRASTRUCTURE REQUIREMENTS

1. Compliance with WSU Standards for Communications Infrastructure

- A. All applicable work, products, materials and methods shall comply with the latest version of the "WSU Standards for Communications Infrastructure" except as where noted.
- B. This document is available at the following website/URL: **<https://computing.wayne.edu/docs/wsu-communications-standards.pdf>**

2. Automation System Program Code

- A. All automation system uncompiled and compiled program codes, source codes, custom modules, graphical user interface screen shots and any other automation system programming data and material (Program Code) shall be provided to the UNIVERSITY in hard copy and on CD Rom in an unencrypted format acceptable to the UNIVERSITY.
- B. Copyright for the Program Code shall be assigned to the UNIVERSITY for the purpose of system maintenance.

PROTECTION OF OCCUPANCY

A. FIRE PRECAUTIONS

Take necessary actions to eliminate possible fire hazards and to prevent damage to construction work, building materials, equipment, temporary field offices, storage sheds, and other property.

During the construction, provide the type and quantity of fire extinguishers and fire hose to meet safety and fire prevention practices by National Fire Protection Association (NFPA) Codes and Standards (available at <http://www.nfpa.org/>)

In the event that construction includes "hot work", the contractor shall provide the Owner's Representative with a copy of their hot work policy, procedures, or permit program. No hot work activity (temporary maintenance, renovation, or construction by operation of a gas or electrically powered equipment which produces flames, sparks or heat that is sufficient to start a fire or ignite combustible materials) shall be performed until such documents are provided. During such operations, all highly combustible or flammable materials shall be removed from the immediate working area, and if removal is impossible, same shall be protected with flame retardant shield.

Not more than one-half day's supply of flammable liquids such as gasoline, spray paint and paint solvent shall be brought into the building at any one time. Flammable liquids having a flash point of 100 degrees F. or below which must be brought into the building shall be confined in an Underwriters Laboratories (UL) labeled safety cans. The bulk supply of flammables shall be stored at least 75 feet from the building and other combustible materials. Spigots on drums containing flammable liquids are prohibited on the project site. Drums shall be equipped with approved vented pumps, and be grounded and bonded.

Only a reasonable working supply of combustible building materials shall be located inside the building.

All oil-soaked rags, papers, and other similar combustible materials shall be removed from the building at the close of each day's work, or more often if necessary, and placed in metal containers, with self-closing lids.

Materials and equipment stored in cardboard cartons, wood crates or other combustible containers shall be stored in an orderly manner and accessibly located, fire-fighting equipment of approved types shall be placed in the immediate vicinity of any materials or equipment stored in this type of crate or carton.

No gasoline, benzene, or like flammable materials shall be poured into sewers, manholes, or traps.

All rubbish shall be removed from the site and legally disposed of. Burning of rubbish, waste materials or trash on the site shall not be permitted.

The contractor shall be responsible for the conduct of employees relative to smoking and all smoking shall be in the area designated by the Architect/Engineer.

B. GENERAL SAFETY AND BUILDING PRECAUTIONS

Provide and maintain in good repair barricades, railings, etc., as required by law for the protection of the Public. All exposed material shall be smoothly dressed.

At dangerous points throughout the work environment provide and maintain colored lights or flags in addition to above guardrails.

Isolate Owner's occupied areas from areas where demolition and alteration work will be done, with temporary, dustproof, weatherproof, and fireproof enclosures as conditions may require and as directed by the Architect/Engineer.

Cover and protect furniture, equipment and fixtures to remain from soiling, dust, dirt, or damage when demolition work is performed in rooms or areas from which such items have not been removed.

Protect openings made in the existing roofs, floors, and other construction with weatherproof coverings, barricades, and temporary fire rated partitions to prevent accidents.

Repair any damage done to existing work caused by the construction and removal of temporary partitions, coverings, and barricades.

The Contractor will be held responsible for all breakage or other damage to glass up to the time the work is completed.

Provide protection for existing buildings, interior and exterior, finishes, walls, drives, landscaping, lawns (see below), etc. All damages shall be restored to match existing conditions to the satisfaction of the Architect/Engineer.

The Contractor and Owner will define the anticipated area of lawn damage at the project Pre-Construction Meeting. Whether the lawn is sparse or fully developed, any lawn damaged due to the Contractor's work will be replaced with sod by the University. The University's unit cost of \$10.00 per square yard and landscaping at a rate of 1.5 times the cost of the sod repairs, the full cost of which will be assessed against the Contractor. At the completion of the project, a deductive Change Order reflecting this cost will be issued.

The Contractor is to include an allowance in his bid for this corrective work.

C. INTERFERENCE WITH OWNER'S OPERATIONS

The Owner will be utilizing the Building Facilities to carry on his normal business operation during construction. The Contractor shall schedule performance of the work necessary to complete the project in such a way as to interfere as little as possible with the operation during construction. The Contractor shall schedule performance of the work necessary to complete the project in such a way as to interfere as little as possible with the operation of the Owner.

Work which will interfere with the Owner's occupancy, including interruptions to the Owner's mechanical and electrical services, and essentially noisy operations (such as jackhammering) shall be scheduled in advance. The schedule of alterations shall be approved by the Architect/Engineer and the work shall be done in accordance with the approved schedule.

It is understood that the work is to be carried through to completion with the utmost speed consistent with good workmanship and to meet the construction schedule.

The Contractor shall begin work under the Contract without delay upon receipt of the fully-executed contract and shall substantially complete the project ready for unobstructed occupancy and use of the Owner for the purposes intended within the completion time stated in the contract.

The Contractor shall, immediately upon award of contract, schedule his work and expedite deliveries of materials and performance of subcontractors to maintain the necessary pace to meet the construction schedule.

CONTRACTOR'S REPRESENTATION AND COORDINATION

A. FIELD SUPERINTENDENT

Contractor shall assign a full time project manager/superintendent for the duration of the project. This person shall be experienced and qualified in all phases of the work and shall be present at the site during Contractor's working hours. The project manager shall have Contractor's full authority to represent Contractor in all routine operations including payment, changes to the work, and scheduling. Contractor shall not re-assign this individual without prior written permission of the Owner.

B. MEETINGS

When directed by the Architect/Engineer, meetings shall be held for the purpose of coordinating and expediting the work. The invited contractors or subcontractors will be required to have qualified representatives at these meetings, empowered to act in their behalf.

C. COORDINATION

The Contractor shall also provide a staff adequate to coordinate and expedite the work properly and shall at all times maintain competent supervision of its own work and that of its subcontractors to insure compliance with contract requirements.

The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the Contractor.

D. CONSTRUCTION SCHEDULE

The Construction Schedule shall be prepared after the award of contract. Soon after, a pre-construction meeting is held with the Owner and the Architect/Engineer to determine the areas to which the Contractor will be allowed access at any one time.

The Contractor is alerted to the fact that areas in which he will be working will be occupied by students and employees of the University as well as the general public. The Contractor's access, to and from the project site, will be confined to limited areas so as not to unduly disrupt the normal activities of the University.

TEMPORARY FACILITIES

A. GENERAL

The following temporary facilities descriptions represent standard conditions. Verify accuracy with Architect/Engineer at time of bids.

B. CONTRACTOR'S OFFICE

Provide field offices as required. Locate temporary field offices on site where directed by Architect/Engineer.

Appearance and location of field offices shall be approved by the Architect/Engineer.

Provide for all other administrative facilities and storage off the Owner's property.

C. STORAGE OF MATERIALS

All materials shall be stored in areas designated by the Architect/Engineer. All stored materials shall be arranged for the minimum disruption to occupants and to allow full access to and throughout the building. Materials stored outdoors shall be neat and orderly and covered to prevent damage or vandalism.

D. PARKING

1. GENERAL

University parking regulations will be strictly enforced.

Maintain Owner's parking areas free of dirt and debris resulting from operations under the contract.

2. STANDING AND UNLOADING/LOADING VEHICLES

All Contractors are to call Wayne State University Public Safety at 313-577-2222, and give at least 24 hours advance notice that they have vehicles that must be at the job site.

Vehicles will be permitted at the project site only as long as the vehicles are needed for loading/unloading, and must be immediately moved upon completion.

All unauthorized and/or unattended standing vehicles will be subject to ticketing and removal by University Police. Towed vehicles may be reclaimed by calling 313-577-2222, and paying any assessed charges.

3. COMPLIMENTARY PARKING

There is no complimentary parking for Contractor's employee vehicles.

4. WAYNE STATE UNIVERSITY PUBLIC/STUDENT PARKING AREAS

Public Parking, on a first-come first-served basis is available. Contact the office of the One Card System, at 313-577-9513 for information on availability of parking on a contractual basis.

E. TOILET FACILITIES

The Owner's designated existing toilet facilities may be used by workers on the project. Contractor shall maintain such facilities in a neat and sanitary condition.

F. TELEPHONE USE

No use of the Owner's telephones will be permitted.

G. ACCESS DEVICES

The Contractor shall furnish and maintain temporary hoists, ladders, railings, scaffolds, runways, and the like as required for safe, normal access to the permanent construction until the permanent facilities are complete. Each trade shall furnish such additional means of access as may be required for the progress and completion of the work. Such temporary access devices shall meet all applicable local, state, and federal codes and regulations.

H. HEAT AND VENTILATION

Provide cold weather protection and temporary heat and ventilation as required during construction to protect the work from freezing and frost damage.

Provide adequate ventilation as required to maintain reasonable interior building air conditions and temperatures, to prevent accumulation of excess moisture, and to remove construction fumes.

Tarpaulins and other materials used for temporary enclosures. Coverings and protection shall be flameproofed.

I. WATER SERVICE

Sources of water are available at the site. The Owner will pay for reasonable amounts of water used for construction purposes.

GENERAL REQUIREMENTS

The Contractor shall provide, at the earliest possible date, temporary connections to the water supply sources and maintain adequate distribution for all construction requirements. The Contractor shall protect sources against damage.

Methods of conveying this water shall be approved by the Architect/Engineer and shall not interfere with the Owner's operations.

J. **ELECTRICAL SERVICES**

All charges for reasonable amounts of electrical power energy used for temporary lighting and power required for this work will be paid by the Owner.

The Contractor shall provide and maintain any temporary electrical lighting and power required for this work. At the completion of the work, all such temporary electrical facilities shall be removed and disposed of by the Contractor.

Temporary lighting and power shall comply with the regulations and requirements of the National Electrical Code

INSPECTIONS AND TESTS

The Architect/Engineer shall at all times have access to the work wherever it is in preparation or in progress and the Contractor shall provide proper facilities for such access and for observation.

No failure of the Architect/Engineer, during the progress of the work, to discover or reject materials or work not in accordance with the Contract Specifications and Drawings shall be deemed an acceptance thereof nor a waiver of defects therein. Likewise, no acceptance or waiver shall be inferred or implied due to payments made to contractor or by partial or entire occupancy of the work, or installation of materials that are not strictly in accordance with the Contract Specifications and Drawings.

Where tests are specifically called for in the Specifications, the Owner shall pay all costs of such tests and engineering services unless otherwise stated in the contract.

Where tests are not specifically called for in the Specifications, but are required by the Architect/Engineer or Consultant, the Owner shall pay all costs of such tests and engineering services unless the tests reveal that the workmanship or materials used by the Contractor are not in conformity with the Drawings, Specifications, and/or approved shop drawings. In such event, the Contractor shall pay for the tests, shall remove all work and materials so failing to conform and replace with work and materials that are in full conformity.

CLEAN-UP

The Contractor shall at all times keep the Owner's premises and the adjoining premises, driveways and streets clean of rubbish caused by the Contractor's operations and at the completion of the work shall remove all the rubbish, all of his tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the work clean and ready for use. If the contractor does not attend to such cleaning immediately upon request, the Architect/Engineer may cause such cleaning to be done by others and charge the cost of same to the Contractor.

The Contractor will be responsible for all damage from fire that originates in, or is propagated by, accumulations of rubbish or debris.

All rubbish and debris shall be disposed of off the Owner's property in an approved sanitary landfill site. No open burning of debris or rubbish will be permitted. Job site shall be left neat and clean at the completion of each day's operation.

PROJECT CLOSE-OUT

A. **RECORD DRAWINGS**

At beginning of job, provide one copy of Working Drawings, and record changes, between Working Drawings and "As Built", including changes made by Addenda, Change Orders, Shop Drawings, etc. These shall be kept up to date. Update to indicate make of all mechanical and electrical equipment and fixtures installed. Keep these Record Prints in good condition and available for inspection by the Architect/Engineer.

Upon completion of the job, turn over to the Architect/Engineer Record Prints of Working Drawings showing all job changes.

B. OPERATING AND MAINTENANCE DATA

Prepare and furnish to the Architect/Engineer three (3) bound copies of "Operating and Maintenance Manual" on all equipment installed under this Contract.

Manual shall include copies of all Manufacturers' "Operating and Service Instructions", including Parts List, Control Diagrams, Description of Control Systems, Operating, Electrical Wiring, and any other information needed to understand, operate and maintain the equipment. The names and addresses of all subcontractors shall be included. These instructions shall be custom-prepared for this job -- catalog cuts will **not** be accepted. Equipment shall be cross-referenced to Section of Specifications and to location shown and scheduled on drawings.

Include Test-Adjust-Balance Report in the Manual.

C. FINAL INSPECTION

Secure final inspections from the State of Michigan as soon as the work is completed and immediately submit such Certificates to the Architect/Engineer.

D. GUARANTEES (See Sections 00510 and 01781)

Guarantees on material and labor from the General Contractor and his subcontractors shall be as required in Sections 00510 and 01781.

E. SWORN STATEMENT AND WAIVER OF LIENS

Prior to final payment, the General Contractor shall provide a Contractor's Sworn Statement and Full Unconditional Waivers of Liens from all subcontractors for material and labor and from all suppliers who provide materials exceeding \$10,000. Sworn Statements and signed waivers from all Subcontractors must accompany Pay Applications or they will be returned for such documentation prior to approval.

ASBESTOS HAZARD

The contractor shall not start any work in any area that has not been inspected for asbestos by the Owner's Industrial Hygiene Department, or a qualified representative of the Owner and approval is given for work to be done. If asbestos is found, safety measures as recommended by the Owner's Industrial Hygiene Department, or a qualified representative of the Owner, shall be completed, or approval given for work to be done before work is started. The contractor shall not perform any asbestos removal or containment work under the contract.

KEYS

The Owner shall provide the contractor keys on loan to have access to the various spaces in order to complete the contract. Contractor will sign for and be responsible for each key on loan, returnable to Owner upon completion of the contract. In case of any lost keys, the Owner will back-charge the contract \$250.00 for each core change. In the event that a Contractor wants access to a secured area, he shall give the Owner a minimum 48-hour notice.

SUMMARY OF WORK

SUMMARY OF WORK

PROJECT: Reuther Library HVAC

WSU PROJECT NO.: 036-350464

PROJECT MANAGER: Victoria LaLonde

1. EXAMINATION

The Contractor shall visit the site and become familiar with conditions under which he will be working. Also meet with the project manager and review site access, storage areas, etc.

2. Description of Work – Project includes removing and installing two new air handling units in the basement and removing the nine existing humidification manifolder that are in the existing supply ductwork. Reuther Library is a 73,955 SF, 4 Story facility. The original building was built in 1974 and a major addition was added in 1990. The facility contains paper and digital archives.

3. The building is located at

Wayne State University
5401 Cass Avenue
Detroit, Michigan 48202

PROJECT NAME: **WSU Reuther Library MEP
Feasibility Study**OWNER / CLIENT: **Wayne State University**ISSUE DESCRIPTION: **IFB**PROJECT MGR: **Katy Rupp****INSTRUCTIONS**

1. These documents are released by the Architect / Engineer for:

	Review
	Permits
X	Bid
	Construction
	Modification of Prior Document Release (Addendum / Bulletin / Revision)
	Record
	Other

2. Documents: Documents included in this Release supersede and replace those of prior releases.

3. Do not proceed with Work until authorized.

4. Immediately notify the following entity of Work presently underway that is affected by this Release.

X	Architect / Engineer
	Construction Manager

5. Drawing revisions are clouded.

6. Specifications, Bidding Requirements, and Contracting Conditions revisions show added text **bold** and deleted text ~~struck-through~~. A vertical line in the page margin appears next to each revision.

7. If a bid is requested, comply with the requirements of the Bidding Requirements, or follow the procedures used by the Construction Manager, as applicable.

8. If a price quotation is requested, quote items as listed in the "Quotation Breakdown" at the end of this release form or in accordance with the instructions of the Construction Manager, as applicable. Items are a synopsis of the work required, not an exhaustive list; include all incidental work necessary to complete each item.

Documents listed are applicable to this Document Release:

PROJECT MANUAL

Specification Sections accompanying and forming part of this issue:

X	None
	See Master Specification Index

DRAWINGS

Drawings accompanying and forming part of this issue:

	None
X	See Master Drawing Index

ATTACHMENTS

Attachments accompanying and forming part of this issue:

	None
--	------

As follows:

INDEMNIFICATION:

The Contractor shall indemnify and hold Harmless the Owner, Architect, Architect's consultants, agents, and employees of any for them and against claims, damages, losses, and expenses including, but not limited to attorneys' fees, arising out of, or resulting from performance of the Work.

DESCRIPTION OF WORK

In general terms, the work of this package includes IFB Drawings for the project located in Detroit, Michigan.

THE DETAILED SCOPE OF WORK IS AS FOLLOWS:

CHANGES TO THE WORK

CIVIL:

- Sheet # - Revision information

STRUCTURAL:

- Sheet # - Revision information

ARCHITECTURAL:

- Sheet # - Revision information

MECHANICAL:

- Sheet # - Revision information

ELECTRICAL:

- Sheet # - Revision information

SPECIFICATIONS:

- Sheet # - Revision information

END OF DOCUMENT RELEASE

INDEMNIFICATION:

The Contractor shall indemnify and hold Harmless the Owner, Architect, Architect's consultants, agents, and employees of any for them and against claims, damages, losses, and expenses including, but not limited to attorneys' fees, arising out of, or resulting from performance of the Work.

DISTRIBUTION LIST

Owner	Full Size	Half Size	Specifications	Electronic
				X
Client				
Ghafari Associates, LLC				
Katy Rupp, Project Manager				X
Other:				

INDEMNIFICATION:

The Contractor shall indemnify and hold Harmless the Owner, Architect, Architect's consultants, agents, and employees of any for them and against claims, damages, losses, and expenses including, but not limited to attorneys' fees, arising out of, or resulting from performance of the Work.

Project Manual for

**Wayne State University
Reuther Library
MEP**

Detroit, Michigan

Ghafari Project No. 2164076

DR 05 - IFB

04/08/2024

Prepared by:

Ghafari Associates, LLC

17101 Michigan Ave.

Dearborn, MI 48126 USA

Tel +1.313.441.3000

Fax +1.313.436.8630

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END OF SECTION 000110

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Purchase contracts.
8. Owner-furnished products.
9. Contractor-furnished, Owner-installed products.
10. Access to site.
11. Coordination with occupants.
12. Work restrictions.
13. Specification and Drawing conventions.
14. Miscellaneous provisions.

- B. Related Requirements: Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 PROJECT INFORMATION

- A. Project Identification: Wayne State University HVAC Upgrade, 5401 Cass Avenue, Detroit, Michigan, 48202.

1. Ghafari Project Number 2164076.

- B. Owner: Wayne State University, Facilities Planning and Management Design Services, 5454 Cass Avenue, Detroit, Michigan 48202

1. Owner's Representative: Victoria LaLonde.

- C. Structural, Architect, Mechanical and Electrical: Ghafari Associates, LLC, 17101 Michigan Avenue, Dearborn, 48126, 1-313-441-3000; Contact Katy Rupp.

- D. Web-Based Project Software: Project software administered by Contractor will be used for purposes of managing communication and documents during the construction stage.

1. See Section 013100 "Project Management and Coordination." for requirements for establishing administering and using web-based Project software.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.

1.4 WORK BY OWNER

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

1.5 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.6 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
 - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
 - 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
 - 3. Before limited Owner occupancy, life safety, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.

4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.7 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- C. Restricted Substances: Use of tobacco products and other controlled substances on Project site is not permitted.
- D. Employee Identification: Owner will provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- E. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
 1. Maintain list of approved screened personnel with Owner's representative.

1.8 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.

3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, unavailability of required warranty terms, or offers a cost or schedule advantage to the Owner.
 - 2. Substitutions for Convenience: Changes proposed by Contractor that are not required to meet other Project requirements but may offer advantage to Contractor.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use form provided in Project Manual.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.

- g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven working days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 working days of receipt of request, or seven working days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals, or less if designated by the Contract.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
 - i. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.

B. Substitutions for Convenience: Not allowed unless otherwise indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

Substitution Request

GHAFARI

PROJECT: _____ SUBSTITUTION REQUEST NO. _____ (After the Bidding Phase)

TO: _____ FROM: _____

RE: _____ DATE: _____

GHAFARI PROJECT NO. _____

CONTRACT FOR: _____

Specification Title: _____ Description: _____

Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____

Manufacturer: _____ Address: _____ Phone: _____

Trade Name: _____ Model No.: _____

Installer: _____ Address: _____ Phone: _____

History: ☐ New Product ☐ 2-5 yrs old ☐ 5-10 yrs old ☐ More than 10 years

Differences between proposed substitution and specified product: _____

☐ Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation: _____

Project: _____ Architect: _____

Address: _____ Owner: _____

Dated Installed: _____

Proposed substitution affects other parts of Work: ☐ No ☐ Yes; explain _____

Savings to Owner for accepting substitution: _____ (\$ _____).

Proposed substitution changes Contract Time: ☐ No ☐ Yes (Add) (Deduct) _____ days.

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Test ☐ Reports

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design including A/E design, detailing, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____
Signed by: _____
Firm: _____
Address: _____
Telephone: _____
Attachments: _____

A/E's REVIEW AND ACTION

- ☐ Substitution approved - Make submittals in accordance with Specification Section 013300.
- ☐ Substitution approved as noted - Make submittals in accordance with Specification Section 013300.
- ☐ Substitution rejected - Use specified materials.
- ☐ Substitution Requested received too late - Use specified materials.

Signed by: _____ Date: _____

Additional Comments: ☐ Contractor ☐ Subcontractor ☐ Supplier ☐ Manuf. ☐ A/E ☐ _____

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Web-based Project management software package.
 - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.
- C. Related Requirements:
 - 1. Section 013200 "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
 - 2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 3. Section 017700 "Closeout Procedures" for coordinating closeout of the Contract.

1.2 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Construction Manager, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses, cellular telephone

numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.

1. Post copies of list in Project meeting room, in temporary field office, in web-based Project software directory, and in prominent location in built facility. Keep list current at all times.

1.4 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 1. Schedule construction operations in sequence required to obtain the best results, where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 1. Prepare similar memoranda for Owner and separate contractors if 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 to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.

1.5 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:

- a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
- b. Coordinate the addition of trade-specific information to coordination drawings in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
- c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
- d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
- e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
- f. Indicate required installation sequences.
- g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Plenum Space: Indicate subframing for support of ceiling and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
3. Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches (32 mm) in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.

8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 9. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
 10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Drawing Process: Prepare coordination drawings in the following manner:
1. Schedule submittal and review of Fire Sprinkler, Plumbing, HVAC, and Electrical Shop Drawings to make required changes prior to preparation of coordination drawings.
 2. Commence routing of coordination drawing files with HVAC Installer, who will provide drawing plan files denoting approved ductwork. HVAC Installer will locate ductwork and piping on a single layer, using orange color. Forward drawings to Plumbing Installer.
 3. Plumbing Installer will locate plumbing and equipment on a single layer, using blue color.
 4. Fire Sprinkler Installer will locate piping and equipment, using red color. Fire Sprinkler Installer shall forward drawing files to Electrical Installer.
 5. Electrical Installer will indicate service and feeder conduit runs and equipment in green color. Electrical Installer shall forward drawing files to Communications and Electronic Safety and Security Installer.
 6. Communications and Electronic Safety and Security Installer will indicate cable trays and cabling runs and equipment in purple color. Communications and Electronic Safety and Security Installer shall forward completed drawing files to Contractor.
 7. Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Architect to review and resolve conflicts on the coordination drawings.
- D. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format:
 - a. Same digital data software program, version, and operating system as original Drawings.
 2. File Submittal Format: Submit or post coordination drawing files using PDF format.
 3. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
 - b. Contractor shall execute a data licensing agreement in the form of Agreement included in this Project Manual.

1.6 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name.
 2. Owner name.
 3. Owner's Project number.
 4. Name of Architect and Construction Manager.
 5. Architect's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
1. Attachments shall be electronic files in PDF format.
- D. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond. Allow ten working days for Architect's response for each RFI. RFIs received by Architect or Construction Manager after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.

- B. Web-Based Project Management Software Package: Use Owner's web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, Architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.
 - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - g. Processing and tracking of payment applications.
 - h. Processing and tracking of contract modifications.
 - i. Creating and distributing meeting minutes.
 - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - k. Management of construction progress photographs.
 - l. Mobile device compatibility, including smartphones and tablets.
 2. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.
- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.8 PROJECT MEETINGS

- A. General: Construction Manager will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times a minimum of seven days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, Construction Manager, and Architect, within three days of the meeting.

- B. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises and existing building.
 - p. Work restrictions.
 - q. Working hours.
 - r. Owner's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.
 - y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.

- b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
- 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 - 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Project Closeout Conference: Construction Manager will schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior, or time frame stipulated by the Contract, to the scheduled date of Substantial Completion.
- 1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 - 2. Attendees: Authorized representatives of Owner/Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of Record Documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for completing sustainable design documentation.
 - f. Requirements for preparing operations and maintenance data.

- g. Requirements for delivery of material samples, attic stock, and spare parts.
 - h. Requirements for demonstration and training.
 - i. Preparation of Contractor's punch list.
 - j. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - k. Submittal procedures.
 - l. Coordination of separate contracts.
 - m. Owner's partial occupancy requirements.
 - n. Installation of Owner's furniture, fixtures, and equipment.
 - o. Responsibility for removing temporary facilities and controls.
4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct progress meetings at weekly intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and 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 meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 - 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Status of sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site use.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Status of RFIs.
 - 16) Status of Proposal Requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.

- 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- F. Coordination Meetings: Construction Manager will conduct Project coordination meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and 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 meetings shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.
 - 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) Status of RFIs.
 - 15) Proposal Requests.
 - 16) Change Orders.
 - 17) Pending changes.

3. Reporting: 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 Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's Construction Schedule.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Unusual event reports.
- B. Related Requirements:
 - 1. Section 014000 "Quality Requirements" for schedule of tests and inspections.

1.2 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction Project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine the critical path of Project and when activities can be performed.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

- F. Resource Loading: The allocation of manpower and equipment necessary for completing an activity as scheduled.

1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
 - 1. PDF file.
- B. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.
- C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
- D. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, cost and resource loading, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.
 - 1. Activity Report: List of activities sorted by activity number and then early start date, or actual start date if known.
 - 2. Logic Report: List of preceding and succeeding activities for each activity, sorted in ascending order by activity number and then by early start date, or actual start date if known.
 - 3. Total Float Report: List of activities sorted in ascending order of total float.
- E. Construction Schedule Updating Reports: Submit with Applications for Payment.
- F. Daily Construction Reports: Submit at weekly intervals.
- G. Material Location Reports: Submit at monthly intervals.
- H. Site Condition Reports: Submit at time of discovery of differing conditions.
- I. Unusual Event Reports: Submit at time of unusual event.
- J. Qualification Data: For scheduling consultant.

1.4 QUALITY ASSURANCE

- A. Scheduling Consultant Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 24 hours of Architect's request.
- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's Construction Schedule, including, but not limited to, the following:
 - 1. Review software limitations and content and format for reports.
 - 2. Verify availability of qualified personnel needed to develop and update schedule.

3. Discuss constraints, including phasing, work stages, area separations, interim milestones and partial Owner occupancy.
4. Review delivery dates for Owner-furnished products.
5. Review schedule for work of Owner's separate contracts.
6. Review submittal requirements and procedures.
7. Review time required for review of submittals and resubmittals.
8. Review requirements for tests and inspections by independent testing and inspecting agencies.
9. Review time required for Project closeout and Owner startup procedures.
10. Review and finalize list of construction activities to be included in schedule.
11. Review procedures for updating schedule.

1.5 COORDINATION

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

1.6 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
- B. Time Frame: Extend schedule from date established for the Notice to Proceed to date of Final Completion.
 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- C. Activities: Treat each floor or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
 2. Temporary Facilities: Indicate start and completion dates for the following as applicable:
 - a. Securing of approvals and permits required for performance of the Work.
 - b. Temporary facilities.
 - c. Construction of mock-ups, prototypes and samples.
 - d. Owner interfaces and furnishing of items.
 - e. Interfaces with Separate Contracts.
 - f. Regulatory agency approvals.
 - g. Punch list.
 3. Procurement Activities: Include procurement process activities for the following long lead-time items and major items, requiring a cycle of more than 60 days, as separate activities

in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.

4. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 5. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
 6. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's and Construction Manager's administrative procedures necessary for certification of Substantial Completion.
 7. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and Final Completion.
- D. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
1. Phasing: Arrange list of activities on schedule by phase.
 2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Products Ordered in Advance: Include a separate activity for each product. Delivery dates indicated stipulate the earliest possible delivery date.
 4. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 5. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Limitations of continued occupancies.
 - c. Uninterruptible services.
 - d. Partial occupancy before Substantial Completion.
 - e. Use-of-premises restrictions.
 - f. Provisions for future construction.
 - g. Seasonal variations.
 - h. Environmental control.
 6. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Mockups.
 - e. Fabrication.
 - f. Sample testing.
 - g. Deliveries.
 - h. Installation.
 - i. Tests and inspections.
 - j. Adjusting.
 - k. Curing.
 - l. Startup and placement into final use and operation.
 7. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Area vacated for Work to commence.

- b. Demolition completion.
 - c. Completion of mechanical installation.
 - d. Completion of electrical installation.
 - e. Substantial Completion.
 - f. Final Completion.
- 8. Other Constraints: Coordination of material movement and storage with ongoing facility operations.
- E. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion
- F. Cost Correlation: Superimpose a cost correlation timeline, indicating planned and actual costs. On the line, show planned and actual dollar volume of the Work performed as of planned and actual dates used for preparation of payment requests.
- G. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 - 1. Unresolved issues.
 - 2. Unanswered Requests for Information.
 - 3. Rejected or unreturned submittals.
 - 4. Notations on returned submittals.
 - 5. Pending modifications affecting the Work and the Contract Time.
- H. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Final Completion percentage for each activity.
- I. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, equipment required to achieve compliance, and date by which recovery will be accomplished.
- J. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

1.7 CPM SCHEDULE REQUIREMENTS

- A. Prepare network diagrams using AON (activity-on-node) format.
- B. Startup Network Diagram: Submit diagram within 10 days of date established for the Notice to Proceed. Outline significant construction activities for the first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- C. CPM Schedule: Prepare Contractor's Construction Schedule using a cost- and resource-loaded, time-scaled CPM network analysis diagram for the Work.
 - a. Failure to include any work item required for performance of this Contract shall not excuse Contractor from completing all work within applicable completion dates.
- 2. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
- 3. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
 - 1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals.
 - b. Mobilization and demobilization.
 - c. Purchase of materials.
 - d. Delivery.
 - e. Fabrication.
 - f. Utility interruptions.
 - g. Installation.
 - h. Work by Owner that may affect or be affected by Contractor's activities.
 - i. Testing and inspection.
 - j. Commissioning.
 - k. Punch list and Final Completion.
 - l. Activities occurring following Final Completion.
 - 2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.
 - 3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
 - 4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
 - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.
 - 5. Cost- and Resource-Loading of CPM Schedule: Assign cost to construction activities on the CPM schedule. Do not assign costs to submittal activities. Obtain Architect's approval prior to assigning costs to fabrication and delivery activities. Assign costs under main

subcontracts for testing and commissioning activities, operation and maintenance manuals, punch list activities, Project record documents, and demonstration and training (if applicable), in the amount of 5 percent of the Contract Sum.

- a. Each activity cost shall reflect an appropriate value subject to approval by Architect.
 - b. Total cost assigned to activities shall equal the total Contract Sum.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall Project schedule.
- F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
1. Contractor or subcontractor and the Work or activity.
 2. Description of activity.
 3. Main events of activity.
 4. Immediate preceding and succeeding activities.
 5. Early and late start dates.
 6. Early and late finish dates.
 7. Activity duration in workdays.
 8. Total float or slack time.
 9. Average size of workforce.
 10. Dollar value of activity (coordinated with the schedule of values).
- G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
1. Identification of activities that have changed.
 2. Changes in early and late start dates.
 3. Changes in early and late finish dates.
 4. Changes in activity durations in workdays.
 5. Changes in the critical path.
 6. Changes in total float or slack time.
 7. Changes in the Contract Time.
- H. Value Summaries: Prepare two cumulative value lists, sorted by finish dates.
1. In first list, tabulate activity number, early finish date, dollar value, and cumulative dollar value.
 2. In second list, tabulate activity number, late finish date, dollar value, and cumulative dollar value.
 3. In subsequent issues of both lists, substitute actual finish dates for activities completed as of list date.
 4. Prepare list for ease of comparison with payment requests; coordinate timing with progress meetings.
 - a. In both value summary lists, tabulate "actual percent complete" and "cumulative value completed" with total at bottom.
 - b. Submit value summary printouts one week before each regularly scheduled progress meeting.

1.8 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
1. List of subcontractors at Project site.
 2. List of separate contractors at Project site.
 3. Approximate count of personnel at Project site.
 4. Equipment at Project site.
 5. Material deliveries.
 6. High and low temperatures and general weather conditions, including presence of rain or snow.
 7. Testing and inspection.
 8. Accidents.
 9. Meetings and significant decisions.
 10. Unusual events.
 11. Stoppages, delays, shortages, and losses.
 12. Meter readings and similar recordings.
 13. Emergency procedures.
 14. Orders and requests of authorities having jurisdiction.
 15. Change Orders received and implemented.
 16. Construction Change Directives received and implemented.
 17. Services connected and disconnected.
 18. Equipment or system tests and startups.
 19. Partial completions and occupancies.
 20. Substantial Completions authorized.
- B. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:
1. Material stored prior to previous report and remaining in storage.
 2. Material stored prior to previous report and since removed from storage and installed.
 3. Material stored following previous report and remaining in storage.
- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- D. Unusual Event Reports: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
1. Submit unusual event reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013200

SECTION 013233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for the following:

1. Preconstruction photographs.
2. Concealed Work photographs.
3. Periodic construction photographs.
4. Time-lapse sequence construction photographs.
5. Final Completion construction photographs.

- B. Related Requirements:

1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.
2. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.
3. Section 024119 "Selective Demolition" for photographic documentation before selective demolition operations commence.

1.2 INFORMATIONAL SUBMITTALS

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

- B. Digital Photographs: Submit image files within three days of taking photographs.

1. Submit photos by uploading to web-based Project management software site. Include copy of key plan indicating each photograph's location and direction.
2. Identification: Provide the following information with each image description in web-based Project management software site:
 - a. Name of Project.
 - b. Name and contact information for photographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date photograph was taken.
 - f. Description of location, vantage point, and direction.
 - g. Unique sequential identifier keyed to accompanying key plan.

1.3 QUALITY ASSURANCE

- A. Photographer Qualifications: An individual who has been regularly engaged as a professional photographer of construction projects for not less than three years.

1.4 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 12 megapixels, and at an image resolution of not less than 3200 by 2400 pixels, and with vibration-reduction technology. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. File Names: Name media files with date and Project area and sequential numbering suffix.

1.5 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- C. Preconstruction Photographs: Before commencement of the Work, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Architect.
 - 1. Flag construction limits before taking construction photographs.
 - 2. Take a minimum 20 photographs to show existing conditions adjacent to property before starting the Work.
 - 3. Take additional photographs as required to record settlement or cracking of adjacent structures, pavements, and improvements.
- D. Concealed Work Photographs: Before proceeding with installing work that will conceal other work, take photographs sufficient in number, with annotated descriptions, to record nature and location of concealed Work, including, but not limited to, the following:
 - 1. Piping.
 - 2. Electrical conduit.
 - 3. Other process utilities.
- E. Periodic Construction Photographs: Take a minimum of 20 photographs weekly coinciding with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- F. Time-Lapse Sequence Construction Photographs: Take minimum of 20 photographs as indicated, to show status of construction and progress since last photographs were taken.
 - 1. Frequency: Take photographs weekly, on the same day each week.
 - 2. Vantage Points: Following suggestions by Architect and Contractor, photographer shall select vantage points. During each of the following construction phases, take not less than two of the required shots from same vantage point each time, to create a time-lapse sequence as follows:
 - a. Interior Work, through date of Substantial Completion.

- G. Final Completion Construction Photographs: Take minimum of 20 photographs after date of Substantial Completion for submission as Project Record Documents. Architect will inform photographer of desired vantage points.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013233

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
 - 1. Section 013200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
 - 2. Section 017823 "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 3. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 4. Section 017900 "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect/Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect/Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.3 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect/Engineer and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 - 3. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.

- c. Submittal category: Action; informational.
- d. Name of subcontractor.
- e. Description of the Work covered.
- f. Scheduled date for Architect/Engineer's final release or approval.
- g. Scheduled date of fabrication.
- h. Scheduled dates for purchasing.
- i. Scheduled dates for installation.
- j. Activity or event number.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect/Engineer's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Architect/Engineer for Contractor's use in preparing submittals.
 - 1. At the discretion of the Architect/Engineer, digital data drawing files. for use in preparing Shop Drawings and Project record drawings, may be made available to the Contractor, without modification. Extensive requests on the part of the Contractor may be subject to a fee.
 - a. Architect/Engineer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Digital Drawing Software Program: The Contract Drawings are available in Revit 2024.
 - c. Contractor shall execute a data licensing agreement in the form of agreed to in the Contract.
 - d. The following digital data files will be furnished for each appropriate discipline:
 - 1) Floor plans.
 - 2) Reflected ceiling plans.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect/Engineer the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect/Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 10 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect/Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow 10 days for review of each resubmittal.
 - 4. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect/Engineer and to Architect/Engineer's consultants, allow 10 days for review of each submittal. Submittal will be returned to Architect/Engineer before being returned to Contractor.

- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Transmittal Form: Use "Standard Submittal Form" included in the Project Manual.
- E. Options: Identify options requiring selection by Architect/Engineer.
- F. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect/Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- G. Resubmittals: Make resubmittals in same form as initial submittal.
1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect/Engineer's action stamp.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
1. Send email submittals to the Architect/Engineer to submittals@ghafari.com.
 2. Address samples to the Architect/Engineer to:

Katy Rupp
Ghafari Associates, LLC
17101 Michigan Avenue
Dearborn, MI 48126
ATTN: Submittals-RFI's
 3. In the subject line of the email transmittal message, include the following:
 - a. "Project Name - Ghafari Project Number 2164076."
- I. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect/Engineer's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Identify Submittals by Specification section number, submittal number, resubmittal number, and product description per the following example:
 - a. Initial submittal: 092900-001-00 Gypsum Board Product Data.pdf

- b. First resubmittal: 092900-001-01 Gypsum Board Product Data.pdf
 2. Post electronic submittals as PDF electronic files directly to Project Web site specifically established for Project.
 - a. Architect/Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data in PDF electronic file format:
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect/Engineer's digital data drawing files is otherwise permitted.
 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Submit Shop Drawings in PDF electronic file format:
 3. BIM File Incorporation: Develop and incorporate Shop Drawing files into Building Information Model established for Project.
 - a. Prepare Shop Drawings in the following format: Same digital data software program, version, and operating system as the original Drawings.

- b. Refer to Section 013100 "Project Management and Coordination" for requirements for coordination drawings.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 - 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 - 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 - 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 - 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect/Engineer will return submittal with options selected.
 - 6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect/Engineer will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.

2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
 5. Submit product schedule in PDF electronic file format:
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."
- G. Contractor's Construction Schedule: Comply with requirements specified in Section 013200 "Construction Progress Documentation."
- H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."
- I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
- J. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."
- K. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- L. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- M. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- N. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- O. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- P. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- Q. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- R. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

- S. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- T. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- U. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- V. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- W. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect/Engineer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. BIM File Incorporation: Incorporate delegated-design drawing and data files into Building Information Model established for Project.
 - 1. Prepare delegated-design drawings in the following format: Same digital data software program, version, and operating system as the original Drawings.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect/Engineer.
- B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT/ENGINEER'S ACTION

- A. Action Submittals: Architect/Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect/Engineer and Construction Manager will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect/Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect/Engineer will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect/Engineer.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may be returned by the Architect/Engineer without action.

END OF SECTION 013300

STANDARD SUBMITTAL FORM

Equipment Solutions Group

GHAFARI

1. To: Katy Rupp Ghafari Associates, L.L.C. 17101 Michigan Dearborn, MI 48185 Attn: Submittals Processing Phone: 313-441-3000 Fax: 313-425-3660 Email: submittals@ghafari.com		2. From: Attn: Phone: Fax: Email:		3. Date Submitted: 4. Submittal No. 6. Submittal Subject/Reference <input type="checkbox"/> Paint/Tooling <input type="checkbox"/> Conveyors <input type="checkbox"/> Controls <input type="checkbox"/> Facility 7. Ghafari Project No. 8. Project Title:		5. <input type="checkbox"/> New <input type="checkbox"/> Resubmittal
9. Copies	10. Item Description	11. Mfr/Contractor	12. Contractor's Remarks:			
The undersigned certifies that the above-submitted items have been reviewed in detail and are correct and in strict conformance with all requirements of the contract documents, except as otherwise noted. Note: Approval of items submitted does not relieve contractor from complying with all requirements of the contract documents.						
13. Name of Contractor			Signature			

GHAFARI ASSOCIATES L.L.C - SUBMITTAL VERIFICATION SECTION			
If a discipline necessary for proper review is not listed, add to the distribution list and forward the submittal for review.		Comments:	
ACTION TAKEN			
<input type="checkbox"/>	REVIEWED		
<input type="checkbox"/>	REVIEWED WITH COMMENTS		
<input type="checkbox"/>	REVISE & RESUBMIT		
<input type="checkbox"/>	FILE ONLY, NOT REVIEWED		
<input type="checkbox"/>	NOT REQUESTED, NOT REVIEWED		
DISTRIBUTION			
<input type="checkbox"/>	Paint/Tooling	<input type="checkbox"/>	
<input type="checkbox"/>	Conveyors	<input type="checkbox"/>	
<input type="checkbox"/>	Controls	<input type="checkbox"/>	
<input type="checkbox"/>	Facility	<input type="checkbox"/>	
<input type="checkbox"/>	Project Manager	<input type="checkbox"/>	
Reviewed by & Date:		REVIEW IS FOR GENERAL CONFORMANCE WITH THE DESIGN CONCEPT AND CONTRACT DOCUMENTS. THIS OFFICE ASSUMES NO RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS OF THE SUBMITTAL. THIS REVIEW DOES NOT RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR ANY DEVIATION FROM THE CONTRACT DOCUMENTS. IF THIS SUBMITTAL DOES NOT CONFORM TO THE GHAFARI CONSTRUCTION DOCUMENTS, SUBMIT A WRITTEN EXPLANATION OF THE VARIANCE.	

Contractor Instructions for Use of Standard Submittal Form

1. Use an individual copy of this form for each and every required project submittal.
Submitting contractor shall fill in items 2 through 13 in the shaded area including the following:
2. Contractor's return address and contact information
3. Submittal date
4. Submittal number
5. Indicate "New" or "Resubmittal"
6. Specification Section number that submittal is in response to
7. Ghafari project number
8. Project title
9. Indicate the quantity of submittal copies
10. Describe the submitted item
11. Identify the manufacturer/vendor/subcontractor
12. Include appropriate remarks as required
13. Contractor's name and signature

The remainder of the submittal form will be completed by Ghafari or their designated representative, and returned to the Contractor with the submittal.

Contractor Instructions for Sending Submittals electronically

1. Send via email to: submittals@ghafari.com.
2. Send in an individual email transmission formatted as follows:
The email subject line shall include the following information:
 - a. Project Name
 - b. Ghafari Project Number
3. The email attachments shall be in **pdf format** and include the following:
 - a. Fully completed Standard Submittal Form
 - b. All parts of the submittal must be bound together into one pdf file when possible.
 - c. Contractor file name and submittal number should be the same.

Contractor Instructions for Sending RFI's electronically

1. RFI's must be submitted on the Contractors RFI form. Please **DO NOT USE THIS STANDARD SUBMITTAL FORM FOR RFIs**.
2. The form must include the Ghafari Project Name and Project Number.
3. Send via email to: submittals@ghafari.com.
4. Send in an individual email transmission formatted as follows:
The email subject line shall include the following information:
 - a. Project Name
 - b. Ghafari Project Number
5. The email attachment shall be in **pdf format** and all parts must be bound together into one pdf file when possible.
6. Contractor file name and RFI number should be the same.

Note: Delete this page before sending submittal.

SECTION 013516 - ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes special procedures for alteration work.

1.2 Related Requirements

- A. Section 015000 "Temporary Facilities and Controls" for utility use charges, field offices, materials and equipment used, and temporary utilities.
- B. Section 024119 "Selective Demolition" for material ownership, required submittals prior to commencement of demolition, pre-demolition survey and demolition activities.

1.3 DEFINITIONS

- A. Alteration Work: This term includes remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.
- B. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- C. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- D. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- E. Repair: To correct damage and defects, retaining existing materials, features, and finishes. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- F. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- G. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- H. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- I. Retain: To keep an element or detail secure and intact.
- J. Strip: To remove existing finish down to base material unless otherwise indicated.

1.4 COORDINATION

- A. Alteration Work Subschedule: A construction schedule coordinating the sequencing and scheduling of alteration work for entire Project, including each activity to be performed, and based on Contractor's Construction Schedule. Secure time commitments for performing critical construction activities from separate entities responsible for alteration work.
1. Schedule construction operations in sequence required to obtain best Work results.
 2. Coordinate sequence of alteration work activities to accommodate the following:
 - a. Owner's continuing occupancy of portions of existing building.
 - b. Owner's partial occupancy of completed Work.
 - c. Other known work in progress.
 - d. Tests and inspections.
 3. Detail sequence of alteration work, with start and end dates.
 4. Utility Services: Indicate how long utility services will be interrupted. Coordinate shutoff, capping, and continuation of utility services.
 5. Use of elevator and stairs.
 6. Equipment Data: List gross loaded weight, axle-load distribution, and wheel-base dimension data for mobile and heavy equipment proposed for use in existing structure. Do not use such equipment without certification from Contractor's professional engineer that the structure can support the imposed loadings without damage.
- B. Pedestrian and Vehicular Circulation: Coordinate alteration work with circulation patterns within Project building(s) and site. Some work is near circulation patterns, adjacent to restricted areas, occupied areas that are quiet zones, and library stacks.. Circulation patterns cannot be closed off entirely and in places can be only temporarily redirected around small areas of work. Access to restricted areas may not be obstructed. Plan and execute the Work accordingly.

1.5 PROJECT MEETINGS FOR ALTERATION WORK

- A. Preliminary Conference for Alteration Work: Before starting alteration work, conduct conference at Project site or other areas designated by Owner.
1. Attendees: In addition to representatives of Owner, Architect, and Contractor, .
 2. Agenda: Discuss items of significance that could affect progress of alteration work, including review of the following:
 - a. Alteration Work Subschedule: Discuss and finalize; verify availability of materials, specialists' personnel, equipment, and facilities needed to make progress and avoid delays.
 - b. Fire-prevention plan.
 - c. Governing regulations.
 - d. Areas where existing construction is to remain and the required protection.
 - e. Hauling routes.
 - f. Sequence of alteration work operations.
 - g. Storage, protection, and accounting for salvaged and specially fabricated items.
 - h. Existing conditions, staging, and structural loading limitations of areas where materials are stored.
 - i. Qualifications of personnel assigned to alteration work and assigned duties.
 - j. Requirements for extent and quality of work, tolerances, and required clearances.

- k. Special details, collection of waste, protection of occupants and the public, and condition of other construction that affects the Work or will affect the work.
 - 3. Reporting: Record conference results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from conference.
- B. Coordination Meetings: Conduct coordination meetings specifically for alteration work at weekly intervals. Coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
 - 1. Attendees: In addition to representatives of Owner, Architect, and Contractor, supplier, installer, and other entity concerned with progress or involved in planning, coordination, or performance of alteration work activities shall be represented at these meetings. All participants at conference shall be familiar with Project and authorized to conclude matters relating to alteration work.
 - 2. Agenda: Review and correct or approve minutes of previous coordination meeting. Review other items of significance that could affect progress of alteration work. Include topics for discussion as appropriate to status of Project.
 - a. Alteration Work Subschedule: Review progress since last coordination meeting. Determine whether each schedule item is on time, ahead of schedule, or behind schedule. Determine how construction behind schedule will be expedited with retention of quality; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities are completed within the Contract Time.
 - b. Schedule Updating: Revise Contractor's Alteration Work Subschedule after each coordination meeting where revisions to schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each entity present, including review items listed in the "Preliminary Conference for Alteration Work" Paragraph in this article and the following:
 - 1) Interface requirements of alteration work with other Project Work.
 - 2) Status of submittals for alteration work.
 - 3) Access to alteration work locations.
 - 4) Effectiveness of fire-prevention plan.
 - 5) Quality and work standards of alteration work.
 - 6) Change Orders for alteration work.
 - 3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

1.6 INFORMATIONAL SUBMITTALS

- A. Alteration Work Subschedule:
 - 1. Submit alteration work subschedule within seven days of date established for commencement of alteration work.
- B. Alteration Work Program: Submit 30 days before work begins.
- C. Fire-Prevention Plan: Submit 30 days before work begins.

1.7 QUALITY ASSURANCE

- A. Alteration Work Program: Prepare a written plan for alteration work for whole Project, including each phase or process and protection of surrounding materials during operations. Show compliance with indicated methods and procedures specified in this and other Sections. Coordinate this whole-Project alteration work program with specific requirements of programs required in other alteration work Sections.
 - 1. Coordinate alteration activities with the requirements of the Fire-Safety program, Moisture and Mold Protection Plan, and Dust and HVAC Control Plan in Section 015000 "Temporary Facilities and Controls."
- B.
- C. Safety and Health Standard: Comply with ANSI/ASSP A10.6.

PART 2 - PRODUCTS - (Not Used)

PART 3 - EXECUTION

3.1 PROTECTION

- A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from alteration work.
 - 1. Use only proven protection methods, appropriate to each area and surface being protected.
 - 2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where alteration work is being performed.
 - 3. Erect temporary barriers to form and maintain fire-egress routes.
 - 4. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during alteration work.
 - 5. Contain dust and debris generated by alteration work, and prevent it from reaching the public or adjacent surfaces.
 - 6. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
 - 7. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
 - 8. Provide supplemental sound-control treatment to isolate demolition work from other areas of the building.
- B. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.
- C. Utility and Communications Services:
 - 1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by alteration work before commencing operations.
 - 2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for alteration work.

3. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.
- D. Existing Drains: Prior to the start of work in an area, test drainage system to ensure that it is functioning properly. Notify Architect immediately of inadequate drainage or blockage. Do not begin work in an area until the drainage system is functioning properly.
 1. Prevent solids such as adhesive or mortar residue or other debris from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from alteration work.
 2. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

3.2 PROTECTION FROM FIRE

- A. General: Follow fire-prevention plan and the following:
 1. Comply with NFPA 241 requirements unless otherwise indicated. Perform duties titled "Owner's Responsibility for Fire Protection."
 2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
 - a. If combustible material cannot be removed, provide fire blankets to cover such materials.
- B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:
 1. Obtain Owner's approval for operations involving use of welding or other high-heat equipment. Use of open-flame equipment is not permitted. Notify Owner at least 72 hours before each occurrence, indicating location of such work.
 2. As far as practicable, restrict heat-generating equipment to outside the building or areas designated by Owner.
 3. Do not perform work with heat-generating equipment in or near rooms or in areas where combustible products, flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
 4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
 5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
 - a. Train each fire watch in the proper operation of fire-control equipment and alarms.
 - b. Prohibit fire-watch personnel from other work that would be a distraction from fire-watch duties.
 - c. Cease work with heat-generating equipment whenever fire-watch personnel are not present.

- d. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work in each area to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.
 - e. Maintain fire-watch personnel at each area of Project site until two hours after conclusion of daily work.
- C. Fire-Control Devices: Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.
- D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.
 - 1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

3.3 GENERAL ALTERATION WORK

- A. Ensure that supervisory personnel are present when work begins and during its progress.
- B. Record existing work before each procedure (preconstruction), and record progress during the work. Use digital preconstruction documentation photographs or video recordings. Comply with requirements in Section 013233 "Photographic Documentation."
- C. Perform surveys of Project site as the Work progresses to detect hazards resulting from alterations.
- D. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.
 - 1. Do not proceed with the work in question until directed by Architect.

END OF SECTION 013516

SECTION 013573 - DELEGATED DESIGN PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes
 - 1. Summary of Delegated Design Performance Requirements.
 - 2. Permitting for Delegated Design.
 - 3. Delegated Design Submittals.
- B. Coordinate and assume full responsibility for design, engineering, submittals, fabrication, transportation, and installation of this work.
- C. Delegated Design efforts include the following:
 - 1. Section 237313.13 Indoor, Basic Air-Handling Units
 - 2. Section 260529 Hangers and Supports for Electrical Systems

1.2 DEFINITIONS

- A. Delegated Design: Professional design service or certification specifically required of the Contractor in the Specifications.
- B. AHJ: Authorities Having Jurisdiction, defined in AIA Document A201.

1.3 PERFORMANCE REQUIREMENTS

- A. Comply with Regulations.
- B. Provide complete, operational systems that perform their intended use.
- C. Engineer Delegated Design portions for gravity, lateral and seismic loads.
 - 1. Load criteria is indicated in the specific product Section.
 - 2. Indicated reactions to structure.
 - 3. Provide services of a qualified professional engineer licensed in the Project jurisdiction.
- D. Execute the design intent as indicated in Project Drawings and Specifications.
- E. Obtain Permits and inspections and pay fees required by AHJ.

1.4 OWNER'S RESPONSIBILITIES

- A. The Owner will not pay for progress delays, additional Work, additional products, restocking, or re-working required by Contractor's failure to coordinate Delegated Design work with other Project work.

1.5 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

1.6 PERMITTING

- A. Permit Review: Submit Delegated Design documents to AHJ for review and approval as a Deferred Submittal. Architect/Engineer will deliver submittal to the AHJ and be the main point of contact with the AHJ.
 - 1. Review by Architect/Engineer or Architect/Engineer's consultant prior to submittal to the AHJ is required. Allow adequate time for Architect/Engineer's review as described in Section 013000 - Administrative Requirements.
 - 2. Make corrections noted by Architect/Engineer.
 - 3. Obtain permits prior to executing work component.
 - 4. Comply with AHJ requirements.
 - 5. Execute corrections to Delegated Design work required by AHJ at no cost to Owner and prior to Substantial Completion.
 - a. Notify Architect/Engineer of changes required by AHJ as soon as they are known.
 - 6. Include design criteria, design assumptions, structural calculations, fabrication and construction details, required clearances, and interface requirements.
 - a. Delegated Design drawings are in addition to Shop Drawings.
 - 7. Affix Design Professional's seal for State License on Submittals.

1.7 SUBMITTALS

- A. Preliminary Design: Submit drawings and product data that describe Contractor's design prior to performing engineering calculations and final drawings.
 - 1. Architect/Engineer will evaluate proposed design and comment on conformance with intent of Contract Documents.
 - 2. Preliminary review is for aesthetic and general function concerns and will not constitute approval of engineering.
 - 3. Purpose of this submittal is to avoid engineering and detailing an unacceptable proposal.
- B. Final Design: Submit drawings, product data and engineering calculations that describe Contractor's final design.
- C. Engineer's qualifications.
- D. Product Data, Shop Drawings and Samples: Comply with requirements in Section 013300 for each product of Delegated Design portion of work. Product submittals are in addition to submittals for permit and design data.

1.8 ACTION SUBMITTALS

A. Delegated-Design Submittal: For design calculations and necessary details.

1. Section 237313 Indoor Basic Air-Handling.
2. Section 260529 Hangers and Supports.

1.9 QUALITY ASSURANCE

A. Documentation: Comply with the following:

1. Uniform Drawing System, NCS/UDS published by National Institute of Building Sciences.
2. Minimum text size: 1/8 inch.
3. Legible when microfilmed.
4. Other requirements of AHJ.

B. Design requirements specific to Delegated Design portions are indicated in Drawings and in Sections that specify the component.

C. Engineer's Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated.

D. Pre-Submittal Meeting: Contractor shall meet with Architect/Engineer, Consultant, and Delegated Designer to discuss requirements of work-portion, submittals, scheduling and sequencing.

1.10 SCHEDULING

A. Schedule design process and submittals required for Delegated Design portions to fit within Construction Schedule.

B. Allow adequate time for AHJ review. Contact AHJ for time estimate and coordination of schedule.

C. Architect/Engineer's approval of Final Design is required prior to submittal to the AHJ. Allow time specified in Section 013300 Submittal Procedures for Architect/Engineer's review prior to submittal to the AHJ.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 013573

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect/Engineer, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Mockups: Physical assemblies of portions of the Work constructed to establish the standard by which the Work will be judged. Mockups are not Samples.
 - 1. Mockups are used for one or more of the following:
 - a. Verify selections made under Sample submittals.
 - b. Demonstrate aesthetic effects.
 - c. Demonstrate the qualities of products and workmanship.
 - d. Demonstrate successful installation of interfaces between components and systems.
 - e. Perform preconstruction testing to determine system performance.

2. Product Mockups: Mockups that may include multiple products, materials, or systems specified in a single Section.
 3. In-Place Mockups: Mockups constructed on-site in their actual final location as part of permanent construction.
- E. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- F. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- G. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- I. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- J. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect/Engineer.

1.3 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect/Engineer.
- B. Delegated Design Services Statement: Submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect/Engineer regarding the

conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect/Engineer for clarification before proceeding.

- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect/Engineer for a decision before proceeding.

1.5 ACTION SUBMITTALS

- A. Mockup Shop Drawings:
 - 1. Include plans, sections, elevations, and details, indicating materials and size of mockup construction.
 - 2. Indicate manufacturer and model number of individual components.
 - 3. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
 - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
 - 2. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- F. Reports: Prepare and submit certified written reports and documents as specified.

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

1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect/Engineer. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities and to coordinate Owner's quality-assurance and quality-control activities. Coordinate with Contractor's Construction Schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections, including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections. Distinguish source quality-control tests and inspections from field quality-control tests and inspections.
 - 2. Special inspections required by authorities having jurisdiction and indicated on the Statement of Special Inspections.
 - 3. Owner-performed tests and inspections indicated in the Contract Documents.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring the Work into compliance with standards of workmanship established by Contract requirements.
- F. Monitoring and Documentation: Maintain testing and inspection reports, including log of approved and rejected results. Include Work Architect/Engineer has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming Work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.8 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.

3. Name, address, telephone number, and email address of testing agency.
 4. Dates and locations of samples and tests or inspections.
 5. Names of individuals making tests and inspections.
 6. Description of the Work and test and inspection method.
 7. Identification of product and Specification Section.
 8. Complete test or inspection data.
 9. Test and inspection results and an interpretation of test results.
 10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement of whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement of whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.

1.9 QUALITY ASSURANCE

- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.

- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that is similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
 - 1. Requirements of authorities having jurisdiction supersede requirements for specialists.
- G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following Contractor's responsibilities, including the following:
 - 1. Provide test specimens representative of proposed products and construction.
 - 2. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
Provide sizes and configurations of test assemblies to adequately demonstrate capability of products to comply with performance requirements.
 - 3. When testing is complete, remove test specimens and test assemblies; do not reuse products on Project.
 - 4. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect/Engineer, with copy to Contractor. Interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.

1.10 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
 2. Payment for these services will be made from testing and inspection allowances specified in Section 012100 "Allowances," as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspection will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Architect/Engineer and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect/Engineer and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.

- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."
- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 - 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 - 4. Facilities for storage and field curing of test samples.
 - 5. Delivery of samples to testing agencies.
 - 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 7. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's Construction Schedule. Update and submit with each Application for Payment.
 - 1. Schedule Contents: Include tests, inspections, and quality-control services, including Contractor- and Owner-retained services, commissioning activities, and other Project-required services paid for by other entities.
 - 2. Distribution: Distribute schedule to Owner, Architect/Engineer, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified special inspector to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
 - 1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures, and reviewing the completeness and adequacy of those procedures to perform the Work.

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

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect/Engineer.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect/Engineer's and authorities' having jurisdiction reference during normal working hours.
 1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 014200 - REFERENCES

PART 1 - GENERAL

1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect/Engineer's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect/Engineer's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect/Engineer. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Unload, temporarily store, unpack, assemble, erect, place, anchor, apply, work to dimension, finish, cure, protect, clean, and similar operations at Project site.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
 - 1. For standards referenced by applicable building codes, comply with dates of standards as listed in building codes.

- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.

1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.3 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States."

- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Abbreviations and acronyms not included in this list shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations: National Organizations of the U.S." or in Columbia Books' "National Trade & Professional Associations of the United States." The information in this list is subject to change and is believed to be accurate as of the date of the Contract Documents.

1. AABC - Associated Air Balance Council; www.aabc.com.
2. AAMA - American Architectural Manufacturers Association; www.aamanet.org.
3. AAPFCO - Association of American Plant Food Control Officials; www.aapfco.org.
4. AASHTO - American Association of State Highway and Transportation Officials; www.transportation.org.
5. AATCC - American Association of Textile Chemists and Colorists; www.aatcc.org.
6. ABMA - American Bearing Manufacturers Association; www.americanbearings.org.
7. ABMA - American Boiler Manufacturers Association; www.abma.com.
8. ACI - American Concrete Institute; (Formerly: ACI International); www.concrete.org.
9. ACPA - American Concrete Pipe Association; www.concrete-pipe.org.
10. AEIC - Association of Edison Illuminating Companies, Inc. (The); www.aeic.org.
11. AF&PA - American Forest & Paper Association; www.afandpa.org.
12. AGA - American Gas Association; www.aga.org.
13. AHAM - Association of Home Appliance Manufacturers; www.aham.org.
14. AHRI - Air-Conditioning, Heating, and Refrigeration Institute (The); www.ahrinet.org.
15. AI - Asphalt Institute; www.asphaltinstitute.org.
16. AIA - American Institute of Architects (The); www.aia.org.
17. AISC - American Institute of Steel Construction; www.aisc.org.
18. AISI - American Iron and Steel Institute; www.steel.org.
19. AITC - American Institute of Timber Construction; www.aitc-glulam.org.
20. AMCA - Air Movement and Control Association International, Inc.; www.amca.org.
21. ANSI - American National Standards Institute; www.ansi.org.
22. AOSA - Association of Official Seed Analysts, Inc.; www.aosaseed.com.
23. APA - APA - The Engineered Wood Association; www.apawood.org.
24. APA - Architectural Precast Association; www.archprecast.org.
25. API - American Petroleum Institute; www.api.org.
26. ARI - Air-Conditioning & Refrigeration Institute; (See AHRI).
27. ARI - American Refrigeration Institute; (See AHRI).
28. ARMA - Asphalt Roofing Manufacturers Association; www.asphaltroofing.org.
29. ASCE - American Society of Civil Engineers; www.asce.org.

30. ASCE/SEI - American Society of Civil Engineers/Structural Engineering Institute; (See ASCE).
31. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers; www.ashrae.org.
32. ASME - ASME International; (American Society of Mechanical Engineers); www.asme.org.
33. ASSE - American Society of Sanitary Engineering; www.asse-plumbing.org.
34. ASSP - American Society of Safety Professionals (The); www.assp.org.
35. ASTM - ASTM International; www.astm.org.
36. ATIS - Alliance for Telecommunications Industry Solutions; www.atis.org.
37. AVIXA - Audiovisual and Integrated Experience Association; (Formerly: Infocomm International); www.soundandcommunications.com.
38. AWEA - American Wind Energy Association; www.awea.org.
39. AWI - Architectural Woodwork Institute; www.awinet.org.
40. AWMAC - Architectural Woodwork Manufacturers Association of Canada; www.awmac.com.
41. AWWA - American Water Works Association; www.awwa.org.
42. AWS - American Welding Society; www.aws.org.
43. AWWA - American Water Works Association; www.awwa.org.
44. BHMA - Builders Hardware Manufacturers Association; www.buildershardware.com.
45. BIA - Brick Industry Association (The); www.gobrick.com.
46. BICSI - BICSI, Inc.; www.bicsi.org.
47. BIFMA - BIFMA International; (Business and Institutional Furniture Manufacturer's Association); www.bifma.org.
48. BISSC - Baking Industry Sanitation Standards Committee; www.bissc.org.
49. BWF - Badminton World Federation; (Formerly: International Badminton Federation); www.bissc.org.
50. CDA - Copper Development Association; www.copper.org.
51. CE - Conformite Europeenne; www.ec.europa.eu/growth/single-market/ce-marking.
52. CEA - Canadian Electricity Association; www.electricity.ca.
53. CFFA - Chemical Fabrics and Film Association, Inc.; www.chemicalfabricsandfilm.com.
54. CFSEI - Cold-Formed Steel Engineers Institute; www.cfsei.org.
55. CGA - Compressed Gas Association; www.cganet.com.
56. CIMA - Cellulose Insulation Manufacturers Association; www.cellulose.org.
57. CISCA - Ceilings & Interior Systems Construction Association; www.cisca.org.
58. CISPI - Cast Iron Soil Pipe Institute; www.cispi.org.
59. CLFMI - Chain Link Fence Manufacturers Institute; www.chainlinkinfo.org.
60. CPA - Composite Panel Association; www.compositepanel.org.
61. CRI - Carpet and Rug Institute (The); www.carpet-rug.org.
62. CRRC - Cool Roof Rating Council; www.coolroofs.org.
63. CRSI - Concrete Reinforcing Steel Institute; www.crsi.org.
64. CSA - CSA Group; www.csa-group.org.
65. CSI - Construction Specifications Institute (The); www.csiresources.org.
66. CSSB - Cedar Shake & Shingle Bureau; www.cedarbureau.org.
67. CTA - Consumer Technology Association; www.cta.tech.
68. CTI - Cooling Technology Institute; (Formerly: Cooling Tower Institute); www.coolingtechnology.org.
69. CWC - Composite Wood Council; (See CPA).
70. DASMA - Door and Access Systems Manufacturers Association; www.dasma.com.
71. DHA - Decorative Hardwoods Association; (Formerly: Hardwood Plywood & Veneer Association); www.decorativehardwoods.org.
72. DHI - Door and Hardware Institute; www.dhi.org.
73. ECA - Electronic Components Association; (See ECIA).
74. ECAMA - Electronic Components Assemblies & Materials Association; (See ECIA).
75. ECIA - Electronic Components Industry Association; www.ecianow.org.

76. EIA - Electronic Industries Alliance; (See TIA).
77. EIMA - EIFS Industry Members Association; www.eima.com.
78. EJMA - Expansion Joint Manufacturers Association, Inc.; www.ejma.org.
79. EOS/ESD Association; (Electrostatic Discharge Association); www.esda.org.
80. ESTA - Entertainment Services and Technology Association; (See PLASA).
81. ETL - Intertek (See Intertek); www.intertek.com.
82. EVO - Efficiency Valuation Organization; www.evo-world.org.
83. FCI - Fluid Controls Institute; www.fluidcontrolsintstitute.org.
84. FIBA - Federation Internationale de Basketball; (The International Basketball Federation); www.fiba.com.
85. FIVB - Federation Internationale de Volleyball; (The International Volleyball Federation); www.fivb.org.
86. FM Approvals - FM Approvals LLC; www.fmglobal.com.
87. FM Global - FM Global; (Formerly: FMG - FM Global); www.fmglobal.com.
88. FRSA - Florida Roofing, Sheet Metal Contractors Association, Inc.; www.floridarroof.com.
89. FSA - Fluid Sealing Association; www.fluidsealing.com.
90. FSC - Forest Stewardship Council U.S.; www.fscus.org.
91. GA - Gypsum Association; www.gypsum.org.
92. GANA - Glass Association of North America; (See NGA).
93. GS - Green Seal; www.greenseal.org.
94. HI - Hydraulic Institute; www.pumps.org.
95. HI/GAMA - Hydronics Institute/Gas Appliance Manufacturers Association; (See AHRI).
96. HMMA - Hollow Metal Manufacturers Association; (See NAAMM).
97. HPVA - Hardwood Plywood & Veneer Association; (See DHA).
98. HPW - H. P. White Laboratory, Inc.; www.hpwhite.com.
99. IAPSC - International Association of Professional Security Consultants; www.iapsc.org.
100. IAS - International Accreditation Service; www.iasonline.org.
101. ICBO - International Conference of Building Officials; (See ICC).
102. ICC - International Code Council; www.iccsafe.org.
103. ICEA - Insulated Cable Engineers Association, Inc.; www.icea.net.
104. ICPA - International Cast Polymer Association; www.theicpa.com.
105. ICRI - International Concrete Repair Institute, Inc.; www.icri.org.
106. IEC - International Electrotechnical Commission; www.iec.ch.
107. IEEE - Institute of Electrical and Electronics Engineers, Inc. (The); www.ieee.org.
108. IES - Illuminating Engineering Society; (Formerly: Illuminating Engineering Society of North America); www.ies.org.
109. IESNA - Illuminating Engineering Society of North America; (See IES).
110. IEST - Institute of Environmental Sciences and Technology; www.iest.org.
111. IGMA - Insulating Glass Manufacturers Alliance; www.igmaonline.org.
112. IGSHPA - International Ground Source Heat Pump Association; www.igshpa.org.
113. II - Infocomm International; (See AVIXA).
114. ILI - Indiana Limestone Institute of America, Inc.; www.ili.ai.com.
115. Intertek - Intertek Group; (Formerly: ETL SEMCO; Intertek Testing Service NA); www.intertek.com.
116. ISA - International Society of Automation (The); (Formerly: Instrumentation, Systems, and Automation Society); www.isa.org.
117. ISAS - Instrumentation, Systems, and Automation Society (The); (See ISA).
118. ISFA - International Surface Fabricators Association; (Formerly: International Solid Surface Fabricators Association); www.isfanow.org.
119. ISO - International Organization for Standardization; www.iso.org.
120. ISSFA - International Solid Surface Fabricators Association; (See ISFA).
121. ITU - International Telecommunication Union; www.itu.int.
122. KCMA - Kitchen Cabinet Manufacturers Association; www.kcma.org.
123. LMA - Laminating Materials Association; (See CPA).

124. LPI - Lightning Protection Institute; www.lightning.org.
125. MBMA - Metal Building Manufacturers Association; www.mbma.com.
126. MCA - Metal Construction Association; www.metalconstruction.org.
127. MFMA - Maple Flooring Manufacturers Association, Inc.; www.maplefloor.org.
128. MFMA - Metal Framing Manufacturers Association, Inc.; www.metalframingmfg.org.
129. MHI - Material Handling Industry of America; www.mhia.org.
130. MIA - Marble Institute of America; (See NSI).
131. MMPA - Moulding & Millwork Producers Association; www.wmmpa.com.
132. MPI - Master Painters Institute; www.paintinfo.com.
133. MSS - Manufacturers Standardization Society of The Valve and Fittings Industry Inc.; www.mss-hq.org.
134. NAAMM - National Association of Architectural Metal Manufacturers; www.naamm.org.
135. NACE - NACE International; (National Association of Corrosion Engineers International); www.nace.org.
136. NADCA - National Air Duct Cleaners Association; www.nadca.com.
137. NAIMA - North American Insulation Manufacturers Association; www.naima.org.
138. NALP - National Association of Landscape Professionals; www.landscapeprofessionals.org.
139. NBGQA - National Building Granite Quarries Association, Inc.; www.nbgqa.com.
140. NBI - New Buildings Institute; www.newbuildings.org.
141. NCAA - National Collegiate Athletic Association (The); www.ncaa.org.
142. NCMA - National Concrete Masonry Association; www.ncma.org.
143. NEBB - National Environmental Balancing Bureau; www.nebb.org.
144. NECA - National Electrical Contractors Association; www.necanet.org.
145. NeLMA - Northeastern Lumber Manufacturers Association; www.nelma.org.
146. NEMA - National Electrical Manufacturers Association; www.nema.org.
147. NETA - InterNational Electrical Testing Association; www.netaworld.org.
148. NFHS - National Federation of State High School Associations; www.nfhs.org.
149. NFPA - National Fire Protection Association; www.nfpa.org.
150. NFPA - NFPA International; (See NFPA).
151. NFRC - National Fenestration Rating Council; www.nfrc.org.
152. NGA - National Glass Association (The); (Formerly: Glass Association of North America); www.glass.org.
153. NHLA - National Hardwood Lumber Association; www.nhla.com.
154. NLGA - National Lumber Grades Authority; www.nlga.org.
155. NOFMA - National Oak Flooring Manufacturers Association; (See NWFA).
156. NOMMA - National Ornamental & Miscellaneous Metals Association; www.nomma.org.
157. NRCA - National Roofing Contractors Association; www.nrca.net.
158. NRMCA - National Ready Mixed Concrete Association; www.nrmca.org.
159. NSF - NSF International; www.nsf.org.
160. NSI - National Stone Institute; (Formerly: Marble Institute of America); www.naturalstoneinstitute.org.
161. NSPE - National Society of Professional Engineers; www.nspe.org.
162. NSSGA - National Stone, Sand & Gravel Association; www.nssga.org.
163. NTMA - National Terrazzo & Mosaic Association, Inc. (The); www.ntma.com.
164. NWFA - National Wood Flooring Association; www.nwfa.org.
165. NWRA - National Waste & Recycling Association; www.wasterecycling.org.
166. PCI - Precast/Prestressed Concrete Institute; www.pci.org.
167. PDI - Plumbing & Drainage Institute; www.pdionline.org.
168. PLASA - PLASA; (Formerly: ESTA - Entertainment Services and Technology Association); www.plasa.org.
169. RCSC - Research Council on Structural Connections; www.boltcouncil.org.
170. RFCI - Resilient Floor Covering Institute; www.rfci.com.
171. RIS - Redwood Inspection Service; www.redwoodinspection.com.

172. SAE - SAE International; www.sae.org.
173. SCTE - Society of Cable Telecommunications Engineers; www.scte.org.
174. SDI - Steel Deck Institute; www.sdi.org.
175. SDI - Steel Door Institute; www.steeldoor.org.
176. SEFA - Scientific Equipment and Furniture Association (The); www.sefalabs.com.
177. SEI/ASCE - Structural Engineering Institute/American Society of Civil Engineers; (See ASCE).
178. SIA - Security Industry Association; www.siaonline.org.
179. SJI - Steel Joist Institute; www.steeljoist.org.
180. SMA - Screen Manufacturers Association; www.smainfo.org.
181. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association; www.smacna.org.
182. SMPTE - Society of Motion Picture and Television Engineers; www.smpte.org.
183. SPFA - Spray Polyurethane Foam Alliance; www.sprayfoam.org.
184. SPIB - Southern Pine Inspection Bureau; www.spib.org.
185. SPRI - Single Ply Roofing Industry; www.spri.org.
186. SRCC - Solar Rating & Certification Corporation; www.solar-rating.org.
187. SSINA - Specialty Steel Industry of North America; www.ssina.com.
188. SSPC - SSPC: The Society for Protective Coatings; www.sspc.org.
189. STI - Steel Tank Institute; www.steeltank.com.
190. SWI - Steel Window Institute; www.steelwindows.com.
191. SWPA - Submersible Wastewater Pump Association; www.swpa.org.
192. TCA - Tilt-Up Concrete Association; www.tilt-up.org.
193. TCNA - Tile Council of North America, Inc.; www.tileusa.com.
194. TEMA - Tubular Exchanger Manufacturers Association, Inc.; www.tema.org.
195. TIA - Telecommunications Industry Association (The); (Formerly: TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance); www.tiaonline.org.
196. TIA/EIA - Telecommunications Industry Association/Electronic Industries Alliance; (See TIA).
197. TMS - The Masonry Society; www.masonrysociety.org.
198. TPI - Truss Plate Institute; www.tpinst.org.
199. TPI - Turfgrass Producers International; www.turfgrasssod.org.
200. TRI - Tile Roofing Institute; www.tilerroofing.org.
201. UL - Underwriters Laboratories Inc.; www.ul.com.
202. UNI - Uni-Bell PVC Pipe Association; www.uni-bell.org.
203. USAV - USA Volleyball; www.usavolleyball.org.
204. USGBC - U.S. Green Building Council; www.usgbc.org.
205. USITT - United States Institute for Theatre Technology, Inc.; www.usitt.org.
206. WA - Wallcoverings Association; www.wallcoverings.org.
207. WCLIB - West Coast Lumber Inspection Bureau; www.wclib.org.
208. WCMA - Window Covering Manufacturers Association; www.wcmanet.org.
209. WDMA - Window & Door Manufacturers Association; www.wdma.com.
210. WI - Woodwork Institute; www.wicnet.org.
211. WSRCA - Western States Roofing Contractors Association; www.wsrca.com.
212. WWPA - Western Wood Products Association; <http://www.wwpa.org>. Retain "Code Agencies" Paragraph below if required. The Section Text in MasterSpec Sections is prepared assuming list is retained.

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is believed to be accurate as of the date of the Contract Documents.

1. DIN - Deutsches Institut für Normung e.V.; www.din.de.

2. IAPMO - International Association of Plumbing and Mechanical Officials; www.iapmo.org.
 3. ICC - International Code Council; www.iccsafe.org.
 4. ICC-ES - ICC Evaluation Service, LLC; www.icc-es.org.
- D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Information is subject to change and is up to date as of the date of the Contract Documents.
1. COE - Army Corps of Engineers; www.usace.army.mil.
 2. CPSC - Consumer Product Safety Commission; www.cpsc.gov.
 3. DOC - Department of Commerce; National Institute of Standards and Technology; www.nist.gov.
 4. DOD - Department of Defense; www.quicksearch.dla.mil.
 5. DOE - Department of Energy; www.energy.gov.
 6. EPA - Environmental Protection Agency; www.epa.gov.
 7. FAA - Federal Aviation Administration; www.faa.gov.
 8. FG - Federal Government Publications; www.gpo.gov/fdsys.
 9. GSA - General Services Administration; www.gsa.gov.
 10. HUD - Department of Housing and Urban Development; www.hud.gov.
 11. LBL - Lawrence Berkeley National Laboratory; Environmental Energy Technologies Division; www.eetd.lbl.gov.
 12. OSHA - Occupational Safety & Health Administration; www.osha.gov.
 13. SD - Department of State; www.state.gov.
 14. TRB - Transportation Research Board; National Cooperative Highway Research Program; The National Academies; www.trb.org.
 15. USDA - Department of Agriculture; Agriculture Research Service; U.S. Salinity Laboratory; www.ars.usda.gov.
 16. USDA - Department of Agriculture; Rural Utilities Service; www.usda.gov.
 17. USDOJ - Department of Justice; Office of Justice Programs; National Institute of Justice; www.ojp.usdoj.gov.
 18. USP - U.S. Pharmacopeial Convention; www.usp.org.
 19. USPS - United States Postal Service; www.usps.com.
- E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. CFR - Code of Federal Regulations; Available from Government Printing Office; www.govinfo.gov.
 2. DOD - Department of Defense; Military Specifications and Standards; Available from DLA Document Services; www.quicksearch.dla.mil.
 3. DSCC - Defense Supply Center Columbus; (See FS).
 4. FED-STD - Federal Standard; (See FS).
 5. FS - Federal Specification; Available from DLA Document Services; www.quicksearch.dla.mil.
 - a. Available from Defense Standardization Program; www.dsp.dla.mil.
 - b. Available from General Services Administration; www.gsa.gov.
 - c. Available from National Institute of Building Sciences/Whole Building Design Guide; www.wbdg.org.
 6. MILSPEC - Military Specification and Standards; (See DOD).
 7. USAB - United States Access Board; www.access-board.gov.

8. USATBCB - U.S. Architectural & Transportation Barriers Compliance Board; (See USAB).
- F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. This information is subject to change and is believed to be accurate as of the date of the Contract Documents.
1. CBHF; State of California; Department of Consumer Affairs; Bureau of Electronic and Appliance Repair, Home Furnishings and Thermal Insulation; www.bearhfti.ca.gov.
 2. CCR; California Code of Regulations; Office of Administrative Law; California Title 24 Energy Code; www.calregs.com.
 3. CDHS; California Department of Health Services; (See CDPH).
 4. CDPH; California Department of Public Health; Indoor Air Quality Program; www.cdph.ca.gov/Programs/CCDPHP/DEODC/EHLB/IAQ/Pages/Main-Page.aspx.
 5. CPUC; California Public Utilities Commission; www.cpuc.ca.gov.
 6. SCAQMD; South Coast Air Quality Management District; www.aqmd.gov.
 7. TFS; Texas A&M Forest Service; Sustainable Forestry and Economic Development; www.txforestservation.tamu.edu.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 014200

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for work restrictions and limitations on utility interruptions.
 - 2. Section 013516 "Alteration Project Procedures" for fire prevention plan and dust and noise control plans.

1.2 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Owner's construction or maintenance forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Electric Power Service: Pay electric-power-service use charges for electricity used by all entities for construction operations.

1.3 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Implementation and Termination Schedule: Within 15 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each utility.
- C. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- D. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.
- E. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.

- F. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste-handling procedures.
 - 5. Other dust-control measures.
- G. Noise and Vibration Control Plan: Identify construction activities that may impact the occupancy and use of existing spaces within the building or adjacent existing buildings, whether occupied by others, or occupied by the Owner. Include the following:
 - 1. Methods used to meet the goals and requirements of the Owner.
 - 2. Concrete cutting method(s) to be used.
 - 3. Location of construction devices on the site.
 - 4. Show compliance with the use and maintenance of quieted construction devices for the duration of the Project.
 - 5. Indicate activities that may disturb building occupants and that are planned to be performed during non-standard working hours as coordinated with the Owner.
 - 6. Indicate locations of sensitive areas or other areas requiring special attention as identified by Owner. Indicate means for complying with Owner's requirements.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.5 PROJECT CONDITIONS

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

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Opaque Enclosure Fence: Plywood or Gypsum Wall Board, floor to ceiling height, across designated construction entry points.
- B. Dust-Control Adhesive-Surface Walk-Off Mats: Provide mats, minimum 36 by 60 inches (914 by 1524 mm).

2.2 TEMPORARY FACILITIES

- A. Field Office: As agreed to by Owner and Construction Manager.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating, Cooling, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
 - 3. Permanent HVAC System: If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 017700 "Closeout Procedures."
- C. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
 - 1. Salvage materials and equipment involved in performance of, but not actually incorporated into, the Work. See other Sections for disposition of salvaged materials that are designated as Owner's property.

3.2 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- C. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.

- b. Maintain negative air pressure within work area, using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.

3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- C. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 1. Use of Permanent Toilets: Coordinate requirements with Owner.
- D. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
 1. Provide temporary dehumidification systems when required to reduce ambient and substrate moisture levels to level required to allow installation or application of finishes and their proper curing or drying.
- E. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- F. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- G. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install WiFi cell phone access equipment and one land-based telephone line(s) for each field office.
 1. At each telephone, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Contractor's emergency after-hours telephone number.
 - e. Architect's office.
 - f. Construction Manager's home office.
 - g. Engineers' offices.

- h. Owner's office.
- i. Principal subcontractors' field and home offices.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within **30 feet (9 m)** of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.
 - 2. Utilize designated area within existing building for temporary field offices.
 - 3. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- C. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- D. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 - 1. Identification Signs: Provide Project identification signs as indicated on Drawings.
 - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 - 3. Maintain and touch up signs, so they are legible at all times.
- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- F. Existing Elevator Use: Coordinate use with Owner. If used, at Substantial Completion, restore elevators to condition existing before initial use, including replacing worn cables, guide shoes, and similar items of limited life.
 - 1. Do not load elevators beyond their rated weight capacity.
 - 2. Provide protective coverings, barriers, devices, signs, or other procedures to protect elevator car and entrance doors and frame. If, despite such protection, elevators become damaged, engage elevator Installer to restore damaged work, so no evidence remains of correction work. Return items that cannot be refinished in field to the shop, make required repairs and refinish entire unit, or provide new units as required.
- G. Existing Stair Usage: Coordinate use with Owner. If used, at Substantial Completion, restore stairs to condition existing before initial use.
 - 1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas, so no evidence remains of correction work.

3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

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

- B. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 - 1. Comply with work restrictions specified in Section 011000 "Summary."
- C. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction or material storage areas outside of project boundaries. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- D. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- E. Temporary Egress: Provide temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction. Provide signage directing occupants to temporary egress.
- F. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
 - 1. Construct dustproof partitions with gypsum wallboard, with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
 - 2. Where fire-resistance-rated temporary partitions are indicated or are required by authorities having jurisdiction, construct partitions according to the rated assemblies.
 - 3. Insulate partitions to control noise transmission to occupied areas.
 - 4. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 - 5. Protect air-handling equipment.
 - 6. Provide walk-off mats at each entrance through temporary partition.
- G. Temporary Fire Protection: Install and maintain fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
 - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Controlled During Construction Period: Building enclosure is complete and existing HVAC systems have been removed but prior to the full operation of permanent HVAC systems, maintain as follows:

1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.7 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for Contractor requirements related to Owner-furnished products.
 - 2. Section 012500 "Substitution Procedures" for requests for substitutions.
 - 3. Section 014200 "References" for applicable industry standards for products specified.
 - 4. Section 01770 "Closeout Procedures" for submitting warranties.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
 - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Comparable Product Request Submittal: An action submittal requesting consideration of a comparable product, including the following information:
 - 1. Identification of basis-of-design product or fabrication or installation method to be replaced, including Specification Section number and title and Drawing numbers and titles.
 - 2. Data indicating compliance with the requirements specified in Part 2 "Comparable Products" Article.
- E. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."
- F. Substitution: Refer to Section 012500 "Substitution Procedures" for definition and limitations on substitutions.

1.3 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
 - 1. Resolution of Compatibility Disputes between Multiple Contractors:
 - a. Contractors are responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - b. If a dispute arises between the multiple contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.
- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.

3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.4 COORDINATION

- A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

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

- B. Delivery and Handling:

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

- C. Storage:

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

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
 - a. Submit additional documentation required by Architect through in order to establish equivalency of proposed products. Unless otherwise indicated, evaluation of "or equal" product status is by the Architect, whose determination is final.
- B. Product Selection Procedures:
1. Sole Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

- a. Sole product may be indicated by the phrase "Subject to compliance with requirements, provide the following."
2. Sole Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - a. Sole manufacturer/source may be indicated by the phrase "Subject to compliance with requirements, provide products by the following."
3. Limited List of Products: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
 - a. Limited list of products may be indicated by the phrase "Subject to compliance with requirements, provide one of the following."
4. Non-Limited List of Products: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed or an unnamed product that complies with requirements.
 - a. Non-limited list of products is indicated by the phrase "Subject to compliance with requirements, available products that may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of an unnamed product is not considered a substitution, if the product complies with requirements.
5. Limited List of Manufacturers: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless otherwise indicated.
 - a. Limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, provide products by one of the following."
6. Non-Limited List of Manufacturers: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed or a product by an unnamed manufacturer that complies with requirements.
 - a. Non-limited list of manufacturers is indicated by the phrase "Subject to compliance with requirements, available manufacturers whose products may be incorporated in the Work include, but are not limited to, the following."
 - b. Provision of products of an unnamed manufacturer is not considered a substitution, if the product complies with requirements.
7. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
- E. Sustainable Product Selection: Where Specifications require product to meet sustainable product characteristics, select products complying with indicated requirements. Comply with requirements in Division 01 sustainability requirements Section and individual Specification Sections.
 - 1. Select products for which sustainable design documentation submittals are available from manufacturer.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:
 - 1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 - 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 - 3. Evidence that proposed product provides specified warranty.
 - 4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
 - 5. Samples, if requested.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
 - 1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 - 2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.
- D. Submittal Requirements, Single-Step Process: When acceptable to Architect, incorporate specified submittal requirements of individual Specification Section in combined submittal for comparable products. Approval by the Architect of Contractor's request for use of comparable product and of individual submittal requirements will also satisfy other submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:
 - 1. Installation of the Work.
 - 2. Cutting and patching.
 - 3. Coordination of Owner's portion of the Work.
 - 4. Coordination of Owner-installed products.
 - 5. Progress cleaning.
 - 6. Starting and adjusting.
 - 7. Protection of installed construction.
 - 8. Correction of the Work.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for coordination of Owner-furnished products and limits on use of Project site.
 - 2. Section 013300 "Submittal Procedures" for submitting surveys.
 - 3. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.
 - 4. Section 024119 "Selective Demolition" for demolition and removal of selected portions of the building.

1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

1.3 PREINSTALLATION MEETINGS

- A. Cutting and Patching Conference: Conduct conference at Project site.
 - 1. Prior to commencing work requiring cutting and patching, review extent of cutting and patching anticipated and examine procedures for ensuring satisfactory result from cutting and patching work. Inform Architect/Engineer and Construction Manager of scheduled meeting. Require representatives of each entity directly concerned with cutting and patching to attend, including the following:
 - a. Contractor's superintendent.
 - b. Trade supervisor responsible for cutting operations.
 - c. Trade supervisor(s) responsible for patching of each type of substrate.

- d. Mechanical, electrical, and utilities subcontractors' supervisors, to the extent each trade is affected by cutting and patching operations.
2. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.4 INFORMATIONAL SUBMITTALS

- A. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 4. Dates: Indicate when cutting and patching will be performed.
 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
 - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.

1.5 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 1. Structural Elements: When cutting and patching structural elements, or when encountering the need for cutting and patching of elements whose structural function is not known, notify Architect/Engineer of locations and details of cutting and await directions from Architect/Engineer before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operational elements include the following:
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Plumbing piping systems.
 - f. Mechanical systems piping and ducts.
 - g. Control systems.
 - h. Communication systems.
 - i. Fire-detection and -alarm systems.
 - j. Conveying systems.

- k. Electrical wiring systems.
 - l. Operating systems of special construction.
 - 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 - g. Noise- and vibration-control elements and systems.
 - 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect/Engineer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
- 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
- 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect/Engineer for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.
- C. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
- 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of concealed utilities and construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and utilities, mechanical and electrical systems, and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, gas service piping, and water-service piping; electrical services; and other utilities.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
 - 2. List of detrimental conditions, including substrates.
 - 3. List of unacceptable installation tolerances.
 - 4. Recommended corrections.
- D. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to Owner that is necessary to adjust, move, or relocate existing services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect/Engineer in accordance with requirements in Section 013100 "Project Management and Coordination."

3.3 INSTALLATION

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
1. Make vertical work plumb, and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 4. Maintain minimum headroom clearance of **96 inches (2440 mm)** in occupied spaces and **90 inches (2300 mm)** in unoccupied spaces, unless otherwise indicated on Drawings.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
1. Incorporate only materials and products that are non-hazardous and not prohibited by provisions of Part 2.
- C. Install products at the time and under conditions that will ensure satisfactory results as judged by Architect/Engineer. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations, so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy of type expected for Project.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on-site and placement in permanent locations.
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.
1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect/Engineer.
 2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect/Engineer. Fit exposed connections together to form hairline joints.

3.4 CUTTING AND PATCHING

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of Work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 011000 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 5. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as practicable, as judged by Architect/Engineer. Provide materials and comply with installation requirements specified in other Sections, where applicable.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
 - a. Where systems and assemblies are covered by an existing warranty, comply with warranty requirements for repair and modification to ensure warranty is not voided.
 4. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.
 5. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.5 COORDINATION OF OWNER'S PORTION OF THE WORK

- A. Site Access: Provide access to Project site for Owner's construction personnel and Owner's separate contractors if used on Project.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel and Owner's separate contractors if used.
 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 2. Preinstallation Conferences: Include Owner's construction personnel and Owner's separate contractors at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.6 PROGRESS CLEANING

- A. Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where Work is in progress to the level of cleanliness necessary for proper execution of the Work.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.7 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.8 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

3.9 CORRECTION OF THE WORK

- A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.
- C. Restore permanent facilities used during construction to their specified condition.
- D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 013233 "Photographic Documentation" for submitting Final Completion construction photographic documentation.
 - 2. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 017900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.2 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 working days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Owner. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 working days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 3. Complete startup and testing of systems and equipment.
 - 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 - 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
 - 6. Advise Owner of changeover in utility services.
 - 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 - 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 9. Complete final cleaning requirements.
 - 10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 working days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with

inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:

1. Submit a final Application for Payment in accordance with Owner's General Conditions of Construction.
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit Final Completion photographic documentation.

- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order,, listed by room or space number.
2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect .
 - d. Name of Contractor.
 - e. Page number.
4. Submit list of incomplete items in the following format:

- a. MS Excel Electronic File: Architect, through Construction Manager, will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 1. Submit in format acceptable to Owner.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - d. Remove snow and ice to provide safe access to building.

- e. Clean exposed interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Restore reflective surfaces to their original condition.
 - f. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - g. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - h. Vacuum and mop concrete.
 - i. Vacuum soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - o. Clean ducts, blowers, and coils .
 - p. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - q. Clean strainers.
 - r. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste-disposal requirements in Section 015000 "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.
- B. Related Requirements:
 - 1. Section 013300 "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.

1.2 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.3 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Format agreed to by Owner.
 - 2. Submit on digital media acceptable to Architect] by uploading to web-based project software site. Enable reviewer comments on draft submittals.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.

- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
 - 1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.4 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
 - 1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf or post-type binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch (215-by-280-mm) paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
 - 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 - 3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment. Enclose title pages and directories in clear plastic sleeves.
 - 4. Supplementary Text: Prepared on 8-1/2-by-11-inch (215-by-280-mm) white bond paper.
 - 5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.

- a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
- b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

1.5 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 1. Title page.
 2. Table of contents.
 3. Manual contents.
- B. Title Page: Include the following information:
 1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Architect.
 7. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 8. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.6 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY MANUAL

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals. List items and their location to facilitate ready access to desired information. Include the following:
1. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
 2. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
 3. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.

1.7 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.
 7. System, subsystem, or equipment failure.
 8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

1.8 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 - 1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 - 2. Performance and design criteria if Contractor has delegated design responsibility.
 - 3. Operating standards.
 - 4. Operating procedures.
 - 5. Operating logs.
 - 6. Wiring diagrams.
 - 7. Control diagrams.
 - 8. Piped system diagrams.
 - 9. Precautions against improper use.
 - 10. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
 - 1. Product name and model number. Use designations for products indicated on Contract Documents.
 - 2. Manufacturer's name.
 - 3. Equipment identification with serial number of each component.
 - 4. Equipment function.
 - 5. Operating characteristics.
 - 6. Limiting conditions.
 - 7. Performance curves.
 - 8. Engineering data and tests.
 - 9. Complete nomenclature and number of replacement parts.
- D. Operating Procedures: Include the following, as applicable:
 - 1. Startup procedures.
 - 2. Equipment or system break-in procedures.
 - 3. Routine and normal operating instructions.
 - 4. Regulation and control procedures.
 - 5. Instructions on stopping.
 - 6. Normal shutdown instructions.
 - 7. Seasonal and weekend operating instructions.
 - 8. Required sequences for electric or electronic systems.
 - 9. Special operating instructions and procedures.
- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

- F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.9 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds as described below.
- C. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- E. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.

5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- F. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- G. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- I. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.
- J. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
1. Do not use original project record documents as part of maintenance manuals.
- 1.10 PRODUCT MAINTENANCE MANUALS
- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- D. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.

5. Reordering information for specially manufactured products.
- E. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for final property survey.
 - 2. Section 017700 "Closeout Procedures" for general closeout procedures.
 - 3. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.

1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the 2-Dimensional Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. Preparation: Mark record prints legibly in red pencil or red permanent pen to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.

- a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 2. Content: Types of items requiring red-marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations.
 - d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
 3. Content: Items that are not to be included in Record Drawings include, but are not limited to, the following:
 - a. References to RFI's or Shop Drawing Submittals for information in lieu of red-marking the Record Drawing with the RFI or Submittal information.
 - b. Red-marking information from one discipline on another discipline's drawings. For example, red-marks showing relocated manholes on Foundation drawings rather than on Civil Engineering drawings.
 4. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 5. Mark record prints with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 6. Mark important additional information that was either shown schematically or omitted from original Drawings.
 7. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect and Construction Manager. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as for the original Contract Drawings.
 2. Format: Annotated PDF electronic file with comment function enabled.
 3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 4. Refer instances of uncertainty to Architect through Construction Manager for resolution.
 5. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.

- a. See Section 013100 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Format: As agreed upon by the Owner.
 - 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 - 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

1.4 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation, where installation varies from that indicated in Specifications, addenda, and Contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
 - 5. Note related Change Orders, Record Product Data, and Record Drawings where applicable.
- B. Format: As required by the Owner.

1.5 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.
- B. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.

3. Note related Change Orders, Record Specifications, and Record Drawings where applicable.

C. Format: Submit Record Product Data, in format required by Owner.

1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.6 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

B. Format: Submit miscellaneous record submittals in format required by Owner.

1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.7 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's and Construction Manager's reference during normal working hours.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017839

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SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.
 - 2. Demonstration and training video recordings.

1.2 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Attendance Record: For each training module, submit list of participants and length of instruction time.
- C. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.3 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.
 - 1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of Project.
 - b. Name and address of videographer.
 - c. Name of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Date of video recording.
 - 2. Transcript: Prepared and bound in format matching operation and maintenance manuals. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding video recording. Include name of Project and date of video recording on each page.

3. At completion of training, submit complete training manual(s) for Owner's use prepared in same format required for operation and maintenance manuals specified in Section 017823 "Operation and Maintenance Data."

1.4 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Section 014000 "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- D. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Section 013100 "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 1. Inspect and discuss locations and other facilities required for instruction.
 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 3. Review required content of instruction.
 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data have been reviewed and approved by Architect.

1.6 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each

module, include instruction for the following as applicable to the system, equipment, or component:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.

- c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
- 6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
- 7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning.
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
- 8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

1.7 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Section 017823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.8 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish Contractor with names and positions of participants.
- B. Scheduling: Provide instruction at mutually agreed-on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner, through Construction Manager, with at least seven days' advance notice.
- C. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

- D. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of a demonstration performance-based test.
- E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

1.9 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
 - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Digital Video Recordings: Provide high-resolution, digital video in MPEG format, produced by a digital camera with minimum sensor resolution of 12 megapixels and capable of recording in full HD modewith vibration reduction technology.
 - 1. Submit video recordings by uploading to web-based Project software site.
 - 2. File Hierarchy: Organize folder structure and file locations according to Project Manual table of contents. Provide complete screen-based menu.
 - 3. File Names: Utilize file names based on name of equipment generally described in video segment, as identified in Project specifications.
 - 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the equipment demonstration and training recording that describes the following for each Contractor involved on the Project, arranged according to Project Manual table of contents:
 - a. Name of Contractor/Installer.
 - b. Business address.
 - c. Business phone number.
 - d. Point of contact.
 - e. Email address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
 - 1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
 - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
 - 1. Furnish additional portable lighting as required.

- E. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.
- F. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- G. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017900

SECTION 024119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Demolition and removal of selected portions of building or structure.

1.2 DEFINITIONS

- A. Remove: Detach items from existing construction and dispose of them off-site unless indicated to be salvaged or reinstalled.
- B. Remove and Reinstall: Detach items from existing construction, in a manner to prevent damage, prepare for reuse, and reinstall where indicated.
- C. Existing to Remain: Leave existing items that are not to be removed and that are not otherwise indicated to be salvaged or reinstalled.
- D. Dismantle: To remove by disassembling or detaching an item from a surface, using gentle methods and equipment to prevent damage to the item and surfaces; disposing of items unless indicated to be salvaged or reinstalled.

1.3 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Historic items, relics, antiques, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, and other items of interest or value to Owner that may be uncovered during demolition remain the property of Owner.
1. Carefully salvage in a manner to prevent damage and promptly return to Owner.

1.4 PREINSTALLATION MEETINGS

- A. Predemolition Conference: Conduct conference at Project site.
1. Inspect and discuss condition of construction to be selectively demolished.
 2. Review structural load limitations of existing structure.
 3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
 4. Review requirements of work performed by other trades that rely on substrates exposed by selective demolition operations.
 5. Review areas where existing construction is to remain and requires protection.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For refrigerant recovery technician.
- B. Engineering Survey: Submit engineering survey of condition of building.
- C. Proposed Protection Measures: Submit report, including Drawings, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.
- D. Schedule of Selective Demolition Activities: Indicate the following:
 - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's building manager's on-site operations are uninterrupted.
 - 2. Interruption of utility services. Indicate how long utility services will be interrupted.
 - 3. Coordination for shutoff, capping, and continuation of utility services.
 - 4. Use of elevator and stairs.
 - 5. Coordination of Owner's continuing occupancy of portions of existing building and of Owner's partial occupancy of completed Work.
- E. Predemolition Photographs or Video: Show existing conditions of adjoining construction, including finish surfaces, that might be misconstrued as damage caused by salvage and demolition operations.
- F. Statement of Refrigerant Recovery: Signed by refrigerant recovery technician responsible for recovering refrigerant, stating that all refrigerant that was present was recovered and that recovery was performed according to EPA regulations. Include name and address of technician and date refrigerant was recovered.
- G. Warranties: Documentation indicating that existing warranties are still in effect after completion of selective demolition.

1.6 CLOSEOUT SUBMITTALS

- A. Inventory: Submit a list of items that have been removed and salvaged.

1.7 QUALITY ASSURANCE

- A. Refrigerant Recovery Technician Qualifications: Certified by an EPA-approved certification program.

1.8 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

1. Before selective demolition, coordinate with Owner will remove of items to be removed by Owner.
 - C. Notify Architect/Engineer of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
 - D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.
 1. Hazardous materials will be removed by Owner before start of the Work.
 2. If suspected hazardous materials are encountered, do not disturb; immediately notify Architect/Engineer and Owner. Hazardous materials will be removed by Owner under a separate contract.
 - E. Hazardous Materials: Present in buildings and structures to be selectively demolished. A report on the presence of hazardous materials is on file for review and use. Examine report to become aware of locations where hazardous materials are present.
 1. Hazardous material remediation is specified elsewhere in the Contract Documents.
 2. Do not disturb hazardous materials or items suspected of containing hazardous materials except under procedures specified elsewhere in the Contract Documents.
 3. Owner will provide material safety data sheets for suspected hazardous materials that are known to be present in buildings and structures to be selectively demolished because of building operations or processes performed there.
 - F. Storage or sale of removed items or materials on-site is not permitted.
 - G. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
 1. Maintain fire-protection facilities in service during selective demolition operations.
- 1.9 WARRANTY
- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials and using approved contractors so as not to void existing warranties. Notify warrantor before proceeding.
 - B. Notify warrantor on completion of selective demolition, and obtain documentation verifying that existing system has been inspected and warranty remains in effect. Submit documentation at Project closeout.
- 1.10 COORDINATION
- A. Arrange selective demolition schedule so as not to interfere with Owner's operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSP A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Review Project Record Documents of existing construction or other existing condition and hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
- C. Perform an engineering survey of condition of building to determine whether removing any element might result in structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.
 - 1. Perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.
- D. Verify that hazardous materials have been remediated before proceeding with building demolition operations.
- E. Survey of Existing Conditions: Record existing conditions by use of measured drawings preconstruction photographs or video and templates.
 - 1. Inventory and record the condition of items to be removed and salvaged.
 - 2. Before selective demolition or removal of existing building elements that will be reproduced or duplicated in final Work, make permanent record of measurements, materials, and construction details required to make exact reproduction.

3.2 PREPARATION

- A. Refrigerant: Before starting demolition, remove refrigerant from mechanical equipment according to 40 CFR 82 and regulations of authorities having jurisdiction.

3.3 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Remain: Maintain services/systems indicated to remain and protect them against damage.

- B. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
1. Owner will arrange to shut off indicated services/systems when requested by Contractor.
 2. Arrange to shut off utilities with utility companies.
 3. If services/systems are required to be removed, relocated, or abandoned, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of building.
 4. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated on Drawings to be removed.
 - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
 - b. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material and leave in place.
 - c. Equipment to Be Removed: Disconnect and cap services and remove equipment.
 - d. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
 - e. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
 - f. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
 - g. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material and leave in place.

3.4 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
1. Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
 2. Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
 3. Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 4. Cover and protect furniture, furnishings, and equipment that have not been removed.
 5. Comply with requirements for temporary enclosures, dust control, heating, and cooling specified in Section 015000 "Temporary Facilities and Controls."
- B. Remove temporary barricades and protections where hazards no longer exist.

3.5 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:

1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level.
2. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
3. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
4. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
5. Maintain fire watch during and for at least <Insert number> hours after flame-cutting operations.
6. Maintain adequate ventilation when using cutting torches.
7. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
8. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
9. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
10. Dispose of demolished items and materials promptly.

B. Removed and Salvaged Items:

1. Clean salvaged items.
2. Pack or crate items after cleaning. Identify contents of containers.
3. Store items in a secure area until delivery to Owner.
4. Transport items to Owner's storage area designated by Owner.
5. Protect items from damage during transport and storage.

C. Removed and Reinstalled Items:

1. Clean and repair items to functional condition adequate for intended reuse.
2. Pack or crate items after cleaning and repairing. Identify contents of containers.
3. Protect items from damage during transport and storage.
4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.

- D. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Architect/Engineer, items may be removed to a suitable, protected storage location during selective demolition and cleaned and reinstalled in their original locations after selective demolition operations are complete.

3.6 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

- A. Concrete: Demolish in small sections. Using power-driven saw, cut concrete to a depth of at least **3/4 inch (19 mm)** at junctures with construction to remain. Dislodge concrete from reinforcement at perimeter of areas being demolished, cut reinforcement, and then remove remainder of concrete. Neatly trim openings to dimensions indicated.

- B. Concrete: Demolish in sections. Cut concrete full depth at junctures with construction to remain and at regular intervals using power-driven saw, and then remove concrete between saw cuts.
- C. Concrete Slabs-on-Grade: Saw-cut perimeter of area to be demolished, and then break up and remove.

3.7 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
 - 1. Do not allow demolished materials to accumulate on-site.
 - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
 - 3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- B. Burning: Do not burn demolished materials.

3.8 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 024119

SECTION 230500 – COMMON WORK RESULTS FOR HVAC

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:

1. Piping materials and installation instructions common to most piping systems.
2. Transition fittings.
3. Dielectric fittings.
4. Mechanical sleeve seals.
5. Sleeves.
6. Escutcheons.
7. Grout.
8. Pipe curbs and equipment curbs.
9. Mechanical demolition.
10. Equipment installation requirements common to equipment sections.
11. Painting and finishing.
12. Concrete bases.
13. Supports and anchorages.
14. Pipe curbs and equipment supports.
15. Grouting

1.2 DEFINITIONS

- A. Finished Spaces: Spaces other than mechanical and electrical equipment rooms, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, spaces above ceilings, unexcavated spaces, crawlspaces, and tunnels.
- B. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical equipment rooms.
- C. Exposed, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
- D. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in duct shafts.
- E. The following are industry abbreviations for plastic materials:
1. ABS: Acrylonitrile-butadiene-styrene plastic.
 2. CPVC: Chlorinated polyvinyl chloride plastic.
 3. PE: Polyethylene plastic.
 4. PVC: Polyvinyl chloride plastic.
- F. The following are industry abbreviations for rubber materials:
1. EPDM: Ethylene-propylene-diene terpolymer rubber.
 2. NBR: Acrylonitrile-butadiene rubber.

1.3 SUBMITTALS

- A. Product Data: For the following:
 - 1. Transition fittings.
 - 2. Dielectric fittings.
 - 3. Mechanical sleeve seals.
 - 4. Escutcheons.
- B. Welding certificates.
- C. Operation and Maintenance Data: At the end of the project the contractor shall submit two paper copies of the Operation and Maintenance Data to the owner in three ring binders with the project title and contractor's contact information.
- D. Project Record Documents: Throughout the project the contractor shall keep a running record of as-builts showing deviations from the plans. At the end of the project the contractor shall submit one clean hand sketch or electronic mark-up of the construction documents to the owner.

1.4 QUALITY ASSURANCE

- A. Steel Support Welding: Qualify processes and operators according to AWS D1.1, "Structural Welding Code--Steel."
- B. Steel Pipe Welding: Qualify processes and operators according to ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
 - 1. Comply with provisions in ASME B31 Series, "Code for Pressure Piping."
 - 2. Certify that each welder has passed AWS qualification tests for welding processes involved and that certification is current.
- C. Electrical Characteristics for Mechanical Equipment: Equipment of higher electrical characteristics may be furnished provided such proposed equipment is approved in writing and connecting electrical services, circuit breakers, and conduit sizes are appropriately modified. If minimum energy ratings or efficiencies are specified, equipment shall comply with requirements.
- D. Install all equipment, materials, and accessories per manufacturers written instructions.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver pipes and tubes with factory-applied end caps. Maintain end caps through shipping, storage, and handling to prevent pipe end damage and to prevent entrance of dirt, debris, and moisture.
- B. Store plastic pipes protected from direct sunlight. Support to prevent sagging and bending.

1.6 COORDINATION

- A. Arrange for pipe spaces, chases, slots, and openings in building structure during progress of construction, to allow for mechanical installations.
- B. Coordinate installation of required supporting devices and set sleeves in poured-in-place concrete and other structural components as they are constructed.
- C. Coordinate requirements for access panels and doors for mechanical items requiring access that are concealed behind finished surfaces. Access panels and doors are specified in Division 8 Section "Access Doors and Frames."

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:
 - 1. Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the manufacturers specified. Any deviation from the manufacturer listed in other articles shall be approved in writing by the engineer prior to procurement.

2.2 PIPE, TUBE AND FITTINGS

- A. Refer to individual Division 23 piping Sections for pipe, tube, and fitting materials and joining methods.
- B. Pipe Threads: ASME B1.20.1 for factory-threaded pipe and pipe fittings.

2.3 JOINING MATERIALS

- A. Refer to individual Division 23 piping Sections for special joining materials not listed below.
- B. Pipe-Flange Gasket Materials: Suitable for chemical and thermal conditions of piping system contents.
 - 1. ASME B16.21, nonmetallic, flat, asbestos-free, 1/8-inch maximum thickness unless thickness or specific material is indicated.
 - a. Full-Face Type: For flat-face, Class 125, cast-iron and cast-bronze flanges.
 - b. Narrow-Face Type: For raised-face, Class 250, cast-iron and steel flanges.
 - 2. AWWA C110, rubber, flat face, 1/8-inch thick, unless otherwise indicated; and full-face or ring type, unless otherwise indicated.
- C. Flange Bolts and Nuts: ASME B18.2.1, carbon steel, unless otherwise indicated.

- D. Plastic, Pipe-Flange Gasket, Bolts, and Nuts: Type and material recommended by piping system manufacturer, unless otherwise indicated.
- E. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.
- F. Brazing Filler Metals: AWS A5.8, BCuP Series, copper-phosphorus alloys for general-duty brazing, unless otherwise indicated; and AWS A5.8, BAg1, silver alloy for refrigerant piping, unless otherwise indicated.
- G. Welding Filler Metals: Comply with AWS D10.12 for welding materials appropriate for wall thickness and chemical analysis of steel pipe being welded.
- H. Solvent Cements for Joining Plastic Piping:
 - 1. ABS Piping: ASTM D 2235.
 - 2. CPVC Piping: ASTM F 493.
 - 3. PVC Piping: ASTM D 2564. Include primer according to ASTM F 656.
 - 4. PVC to ABS Piping Transition: ASTM D 3138.
- I. Fiberglass Pipe Adhesive: As furnished or recommended by pipe manufacturer.

2.4 TRANSITION FITTINGS

- A. AWWA Transition Couplings: Same size as, and with pressure rating at least equal to and with ends compatible with, piping to be joined.
 - 1. Manufacturers:
 - a. Cascade Waterworks Mfg. Co.
 - b. Dresser Industries, Inc.; DMD Div.
 - c. Ford Meter Box Company, Incorporated (The); Pipe Products Div.
 - d. JCM Industries.
 - e. Smith-Blair, Inc.
 - f. Viking Johnson.
 - 2. Underground Piping NPS 1½ and Smaller: Manufactured fitting or coupling.
 - 3. Underground Piping NPS 2 and Larger: AWWA C219, metal sleeve-type coupling.
 - 4. Aboveground Pressure Piping: Pipe fitting.
- B. Plastic-to-Metal Transition Fittings: CPVC and PVC one-piece fitting with manufacturer's Schedule 80 equivalent dimensions; one end with threaded brass insert, and one solvent-cement-joint end.
 - 1. Manufacturers:
 - a. Eslon Thermoplastics.
- C. Plastic-to-Metal Transition Adaptors: One-piece fitting with manufacturer's SDR 11 equivalent dimensions; one end with threaded brass insert, and one solvent-cement-joint end.
 - 1. Manufacturers:

- a. Thompson Plastics, Inc.
- D. Plastic-to-Metal Transition Unions: MSS SP-107, CPVC and PVC four-part union. Include brass end, solvent-cement-joint end, rubber O-ring, and union nut.
 - 1. Manufacturers:
 - a. NIBCO INC.
 - b. NIBCO, Inc.; Chemtrol Div.
- E. Flexible Transition Couplings for Underground Nonpressure Drainage Piping: ASTM C 1173 with elastomeric sleeve ends same size as piping to be joined, and corrosion-resistant metal band on each end.
 - 1. Manufacturers:
 - a. Cascade Waterworks Mfg. Co.
 - b. Fernco, Inc.
 - c. Mission Rubber Company.
 - d. Plastic Oddities, Inc.

2.5 DIELECTRIC FITTINGS

- A. Description: Combination fitting of copper alloy and ferrous materials with threaded, solder-joint, plain, or weld-neck end connections that match piping system materials.
- B. Insulating Material: Suitable for system fluid, pressure, and temperature.
- C. Dielectric Unions: Factory-fabricated, union assembly, for 250-psig minimum working pressure at 180 deg F.
 - 1. Manufacturers:
 - a. Capitol Manufacturing Co.
 - b. Central Plastics Company.
 - c. Eclipse, Inc.
 - d. Epco Sales, Inc.
 - e. Hart Industries, International, Inc.
 - f. Watts Industries, Inc.; Water Products Div.
 - g. Zurn Industries, Inc.; Wilkins Div.
- D. Dielectric Flanges: Factory-fabricated, companion-flange assembly, for 150 or 300-psig minimum working pressure as required to suit system pressures.
 - 1. Manufacturers:
 - a. Capitol Manufacturing Co.
 - b. Central Plastics Company.
 - c. Epco Sales, Inc.
 - d. Watts Industries, Inc.; Water Products Div.

- E. Dielectric-Flange Kits: Companion-flange assembly for field assembly. Include flanges, full-face- or ring-type neoprene or phenolic gasket, phenolic or polyethylene bolt sleeves, phenolic washers, and steel backing washers.
1. Manufacturers:
 - a. Advance Products & Systems, Inc.
 - b. Calpico, Inc.
 - c. Central Plastics Company.
 - d. Pipeline Seal and Insulator, Inc.
 2. Separate companion flanges and steel bolts and nuts shall have 150 or 300-psig minimum working pressure where required to suit system pressures.
- F. Dielectric Couplings: Galvanized-steel coupling with inert and noncorrosive, thermoplastic lining; threaded ends; and 300-psig minimum working pressure at 225 deg F.
1. Manufacturers:
 - a. Calpico, Inc.
 - b. Lochinvar Corp.
- G. Dielectric Nipples: Electroplated steel nipple with inert and noncorrosive, thermoplastic lining; plain, threaded, or grooved ends; and 300-psig minimum working pressure at 225 deg F.
1. Manufacturers:
 - a. Perfection Corp.
 - b. Precision Plumbing Products, Inc.
 - c. Sioux Chief Manufacturing Co., Inc.
 - d. Victaulic Co. of America.

2.6 MECHANICAL SLEEVE SEALS

- A. Description: Modular sealing element unit, designed for field assembly, to fill annular space between pipe and sleeve.
1. Manufacturers:
 - a. Advance Products & Systems, Inc.
 - b. Calpico, Inc.
 - c. Metraflex Co.
 - d. Pipeline Seal and Insulator, Inc.
 2. Sealing Elements: EPDM or NBR interlocking links shaped to fit surface of pipe. Include type and number required for pipe material and size of pipe.
 3. Pressure Plates: Plastic, Carbon steel or Stainless steel. Include two for each sealing element.
 4. Connecting Bolts and Nuts: Carbon steel with corrosion-resistant coating or Stainless steel of length required to secure pressure plates to sealing elements. Include one for each sealing element.

2.7 SLEEVES

- A. Galvanized-Steel Sheet: 0.0239-inch minimum thickness; round tube closed with welded longitudinal joint.
- B. Steel Pipe: ASTM A 53, Type E, Grade B, Schedule 40, galvanized, plain ends.
- C. Cast Iron: Cast or fabricated "wall pipe" equivalent to ductile-iron pressure pipe, with plain ends and integral waterstop, unless otherwise indicated.
- D. Stack Sleeve Fittings: Manufactured, cast-iron sleeve with integral clamping flange. Include clamping ring and bolts and nuts for membrane flashing.
 - 1. Underdeck Clamp: Clamping ring with set screws.
- E. Molded PVC: Permanent, with nailing flange for attaching to wooden forms.
- F. PVC Pipe: ASTM D 1785, Schedule 40.
- G. Molded PE: Reusable, PE, tapered-cup shaped, and smooth-outer surface with nailing flange for attaching to wooden forms.

2.8 ESCUTCHEONS

- A. Description: Manufactured wall and ceiling escutcheons and floor plates, with an ID to closely fit around pipe, tube, and insulation of insulated piping and an OD that completely covers opening.
- B. One-Piece, Deep-Pattern Type: Deep-drawn, box-shaped brass with polished chrome-plated finish.
- C. One-Piece, Cast-Brass Type: With set screw.
 - 1. Finish: Polished chrome-plated and rough brass.
- D. Split-Casting, Cast-Brass Type: With concealed hinge and set screw.
 - 1. Finish: Polished chrome-plated and rough brass.
- E. One-Piece, Stamped-Steel Type: With set screw or spring clips and chrome-plated finish.
- F. Split-Plate, Stamped-Steel Type: With concealed or exposed-rivet hinge, set screw or spring clips, and chrome-plated finish.
- G. One-Piece, Floor-Plate Type: Cast-iron floor plate.
- H. Split-Casting, Floor-Plate Type: Cast brass with concealed hinge and set screw.

2.9 GROUT

- A. Description: ASTM C 1107, Grade B, nonshrink and nonmetallic, dry hydraulic-cement grout.

1. Characteristics: Post-hardening, volume-adjusting, nonstaining, noncorrosive, nongaseous, and recommended for interior and exterior applications.
2. Design Mix: 5000-psi, 28-day compressive strength.
3. Packaging: Premixed and factory packaged.

2.10 PIPE CURBS AND EQUIPMENT CURBS

A. Manufacturers:

1. Pate.
2. RPS Corporation.
3. Thy Curb, Thybar Corporation.

B. Equipment Support Rails:

1. 18 Gauge galvanized steel with integral base plate, continuous welded corner seams, pressure treated wood nailer, counter flashing with leg screws, and internally reinforced for load bearing requirements.
2. Height: Minimum 18 inches high or as specified.
3. Length: As required for equipment and to span structural supports.

C. Pipe Curb Assemblies:

1. Heavy Gauge galvanized steel with unitized construction and integral base plate, 3 lb density insulation and 2x2 nailer. Furnish acrylic clad thermo plastic cover, fastening screws, & graduated step boots with stainless steel clamps.
2. Height: 18 inches
3. Multiple Pipes: Size and configure cover to accommodate all pipes serving equipment including power conduit and control conduit.

D. Pipe Seals for Single Roof Penetrations:

1. One piece spun aluminum base with 5 inch flange, polyvinyl chloride boot with graduated widths and adjustable stainless steel clamps.
2. Reference Product: Pate-Pipe Seal.

PART 3 - EXECUTION

3.1 MECHANICAL DEMOLITION

- A. Refer to Division 1 Sections "Cutting and Patching" and "Selective Demolition" for general demolition requirements and procedures.
- B. Disconnect, demolish, and remove mechanical systems, equipment, and components indicated to be removed.
 1. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.

2. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material.
 3. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
 4. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material.
 5. Equipment to Be Removed: Disconnect and cap services and remove equipment.
 6. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
 7. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.
- C. If pipe, insulation, or equipment to remain is damaged in appearance or is unserviceable, remove damaged or unserviceable portions and replace with new products of equal capacity and quality.

3.2 PIPING SYSTEMS - COMMON REQUIREMENTS

- A. Install piping according to the following requirements and Division 23 Sections specifying piping systems.
- B. Drawing plans, schematics, and diagrams indicate general location and arrangement of piping systems. Indicated locations and arrangements were used to size pipe and calculate friction loss, expansion, pump sizing, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.
- C. Install piping in concealed locations, unless otherwise indicated and except in equipment rooms and service areas.
- D. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
- E. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal.
- F. Install piping to permit valve servicing.
- G. Install piping at indicated slopes.
- H. Install piping free of sags and bends.
- I. Install fittings for changes in direction and branch connections.
- J. Install piping to allow application of insulation.
- K. Select system components with pressure rating equal to or greater than system operating pressure.
- L. Install escutcheons for penetrations of walls, ceilings, and floors according to the following:
 1. New Piping:

- a. Piping with Fitting or Sleeve Protruding from Wall: One-piece, deep-pattern type.
 - b. Chrome-Plated Piping: One-piece, cast-brass type with polished chrome-plated finish.
 - c. Insulated Piping: One-piece, stamped-steel type with spring clips.
 - d. Bare Piping at Wall and Floor Penetrations in Finished Spaces: One-piece, cast-brass type with polished chrome-plated finish.
 - e. Bare Piping at Wall and Floor Penetrations in Finished Spaces: One-piece, stamped-steel type.
 - f. Bare Piping at Ceiling Penetrations in Finished Spaces: One-piece or split-casting, cast-brass type with polished chrome-plated finish.
 - g. Bare Piping at Ceiling Penetrations in Finished Spaces: One-piece, stamped-steel type or split-plate, stamped-steel type with concealed hinge and set screw.
 - h. Bare Piping in Unfinished Service Spaces: One-piece, cast-brass type with polished chrome-plated or rough-brass finish.
 - i. Bare Piping in Unfinished Service Spaces: One-piece, stamped-steel type with concealed or exposed-rivet hinge and set screw or spring clips.
 - j. Bare Piping in Equipment Rooms: One-piece, cast-brass type.
 - k. Bare Piping in Equipment Rooms: One-piece, stamped-steel type with set screw or spring clips.
 - l. Bare Piping at Floor Penetrations in Equipment Rooms: One-piece, floor-plate type.
2. Existing Piping: Use the following:
- a. Chrome-Plated Piping: Split-casting, cast-brass type with chrome-plated finish.
 - b. Insulated Piping: Split-plate, stamped-steel type with concealed or exposed-rivet hinge and spring clips.
 - c. Bare Piping at Wall and Floor Penetrations in Finished Spaces: Split-casting, cast-brass type with chrome-plated finish.
 - d. Bare Piping at Wall and Floor Penetrations in Finished Spaces: Split-plate, stamped-steel type with concealed hinge and spring clips.
 - e. Bare Piping at Ceiling Penetrations in Finished Spaces: Split-casting, cast-brass type with chrome-plated finish.
 - f. Bare Piping at Ceiling Penetrations in Finished Spaces: Split-plate, stamped-steel type with concealed hinge and set screw.
 - g. Bare Piping in Unfinished Service Spaces: Split-casting, cast-brass type with polished chrome-plated or rough-brass finish.
 - h. Bare Piping in Unfinished Service Spaces: Split-plate, stamped-steel type with concealed or exposed-rivet hinge and set screw or spring clips.
 - i. Bare Piping in Equipment Rooms: Split-casting, cast-brass type.
 - j. Bare Piping in Equipment Rooms: Split-plate, stamped-steel type with set screw or spring clips.
 - k. Bare Piping at Floor Penetrations in Equipment Rooms: Split-casting, floor-plate type.
- M. Permanent sleeves are not required for holes formed by removable PE sleeves.
- N. Install sleeves for pipes passing through concrete and masonry walls and concrete floor and roof slabs.
- O. Install sleeves for pipes passing through concrete and masonry walls, gypsum-board partitions, and concrete floor and roof slabs.
1. Cut sleeves to length for mounting flush with both surfaces.

- a. Exception: Extend sleeves installed in floors of mechanical equipment areas or other wet areas 2 inches above finished floor level. Extend cast-iron sleeve fittings below floor slab as required to secure clamping ring if ring is specified.
 2. Install sleeves in new walls and slabs as new walls and slabs are constructed.
 3. Install sleeves that are large enough to provide 1/4-inch annular clear space between sleeve and pipe or pipe insulation. Use the following sleeve materials:
 - a. PVC or Steel Pipe Sleeves: For pipes smaller than NPS 6 (DN 150).
 - b. Steel Sheet Sleeves: For pipes NPS 6 (DN 150) and larger, penetrating gypsum-board partitions.
 - c. Stack Sleeve Fittings: For pipes penetrating floors with membrane waterproofing. Secure flashing between clamping flanges. Install section of cast-iron soil pipe to extend sleeve to 2 inches above finished floor level. Refer to Division 7 Section "Sheet Metal Flashing and Trim" for flashing.
 - 1) Seal space outside of sleeve fittings with grout.
 4. Except for underground wall penetrations, seal annular space between sleeve and pipe or pipe insulation, using joint sealants appropriate for size, depth, and location of joint. Refer to Division 7 Section "Joint Sealants" for materials and installation.
- P. Aboveground, Exterior-Wall Pipe Penetrations: Seal penetrations using sleeves and mechanical sleeve seals. Select sleeve size to allow for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
1. Install steel pipe for sleeves smaller than 6 inches in diameter.
 2. Install cast-iron "wall pipes" for sleeves 6 inches and larger in diameter.
 3. Mechanical Sleeve Seal Installation: Select type and number of sealing elements required for pipe material and size. Position pipe in center of sleeve. Assemble mechanical sleeve seals and install in annular space between pipe and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.
- Q. Underground, Exterior-Wall Pipe Penetrations: Install cast-iron "wall pipes" for sleeves. Seal pipe penetrations using mechanical sleeve seals. Select sleeve size to allow for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
1. Mechanical Sleeve Seal Installation: Select type and number of sealing elements required for pipe material and size. Position pipe in center of sleeve. Assemble mechanical sleeve seals and install in annular space between pipe and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.
- R. Fire-Barrier Penetrations: Maintain indicated fire rating of walls, partitions, ceilings, and floors at pipe penetrations. Seal pipe penetrations with firestop materials. Refer to Division 7 Section "Through-Penetration Firestop Systems" for materials.
- S. Verify final equipment locations for roughing-in.
- T. Refer to equipment specifications in other Sections of these Specifications for roughing-in requirements.

3.3 PIPING JOINT CONSTRUCTION

- A. Join pipe and fittings according to the following requirements and Division 23 Sections specifying piping systems.
- B. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- C. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- D. Soldered Joints: Apply ASTM B 813, water-flushable flux, unless otherwise indicated, to tube end. Construct joints according to ASTM B 828 or CDA's "Copper Tube Handbook," using lead-free solder alloy complying with ASTM B 32.
- E. Brazed Joints: Construct joints according to AWS's "Brazing Handbook," "Pipe and Tube" Chapter, using copper-phosphorus brazing filler metal complying with AWS A5.8.
- F. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
 - 1. Apply appropriate tape or thread compound to external pipe threads unless dry seal threading is specified.
 - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- G. Welded Joints: Construct joints according to AWS D10.12, using qualified processes and welding operators according to Part 1 "Quality Assurance" Article.
- H. Flanged Joints: Select appropriate gasket material, size, type, and thickness for service application. Install gasket concentrically positioned. Use suitable lubricants on bolt threads.
- I. Plastic Piping Solvent-Cement Joints: Clean and dry joining surfaces. Join pipe and fittings according to the following:
 - 1. Comply with ASTM F 402 for safe-handling practice of cleaners, primers, and solvent cements.
 - 2. ABS Piping: Join according to ASTM D 2235 and ASTM D 2661 Appendixes.
 - 3. CPVC Piping: Join according to ASTM D 2846/D 2846M Appendix.
 - 4. PVC Pressure Piping: Join schedule number ASTM D 1785, PVC pipe and PVC socket fittings according to ASTM D 2672. Join other-than-schedule-number PVC pipe and socket fittings according to ASTM D 2855.
 - 5. PVC Nonpressure Piping: Join according to ASTM D 2855.
 - 6. PVC to ABS Nonpressure Transition Fittings: Join according to ASTM D 3138 Appendix.
- J. Plastic Pressure Piping Gasketed Joints: Join according to ASTM D 3139.
- K. Plastic Nonpressure Piping Gasketed Joints: Join according to ASTM D 3212.
- L. PE Piping Heat-Fusion Joints: Clean and dry joining surfaces by wiping with clean cloth or paper towels. Join according to ASTM D 2657.
 - 1. Plain-End Pipe and Fittings: Use butt fusion.
 - 2. Plain-End Pipe and Socket Fittings: Use socket fusion.

- M. Fiberglass Bonded Joints: Prepare pipe ends and fittings, apply adhesive, and join according to pipe manufacturer's written instructions.

3.4 PIPING CONNECTIONS

- A. Make connections according to the following, unless otherwise indicated:
 - 1. Install unions, in piping NPS 2 and smaller, adjacent to each valve and at final connection to each piece of equipment.
 - 2. Install flanges, in piping NPS 2-1/2 and larger, adjacent to flanged valves and at final connection to each piece of equipment.
 - 3. Dry Piping Systems: Install dielectric unions and flanges to connect piping materials of dissimilar metals.
 - 4. Wet Piping Systems: Install dielectric nipple fittings to connect piping materials of dissimilar metals.
 - a. For piping systems operating below ambient temperature, provide dielectric nipple and brass ball valve or dielectric coupling to separate interior and exterior dissimilar metals.

3.5 EQUIPMENT INSTALLATION - COMMON REQUIREMENTS

- A. Install equipment to allow maximum possible headroom unless specific mounting heights are not indicated.
- B. Install equipment level and plumb, parallel and perpendicular to other building systems and components in exposed interior spaces, unless otherwise indicated.
- C. Install mechanical equipment to facilitate service, maintenance, and repair or replacement of components. Connect equipment for ease of disconnecting, with minimum interference to other installations. Extend grease fittings to accessible locations.
- D. Install equipment to allow right of way for piping installed at required slope.
- E. Install equipment per the manufacturer's recommendations. If the manufacturer's recommendations are different than shown on the construction documents or as otherwise specified contact the engineer.
- F. Contractor shall provide all equipment and associated controls required to provide a complete and operable system.
- G. The scope of work for all Division 23 sections includes all miscellaneous work needed (whether or not specified or shown on the documents) to produce a complete and fully operational system.

3.6 PAINTING

- A. Painting of mechanical systems, equipment, and components is specified in Architectural Section.

- B. Damage and Touchup: Repair marred and damaged factory-painted finishes with materials and procedures to match original factory finish.

3.7 CONCRETE BASES

- A. Concrete Bases: Anchor equipment to concrete base according to equipment manufacturer's written instructions and according to seismic codes at Project.
 - 1. Construct concrete bases of dimensions indicated, but not less than 4 inches larger in both directions than supported unit.
 - 2. Install dowel rods to connect concrete base to concrete floor. Unless otherwise indicated, install dowel rods on 18-inch centers around the full perimeter of the base.
 - 3. Install epoxy-coated anchor bolts for supported equipment that extend through concrete base, and anchor into structural concrete floor.
 - 4. Place and secure anchorage devices. Use supported equipment manufacturer's setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 5. Install anchor bolts to elevations required for proper attachment to supported equipment.
 - 6. Install anchor bolts according to anchor-bolt manufacturer's written instructions.
 - 7. Use 3000-psi, 28-day compressive-strength concrete and reinforcement as specified in Division 3 Section "Cast-in-Place Concrete."

3.8 ERECTION OF METAL SUPPORTS AND ANCHORAGES

- A. Refer to Division 5 Section "Metal Fabrications" for structural steel.
- B. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor mechanical materials and equipment.
- C. Field Welding: Comply with AWS D1.1.

3.9 ERECTION OF WOOD SUPPORTS AND ANCHORAGES

- A. Cut, fit, and place wood grounds, nailers, blocking, and anchorages to support, and anchor mechanical materials and equipment.
- B. Select fastener sizes that will not penetrate members if opposite side will be exposed to view or will receive finish materials. Tighten connections between members. Install fasteners without splitting wood members.
- C. Attach to substrates as required to support applied loads.

3.10 GROUTING

- A. Mix and install grout for mechanical equipment base bearing surfaces, pump and other equipment base plates, and anchors.
- B. Clean surfaces that will come into contact with grout.

- C. Provide forms as required for placement of grout.
- D. Avoid air entrapment during placement of grout.
- E. Place grout, completely filling equipment bases.
- F. Place grout on concrete bases and provide smooth bearing surface for equipment.
- G. Place grout around anchors.
- H. Cure placed grout.

1.1 EQUIPMENT LABEL INSTALLATION

- A. Install or permanently fasten labels on each major item of mechanical equipment.
- B. Locate equipment labels where accessible and visible.

END OF SECTION 230500

SECTION 230513 - COMMON MOTOR REQUIREMENTS FOR HVAC EQUIPMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general requirements for single-phase and polyphase, general-purpose, horizontal, small and medium, squirrel-cage induction motors for use on alternating-current power systems up to 600 V and installed at equipment manufacturer's factory or shipped separately by equipment manufacturer for field installation.

1.2 COORDINATION

- A. Coordinate features of motors, installed units, and accessory devices to be compatible with the following:
 - 1. Motor controllers.
 - 2. Torque, speed, and horsepower requirements of the load.
 - 3. Ratings and characteristics of supply circuit and required control sequence.
 - 4. Ambient and environmental conditions of installation location.

PART 2 - PRODUCTS

2.1 GENERAL MOTOR REQUIREMENTS

- A. Comply with NEMA MG 1 unless otherwise indicated.
- B. Comply with IEEE 841 for severe-duty motors.

2.2 MOTOR CHARACTERISTICS

- A. Duty: Continuous duty at ambient temperature of 40 deg C and at altitude of 3300 feet (1000 m) above sea level.
- B. Capacity and Torque Characteristics: Sufficient to start, accelerate, and operate connected loads at designated speeds, at installed altitude and environment, with indicated operating sequence, and without exceeding nameplate ratings or considering service factor.

2.3 POLYPHASE MOTORS

- A. Description: NEMA MG 1, Design B, medium induction motor.
- B. Efficiency: Premium efficient, as defined in NEMA MG 1.
- C. Service Factor: 1.15.

- D. Multispeed Motors: Variable torque.
 - 1. For motors with 2:1 speed ratio, consequent pole, single winding.
 - 2. For motors with other than 2:1 speed ratio, separate winding for each speed.
- E. Multispeed Motors: Separate winding for each speed.
- F. Rotor: Random-wound, squirrel cage.
- G. Bearings: Regreasable, shielded, antifriction ball bearings suitable for radial and thrust loading.
- H. Temperature Rise: Match insulation rating.
- I. Insulation: Class F.
- J. Code Letter Designation:
 - 1. Motors 15 HP and Larger: NEMA starting Code F or Code G.
 - 2. Motors Smaller Than 15 HP: Manufacturer's standard starting characteristic.
- K. Enclosure Material: Cast iron for motor frame sizes 324T and larger; rolled steel for motor frame sizes smaller than 324T.

2.4 ADDITIONAL REQUIREMENTS FOR POLYPHASE MOTORS

- A. Motors Used with Reduced-Voltage and Multispeed Controllers: Match wiring connection requirements for controller with required motor leads. Provide terminals in motor terminal box, suited to control method.
- B. Motors Used with Variable-Frequency Controllers: Ratings, characteristics, and features coordinated with and approved by controller manufacturer.
 - 1. Windings: Copper magnet wire with moisture-resistant insulation varnish, designed and tested to resist transient spikes, high frequencies, and short time rise pulses produced by pulse-width-modulated inverters.
 - 2. Premium-Efficient Motors: Class B temperature rise; Class F insulation.
 - 3. Inverter-Duty Motors: Class F temperature rise; Class H insulation.
 - 4. Thermal Protection: Comply with NEMA MG 1 requirements for thermally protected motors.
- C. Severe-Duty Motors: Comply with IEEE 841, with 1.15 minimum service factor.

2.5 SINGLE-PHASE MOTORS

- A. Motors larger than 1/20 hp shall be one of the following, to suit starting torque and requirements of specific motor application:
 - 1. Permanent-split capacitor.
 - 2. Split phase.
 - 3. Capacitor start, inductor run.
 - 4. Capacitor start, capacitor run.

- B. Multispeed Motors: Variable-torque, permanent-split-capacitor type.
- C. Bearings: Prelubricated, antifriction ball bearings or sleeve bearings suitable for radial and thrust loading.
- D. Motors 1/20 HP and Smaller: Shaded-pole type.
- E. Thermal Protection: Internal protection to automatically open power supply circuit to motor when winding temperature exceeds a safe value calibrated to temperature rating of motor insulation. Thermal-protection device shall automatically reset when motor temperature returns to normal range.

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 230513

SECTION 230519 - METERS AND GAGES FOR HVAC PIPING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Thermometers.
2. Gages.
3. Test plugs.
4. Flowmeters.
5. Thermal-energy meters.

B. Related Sections:

1. Division 23 Section "Steam and Condensate Heating Piping" for steam and condensate meters.
2. Division 23 Section "Facility Natural-Gas Piping" for gas meters.

1.2 DEFINITIONS

- A. CR: Chlorosulfonated polyethylene synthetic rubber.
- B. EPDM: Ethylene-propylene-diene terpolymer rubber.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated; include performance curves.
- B. Shop Drawings: Schedule for thermometers, gages, and flowmeters indicating manufacturer's number, scale range, and location for each.
- C. Product Certificates: For each type of thermometer, gage, and flowmeter, signed by product manufacturer.
- D. Operation and Maintenance Data: For flowmeters to include in emergency, operation, and maintenance manuals.

PART 2 - PRODUCTS

2.1 METAL-CASE, LIQUID-IN-GLASS THERMOMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Palmer - Wahl Instruments Inc.

2. Trerice, H. O. Co.
 3. Weiss Instruments, Inc.
 4. Weksler Instruments Operating Unit; Dresser Industries; Instrument Div.
- B. Case: Die-cast aluminum or brass, 7 inches long.
- C. Tube: Red or blue reading, organic-liquid filled, with magnifying lens.
- D. Tube Background: Satin-faced, nonreflective aluminum with permanently etched scale markings.
- E. Window: Glass.
- F. Connector: Adjustable type, 180 degrees in vertical plane, 360 degrees in horizontal plane, with locking device.
- G. Stem: Copper-plated steel, aluminum, or brass for thermowell installation and of length to suit installation.
- H. Accuracy: Plus or minus 1 percent of range or plus or minus 1 scale division to maximum of 1.5 percent of range.

2.2 DUCT-TYPE, LIQUID-IN-GLASS THERMOMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Miljoco Corp.
 2. Palmer - Wahl Instruments Inc.
 3. Trerice, H. O. Co.
 4. Weiss Instruments, Inc.
- B. Case: Die-cast aluminum, 7 inches long.
- C. Tube: Red or blue reading, mercury or organic filled, with magnifying lens.
- D. Tube Background: Satin-faced, nonreflective aluminum with permanently etched scale markings.
- E. Window: Glass or plastic.
- F. Connector: Adjustable type, 180 degrees in vertical plane, 360 degrees in horizontal plane, with locking device.
- G. Stem: Metal, for installation in mounting bracket and of length to suit installation.
- H. Mounting Bracket: Flanged fitting for attachment to duct and made to hold thermometer stem.
- I. Accuracy: Plus or minus 1 percent of range or plus or minus 1 scale division to maximum of 1.5 percent of range.

2.3 DIRECT-MOUNTING, VAPOR-ACTUATED DIAL THERMOMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Ashcroft Commercial Instrument Operations; Dresser Industries; Instrument Div.
 2. KOBOLD Instruments, Inc.
 3. Marsh Bellofram.
 4. Trerice, H. O. Co.
 5. Weiss Instruments, Inc.
 6. Weksler Instruments Operating Unit; Dresser Industries; Instrument Div.
- B. Case: Liquid-filled type, drawn steel or cast aluminum, 5-inch diameter.
- C. Element: Bourdon tube or other type of pressure element.
- D. Movement: Mechanical, connecting element and pointer.
- E. Dial: Satin-faced, nonreflective aluminum with permanently etched scale markings.
- F. Pointer: Red or other dark-color metal.
- G. Window: Glass or plastic.
- H. Ring: Metal or plastic.
- I. Connector: Adjustable type, 180 degrees in vertical plane, 360 degrees in horizontal plane, with locking device.
- J. Thermal System: Liquid- or mercury-filled bulb in copper-plated steel, aluminum, or brass stem for thermowell installation and of length to suit installation.
- K. Accuracy: Plus or minus 1 percent of range or plus or minus 1 scale division to maximum of 1.5 percent of range.

2.4 BIMETALLIC-ACTUATED DIAL THERMOMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Ashcroft Commercial Instrument Operations; Dresser Industries; Instrument Div.
 2. Ernst Gage Co.
 3. Eugene Ernst Products Co.
 4. Marsh Bellofram.
 5. Miljoco Corp.
 6. NANMAC Corporation.
 7. Noshok, Inc.
 8. Palmer - Wahl Instruments Inc.
 9. REO TEMP Instrument Corporation.
 10. Tel-Tru Manufacturing Company.
 11. Trerice, H. O. Co.
 12. Weiss Instruments, Inc.
 13. Weksler Instruments Operating Unit; Dresser Industries; Instrument Div.

14. WIKA Instrument Corporation.
 15. Winters Instruments.
- B. Description: Direct-mounting, bimetallic-actuated dial thermometers complying with ASME B40.3.
- C. Case: Liquid-filled type, stainless steel with 5-inch diameter.
- D. Element: Bimetal coil.
- E. Dial: Satin-faced, nonreflective aluminum with permanently etched scale markings.
- F. Pointer: Red or other dark-color metal.
- G. Window: Glass or plastic.
- H. Ring: Stainless steel.
- I. Connector: Adjustable angle type.
- J. Stem: Metal, for thermowell installation and of length to suit installation.
- K. Accuracy: Plus or minus 1 percent of range or plus or minus 1 scale division to maximum of 1.5 percent of range.

2.5 THERMOWELLS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. AMETEK, Inc.; U.S. Gauge Div.
 2. Ashcroft Commercial Instrument Operations; Dresser Industries; Instrument Div.
 3. Ernst Gage Co.
 4. Marsh Bellofram.
 5. Miljoco Corp.
 6. NANMAC Corporation.
 7. Noshok, Inc.
 8. Palmer - Wahl Instruments Inc.
 9. REO TEMP Instrument Corporation.
 10. Tel-Tru Manufacturing Company.
 11. Trerice, H. O. Co.
 12. Weiss Instruments, Inc.
 13. Weksler Instruments Operating Unit; Dresser Industries; Instrument Div.
 14. WIKA Instrument Corporation.
 15. Winters Instruments.
- B. Manufacturers: Same as manufacturer of thermometer being used.
- C. Description: Pressure-tight, socket-type metal fitting made for insertion into piping and of type, diameter, and length required to hold thermometer.

2.6 PRESSURE GAGES

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

1. AMETEK, Inc.; U.S. Gauge Div.
2. Ashcroft Commercial Instrument Operations; Dresser Industries; Instrument Div.
3. Ernst Gage Co.
4. Eugene Ernst Products Co.
5. KOBOLD Instruments, Inc.
6. Marsh Bellofram.
7. Miljoco Corp.
8. Noshok, Inc.
9. Palmer - Wahl Instruments Inc.
10. REO TEMP Instrument Corporation.
11. Trerice, H. O. Co.
12. Weiss Instruments, Inc.
13. Weksler Instruments Operating Unit; Dresser Industries; Instrument Div.
14. WIKA Instrument Corporation.
15. Winters Instruments.

- B. Direct-Mounting, Dial-Type Pressure Gages: Indicating-dial type complying with ASME B40.100.

1. Case: Liquid-filled type, drawn steel or cast aluminum, 4-1/2-inch diameter.
2. Pressure-Element Assembly: Bourdon tube, unless otherwise indicated.
3. Pressure Connection: Brass, NPS 1/4, bottom-outlet type unless back-outlet type is indicated.
4. Movement: Mechanical, with link to pressure element and connection to pointer.
5. Dial: Satin-faced, nonreflective aluminum with permanently etched scale markings.
6. Pointer: Red or other dark-color metal.
7. Window: Glass or plastic.
8. Ring: Metal or plastic.
9. Accuracy: Grade B, plus or minus 2 percent of middle half scale.
10. Vacuum-Pressure Range: 30-in. Hg of vacuum to 15 psig of pressure.
11. Range for Fluids under Pressure: Two times operating pressure.

- C. Pressure-Gage Fittings:

1. Valves: NPS 1/4 brass or stainless-steel needle type.
2. Syphons: NPS 1/4 coil of brass tubing with threaded ends.
3. Snubbers: ASME B40.5, NPS 1/4 brass bushing with corrosion-resistant, porous-metal disc of material suitable for system fluid and working pressure.

2.7 TEST PLUGS

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

1. Flow Design, Inc.
2. MG Piping Products Co.
3. National Meter, Inc.
4. Peterson Equipment Co., Inc.

5. Sisco Manufacturing Co.
 6. Trerice, H. O. Co.
 7. Watts Industries, Inc.; Water Products Div.
- B. Description: Corrosion-resistant brass or stainless-steel body with core inserts and gasketed and threaded cap, with extended stem for units to be installed in insulated piping.
- C. Minimum Pressure and Temperature Rating: 500 psig at 200 deg F.
- D. Core Inserts: One or two self-sealing rubber valves.
1. Insert material for air, water, oil, or gas service at 20 to 200 deg F shall be CR.
 2. Insert material for air or water service at minus 30 to plus 275 deg F shall be EPDM.
- E. Test Kit: Furnish one test kit(s) containing one pressure gage and adaptor, one thermometer(s), and carrying case. Pressure gage, adapter probes, and thermometer sensing elements shall be of diameter to fit test plugs and of length to project into piping.
1. Pressure Gage: Small bourdon-tube insertion type with 2- to 3-inch- diameter dial and probe. Dial range shall be 0 to 200 psig.
 2. Low-Range Thermometer: Small bimetallic insertion type with 1- to 2-inch- diameter dial and tapered-end sensing element. Dial ranges shall be 25 to 125 deg F.
 3. High-Range Thermometer: Small bimetallic insertion type with 1- to 2-inch- diameter dial and tapered-end sensing element. Dial ranges shall be 0 to 220 deg F.
 4. Carrying case shall have formed instrument padding.

2.8 WAFER-ORIFICE FLOWMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. ABB, Inc.; ABB Instrumentation.
 2. Armstrong Pumps, Inc.
 3. Badger Meter, Inc.; Industrial Div.
 4. Bell & Gossett; ITT Industries.
 5. Meriam Instruments Div.; Scott Fetzer Co.
- B. Description: Differential-pressure-design orifice insert for installation between pipe flanges; with calibrated flow-measuring element, separate flowmeter, hoses or tubing, valves, fittings, and conversion chart compatible with flow-measuring element, flowmeter, and system fluid.
- C. Construction: Cast-iron body, brass valves with integral check valves and caps, and calibrated nameplate.
- D. Pressure Rating: 300 psig.
- E. Temperature Rating: 250 deg F.
- F. Range: Flow range of flow-measuring element and flowmeter shall cover operating range of equipment or system served.

- G. Permanent Indicators: Suitable for wall or bracket mounting, calibrated for connected flowmeter element, and having **6-inch-** diameter, or equivalent, dial with fittings and copper tubing for connecting to flowmeter element.
 - 1. Scale: **Gallons per minute.**
 - 2. Accuracy: Plus or minus 1 percent between 20 and 80 percent of range.
- H. Portable Indicators: Differential-pressure type calibrated for connected flowmeter element and having two **12-foot** hoses in carrying case.
 - 1. Scale: **Gallons per minute.**
 - 2. Accuracy: Plus or minus 2 percent between 20 and 80 percent of range.
- I. Operating Instructions: Include complete instructions with each flowmeter.

2.9 VENTURI FLOWMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Armstrong Pumps, Inc.
 - 2. Badger Meter, Inc.; Industrial Div.
 - 3. Bailey-Fischer & Porter Co.
 - 4. Flow Design, Inc.
 - 5. Gerand Engineering Co.
 - 6. Hyspan Precision Products, Inc.
 - 7. Leeds & Northrup.
 - 8. McCrometer, Inc.
 - 9. Preso Meters Corporation.
 - 10. Victaulic Co. of America.
- B. Description: Differential-pressure design for installation in piping; with calibrated flow-measuring element, separate flowmeter, hoses or tubing, valves, fittings, and conversion chart compatible with flow-measuring element, flowmeter, and system fluid.
- C. Construction: Bronze, brass, or factory-primed steel; with brass fittings and attached tag with flow conversion data.
- D. Pressure Rating: **250 psig.**
- E. Temperature Rating: **250 deg F.**
- F. End Connections for **NPS 2** and Smaller: Threaded.
- G. End Connections for **NPS 2-1/2** and Larger: Flanged or welded.
- H. Range: Flow range of flow-measuring element and flowmeter shall cover operating range of equipment or system served.
- I. Permanent Indicators: Suitable for wall or bracket mounting, calibrated for connected flowmeter element, and having **6-inch-** diameter, or equivalent, dial with fittings and copper tubing for connecting to flowmeter element.

1. Scale: Gallons per minute.
 2. Accuracy: Plus or minus 1 percent between 20 and 80 percent of range.
- J. Portable Indicators: Differential-pressure type calibrated for connected flowmeter element and having two 12-foot hoses in carrying case.
1. Scale: Gallons per minute.
 2. Accuracy: Plus or minus 2 percent between 20 and 80 percent of range.
- K. Operating Instructions: Include complete instructions with each flowmeter.

2.10 TURBINE FLOWMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Badger Meter, Inc.; Industrial Div.
 2. ONICON Incorporated.
- B. Description: Dual turbine flow meter complete with installation hardware to enable insertion and removal of the meter without system shutdown.
- C. Construction: Two contra-rotating axial turbines with electronic impedance-based sensing and an averaging circuit to reduce measurement errors due to swirl and flow profile distortions.
1. Wetted metal components shall be nickel plated brass.
 - a. 316 L SS construction for hydronic applications over 250 degrees F for any non-metallic pipe.
 - b. Maximum operating temperature shall be 280 degrees F, 300 F peak.
- D. Accuracy: Wet-calibrate flow meter against a primary volumetric standard accurate to within 0.1% and traceable to NIST.
1. Provide manufacturer's certificate of calibration.
 2. Accurate to within +/- 0.5% at calibrated velocity; within +/- 1% over a 10:1 turndown; and within +/- 2% over a 50:1 turndown.
- E. Outputs: Integral analog outputs, 4-20 mA & 0-10V.

2.11 PITOT-TUBE FLOWMETERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
1. Dieterich Standard Inc.
 2. Meriam Instruments Div.; Scott Fetzer Co.
 3. Preso Meters Corporation.
 4. Taco, Inc.
 5. Veris Industries.

- B. Description: Insertion-type, differential-pressure design for inserting probe into piping and measuring flow directly in **gallons per minute**.
- C. Construction: Stainless-steel probe of length to span inside of pipe; with integral transmitter and direct-reading scale.
- D. Pressure Rating: **150 psig** minimum.
- E. Temperature Rating: **250 deg F** minimum.
- F. Display: Visual instantaneous rate of flow, with register to indicate total volume in **gallons**.
- G. Integral Transformer: For low-voltage power connection.
- H. Accuracy: Plus or minus 1 percent for liquids and gases.

2.12 FLOW INDICATORS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Brooks Instrument Div.; Emerson Electric Co.
 - 2. Dwyer Instruments, Inc.
 - 3. Ernst Gage Co.
 - 4. Eugene Ernst Products Co.
 - 5. McCrometer, Inc.
 - 6. OPW Engineered Systems; Dover Corp.
 - 7. Penberthy, Inc.
- B. Description: Instrument for installation in piping systems for visual verification of flow.
- C. Construction: Bronze or stainless-steel body; with sight glass and plastic pelton-wheel indicator, and threaded or flanged ends.
- D. Pressure Rating: **125 psig**.
- E. Temperature Rating: **200 deg F**.
- F. End Connections for **NPS 2** and Smaller: Threaded.
- G. End Connections for **NPS 2-1/2** and Larger: Flanged.

PART 3 - EXECUTION

3.1 THERMOMETER APPLICATIONS

- A. Install liquid-in-glass thermometers in the following locations:
 - 1. Inlet and outlet of each hydronic zone.
 - 2. Inlet and outlet of each hydronic boiler and chiller.

3. Inlet and outlet of each hydronic coil in air-handling units and built-up central systems.
4. Inlet and outlet of each hydronic heat exchanger.
5. Inlet and outlet of each hydronic heat-recovery unit.
6. Inlet and outlet of each thermal storage tank.
7. Outside-air, return-air, and mixed-air ducts.

B. Install direct-mounting, vapor-actuated dial thermometers in the following locations:

1. Inlet and outlet of each hydronic zone.
2. Inlet and outlet of each hydronic boiler and chiller.
3. Inlet and outlet of each hydronic coil in air-handling units and built-up central systems.
4. Inlet and outlet of each hydronic heat exchanger.
5. Inlet and outlet of each hydronic heat-recovery unit.
6. Inlet and outlet of each thermal storage tank.

C. Install remote-mounting, vapor-actuated dial thermometers in the following locations:

1. Inlet and outlet of each hydronic zone.
2. Inlet and outlet of each hydronic boiler and chiller.
3. Inlet and outlet of each hydronic coil in air-handling units and built-up central systems.
4. Inlet and outlet of each hydronic heat exchanger.
5. Inlet and outlet of each hydronic heat-recovery unit.
6. Inlet and outlet of each thermal storage tank.

D. Install bimetallic-actuated dial thermometers in the following locations:

1. Inlet and outlet of each hydronic zone.
2. Inlet and outlet of each hydronic boiler and chiller.
3. Inlet and outlet of each hydronic coil in air-handling units and built-up central systems.
4. Inlet and outlet of each hydronic heat exchanger.
5. Inlet and outlet of each hydronic heat-recovery unit.
6. Inlet and outlet of each thermal storage tank.

E. Install liquid-filled-case-type, bimetallic-actuated dial thermometers at suction and discharge of each pump.

F. Provide the following temperature ranges for thermometers:

1. Heating Hot Water: 50 to 400 deg F, with 5-degree scale divisions.
2. Chilled Water: 0 to 100 deg F, with 2-degree scale divisions.
3. Air Ducts: 30 to 240 deg F, with 2-degree scale divisions.

3.2 GAGE APPLICATIONS

A. Install dry-case-type pressure gages for discharge of each pressure-reducing valve.

B. Install liquid-filled-case-type pressure gages at chilled- and condenser-water inlets and outlets of chillers.

C. Install liquid-filled-case-type pressure gages at suction and discharge of each pump.

3.3 INSTALLATIONS

- A. Install direct-mounting thermometers and adjust vertical and tilted positions.
- B. Install thermowells with socket extending one-third of diameter of pipe and in vertical position in piping tees where thermometers are indicated.
- C. Duct Thermometer Support Flanges: Install in wall of duct where duct thermometers are indicated. Attach to duct with screws.
- D. Install direct-mounting pressure gages in piping tees with pressure gage located on pipe at most readable position.
- E. Install needle-valve and snubber fitting in piping for each pressure gage for fluids (except steam).
- F. Install needle-valve and syphon fitting in piping for each pressure gage for steam.
- G. Install test plugs in tees in piping.
- H. Install flow indicators, in accessible positions for easy viewing, in piping systems.
- I. Assemble and install connections, tubing, and accessories between flow-measuring elements and flowmeters as prescribed by manufacturer's written instructions.
- J. Install flowmeter elements in accessible positions in piping systems.
- K. Install differential-pressure-type flowmeter elements with at least minimum straight lengths of pipe upstream and downstream from element as prescribed by manufacturer's written instructions.
- L. Install wafer-orifice flowmeter elements between pipe flanges.
- M. Install permanent indicators on walls or brackets in accessible and readable positions.
- N. Install connection fittings for attachment to portable indicators in accessible locations.
- O. Install flowmeters at discharge of hydronic system pumps and at inlet of hydronic air coils.
- P. Mount meters on wall if accessible; if not, provide brackets to support meters.

3.4 CONNECTIONS

- A. Install meters and gages adjacent to machines and equipment to allow service and maintenance for meters, gages, machines, and equipment.
- B. Connect flowmeter-system elements to meters.
- C. Connect flowmeter transmitters to meters.

3.5 ADJUSTING

- A. Calibrate meters according to manufacturer's written instructions, after installation.
- B. Adjust faces of meters and gages to proper angle for best visibility.

END OF SECTION 230519

SECTION 230523 – GENERAL-DUTY VALVES FOR HVAC PIPING

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following general-duty valves:
 - 1. Copper-alloy ball valves.
 - 2. Ferrous-alloy butterfly valves.
 - 3. Copper-alloy Butterfly Valves
 - 4. Ferrous-alloy check valves
 - 5. Bronze check valves.
 - 6. Gate valves.
- B. See other piping Sections for general-duty and specialty valves for site construction piping.
- C. See Division 23 Section "HVAC Instrumentation and Controls for HVAC" for control valves and actuators.
- D. See Division 23 piping Sections for specialty valves applicable to those Sections only.

1.2 SUBMITTALS

- A. Product Data: For each type of valve indicated. Include body, seating, and trim materials; valve design; pressure and temperature classifications; end connections; arrangement; dimensions; and required clearances. Include list indicating valve and its application. Include rated capacities; furnished specialties; and accessories.

1.3 QUALITY ASSURANCE

- A. ASME Compliance: ASME B31.9 for building services piping valves.
- B. ASME Compliance for Ferrous Valves: ASME B16.10 and ASME B16.34 for dimension and design criteria.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:
 - 1. Manufacturers: Subject to compliance with requirements, provide products by the manufacturers specified.

2.2 VALVES, GENERAL

- A. Refer to Part 3 "Valve Applications" Article for applications of valves.
- B. Bronze Valves: NPS 2 and Smaller: Threaded ends, unless otherwise indicated.
- C. Brass Valves: NPS 2 and Smaller: Victaulic VIP Press 304™ ends, unless otherwise indicated
- D. Ferrous Valves NPS 2-1/2 and Larger: Grooved or flanged ends, unless otherwise indicated.
- E. Valve Pressure and Temperature Ratings: Not less than indicated and as required for system pressures and temperatures.
- F. Valve Sizes: Same as upstream pipe, unless otherwise indicated.
- G. Valve Actuators:
 - 1. Handwheel: For valves other than quarter-turn types.
 - 2. Lever Handle: For quarter-turn valves NPS 6 and smaller, except plug valves.
- H. Extended Valve Stems: On insulated valves.
- I. Valve Flanges: ASME B16.1 for cast-iron valves, ASME B16.5 for steel valves, and ASME B16.24 for bronze valves.
- J. Valve Grooved Ends: ASME/AWWA C606.
 - 1. Solder Joint: With sockets according to ASME B16.18.
 - a. Caution: Use solder with melting point below 840 deg F for check, gate, and globe valves; below 421 deg F for ball valves.
 - 2. Threaded: With threads according to ASME B1.20.1.
- K. Valve Bypass and Drain Connections: MSS SP-45.

2.3 COPPER-ALLOY BALL VALVES

- A. Manufacturers:
 - 1. One-Piece, Copper-Alloy Ball Valves:
 - a. Conbraco Industries, Inc.; Apollo Div.
 - b. Jenkins Valves.
 - c. Stockham Valves.
 - d. Grinnell Corporation.
 - e. Jamesbury, Inc.
 - f. NIBCO INC.
 - g. Watts Industries, Inc.; Water Products Div.
 - 2. Two-Piece, Copper-Alloy Ball Valves:

- a. Conbraco Industries, Inc.; Apollo Div.
- b. Crane Valves.
- c. Jenkins Valves.
- d. Stockham Valves.
- e. Grinnell Corporation.
- f. Hammond Valve.
- g. Jamesbury, Inc.
- h. Milwaukee Valve Company.
- i. NIBCO INC.
- j. Victaulic Company of America
- k. Watts Industries, Inc.; Water Products Div.

B. Hydronic:

- 1. Ball Valves – 2" and Smaller (Alternate to standard port): Ball valves shall be 300 or 600# WOG, 150# SWP, 2 piece body style, full port, CP solid brass tunneled ball, reinforced Teflon seats, hex gland follower, bronze body of ASTM B584, blowout proof stem, lever handle.
- 2. Ball valves shall be 400-psig CWP, 3 piece body style, full port, stainless steel ball and stem. PTFE seats, stainless steel body of ASTM A351, grade CF8M, blowout proof stem, lever handle. Basis of design: Victaulic Series P569.
- 3. Ball Valves – 3" and Smaller: Ball valves shall be 300 or 600# WOG, 150# SWP, 2 piece body style, STD port, CP solid brass tunneled ball, reinforced Teflon seats, hex gland follower, bronze body of ASTM B584, blowout proof stem, lever handle.

2.4 FERROUS-ALLOY BUTTERFLY VALVES

A. Manufacturers:

- a. Ferrous-Alloy Butterfly Valves:
- b. Crane Co.; Crane Valve Group; Center Line.
- c. Stockham Valves.
- d. Grinnell Corporation.
- e. Hammond Valve.
- f. Metraflex Co.
- g. Milwaukee Valve Company.
- h. Mueller Steam Specialty.
- i. NIBCO INC.
- j. Tyco International, Ltd.; Tyco Valves & Controls.
- k. Victaulic Company of America
- l. Watts Industries, Inc.; Water Products Div.

B. Hydronic:

- 1. Butterfly Valves – 3" & Larger: Butterfly valves shall be 200# WOG, full lug body of ASTM A126 Class B cast iron, aluminum bronze disc, 416 stainless steel stems, 2 piece stem design, field replaceable hard phenolic backed EPDM liner, non-metallic. stem journal, blow-out proof stem, extended neck, MSS SP-67
- 2. Butterfly Valves, Grooved-End: 300 psig CWP rating, ferrous alloy, ductile iron body with grooved or shouldered ends in accordance with ASME/AWWA C606. Valve seat shall be pressure responsive in sizes through 12", and the stem shall be offset from the disc centerline to provide complete 360-degree circumferential seating. Basis of design: Victaulic Vic300 Masterseal and AGS-Vic300.

2.5 NON-FERROUS ALLOY BUTTERFLY VALVES

A. Manufacturer:

1. Victaulic Company.

B. Butterfly Valves, Grooved-end: 300 psig CWP rating, non-ferrous alloy, cast-brass body with copper-tube dimensioned grooved ends. Valve seat shall be pressure responsive, and the stem shall be offset from the disc centerline to provide complete 360-degree circumferential seating.

1. Basis of design: Victaulic Series 608N.

2.6 FERROUS-ALLOY CHECK VALVES

A. Manufacturer:

1. Victaulic Company.

B. Hydronic Water Only – Grooved end spring-assisted swing check for vertical or horizontal installation: 230 or 300 psig CWP rating, stainless steel spring and shaft, with ductile iron body and grooved ends.

1. Basis of Design: Victaulic Series 716 (300-psig) and AGS Series W715 (230-psig).

2.7 BRONZE CHECK VALVES

A. Manufacturers:

1. Type 1, Bronze, Horizontal Lift Check Valves with Metal Disc:

- a. Cincinnati Valve Co.
- b. Crane Co.; Crane Valve Group; Crane Valves.
- c. Crane Co.; Crane Valve Group; Stockham Div.

2. Bronze, Swing Check Valves with Metal Disc:

- a. Cincinnati Valve Co.
- b. Crane Co.; Crane Valve Group; Crane Valves.
- c. Crane Co.; Crane Valve Group; Jenkins Valves.
- d. Crane Co.; Crane Valve Group; Stockham Div.
- e. Grinnell Corporation.
- f. Hammond Valve.
- g. Milwaukee Valve Company.
- h. NIBCO INC.
- i. Powell, Wm. Co.
- j. Victaulic Company of America (Hydronic water systems)
- k. Watts Industries, Inc.; Water Products Div.

B. Hydronic and Low Pressure Steam (under 15 PSI):

1. Check Valves – Up To 2½": Check valves shall be class 150# SWP, 300# WOG, horizontal swing check, body and cap shall be of ASTM B62 cast bronze, TFE disc, integral bronze seats, MSS SP-80
2. Check Valves – 3" and Larger: Check valves shall be class 125# SWP, 200# WOG, horizontal swing check, body and cap shall be of ASTM A 126 cast iron, bronze trim, bolted cap, flanged ends, MSS SP-71
3. (Hydronic only) Silent Check Valves – 2 1/2" and Larger: Silent check valves shall be 200# WOG minimum, body shall be of ASTM A126 class B cast iron, center guided, SS spring and screws, bronze disc, bronze seat.
4. Hydronic Only – Grooved end swing check: 175 or 300psig CWP rating Ductile Iron body with grooved or shouldered ends, ASME/AWWA C606.

2.8 GATE VALVES

A. Manufacturers:

1. Gate Valves:
 - a. Cincinnati Valve Co.
 - b. Crane Co.; Crane Valve Group; Crane Valves.
 - c. Crane Co.; Crane Valve Group; Jenkins Valves.
 - d. Crane Co.; Crane Valve Group; Stockham Div.
 - e. Grinnell Corporation.
 - f. Hammond Valve.
 - g. Milwaukee Valve Company.
 - h. NIBCO INC.
 - i. Powell, Wm. Co.
 - j. Watts Industries, Inc.; Water Products Div.

B. Hydronic:

1. Gate Valves – Up To 2 ½": Gate valves shall be class 150# SWP, 300# WOG, rising stem, union bonnet, solid wedge malleable iron handwheel, body, bonnet, and union nut shall be of ASTM B62 Bronze, non-asbestos packing, MSS SP-80.
2. Gate Valves – 3" and larger: Gate valves shall be class 125# SWP, 200# WOG, rising stem, OS&Y, bolted bonnet, body and bonnet shall be of ASTM A126 Class B cast iron, flange ends, bronze trim, non-asbestos packing, MSS SP-70.

PART 3 - EXECUTION

3.1 VALVE APPLICATIONS

A. If valve applications are not indicated, use the following:

1. Shutoff Service: Ball, butterfly, or gate valves.
2. Throttling Service: Ball, butterfly, or globe valves.

B. If valves with specified SWP classes or CWP ratings are not available, the same types of valves with higher SWP class or CWP ratings may be substituted.

3.2 VALVE INSTALLATION

- A. Piping installation requirements are specified in other Division 23 Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Install valves with unions or flanges at each piece of equipment arranged to allow service, maintenance, and equipment removal without system shutdown.
- C. Unions and flanges for servicing and disconnect are not required in installations using grooved mechanical joint couplings. (The couplings shall service as disconnect points if required.)
- D. Locate valves for easy access and provide separate support where necessary.
- E. Install valves in horizontal piping with stem at or above center of pipe.
- F. Install valves in position to allow full stem movement.
- G. Provide stem extensions for ball valves being installed on insulated lines.
- H. Provide memory stops for all valves to be used for balancing.
- I. Install butterfly valves with stem at the horizontal, and so that the handle points down when closed, and in the direction of flow when in the open position.
- J. Adjust all packing nuts after installation.
- K. Provide lever handles for 6" and smaller butterfly valves.
- L. Provide gear operator for 8" and larger butterfly valves.
- M. Provide chain wheel operator when above 7 feet.

3.3 JOINT CONSTRUCTION

- A. Refer to Division 23 Section "Basic Mechanical Materials and Methods" for basic piping joint construction.
- B. Grooved Joints: Assemble joints with keyed coupling housing, gasket, lubricant, and bolts according to coupling and fitting manufacturer's written instructions.
- C. Soldered Joints: Use ASTM B 813, water-flushable, lead-free flux; ASTM B 32, lead-free-alloy solder; and ASTM B 828 procedure, unless otherwise indicated.

3.4 ADJUSTING

- A. Adjust or replace valve packing after piping systems have been tested and put into service but before final adjusting and balancing. Replace valves if persistent leaking occurs.

END OF SECTION 230523

SECTION 230529 – HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes hangers and supports for mechanical system piping and equipment.
- B. See Division 21 Sections on fire-suppression piping for fire-suppression piping hangers and supports.
- C. See Division 23 Section "Mechanical Vibration and Seismic Controls for HVAC Piping and Equipment" for vibration isolation supports and hangers and seismic restraints.

1.2 DEFINITIONS

- A. Terminology: As defined in MSS SP-90, "Guidelines on Terminology for Pipe Hangers and Supports."

1.3 PERFORMANCE REQUIREMENTS

- A. Design channel support systems for piping to support multiple pipes capable of supporting combined weight of supported systems, system contents, and test water.
- B. Design heavy-duty steel trapezes for piping to support multiple pipes capable of supporting combined weight of supported systems, system contents, and test water.

1.4 SUBMITTALS

- A. Product Data: For each type of pipe hanger, channel support system component, and thermal-hanger shield insert indicated.

1.5 QUALITY ASSURANCE

- A. Welding: Qualify procedures and personnel according to AWS D1.1, "Structural Welding Code-Steel."

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:

1. Manufacturers: Subject to compliance with requirements, provide products by the manufacturers specified.

2.2 MANUFACTURED UNITS

A. Pipe Hangers, Supports, and Components: MSS SP-58, factory-fabricated components.

1. Manufacturers:
 - a. AAA Technology and Specialties Co., Inc.
 - b. B-Line Systems, Inc.
 - c. Carpenter & Patterson, Inc.
 - d. Empire Tool & Manufacturing Co., Inc.
 - e. Globe Pipe Hanger Products, Inc.
 - f. Grinnell Corp.
 - g. GS Metals Corp.
 - h. Michigan Hanger Co., Inc.
 - i. National Pipe Hanger Corp.
 - j. PHD Manufacturing, Inc.
 - k. PHS Industries, Inc.
 - l. Piping Technology & Products, Inc.
2. Galvanized, Metallic Coatings: For piping and equipment that will not have field-applied finish.
3. Nonmetallic Coatings: On attachments for electrolytic protection where attachments are in direct contact with copper tubing.

B. Channel Support Systems: MFMA-2, factory-fabricated components for field assembly.

1. Manufacturers:
 - a. B-Line Systems, Inc.
 - b. Grinnell Corp.
 - c. GS Metals Corp.
 - d. Michigan Hanger Co., Inc.
 - e. National Pipe Hanger Corp.
 - f. Thomas & Betts Corp.
 - g. Unistrut Corp.
 - h. Wesanco, Inc.
2. Coatings: Manufacturer's standard finish, unless bare metal surfaces are indicated.
3. Nonmetallic Coatings: On attachments for electrolytic protection where attachments are in direct contact with copper tubing.

C. Thermal-Hanger Shield Inserts: 100-psi minimum compressive-strength insulation, encased in sheet metal shield.

1. Manufacturers:
 - a. Carpenter & Patterson, Inc.
 - b. Michigan Hanger Co., Inc.
 - c. PHS Industries, Inc.

- d. Pipe Shields, Inc.
 - e. Rilco Manufacturing Co., Inc.
 - f. Value Engineered Products, Inc.
- 2. Material for Cold Piping: ASTM C552, Type II cellular glass with 100-psi or ASTM C591, Type VI, Grade 1 polyisocyanurate with 125-psi minimum compressive strength and vapor barrier.
 - 3. Material for Hot Piping: Water-repellent-treated, ASTM C533, Type I calcium silicate with 100-psi, ASTM C552, Type II cellular glass with 100-psi, or ASTM C591, Type VI, Grade 1 polyisocyanurate with 125-psi.
 - 4. For Trapeze or Clamped System: Insert and shield cover entire circumference of pipe.
 - 5. For Clevis or Band Hanger: Insert and shield cover lower 180 degrees of pipe.
 - 6. Insert Length: Extend 2 inches beyond sheet metal shield for piping operating below ambient air temperature.

2.3 MISCELLANEOUS MATERIALS

- A. Mechanical-Anchor Fasteners: Insert-type attachments with pull-out and shear capacities appropriate for supported loads and building materials where used.
- B. Structural Steel: ASTM A 36/A 36M, steel plates, shapes, and bars, black and galvanized.
- C. Hanger Rods: Galvanized all-thread, ASTM A 36.
- D. Grout: ASTM C 1107, Grade B, factory-mixed and -packaged, nonshrink and nonmetallic, dry, hydraulic-cement grout.
 - 1. Characteristics: Post hardening and volume adjusting; recommended for both interior and exterior applications.
 - 2. Properties: Nonstaining, noncorrosive, and nongaseous.
 - 3. Design Mix: 5000-psi, 28-day compressive strength.

PART 3 - EXECUTION

3.1 APPLICATIONS

- A. Specific hanger requirements are specified in Sections specifying equipment and systems.
- B. Comply with MSS SP-69 for pipe hanger selections and applications that are not specified in piping system Specification Sections.
- C. Horizontal-Piping Hangers and Supports: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
 - 1. Adjustable Steel Clevis Hangers (MSS Type 1): For suspension of noninsulated or insulated stationary pipes, NPS 1/2 to NPS 30.
 - 2. Yoke-Type Pipe Clamps (MSS Type 2): For suspension of 120 to 450 deg F pipes, NPS 4 to NPS 16, requiring up to 4 inches of insulation.
 - 3. Carbon- or Alloy-Steel, Double-Bolt Pipe Clamps (MSS Type 3): For suspension of pipes, NPS 3/4 to NPS 24, requiring clamp flexibility and up to 4 inches of insulation.

4. Adjustable Steel Band Hangers (MSS Type 7): For suspension of noninsulated stationary pipes, NPS 1/2 to NPS 8.
 5. U-Bolts (MSS Type 24): For support of heavy pipe, NPS 1/2 to NPS 30.
 6. Pipe Saddle Supports (MSS Type 36): For support of pipes, NPS 4 to NPS 36, with steel pipe base stanchion support and cast-iron floor flange.
 7. Single Pipe Rolls (MSS Type 41): For suspension of pipes, NPS 1 to NPS 30, from 2 rods if longitudinal movement caused by expansion and contraction might occur.
 8. Complete Pipe Rolls (MSS Type 44): For support of pipes, NPS 2 to NPS 42, if longitudinal movement caused by expansion and contraction might occur but vertical adjustment is not necessary.
- D. Vertical-Piping Clamps: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
1. Extension Pipe or Riser Clamps (MSS Type 8): For support of pipe risers, NPS 3/4 to NPS 20.
 2. Carbon- or Alloy-Steel Riser Clamps (MSS Type 42): For support of pipe risers, NPS 3/4 to NPS 20, if longer ends are required for riser clamps.
- E. Hanger-Rod Attachments: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
1. Steel Turnbuckles (MSS Type 13): For adjustment up to 6 inches for heavy loads.
 2. Steel Clevises (MSS Type 14): For 120 to 450 deg F piping installations.
- F. Building Attachments: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
1. Steel or Malleable Concrete Inserts (MSS Type 18): For upper attachment to suspend pipe hangers from concrete ceiling.
 2. Top-Beam C-Clamps (MSS Type 19): For use under roof installations with bar-joist construction to attach to top flange of structural shape.
 3. Side-Beam or Channel Clamps (MSS Type 20): For attaching to bottom flange of beams, channels, or angles.
 4. Center-Beam Clamps (MSS Type 21): For attaching to center of bottom flange of beams.
 5. Welded Beam Attachments (MSS Type 22): For attaching to bottom of beams if loads are considerable and rod sizes are large.
 6. C-Clamps (MSS Type 23): For structural shapes.
 7. Welded-Steel Brackets: For support of pipes from below or for suspending from above by using clip and rod. Use one of the following for indicated loads:
 - a. Light (MSS Type 31): 750 lb.
 - b. Medium (MSS Type 32): 1500 lb.
 - c. Heavy (MSS Type 33): 3000 lb.
 8. Side-Beam Brackets (MSS Type 34): For sides of steel or wooden beams.
 9. Plate Lugs (MSS Type 57): For attaching to steel beams if flexibility at beam is required.
- G. Saddles and Shields: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
1. Steel Pipe-Covering Protection Saddles (MSS Type 39): To fill interior voids with insulation that matches adjoining insulation.

2. Protection Shields (MSS Type 40): Of length recommended by manufacturer to prevent crushing insulation.
 3. Thermal-Hanger Shield Inserts: For supporting insulated pipe.
- H. Spring Hangers and Supports: Unless otherwise indicated and except as specified in piping system Specification Sections, install the following types:
1. Spring Cushions (MSS Type 48): For light loads if vertical movement does not exceed 1-1/4 inches.
 2. Spring-Cushion Roll Hangers (MSS Type 49): For equipping Type 41 roll hanger with springs.
 3. Variable-Spring Base Supports (MSS Type 52): Preset to indicated load and limit variability factor to 25 percent to absorb expansion and contraction of piping system from base support.

3.2 INSTALLATION

- A. Pipe Hanger and Support Installation: Comply with MSS SP-69 and MSS SP-89. Install hangers, supports, clamps, and attachments as required to properly support piping from building structure.
- B. Channel Support System Installation: Arrange for grouping of parallel runs of piping and support together on field-assembled channel systems. Field assemble and install according to manufacturer's written instructions.
- C. Heavy-Duty Steel Trapeze Installation: Arrange for grouping of parallel runs of horizontal piping and support together on field-fabricated, heavy-duty trapezes. Support pipes of various sizes together and space trapezes for smallest pipe size or install intermediate supports for smaller diameter pipes as specified above for individual pipe hangers. Field fabricate from ASTM A 36/A 36M, steel shapes selected for loads being supported. Weld steel according to AWS D1.1.
- D. Install building attachments within concrete slabs or attach to structural steel. Space attachments within maximum piping span length indicated in MSS SP-69. Install additional attachments at concentrated loads, including valves, flanges, guides, strainers, and expansion joints, and at changes in direction of piping. Install concrete inserts before concrete is placed; fasten inserts to forms and install reinforcing bars through openings at top of inserts.
- E. Install mechanical-anchor fasteners in concrete after concrete is placed and completely cured. Install fasteners according to manufacturer's written instructions.
- F. Install hangers and supports complete with necessary inserts, bolts, rods, nuts, washers, and other accessories.
- G. Install hangers and supports to allow controlled thermal and seismic movement of piping systems, to permit freedom of movement between pipe anchors, and to facilitate action of expansion joints, expansion loops, expansion bends, and similar units.
- H. Load Distribution: Install hangers and supports so that piping live and dead loads and stresses from movement will not be transmitted to connected equipment.

- I. Pipe Slopes: Install hangers and supports to provide indicated pipe slopes and so maximum pipe deflections allowed by ASME B31.9, "Building Services Piping," is not exceeded.
- J. Insulated Piping: Comply with the following:
 - 1. Attach clamps and spacers to piping.
 - a. Piping Operating above Ambient Air Temperature: Clamp may project through insulation.
 - b. Piping Operating below Ambient Air Temperature: Use thermal-hanger shield insert with clamp sized to match OD of insert.
 - c. Do not exceed pipe stress limits according to ASME B31.9.
 - 2. Install MSS SP-58, Type 39 protection saddles, if insulation without vapor barrier is indicated. Fill interior voids with insulation that matches adjoining insulation.
 - 3. Install MSS SP-58, Type 40 protective shields on cold piping with vapor barrier. Shields shall span arc of 180 degrees.
 - 4. Shield Dimensions for Pipe: Not less than the following:
 - a. NPS 1/4 to NPS 3-1/2: 12 inches long and 0.048 inch thick.
 - b. NPS 4: 12 inches long and 0.06 inch thick.
 - c. NPS 5 and NPS 6: 18 inches long and 0.06 inch thick.
 - d. NPS 8 to NPS 14: 24 inches long and 0.075 inch thick.
 - e. NPS 16 to NPS 24: 24 inches long and 0.105 inch thick.
 - 5. Pipes NPS 8 and Larger: Include wood inserts.
 - 6. Insert Material: Length at least as long as protective shield.
 - 7. Thermal-Hanger Shields: Install with insulation same thickness as piping insulation.

3.3 EQUIPMENT SUPPORTS

- A. Fabricate structural-steel stands to suspend equipment from structure above or to support equipment above floor. Place grout under supports for equipment and make smooth bearing surface.

3.4 METAL FABRICATION

- A. Cut, drill, and fit miscellaneous metal fabrications for heavy-duty steel trapezes and equipment supports. Fit exposed connections together to form hairline joints. Field-weld connections that cannot be shop-welded because of shipping size limitations. Comply with AWS D1.1 procedures for shielded metal arc welding, appearance and quality of welds, and methods used in correcting welding work, and with the following:
 - 1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
 - 2. Obtain fusion without undercut or overlap.
 - 3. Remove welding flux immediately.
 - 4. Finish welds at exposed connections so no roughness shows after finishing and contours of welded surfaces match adjacent contours.

3.5 ADJUSTING

- A. Hanger Adjustment: Adjust hangers to distribute loads equally on attachments and to achieve indicated slope of pipe.

3.6 PAINTING

- A. Touching Up: Clean field welds and abraded areas of shop paint. Paint exposed areas immediately after erecting hangers and supports. Use same materials as used for shop painting. Comply with SSPC-PA 1 requirements for touching up field-painted surfaces. Apply paint by brush or spray to provide a minimum dry film thickness of 2.0 mils. See Division 9 Section "Painting" for paint materials and application requirements.
- B. Galvanized Surfaces: Clean welds, bolted connections, and abraded areas and apply galvanizing-repair paint to comply with ASTM A 780.

END OF SECTION 230529

SECTION 230553 – IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following mechanical identification materials and their installation:

1. Equipment nameplates.
2. Equipment markers.
3. Equipment signs.
4. Access panel and door markers.
5. Pipe markers.
6. Duct markers.
7. Stencils.
8. Valve tags.
9. Valve schedules.
10. Warning tags.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For color, letter style, and graphic representation required for each identification material and device.
- C. Valve numbering scheme.
- D. Valve Schedules: For each piping system. Furnish extra copies (in addition to mounted copies) to include in maintenance manuals.

1.3 QUALITY ASSURANCE

- A. ASME Compliance: Comply with ASME A13.1, "Scheme for the Identification of Piping Systems," for letter size, length of color field, colors, and viewing angles of identification devices for piping.

1.4 COORDINATION

- A. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- B. Coordinate installation of identifying devices with location of access panels and doors.
- C. Install identifying devices before installing acoustical ceilings and similar concealment.

PART 2 - PRODUCTS

2.1 EQUIPMENT IDENTIFICATION DEVICES

- A. Equipment Nameplates: Metal, with data engraved or stamped, for permanent attachment on equipment.
 - 1. Data:
 - a. Manufacturer, product name, model number, and serial number.
 - b. Capacity, operating and power characteristics, and essential data.
 - c. Labels of tested compliances.
 - 2. Location: Accessible and visible.
 - 3. Fasteners: As required to mount on equipment.
- B. Equipment Markers: Engraved color-coded laminated plastic. Include contact-type, permanent adhesive.
 - 1. Terminology: Match schedules as closely as possible.
 - 2. Data:
 - a. Name and plan number.
 - 3. Size: 2-1/2 by 4 inches for control devices, dampers, and valves; 4-1/2 by 6 inches for equipment.
- C. Equipment Signs: ASTM D 709, Type I, cellulose, paper-base, phenolic-resin-laminate engraving stock; Grade ES-2, black surface, black phenolic core, with white melamine subcore, unless otherwise indicated. Fabricate in sizes required for message. Provide holes for mechanical fastening.
 - 1. Data: Instructions for operation of equipment and for safety procedures.
 - 2. Engraving: Manufacturer's standard letter style, of sizes and with terms to match equipment identification.
 - 3. Thickness: 1/8 inch, unless otherwise indicated.
 - 4. Fasteners: Self-tapping, stainless-steel screws or contact-type, permanent adhesive.
- D. Access Panel and Door Markers: 1/16-inch-thick, engraved laminated plastic, with abbreviated terms and numbers corresponding to identification. Provide 1/8-inch center hole for attachment.
 - 1. Fasteners: Self-tapping, stainless-steel screws or contact-type, permanent adhesive.

2.2 PIPING IDENTIFICATION DEVICES

- A. Manufactured Pipe Markers, General: Preprinted, color-coded, with lettering indicating service, and showing direction of flow.
 - 1. Colors: Comply with ASME A13.1, unless otherwise indicated.
 - 2. Lettering: Use piping system terms indicated and abbreviate only as necessary for each application length

3. Pipes with OD, Including Insulation, Less Than 6 Inches: Full-band pipe markers extending 360 degrees around pipe at each location.
 4. Pipes with OD, Including Insulation, 6 Inches and Larger: Either full-band or strip-type pipe markers at least three times letter height and of length required for label.
 5. Arrows: Integral with piping system service lettering to accommodate both directions; or as separate unit on each pipe marker to indicate direction of flow.
- B. Pretensioned Pipe Markers: Precoiled semirigid plastic formed to cover full circumference of pipe and to attach to pipe without adhesive.
- C. Shaped Pipe Markers: Preformed semirigid plastic formed to partially cover circumference of pipe and to attach to pipe with mechanical fasteners that do not penetrate insulation vapor barrier.
- D. Self-Adhesive Pipe Markers: Plastic with pressure-sensitive, permanent-type, self-adhesive back.
- E. Plastic Tape: Continuously printed, vinyl tape at least 3 mils thick with pressure-sensitive, permanent-type, self-adhesive back.
1. Width for Markers on Pipes with OD, Including Insulation, and Less Than 6 Inches: 3/4 inch minimum.
 2. Width for Markers on Pipes with OD, Including Insulation, 6 Inches or Larger: 1-1/2 inches minimum.

2.3 DUCT IDENTIFICATION DEVICES

- A. Duct Markers: Engraved color-coded laminated plastic. Include direction and quantity of airflow and duct service (such as supply, return, and exhaust). Include contact-type, permanent adhesive.

2.4 STENCILS

- A. Stencils: Prepared with letter sizes according to ASME A13.1 for piping; minimum letter height of 1-1/4 inches for ducts; and minimum letter height of 3/4 inch for access panel and door markers, equipment markers, equipment signs, and similar operational instructions.
1. Stencil Material: Metal or fiberboard.
 2. Stencil Paint: Exterior, gloss, alkyd enamel or acrylic enamel black, unless otherwise indicated. Paint may be in pressurized spray-can form.
 3. Identification Paint: Exterior, alkyd enamel or acrylic enamel in colors according to ASME A13.1, unless otherwise indicated.

2.5 VALVE TAGS

- A. Valve Tags: Stamped or engraved with 1/4-inch letters for piping system abbreviation and 1/2-inch numbers, with numbering scheme approved by Architect/Engineer. Provide 5/32-inch hole for fastener.
1. Material: 0.032-inch-thick brass or aluminum.
 2. Material: 3/32-inch-thick laminated plastic with 2 black surfaces and white inner layer.

3. Valve-Tag Fasteners: Brass wire-link or beaded chain; or S-hook.

2.6 VALVE SCHEDULES

- A. Valve Schedules: For each piping system, on standard-size bond paper. Tabulate valve number, piping system, system abbreviation (as shown on valve tag), location of valve (room or space), normal-operating position (open, closed, or modulating), and variations for identification. Mark valves for emergency shutoff and similar special uses.
 1. Valve-Schedule Frames: Glazed display frame for removable mounting on masonry walls for each page of valve schedule. Include mounting screws.
 2. Frame: Finished hardwood or Extruded aluminum.
 3. Glazing: ASTM C 1036, Type I, Class 1, Glazing Quality B, 2.5-mm, single-thickness glass.

2.7 WARNING TAGS

- A. Warning Tags: Preprinted or partially preprinted, accident-prevention tags; of plasticized card stock with matte finish suitable for writing.
 1. Size: Approximately 4 by 7 inches
 2. Fasteners: Brass grommet and wire.
 3. Nomenclature: Large-size primary caption such as DANGER, CAUTION, or DO NOT OPERATE.
 4. Color: Yellow background with black lettering.

PART 3 - EXECUTION

3.1 APPLICATIONS, GENERAL

- A. Products specified are for applications referenced in other Division 23 Sections. If more than single-type material, device, or label is specified for listed applications, selection is Installer's option.

3.2 EQUIPMENT IDENTIFICATION

- A. Install and permanently fasten equipment nameplates on each major item of mechanical equipment that does not have nameplate or has nameplate that is damaged or located where not easily visible. Locate nameplates where accessible and visible. Include nameplates for the following general categories of equipment:
 1. Pumps, compressors, chillers, condensers, and similar motor-driven units.
 2. Heat exchangers, coils, evaporators, cooling towers, heat recovery units, and similar equipment.
 3. Fans, blowers and air terminals.
 4. Air handling units.

- B. Install equipment markers with permanent adhesive on or near each major item of mechanical equipment. Data required for markers may be included on signs, and markers may be omitted if both are indicated.
1. Letter Size: Minimum 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
 2. Data: Distinguish among multiple units,
 3. Locate markers where accessible and visible. Include markers for the following general categories of equipment:
 - a. Main control and operating valves, including safety devices and hazardous units such as gas outlets.
 - b. Fire department hose valves and hose stations.
 - c. Pumps, compressors, chillers, condensers, and similar motor-driven units.
 - d. Heat exchangers, coils, evaporators, cooling towers, heat recovery units, and similar equipment.
 - e. Air handling units, air terminals, and fan coil units.
 - f. Tanks and pressure vessels.
 - g. Humidifiers, water-treatment systems, and similar equipment.
- C. Stenciled Equipment Marker Option: Stenciled markers may be provided instead of laminated-plastic equipment markers, at Installer's option, if lettering larger than 1 inch high is needed for proper identification because of distance from normal location of required identification.
- D. Install equipment signs with screws or permanent adhesive on or near each major item of mechanical equipment. Locate signs where accessible and visible.
1. Identify mechanical equipment with equipment markers in the following color codes:
 - a. Green: For cooling equipment and components.
 - b. Yellow: For heating equipment and components.
 2. Letter Size: Minimum 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
 3. Data: Distinguish among multiple units, indicate safety and emergency precautions, warn of hazards and improper operations, and identify units.
- E. Include signs for the following general categories of equipment:
1. Main control and operating valves, including safety devices and hazardous units such as gas outlets.
 2. Pumps, compressors, chillers, condensers, and similar motor-driven units.
 3. Heat exchangers, coils, evaporators, cooling towers, heat recovery units, and similar equipment.
 4. Fans, blowers and air terminals.
 5. Air handling units.
 6. Tanks and pressure vessels.
 7. Humidifiers, water-treatment systems, and similar equipment.

- F. Stenciled Equipment Sign Option: Stenciled signs may be provided instead of laminated-plastic equipment signs, at Installer's option, if lettering larger than 1 inch high is needed for proper identification because of distance from normal location of required identification.
- G. Install access panel markers with screws on equipment access panels.

3.3 PIPING IDENTIFICATION

- A. Install manufactured pipe markers indicating service on each piping system. Install with flow indication arrows showing direction of flow.
 - 1. Pipes with OD, Including Insulation, Less Than 6 Inches: Pretensioned pipe markers. Use size to ensure a tight fit.
 - 2. Pipes with OD, Including Insulation, Less Than 6 Inches: Self-adhesive pipe markers. Use color-coded, self-adhesive plastic tape, 1-1/2 inches wide, lapped at least 1-1/2 inches at both ends of pipe marker, and covering full circumference of pipe.
 - 3. Pipes with OD, Including Insulation, 6 Inches and Larger: Shaped pipe markers. Use size to match pipe and secure with fasteners.
 - 4. Pipes with OD, Including Insulation, 6 Inches and Larger: Self-adhesive pipe markers. Use color-coded, self-adhesive plastic tape, at least 1-1/2 inches wide, lapped at least 3 inches at both ends of pipe marker, and covering full circumference of pipe.
- B. Stenciled Pipe Marker Option: Stenciled markers may be provided instead of manufactured pipe markers, at Installer's option. Install stenciled pipe complying with ASME A13.1 on each piping system.
 - 1. Identification Paint: Use for contrasting background.
 - 2. Stencil Paint: Use for pipe marking.
- C. Locate pipe markers and color bands where piping is exposed in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior nonconcealed locations as follows:
 - 1. Near each valve and control device.
 - 2. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
 - 3. Near penetrations through walls, floors, ceilings, and nonaccessible enclosures.
 - 4. At access doors, manholes, and similar access points that permit view of concealed piping.
 - 5. Near major equipment items and other points of origination and termination.
 - 6. Spaced at maximum intervals of 50 feet along each run. Reduce intervals to 25 feet in areas of congested piping and equipment.
 - 7. On piping above removable acoustical ceilings. Omit intermediately spaced markers.

3.4 DUCT IDENTIFICATION

- A. Install duct markers with permanent adhesive on air ducts in the following color codes:
 - 1. Green: For cold-air supply ducts.
 - 2. Yellow: For hot-air supply ducts.
 - 3. Blue: For exhaust-, outside-, relief-, return-, and mixed-air ducts.
 - 4. ASME A13.1 Colors and Designs: For hazardous material exhaust.

5. Letter Size: Minimum 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
- B. Stenciled Duct Marker Option: Stenciled markers, showing service and direction of flow, may be provided instead of laminated-plastic duct markers, at Installer's option, if lettering larger than 1 inch high is needed for proper identification because of distance from normal location of required identification.
- C. Locate markers near points where ducts enter into concealed spaces and at maximum intervals of 50 feet in each space where ducts are exposed or concealed by removable ceiling system.

3.5 VALVE-TAG INSTALLATION

- A. Install tags on valves and control devices in piping systems, except check valves; valves within factory-fabricated equipment units; plumbing fixture supply stops; shutoff valves; faucets; convenience and lawn-watering hose connections; and HVAC terminal devices and similar roughing-in connections of end-use fixtures and units. List tagged valves in a valve schedule.
- B. Valve-Tag Application Schedule: Tag valves according to size, shape, and color scheme and with captions similar to those indicated in the following:
 1. Valve-Tag Size and Shape:
 - a. Fire Protection: 2 inches, round.
 - b. Gas: 2 inches, round.
 2. Valve-Tag Color: Coordinate colors with owner's standard color scheme or as follows:
 - a. Fire Protection: Red.
 - b. Gas: Black.
 - c. Steam: White.
 3. Letter Color:
 - a. Fire Protection: White.
 - b. Gas: White.

3.6 VALVE-SCHEDULE INSTALLATION

- A. Mount valve schedule on wall in accessible location in each major equipment room.

3.7 WARNING-TAG INSTALLATION

- A. Write required message on, and attach warning tags to, equipment and other items where required.
- B. Provide warning tags on equipment and with wording as directed by the Architect/Engineer.

3.8 ADJUSTING

- A. Relocate mechanical identification materials and devices that have become visually blocked by other work.

3.9 CLEANING

- A. Clean faces of mechanical identification devices and glass frames of valve schedules.

END OF SECTION 230553

SECTION 230593 - TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 - GENERAL

1.1 SUMMARY

- A. The scope of work for this section includes all miscellaneous work needed (whether or not specified or shown on the documents) to produce a complete and fully operational system.
- B. This Section includes TAB to produce design objectives for the following:
 - 1. Air Systems:
 - a. Constant-volume air systems.
 - b. Variable-air-volume systems.
 - 2. Hydronic Piping Systems:
 - a. Variable-flow systems.
 - 3. HVAC equipment quantitative-performance settings.
 - 4. Verifying that automatic control devices are functioning properly.
 - 5. Reporting results of activities and procedures specified in this Section.

1.2 SUBMITTALS

- A. Certified TAB Reports: Submit two copies of reports prepared, as specified in this Section, on approved forms certified by TAB firm.
- B. Warranties specified in this Section.

1.3 QUALITY ASSURANCE

- A. TAB Firm Qualifications: Engage a TAB firm certified by either AABC or NEBB.
- B. Certification of TAB Reports: Certify TAB field data reports. This certification includes the following:
 - 1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
 - 2. Certify that TAB team complied with approved TAB plan and the procedures specified and referenced in this Specification.
- C. TAB Report Forms: Use standard forms from AABC's National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems, NEBB's Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems, or SMACNA's HVAC Systems - Testing, Adjusting, and Balancing.

1.4 PROJECT CONDITIONS

- A. Partial Owner Occupancy: Owner may occupy completed areas of building before Substantial Completion. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

1.5 COORDINATION

- A. Coordinate the efforts of factory-authorized service representatives for systems and equipment, HVAC controls installers, and other mechanics to operate HVAC systems and equipment to support and assist TAB activities.
- B. Perform TAB after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.
 - 1. Verify that balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are required by the Contract Documents. Verify that quantities and locations of these balancing devices are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- B. Examine approved submittal data of HVAC systems and equipment.
- C. Examine design data, including HVAC system descriptions, statements of design assumptions for environmental conditions and systems' output, and statements of philosophies and assumptions about HVAC system and equipment controls.
- D. Examine equipment performance data including fan and pump curves. Relate performance data to Project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system. Calculate system effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from those presented when the equipment was performance tested at the factory. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," Sections 7 through 10; or in SMACNA's "HVAC Systems--Duct Design," Sections 5 and 6. Compare this data with the design data and installed conditions.
- E. Examine system and equipment installations to verify that they are complete and that testing, cleaning, adjusting, and commissioning specified in individual Sections have been performed.
- F. Examine system and equipment test reports.

- G. Examine HVAC system and equipment installations to verify that indicated balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are properly installed, and that their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- H. Examine systems for functional deficiencies that cannot be corrected by adjusting and balancing.
- I. Examine HVAC equipment to ensure that clean filters have been installed, bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine terminal units, such as variable-air-volume boxes, to verify that they are accessible and their controls are connected and functioning.
- K. Examine strainers for clean screens and proper perforations.
- L. Examine three-way valves for proper installation for their intended function of diverting or mixing fluid flows.
- M. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- N. Examine system pumps to ensure absence of entrained air in the suction piping.
- O. Examine equipment for installation and for properly operating safety interlocks and controls.
- P. Examine automatic temperature system components to verify the following:
 - 1. Dampers, valves, and other controlled devices are operated by the intended controller.
 - 2. Dampers and valves are in the position indicated by the controller.
 - 3. Integrity of valves and dampers for free and full operation and for tightness of fully closed and fully open positions. This includes dampers in multizone units, mixing boxes, and variable-air-volume terminals.
 - 4. Automatic modulating and shutoff valves, including two-way valves and three-way mixing and diverting valves, are properly connected.
 - 5. Sensors are located to sense only the intended conditions.
 - 6. Sequence of operation for control modes is according to the Contract Documents.
 - 7. Interlocked systems are operating.
- Q. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.2 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures.
- B. Complete system readiness checks and prepare system readiness reports. Verify the following:
 - 1. Permanent electrical power wiring is complete.
 - 2. Hydronic systems are filled, clean, and free of air.
 - 3. Automatic temperature-control systems are operational.

4. Equipment and duct access doors are securely closed.
5. Balance, smoke, and fire dampers are open.
6. Isolating and balancing valves are open and control valves are operational.
7. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
8. Windows and doors can be closed so indicated conditions for system operations can be met.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems" NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" or SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary to allow adequate performance of procedures. After testing and balancing, close probe holes and patch insulation with new materials identical to those removed. Restore vapor barrier and finish according to insulation Specifications for this Project.
- C. Mark equipment and balancing device settings with paint or other suitable, permanent identification material, including damper-control positions, valve position indicators, fan-speed-control levers, and similar controls and devices, to show final settings.

3.4 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.
- C. For variable-air-volume systems, develop a plan to simulate diversity.
- D. Determine the best locations in main and branch ducts for accurate duct airflow measurements.
- E. Check airflow patterns from the outside-air louvers and dampers and the return- and exhaust-air dampers, through the supply-fan discharge and mixing dampers.
- F. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- G. Verify that motor starters are equipped with properly sized thermal protection.
- H. Check dampers for proper position to achieve desired airflow path.
- I. Check for airflow blockages.
- J. Check condensate drains for proper connections and functioning.
- K. Check for proper sealing of air-handling unit components.

- L. Check for proper sealing of air duct system.

3.5 PROCEDURES FOR CONSTANT-VOLUME AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
 - 1. Measure fan static pressures to determine actual static pressure as follows:
 - a. Measure outlet static pressure as far downstream from the fan as practicable and upstream from restrictions in ducts such as elbows and transitions.
 - b. Measure static pressure directly at the fan outlet or through the flexible connection.
 - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from flexible connection and downstream from duct restrictions.
 - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
 - 2. Measure static pressure across each component that makes up an air-handling unit, and other air-handling and -treating equipment.
 - a. Simulate dirty filter operation and record the point at which maintenance personnel must change filters.
 - 3. Measure static pressures entering and leaving other devices such as sound traps, heat recovery equipment, and air washers, under final balanced conditions.
 - 4. Compare design data with installed conditions to determine variations in design static pressures versus actual static pressures. Compare actual system effect factors with calculated system effect factors to identify where variations occur. Recommend corrective action to align design and actual conditions.
 - 5. Obtain approval from Architect/Engineer for adjustment of fan speed higher or lower than indicated speed. Make required adjustments to pulley sizes, motor sizes, and electrical connections to accommodate fan-speed changes.
 - 6. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure that no overload will occur. Measure amperage in full cooling, full heating, economizer, and any other operating modes to determine the maximum required brake horsepower.
 - 7. Measure the performance of enthalpy wheel including pressure drop, entering and leaving air temperatures and moisture contact.
- B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows within specified tolerances.
 - 1. Measure static pressure at a point downstream from the balancing damper and adjust volume dampers until the proper static pressure is achieved.
 - a. Where sufficient space in submain and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
 - 2. Remeasure each submain and branch duct after all have been adjusted. Continue to adjust submain and branch ducts to indicated airflows within specified tolerances.

- C. Measure terminal outlets and inlets without making adjustments.
 - 1. Measure terminal outlets using a direct-reading hood or outlet manufacturer's written instructions and calculating factors.
- D. Adjust terminal outlets and inlets for each space to indicated airflows within specified tolerances of indicated values. Make adjustments using volume dampers rather than extractors and the dampers at air terminals.
 - 1. Adjust each outlet in same room or space to within specified tolerances of indicated quantities without generating noise levels above the limitations prescribed by the Contract Documents.
 - 2. Adjust patterns of adjustable outlets for proper distribution without drafts.

3.6 PROCEDURES FOR VARIABLE-AIR-VOLUME SYSTEMS

- A. Compensating for Diversity: When the total airflow of all terminal units is more than the indicated airflow of the fan, place a selected number of terminal units at a maximum set-point airflow condition until the total airflow of the terminal units equals the indicated airflow of the fan. Select the reduced airflow terminal units so they are distributed evenly among the branch ducts.
- B. Pressure-Independent, Variable-Air-Volume Systems: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
 - 1. Set outside-air dampers at minimum, and return- and exhaust-air dampers at a position that simulates full-cooling load.
 - 2. Select the terminal unit that is most critical to the supply-fan airflow and static pressure. Measure static pressure. Adjust system static pressure so the entering static pressure for the critical terminal unit is not less than the sum of terminal-unit manufacturer's recommended minimum inlet static pressure plus the static pressure needed to overcome terminal-unit discharge system losses.
 - 3. Measure total system airflow. Adjust to within indicated airflow.
 - 4. Set terminal units at maximum airflow and adjust controller or regulator to deliver the designed maximum airflow. Use terminal-unit manufacturer's written instructions to make this adjustment. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
 - 5. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow as described for constant-volume air systems.
 - a. If air outlets are out of balance at minimum airflow, report the condition but leave outlets balanced for maximum airflow.
 - 6. Remeasure the return airflow to the fan while operating at maximum return airflow and minimum outside airflow. Adjust the fan and balance the return-air ducts and inlets as described for constant-volume air systems.
 - 7. Measure static pressure at the most critical terminal unit and adjust the static-pressure controller at the main supply-air sensing station to ensure that adequate static pressure is maintained at the most critical unit.
 - 8. Record the final fan performance data.

3.7 GENERAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports with pertinent design data and number in sequence starting at pump to end of system. Check the sum of branch-circuit flows against approved pump flow rate. Correct variations that exceed plus or minus 5 percent.
- B. Prepare schematic diagrams of systems' "as-built" piping layouts.
- C. Prepare hydronic systems for testing and balancing according to the following, in addition to the general preparation procedures specified above:
 - 1. Open all manual valves for maximum flow.
 - 2. Check expansion tank liquid level.
 - 3. Check makeup-water-station pressure gage for adequate pressure for highest vent.
 - 4. Check flow-control valves for specified sequence of operation and set at indicated flow.
 - 5. Set differential-pressure control valves at the specified differential pressure. Do not set at fully closed position when pump is positive-displacement type unless several terminal valves are kept open.
 - 6. Set system controls so automatic valves are wide open to heat exchangers.
 - 7. Check pump-motor load. If motor is overloaded, throttle main flow-balancing device so motor nameplate rating is not exceeded.
 - 8. Check air vents for a forceful liquid flow exiting from vents when manually operated.

3.8 PROCEDURES FOR HYDRONIC SYSTEMS

- A. Measure water flow at pumps. Use the following procedures, except for positive-displacement pumps:
 - 1. Verify impeller size by operating the pump with the discharge valve closed. Read pressure differential across the pump. Convert pressure to head and correct for differences in gage heights. Note the point on manufacturer's pump curve at zero flow and verify that the pump has the intended impeller size.
 - 2. Check system resistance. With all valves open, read pressure differential across the pump and mark pump manufacturer's head-capacity curve. Adjust pump discharge valve until indicated water flow is achieved.
 - 3. Verify pump-motor brake horsepower. Calculate the intended brake horsepower for the system based on pump manufacturer's performance data. Compare calculated brake horsepower with nameplate data on the pump motor. Report conditions where actual amperage exceeds motor nameplate amperage.
 - 4. Report flow rates that are not within plus or minus 5 percent of design.
- B. Set calibrated balancing valves, if installed, at calculated presettings.
- C. Measure flow at all stations and adjust, where necessary, to obtain first balance.
 - 1. System components that have Cv rating or an accurately cataloged flow-pressure-drop relationship may be used as a flow-indicating device.
- D. Measure flow at main balancing station and set main balancing device to achieve flow that is 5 percent greater than indicated flow.
- E. Adjust balancing stations to within specified tolerances of indicated flow rate as follows:

1. Determine the balancing station with the highest percentage over indicated flow.
 2. Adjust each station in turn, beginning with the station with the highest percentage over indicated flow and proceeding to the station with the lowest percentage over indicated flow.
 3. Record settings and mark balancing devices.
- F. Measure pump flow rate and make final measurements of pump amperage, voltage, rpm, pump heads, and systems' pressures and temperatures including outdoor-air temperature.
- G. Measure the differential-pressure control valve settings existing at the conclusions of balancing.

3.9 PROCEDURES FOR VARIABLE-FLOW HYDRONIC SYSTEMS

- A. Balance systems with automatic two- and three-way control valves by setting systems at maximum flow through heat-exchange terminals and proceed as specified above for hydronic systems.

3.10 PROCEDURES FOR MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:
1. Manufacturer, model, and serial numbers.
 2. Motor horsepower rating.
 3. Motor rpm.
 4. Efficiency rating.
 5. Nameplate and measured voltage, each phase.
 6. Nameplate and measured amperage, each phase.
 7. Starter thermal-protection-element rating.
- B. Motors Driven by Variable-Frequency Controllers: Test for proper operation at speeds varying from minimum to maximum. Test the manual bypass for the controller to prove proper operation. Record observations, including controller manufacturer, model and serial numbers, and nameplate data.

3.11 PROCEDURES FOR TEMPERATURE MEASUREMENTS

- A. During TAB, report the need for adjustment in temperature regulation within the automatic temperature-control system.
- B. Measure indoor wet- and dry-bulb temperatures every other hour for a period of two successive eight-hour days, in each separately controlled zone, to prove correctness of final temperature settings. Measure when the building or zone is occupied.
- C. Measure outside-air, wet- and dry-bulb temperatures.

3.12 TEMPERATURE-CONTROL VERIFICATION

- A. Check free travel and proper operation of control devices such as damper and valve operators.

- B. Check the interaction of interlock and lockout systems.
- C. Note operation of electric actuators using spring return for proper fail-safe operations.

3.13 TOLERANCES

- A. Set HVAC system airflow and water flow rates within the following tolerances:
 - 1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus 5 to plus 10 percent.
 - 2. Air Outlets and Inlets: 0 to minus 10 percent.
 - 3. Heating-Water Flow Rate: 0 to minus 10 percent.
 - 4. Cooling-Water Flow Rate: 0 to minus 5 percent.

3.14 FINAL REPORT

- A. General: Typewritten, or computer printout in letter-quality font, on standard bond paper, in three-ring binder, tabulated and divided into sections by tested and balanced systems.
 - 1. Include a certification sheet in front of binder signed and sealed by the certified testing and balancing engineer.
 - a. Include a list of instruments used for procedures, along with proof of calibration.
- B. Final Report Contents: In addition to certified field report data, include the following:
 - 1. Other information relative to equipment performance, but do not include Shop Drawings and Product Data.
- C. General Report Data: In addition to form titles and entries, include the following data in the final report, as applicable:
 - 1. Title page.
 - 2. Name and address of TAB firm.
 - 3. Project name.
 - 4. Project location.
 - 5. Architect/Engineer's name and address.
 - 6. Engineer's name and address.
 - 7. Contractor's name and address.
 - 8. Report date.
 - 9. Signature of TAB firm who certifies the report.
 - 10. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
 - 11. Summary of contents including the following:
 - a. Indicated versus final performance.
 - b. Notable characteristics of systems.
 - 12. Nomenclature sheets for each item of equipment.
 - 13. Data for terminal units, including manufacturer, type size, and fittings.
 - 14. Notes to explain why certain final data in the body of reports varies from indicated values.
 - 15. Test conditions for fans and pump performance forms including the following:

- a. Conditions of filters.
 - b. Face and bypass damper settings at coils.
 - c. Fan drive settings including settings and percentage of maximum pitch diameter.
 - d. Settings for supply-air, static-pressure controller.
 - e. Other system operating conditions that affect performance.
- D. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present each system with single-line diagram and include the following:
 - 1. Quantities of outside, supply, return, and exhaust airflows.
 - 2. Water and steam flow rates.
 - 3. Duct, outlet, and inlet sizes.
 - 4. Pipe and valve sizes and locations.
 - 5. Terminal units.
 - 6. Balancing stations.
 - 7. Position of balancing devices.

3.15 ADDITIONAL TESTS

- A. After deficiencies have been corrected, rebalance system and resubmit report.
- B. Within 90 days of completing TAB, perform additional testing and balancing to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- C. Seasonal Periods: If initial TAB procedures were not performed during near-peak summer and winter conditions, perform additional testing, inspecting, and adjusting during near-peak summer and winter conditions.

END OF SECTION 230593

SECTION 230700 - HVAC INSULATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes mechanical insulation for boiler breeching, duct, equipment, and pipe, including the following:
 - 1. Insulation Materials:
 - a. Flexible elastomeric.
 - b. Mineral fiber.
 - 2. Insulating cements.
 - 3. Adhesives.
 - 4. Mastics.
 - 5. Lagging adhesives.
 - 6. Sealants.
 - 7. Factory-applied jackets.
 - 8. Field-applied fabric-reinforcing mesh.
 - 9. Field-applied cloths.
 - 10. Field-applied jackets.
 - 11. Tapes.
 - 12. Securements.
 - 13. Corner angles.
- B. Related Sections include the following:
 - 1. Division 23 Section "Metal Ducts" for duct liners.

1.2 DEFINITIONS

- A. ASJ: All-service jacket.
- B. FSK: Foil, scrim, kraft paper.
- C. FSP: Foil, scrim, polyethylene.
- D. PVDC: Polyvinylidene chloride.
- E. SSL: Self-sealing lap.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated, identify thermal conductivity, thickness, and jackets (both factory and field applied, if any).
- B. Shop Drawings: Show details for the following:

1. Application of protective shields, saddles, and inserts at hangers for each type of insulation and hanger.
2. Insulation application at pipe expansion joints for each type of insulation.
3. Insulation application at elbows, fittings, flanges, valves, and specialties for each type of insulation.
4. Removable insulation at piping specialties, equipment connections, and access panels.
5. Application of field-applied jackets.
6. Field application for each equipment type.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Skilled mechanics who have successfully completed an apprenticeship program or another craft training program certified by the Department of Labor, Bureau of Apprenticeship and Training.
- B. Fire-Test-Response Characteristics: Insulation and related materials shall have fire-test-response characteristics indicated, as determined by testing identical products per ASTM E 84, by a testing and inspecting agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, and cement material containers, with appropriate markings of applicable testing and inspecting agency.
 1. Insulation Installed Indoors: Flame-spread index of 25 or less, and smoke-developed index of 50 or less.
 2. Insulation Installed Outdoors: Flame-spread index of 75 or less, and smoke-developed index of 150 or less.
- C. National Commercial and Industrial Insulation Standards: Comply with installation standards.
- D. ASHRAE Standard 90.1-2004: Comply with insulation values required by the Energy Standards.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Packaging: Insulation material containers shall be marked by manufacturer with appropriate ASTM standard designation, type and grade, and maximum use temperature.

1.6 COORDINATION

- A. Coordinate size and location of supports, hangers, and insulation shields specified in Division 23 Section "Hangers and Supports for HVAC Piping and Equipment."
- B. Coordinate clearance requirements with piping Installer for piping insulation application, duct Installer for duct insulation application, and equipment Installer for equipment insulation application. Before preparing piping and ductwork Shop Drawings, establish and maintain clearance requirements for installation of insulation and field-applied jackets and finishes and for space required for maintenance.

1.7 SCHEDULING

- A. Schedule insulation application after pressure testing systems and, where required, after installing and testing heat tracing. Insulation application may begin on segments that have satisfactory test results.
- B. Complete installation and concealment of plastic materials as rapidly as possible in each area of construction.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles within this specification section where titles below introduce lists, the following requirements apply to product selection:
 - 1. Products: Subject to compliance with requirements, provide one of the products specified.
 - 2. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 INSULATION MATERIALS

- A. Refer to Part 3 schedule articles for requirements about where insulating materials shall be applied.
- B. Products shall not contain asbestos, lead, mercury, or mercury compounds.
- C. Products that come in contact with stainless steel shall have a leachable chloride content of less than 50 ppm when tested according to ASTM C 871.
- D. Insulation materials for use on austenitic stainless steel shall be qualified as acceptable according to ASTM C 795.
- E. Foam insulation materials shall not use CFC or HCFC blowing agents in the manufacturing process.
- F. Flexible Elastomeric: Closed-cell, sponge- or expanded-rubber materials. Comply with ASTM C 534, Type I for tubular materials and Type II for sheet materials. Paint flexible Elastomeric insulation exposed to sun light with Armaflex WB finish, white.
 - 1. Products:
 - a. Aeroflex USA Inc.; Aerocel.
 - b. Armacell LLC; AP Armaflex.
 - c. RBX Corporation; Insul-Sheet 1800 and Insul-Tube 180.
- G. Mineral-Fiber Blanket Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 553, Type II and ASTM C 1290, Type III with factory-applied FSK jacket. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets" Article.

1. Products:
 - a. CertainTeed Corp.; Duct Wrap.
 - b. Johns Manville; Microlite.
 - c. Knauf Insulation; Duct Wrap.
 - d. Manson Insulation Inc.; Alley Wrap.
 - e. Owens Corning; All-Service Duct Wrap.
- H. Mineral-Fiber Board Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 612, Type IA or Type IB. For duct and plenum applications, provide insulation with factory-applied FSK jacket. For equipment applications, provide insulation without factory-applied jacket. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets" Article.
 1. Products:
 - a. CertainTeed Corp.; Commercial Board.
 - b. Fibrex Insulations Inc.; FBX.
 - c. Johns Manville; 800 Series Spin-Glas.
 - d. Knauf Insulation; Insulation Board.
 - e. Manson Insulation Inc.; AK Board.
 - f. Owens Corning; Fiberglas 700 Series.
- I. Mineral-Fiber, Preformed Pipe Insulation:
 1. Products:
 - a. Fibrex Insulations Inc.; Coreplus 1200.
 - b. Johns Manville; Micro-Lok.
 - c. Knauf Insulation; 1000(Pipe Insulation.
 - d. Manson Insulation Inc.; Alley-K.
 - e. Owens Corning; Fiberglas Pipe Insulation.
 2. Type I, 850 deg F Materials: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 547, Type I, Grade A, with factory-applied ASJ. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets" Article.
- J. Mineral-Fiber, Pipe Insulation Wicking System: Preformed pipe insulation complying with ASTM C 547, Type I, Grade A, with absorbent cloth factory applied to the entire inside surface of preformed pipe insulation and extended through the longitudinal joint to outside surface of insulation under insulation jacket. Factory apply a white, polymer, vapor-retarder jacket with self-sealing adhesive tape seam and evaporation holes running continuously along the longitudinal seam, exposing the absorbent cloth.
 1. Products:
 - a. Knauf Insulation; Permawick Pipe Insulation.
 - b. Owens Corning; VaporWick Pipe Insulation.
- K. Mineral-Fiber, Pipe and Tank Insulation: Mineral or glass fibers bonded with a thermosetting resin. Semirigid board material with factory-applied ASJ complying with ASTM C 1393, Type II or Type IIIA Category 2, or with properties similar to ASTM C 612, Type IB. Nominal density is 2.5 lb/cu. ft. or more. Thermal conductivity (k-value) at 100 deg F is 0.29 Btu x in. /h x sq. ft. x

deg F or less. Factory-applied jacket requirements are specified in Part 2 "Factory-Applied Jackets" Article.

1. Products:

- a. CertainTeed Corp.; CrimpWrap.
- b. Johns Manville; MicroFlex.
- c. Knauf Insulation; Pipe and Tank Insulation.
- d. Manson Insulation Inc.; AK Flex.
- e. Owens Corning; Fiberglas Pipe and Tank Insulation.

2.3 INSULATING CEMENTS

A. Mineral-Fiber Insulating Cement: Comply with ASTM C 195.

1. Products:

- a. Insulco, Division of MFS, Inc.; Triple I.
- b. P. K. Insulation Mfg. Co., Inc.; Super-Stik.

B. Expanded or Exfoliated Vermiculite Insulating Cement: Comply with ASTM C 196.

1. Products:

- a. P. K. Insulation Mfg. Co., Inc.; Thermal-V-Kote.

C. Mineral-Fiber, Hydraulic-Setting Insulating and Finishing Cement: Comply with ASTM C 449/C 449M.

1. Products:

- a. Insulco, Division of MFS, Inc.; SmoothKote.
- b. P. K. Insulation Mfg. Co., Inc.; PK No. 127, and Quik-Cote.
- c. Rock Wool Manufacturing Company; Delta One Shot.

2.4 ADHESIVES

A. Materials shall be compatible with insulation materials, jackets, and substrates and for bonding insulation to itself and to surfaces to be insulated, unless otherwise indicated.

B. Flexible Elastomeric and Polyolefin Adhesive: Comply with MIL-A-24179A, Type II, Class I.

1. Products:

- a. Aeroflex USA Inc.; AeroSeal.
- b. Armacell LCC; 520 Adhesive.
- c. Foster Products Corporation, H. B. Fuller Company; 85-75.
- d. RBX Corporation; Rubatex Contact Adhesive.

C. Mineral-Fiber Adhesive: Comply with MIL-A-3316C, Class 2, Grade A.

1. Products:

- a. Childers Products, Division of ITW; CP-82.
- b. Foster Products Corporation, H. B. Fuller Company; 85-20.
- c. ITW TACC, Division of Illinois Tool Works; S-90/80.
- d. Marathon Industries, Inc.; 225.
- e. Mon-Eco Industries, Inc.; 22-25.

- D. ASJ Adhesive, and FSK and PVDC Jacket Adhesive: Comply with MIL-A-3316C, Class 2, Grade A for bonding insulation jacket lap seams and joints.

1. Products:

- a. Childers Products, Division of ITW; CP-82.
- b. Foster Products Corporation, H. B. Fuller Company; 85-20.
- c. ITW TACC, Division of Illinois Tool Works; S-90/80.
- d. Marathon Industries, Inc.; 225.
- e. Mon-Eco Industries, Inc.; 22-25.

- E. PVC Jacket Adhesive: Compatible with PVC jacket.

1. Products:

- a. Dow Chemical Company (The); 739, Dow Silicone.
- b. Johns-Manville; Zeston Perma-Weld, CEEL-TITE Solvent Welding Adhesive.
- c. P.I.C. Plastics, Inc.; Welding Adhesive.
- d. Red Devil, Inc.; Celulon Ultra Clear.
- e. Speedline Corporation; Speedline Vinyl Adhesive.

2.5 MASTICS

- A. Materials shall be compatible with insulation materials, jackets, and substrates; comply with MIL-C-19565C, Type II.

- B. Vapor-Barrier Mastic: Water based; suitable for indoor and outdoor use on below ambient services.

1. Products:

- a. Childers Products, Division of ITW; CP-35.
- b. Foster Products Corporation, H. B. Fuller Company; 30-90.
- c. ITW TACC, Division of Illinois Tool Works; CB-50.
- d. Marathon Industries, Inc.; 590.
- e. Mon-Eco Industries, Inc.; 55-40.
- f. Vimasco Corporation; 749.

2. Water-Vapor Permeance: ASTM E 96, Procedure B, 0.013 perm at 43-mil dry film thickness.

3. Service Temperature Range: Minus 20 to plus 180 deg F.

4. Solids Content: ASTM D 1644, 59 percent by volume and 71 percent by weight.

5. Color: White.

- C. Vapor-Barrier Mastic: Solvent based; suitable for indoor use on below ambient services.

1. Products:

- a. Childers Products, Division of ITW; CP-30.
- b. Foster Products Corporation, H. B. Fuller Company; 30-35.
- c. ITW TACC, Division of Illinois Tool Works; CB-25.
- d. Marathon Industries, Inc.; 501.
- e. Mon-Eco Industries, Inc.; 55-10.

- 2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 35-mil dry film thickness.
- 3. Service Temperature Range: 0 to 180 deg F.
- 4. Solids Content: ASTM D 1644, 44 percent by volume and 62 percent by weight.
- 5. Color: White.

D. Vapor-Barrier Mastic: Solvent based; suitable for outdoor use on below ambient services.

1. Products:

- a. Childers Products, Division of ITW; Encacel.
- b. Foster Products Corporation, H. B. Fuller Company; 60-95/60-96.
- c. Marathon Industries, Inc.; 570.
- d. Mon-Eco Industries, Inc.; 55-70.

- 2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 30-mil dry film thickness.
- 3. Service Temperature Range: Minus 50 to plus 220 deg F.
- 4. Solids Content: ASTM D 1644, 33 percent by volume and 46 percent by weight.
- 5. Color: White.

E. Breather Mastic: Water based; suitable for indoor and outdoor use on above ambient services.

1. Products:

- a. Childers Products, Division of ITW; CP-10.
- b. Foster Products Corporation, H. B. Fuller Company; 35-00.
- c. ITW TACC, Division of Illinois Tool Works; CB-05/15.
- d. Marathon Industries, Inc.; 550.
- e. Mon-Eco Industries, Inc.; 55-50.
- f. Vimasco Corporation; WC-1/WC-5.

- 2. Water-Vapor Permeance: ASTM F 1249, 3 perms at 0.0625-inch dry film thickness.
- 3. Service Temperature Range: Minus 20 to plus 200 deg F.
- 4. Solids Content: 63 percent by volume and 73 percent by weight.
- 5. Color: White.

2.6 LAGGING ADHESIVES

A. Description: Comply with MIL-A-3316C Class I, Grade A and shall be compatible with insulation materials, jackets, and substrates.

1. Products:

- a. Childers Products, Division of ITW; CP-52.
- b. Foster Products Corporation, H. B. Fuller Company; 81-42.
- c. Marathon Industries, Inc.; 130.

- d. Mon-Eco Industries, Inc.; 11-30.
 - e. Vimasco Corporation; 136.
- 2. Fire-resistant, water-based lagging adhesive and coating for use indoors to adhere fire-resistant lagging cloths over duct, equipment, and pipe insulation.
 - 3. Service Temperature Range: Minus 50 to plus 180 deg F.
 - 4. Color: White.

2.7 SEALANTS

A. Joint Sealants:

- 1. Joint Sealants for Cellular-Glass, Phenolic-Foam, and Polyisocyanurate Products:
 - a. Childers Products, Division of ITW; CP-76.
 - b. Foster Products Corporation, H. B. Fuller Company; 30-45.
 - c. Marathon Industries, Inc.; 405.
 - d. Mon-Eco Industries, Inc.; 44-05.
 - e. Pittsburgh Corning Corporation; Pittseal 444.
 - f. Vimasco Corporation; 750.
- 2. Joint Sealants for Polystyrene Products:
 - a. Childers Products, Division of ITW; CP-70.
 - b. Foster Products Corporation, H. B. Fuller Company; 30-45/30-46.
 - c. Marathon Industries, Inc.; 405.
 - d. Mon-Eco Industries, Inc.; 44-05.
 - e. Vimasco Corporation; 750.
- 3. Materials shall be compatible with insulation materials, jackets, and substrates.
- 4. Permanently flexible, elastomeric sealant.
- 5. Service Temperature Range: Minus 100 to plus 300 deg F.
- 6. Color: White or gray.

B. FSK and Metal Jacket Flashing Sealants:

- 1. Products:
 - a. Childers Products, Division of ITW; CP-76-8.
 - b. Foster Products Corporation, H. B. Fuller Company; 95-44.
 - c. Marathon Industries, Inc.; 405.
 - d. Mon-Eco Industries, Inc.; 44-05.
 - e. Vimasco Corporation; 750.
- 2. Materials shall be compatible with insulation materials, jackets, and substrates.
- 3. Fire- and water-resistant, flexible, elastomeric sealant.
- 4. Service Temperature Range: Minus 40 to plus 250 deg F.
- 5. Color: Aluminum.

C. ASJ Flashing Sealants, and Vinyl, PVDC, and PVC Jacket Flashing Sealants:

- 1. Products:

- a. Childers Products, Division of ITW; CP-76.
- b. Materials shall be compatible with insulation materials, jackets, and substrates.
- c. Fire- and water-resistant, flexible, elastomeric sealant.
- d. Service Temperature Range: Minus 40 to plus 250 deg F.
- e. Color: White.

2.8 FACTORY-APPLIED JACKETS

- A. Insulation system schedules indicate factory-applied jackets on various applications. When factory-applied jackets are indicated, comply with the following:

1. ASJ: White, kraft-paper, fiberglass-reinforced scrim with aluminum-foil backing; complying with ASTM C 1136, Type I.
2. ASJ-SSL: ASJ with self-sealing, pressure-sensitive, acrylic-based adhesive covered by a removable protective strip; complying with ASTM C 1136, Type I.
3. FSK Jacket: Aluminum-foil, fiberglass-reinforced scrim with kraft-paper backing; complying with ASTM C 1136, Type II.
4. FSP Jacket: Aluminum-foil, fiberglass-reinforced scrim with polyethylene backing; complying with ASTM C 1136, Type II.
5. PVDC Jacket for Indoor Applications: 4-mil-thick, white PVDC biaxially oriented barrier film with a permeance at 0.02 perms when tested according to ASTM E 96 and with a flame-spread index of 5 and a smoke-developed index of 20 when tested according to ASTM E 84.
6. PVDC-SSL Jacket: PVDC jacket with a self-sealing, pressure-sensitive, acrylic-based adhesive covered by a removable protective strip.
 - a. Products:
 - a) Dow Chemical Company (The); Saran 540 Vapor Retarder Film and Saran 560 Vapor Retarder Film.
7. Vinyl Jacket: UL-rated white vinyl with a permeance of 1.3 perms when tested according to ASTM E 96, Procedure A, and complying with NFPA 90A and NFPA 90B.

2.9 FIELD-APPLIED CLOTHS

- A. Woven Glass-Fiber Fabric: Comply with MIL-C-20079H, Type I, plain weave, and presized a minimum of 8 oz. /sq. yd.

1. Products:
 - a. Alpha Associates, Inc.; Alpha-Maritex 84215 and 84217/9485RW, Luben 59.

2.10 FIELD-APPLIED JACKETS

- A. Field-applied jackets shall comply with ASTM C 921, Type I, unless otherwise indicated.
- B. FSK Jacket: Aluminum-foil-face, fiberglass-reinforced scrim with kraft-paper backing.

- C. PVC Jacket: High-impact-resistant, UV-resistant PVC complying with ASTM D 1784, Class 16354-C; thickness as scheduled; roll stock ready for shop or field cutting and forming. Thickness is indicated in field-applied jacket schedules.

1. Products:

- a. Johns Manville; Zeston.
- b. P.I.C. Plastics, Inc.; FG Series.
- c. Proto PVC Corporation; LoSmoke.
- d. Speedline Corporation; SmokeSafe.

2. Adhesive: As recommended by jacket material manufacturer.

3. Color: Color-code jackets based on system. Color as selected by Architect/Engineer.

4. Factory-fabricated fitting covers to match jacket if available; otherwise, field fabricate.

- a. Shapes: 45- and 90-degree, short- and long-radius elbows, tees, valves, flanges, unions, reducers, end caps, soil-pipe hubs, traps, mechanical joints, and P-trap and supply covers for lavatories.

5. Factory-fabricated tank heads and tank side panels.

D. Metal Jacket:

1. Products:

- a. Childers Products, Division of ITW; Metal Jacketing Systems.
- b. PABCO Metals Corporation; Surefit.
- c. RPR Products, Inc.; Insul-Mate.
- d. Insert manufacturer's name, product name or designation.

2. Aluminum Jacket: Comply with ASTM B 209 (ASTM B 209M), Alloy 3003, 3005, 3105 or 5005, Temper H-14.

- a. Sheet and roll stock ready for shop or field sizing Factory cut and rolled to size.
- b. Finish and thickness are indicated in field-applied jacket schedules.
- c. Moisture Barrier for Indoor Applications: 3-mil- thick, heat-bonded polyethylene and kraft paper.
- d. Moisture Barrier for Outdoor Applications: 3-mil-thick, heat-bonded polyethylene and kraft paper.
- e. Factory-Fabricated Fitting Covers:
 - a) Same material, finish, and thickness as jacket.
 - b) Preformed 2-piece or gore, 45- and 90-degree, short- and long-radius elbows.
 - c) Tee covers.
 - d) Flange and union covers.
 - e) End caps.
 - f) Beveled collars.
 - g) Valve covers.
 - h) Field fabricate fitting covers only if factory-fabricated fitting covers are not available.

- E. PVDC Jacket for Indoor Applications: 4-mil- thick, white PVDC biaxially oriented barrier film with a permeance at 0.02 perms when tested according to ASTM E 96 and with a flame-spread index of 5 and a smoke-developed index of 20 when tested according to ASTM E 84.

1. Products:

- a. Dow Chemical Company (The), Saran 540 Vapor Retarder Film.

- F. PVDC Jacket for Outdoor Applications: 6-mil-thick, white PVDC biaxially oriented barrier film with a permeance at 0.01 perms when tested according to ASTM E 96 and with a flame-spread index of 5 and a smoke-developed index of 25 when tested according to ASTM E 84.

1. Products:

- a. Dow Chemical Company (The), Saran 560 Vapor Retarder Film.

- G. PVDC-SSL Jacket: PVDC jacket with a self-sealing, pressure-sensitive, acrylic-based adhesive covered by a removable protective strip.

2.11 TAPES

- A. ASJ Tape: White vapor-retarder tape matching factory-applied jacket with acrylic adhesive, complying with ASTM C 1136 and UL listed.

1. Products:

- a. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0835.
b. Compac Corp.; 104 and 105.
c. Ideal Tape Co., Inc., an American Biltrite Company; 428 AWF ASJ.
d. Venture Tape; 1540 CW Plus, 1542 CW Plus, and 1542 CW Plus/SQ.

2. Width: 3 inches.
3. Thickness: 11.5 mils.
4. Adhesion: 90 ounces force/inch in width.
5. Elongation: 2 percent.
6. Tensile Strength: 40 lbf/ inch in width.
7. ASJ Tape Disks and Squares: Precut disks or squares of ASJ tape.

- B. FSK Tape: Foil-face, vapor-retarder tape matching factory-applied jacket with acrylic adhesive; complying with ASTM C 1136 and UL listed.

1. Products:

- a. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0827.
b. Compac Corp.; 110 and 111.
c. Ideal Tape Co., Inc., an American Biltrite Company; 491 AWF FSK.
d. Venture Tape; 1525 CW, 1528 CW, and 1528 CW/SQ.

2. Width: 3 inches.
3. Thickness: 6.5 mils.
4. Adhesion: 90 ounces force/inch in width.
5. Elongation: 2 percent.
6. Tensile Strength: 40 lbf/ inch in width.

7. FSK Tape Disks and Squares: Precut disks or squares of FSK tape.
- C. PVC Tape: White vapor-retarder tape matching field-applied PVC jacket with acrylic adhesive. Suitable for indoor and outdoor applications.
1. Products:
 - a. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0555.
 - b. Compac Corp.; 130.
 - c. Ideal Tape Co., Inc., an American Biltrite Company; 370 White PVC tape.
 - d. Venture Tape; 1506 CW NS.
 2. Width: 2 inches.
 3. Thickness: 6 mils.
 4. Adhesion: 64 ounces force/ inch in width.
 5. Elongation: 500 percent.
 6. Tensile Strength: 18 lbf/ inch in width.
- D. Aluminum-Foil Tape: Vapor-retarder tape with acrylic adhesive and UL listed.
1. Products:
 - a. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0800.
 - b. Compac Corp.; 120.
 - c. Ideal Tape Co., Inc., an American Biltrite Company; 488 AWF.
 - d. Venture Tape; 3520 CW.
 2. Width: 2 inches.
 3. Thickness: 3.7 mils.
 4. Adhesion: 100 ounces force/inch in width.
 5. Elongation: 5 percent.
 6. Tensile Strength: 34 lbf/ inch in width.
- E. PVDC Tape for Indoor Applications: White vapor-retarder PVDC tape with acrylic adhesive.
1. Products:
 - a. Dow Chemical Company (The); Saran 540 Vapor Retarder Tape.
 2. Width: 3 inches.
 3. Film Thickness: 4 mils.
 4. Adhesive Thickness: 1.5 mils.
 5. Elongation at Break: 145 percent.
 6. Tensile Strength: 55 lbf/ inch in width.

2.12 SECUREMENTS

A. Bands:

1. Products:
 - a. Childers Products; Bands.
 - b. PABCO Metals Corporation; Bands.

c. RPR Products, Inc.; Bands.

2. Stainless Steel: ASTM A 167 or ASTM A 240/A 240M, Type 304 or Type 316; 0.015 inch thick, 3/4 inch wide with wing or closed seal.
3. Aluminum: ASTM B 209 (ASTM B 209M), Alloy 3003, 3005, 3105, or 5005; Temper H-14, 0.020 inch thick, 3/4 inch wide with wing or closed seal.
4. Springs: Twin spring set constructed of stainless steel with ends flat and slotted to accept metal bands. Spring size determined by manufacturer for application.

B. Insulation Pins and Hangers:

1. Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.135-inch diameter shank, length to suit depth of insulation indicated.

a. Products:

- a) AGM Industries, Inc.; CWP-1.
- b) GEMCO; CD.
- c) Midwest Fasteners, Inc.; CD.
- d) Nelson Stud Welding; TPA, TPC, and TPS.

2. Cupped-Head, Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.135-inch diameter shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer.

a. Products:

- a) AGM Industries, Inc.; CWP-1.
- b) GEMCO; Cupped Head Weld Pin.
- c) Midwest Fasteners, Inc.; Cupped Head.
- d) Nelson Stud Welding; CHP.

3. Metal, Adhesively Attached, Perforated-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:

a. Products:

- a) AGM Industries, Inc.; Tactoo Insul-Hangers, Series T.
- b) GEMCO; Perforated Base.
- c) Midwest Fasteners, Inc.; Spindle.

- b. Baseplate: Perforated, galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
- c. Spindle: Copper- or zinc-coated, low carbon steel, Aluminum, or Stainless steel, fully annealed, 0.106-inch-diameter shank, length to suit depth of insulation indicated.
- d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.

4. Nonmetal, Adhesively Attached, Perforated-Base Insulation Hangers: Baseplate fastened to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
 - a. Products:
 - a) GEMCO; Nylon Hangers.
 - b) Midwest Fasteners, Inc.; Nylon Insulation Hangers.
 - b. Baseplate: Perforated, nylon sheet, 0.030 inch thick by 1-1/2 inches in diameter.
 - c. Spindle: Nylon, 0.106-inch-diameter shank, length to suit depth of insulation indicated, up to 2-1/2 inches.
 - d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.
5. Self-Sticking-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
 - a. Products:
 - a) AGM Industries, Inc.; Tactoo Insul-Hangers, Series TSA.
 - b) GEMCO; Press and Peel.
 - c) Midwest Fasteners, Inc.; Self Stick.
 - d) Baseplate: Galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
 - b. Spindle: Copper- or zinc-coated, low carbon steel, Aluminum, or Stainless steel, fully annealed, 0.106-inch diameter shank, length to suit depth of insulation indicated.
 - c. Adhesive-backed base with a peel-off protective cover.
6. Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch-thick, galvanized-steel, aluminum, or stainless-steel sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
 - a. Products:
 - a) AGM Industries, Inc.; RC-150.
 - b) GEMCO; R-150.
 - c) Midwest Fasteners, Inc.; WA-150.
 - d) Nelson Stud Welding; Speed Clips.
 - b. Protect ends with capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap in exposed locations.
7. Nonmetal Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch-thick nylon sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
 - a. Manufacturers:

- a) GEMCO.
 - b) Midwest Fasteners, Inc.
- C. Staples: Outward-clinching insulation staples, nominal 3/4-inch-wide, stainless steel or Monel.
- D. Wire: 0.080-inch nickel-copper alloy, 0.062-inch soft-annealed, stainless steel, or 0.062-inch soft-annealed, galvanized steel.
 - 1. Manufacturers:
 - a. ACS Industries, Inc.
 - b. C & F Wire.
 - c. Childers Products.
 - d. PABCO Metals Corporation.
 - e. RPR Products, Inc.

2.13 CORNER ANGLES

- A. PVC Corner Angles: 30 mils thick, minimum 1 by 1 inch, PVC according to ASTM D 1784, Class 16354-C. White or color-coded to match adjacent surface.
- B. Aluminum Corner Angles: 0.040 inch thick, minimum 1 by 1 inch, aluminum according to ASTM B 209 (ASTM B 209M), Alloy 3003, 3005, 3105 or 5005; Temper H-14.
- C. Stainless-Steel Corner Angles: 0.024 inch thick, minimum 1 by 1 inch, stainless steel according to ASTM A 167 or ASTM A 240/A 240M, Type 316.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions for compliance with requirements for installation and other conditions affecting performance of insulation application.
 - 1. Verify that systems and equipment to be insulated have been tested and are free of defects.
 - 2. Verify that surfaces to be insulated are clean and dry.
 - 3. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Preparation: Clean and dry surfaces to receive insulation. Remove materials that will adversely affect insulation application.
- B. Surface Preparation: Clean and prepare surfaces to be insulated. Before insulating, apply a corrosion coating to insulated surfaces as follows:
 - 1. Stainless Steel: Coat 300 series stainless steel with an epoxy primer 5 mils thick and an epoxy finish 5 mils thick if operating in a temperature range between 140 and 300

- deg F. Consult coating manufacturer for appropriate coating materials and application methods for operating temperature range.
- 2. Carbon Steel: Coat carbon steel operating at a service temperature between 32 and 300 deg F with an epoxy coating. Consult coating manufacturer for appropriate coating materials and application methods for operating temperature range.
- C. Mix insulating cements with clean potable water; if insulating cements are to be in contact with stainless-steel surfaces, use demineralized water.

3.3 COMMON INSTALLATION REQUIREMENTS

- A. Install insulation in strict accordance with the manufacturer's installation instructions and the National Commercial and Industrial Insulation Standards.
- B. Install insulation materials, accessories, and finishes with smooth, straight, and even surfaces; free of voids throughout the length of equipment, ducts and fittings, and piping including fittings, valves, and specialties.
- C. Install insulation materials, forms, vapor barriers or retarders, jackets, and thicknesses required for each item of equipment, duct system, and pipe system as specified in insulation system schedules.
- D. Install accessories compatible with insulation materials and suitable for the service. Install accessories that do not corrode, soften, or otherwise attack insulation or jacket in either wet or dry state.
- E. Install insulation with longitudinal seams at top and bottom of horizontal runs.
- F. Install multiple layers of insulation with longitudinal and end seams staggered.
- G. Do not weld brackets, clips, or other attachment devices to piping, fittings, and specialties.
- H. Keep insulation materials dry during application and finishing.
- I. Install insulation with tight longitudinal seams and end joints. Bond seams and joints with adhesive recommended by insulation material manufacturer.
- J. Install insulation with least number of joints practical.
- K. Where vapor barrier is indicated, seal joints, seams, and penetrations in insulation at hangers, supports, anchors, and other projections with vapor-barrier mastic.
 - 1. Install insulation continuously through hangers and around anchor attachments.
 - 2. For insulation application where vapor barriers are indicated, extend insulation on anchor legs from point of attachment to supported item to point of attachment to structure. Taper and seal ends at attachment to structure with vapor-barrier mastic.
 - 3. Install insert materials and install insulation to tightly join the insert. Seal insulation to insulation inserts with adhesive or sealing compound recommended by insulation material manufacturer.
 - 4. Cover inserts with jacket material matching adjacent pipe insulation. Install shields over jacket, arranged to protect jacket from tear or puncture by hanger, support, and shield.

- L. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses.
- M. Install insulation with factory-applied jackets as follows:
 - 1. Draw jacket tight and smooth.
 - 2. Cover circumferential joints with 3-inch-wide strips, of same material as insulation jacket. Secure strips with adhesive and outward clinching staples along both edges of strip, spaced 4 inches o.c.
 - 3. Overlap jacket longitudinal seams at least 1-1/2 inches. Install insulation with longitudinal seams at bottom of pipe. Clean and dry surface to receive self-sealing lap. Staple laps with outward clinching staples along edge at 2 inches o.c.
 - a. For below ambient services, apply vapor-barrier mastic over staples.
 - 4. Cover joints and seams with tape as recommended by insulation material manufacturer to maintain vapor seal.
 - 5. Where vapor barriers are indicated, apply vapor-barrier mastic on seams and joints and at ends adjacent to duct and pipe flanges and fittings.
- N. Cut insulation in a manner to avoid compressing insulation more than 75 percent of its nominal thickness.
- O. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.
- P. Repair damaged insulation facings by applying same facing material over damaged areas. Extend patches at least 4 inches beyond damaged areas. Adhere, staple, and seal patches similar to butt joints.
- Q. For above ambient services, do not install insulation to the following:
 - 1. Vibration-control devices.
 - 2. Testing agency labels and stamps.
 - 3. Nameplates and data plates.
 - 4. Manholes.
 - 5. Handholes.
 - 6. Cleanouts.

3.4 PENETRATIONS

- A. Insulation Installation at Interior Wall and Partition Penetrations (That Are Not Fire Rated): Install insulation continuously through walls and partitions.
- B. Insulation Installation at Fire-Rated Wall and Partition Penetrations: Install insulation continuously through penetrations of fire-rated walls and partitions. Terminate insulation at fire damper sleeves for fire-rated wall and partition penetrations. Externally insulate damper sleeves to match adjacent insulation and overlap duct insulation at least 2 inches.
 - 1. Firestopping and fire-resistive joint sealers are specified in Division 7 Section "Through-Penetration Firestop Systems."
- C. Insulation Installation at Floor Penetrations:

1. Duct: Install insulation continuously through floor penetrations that are not fire rated. For penetrations through fire-rated assemblies, terminate insulation at fire damper sleeves and externally insulate damper sleeve beyond floor to match adjacent duct insulation. Overlap damper sleeve and duct insulation at least 2 inches.
2. Pipe: Install insulation continuously through floor penetrations.
3. Seal penetrations through fire-rated assemblies according to Division 7 Section "Through-Penetration Firestop Systems."

3.5 DUCT AND PLENUM INSULATION INSTALLATION

A. Blanket Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.

1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of duct and plenum surfaces.
2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
 - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
 - b. On duct sides with dimensions larger than 18 inches, place pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.

3.6 EQUIPMENT, TANK, AND VESSEL INSULATION INSTALLATION

A. Secure insulation with adhesive and anchor pins and speed washers.

1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of tank and vessel surfaces.
2. Groove and score insulation materials to fit as closely as possible to equipment, including contours. Bevel insulation edges for cylindrical surfaces for tight joints. Stagger end joints.
3. Protect exposed corners with secured corner angles.
4. Install adhesively attached or self-sticking insulation hangers and speed washers on sides of tanks and vessels as follows:
 - a. Do not weld anchor pins to ASME-labeled pressure vessels.
 - b. Select insulation hangers and adhesive that are compatible with service temperature and with substrate.
 - c. On tanks and vessels, maximum anchor-pin spacing is 3 inches from insulation end joints, and 16 inches o.c. in both directions.
 - d. Do not overcompress insulation during installation.
 - e. Cut and miter insulation segments to fit curved sides and domed heads of tanks and vessels.
 - f. Impale insulation over anchor pins and attach speed washers.
 - g. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.

5. Secure each layer of insulation with stainless-steel or aluminum bands. Select band material compatible with insulation materials.
 6. Where insulation hangers on equipment and vessels are not permitted or practical and where insulation support rings are not provided, install a girdle network for securing insulation. Stretch prestressed aircraft cable around the diameter of vessel and make taut with clamps, turnbuckles, or breather springs. Place one circumferential girdle around equipment approximately 6 inches from each end. Install wire or cable between two circumferential girdles 12 inches o.c. Install a wire ring around each end and around outer periphery of center openings, and stretch prestressed aircraft cable radially from the wire ring to nearest circumferential girdle. Install additional circumferential girdles along the body of equipment or tank at a minimum spacing of 48 inches o.c. Use this network for securing insulation with tie wire or bands.
 7. Stagger joints between insulation layers at least 3 inches.
 8. Install insulation in removable segments on equipment access doors, manholes, handholes, and other elements that require frequent removal for service and inspection.
 9. Bevel and seal insulation ends around manholes, handholes, ASME stamps, and nameplates.
 10. For equipment with surface temperatures below ambient, apply mastic to open ends, joints, seams, breaks, and punctures in insulation.
- B. Flexible Elastomeric Thermal Insulation Installation for Tanks and Vessels: Install insulation over entire surface of tanks and vessels.
1. Apply 100 percent coverage of adhesive to surface with manufacturer's recommended adhesive.
 2. Seal longitudinal seams and end joints.
- C. Insulation Installation on Pumps:
1. Fabricate metal boxes lined with insulation. Fit boxes around pumps and coincide box joints with splits in pump casings. Fabricate joints with outward bolted flanges. Bolt flanges on 6-inch centers, starting at corners. Install 3/8-inch-diameter fasteners with wing nuts. Alternatively, secure the box sections together using a latching mechanism.
 2. Fabricate boxes from galvanized steel, at least 0.050 inch thick.
 3. For below ambient services, install a vapor barrier at seams, joints, and penetrations. Seal between flanges with replaceable gasket material to form a vapor barrier.

3.7 GENERAL PIPE INSULATION INSTALLATION

- A. Requirements in this Article generally apply to all insulation materials except where more specific requirements are specified in various pipe insulation material installation articles.
- B. Insulation Installation on Fittings, Valves, Strainers, Flanges, and Unions:
1. Install insulation over fittings, valves, strainers, flanges, unions, and other specialties with continuous thermal and vapor-retarder integrity, unless otherwise indicated.
 2. Insulate pipe elbows using preformed fitting insulation or mitered fittings made from same material and density as adjacent pipe insulation. Each piece shall be butted tightly against adjoining piece and bonded with adhesive. Fill joints, seams, voids,

- and irregular surfaces with insulating cement finished to a smooth, hard, and uniform contour that is uniform with adjoining pipe insulation.
3. Insulate tee fittings with preformed fitting insulation or sectional pipe insulation of same material and thickness as used for adjacent pipe. Cut sectional pipe insulation to fit. Butt each section closely to the next and hold in place with tie wire. Bond pieces with adhesive.
 4. Insulate valves using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. For valves, insulate up to and including the bonnets, valve stuffing-box studs, bolts, and nuts. Fill joints, seams, and irregular surfaces with insulating cement.
 5. Insulate strainers using preformed fitting insulation or sectional pipe insulation of same material, density, and thickness as used for adjacent pipe. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker. Fill joints, seams, and irregular surfaces with insulating cement. Insulate strainers so strainer basket flange or plug can be easily removed and replaced without damaging the insulation and jacket. Provide a removable reusable insulation cover. For below ambient services, provide a design that maintains vapor barrier.
 6. Insulate flanges and unions using a section of oversized preformed pipe insulation. Overlap adjoining pipe insulation by not less than two times the thickness of pipe insulation, or one pipe diameter, whichever is thicker.
 7. Cover segmented insulated surfaces with a layer of finishing cement and coat with a mastic. Install vapor-barrier mastic for below ambient services and a breather mastic for above ambient services. Reinforce the mastic with fabric-reinforcing mesh. Trowel the mastic to a smooth and well-shaped contour.
 8. For services not specified to receive a field-applied jacket except for flexible elastomeric and polyolefin, install fitted PVC cover over elbows, tees, strainers, valves, flanges, and unions. Terminate ends with PVC end caps. Tape PVC covers to adjoining insulation facing using PVC tape.
 9. Stencil or label the outside insulation jacket of each union with the word "UNION." Match size and color of pipe labels.
- C. Insulate instrument connections for thermometers, pressure gages, pressure temperature taps, test connections, flow meters, sensors, switches, and transmitters on insulated pipes, vessels, and equipment. Shape insulation at these connections by tapering it to and around the connection with insulating cement and finish with finishing cement, mastic, and flashing sealant.
- D. Install removable insulation covers at locations indicated. Installation shall conform to the following:
1. Make removable flange and union insulation from sectional pipe insulation of same thickness as that on adjoining pipe. Install same insulation jacket as adjoining pipe insulation.
 2. When flange and union covers are made from sectional pipe insulation, extend insulation from flanges or union long at least two times the insulation thickness over adjacent pipe insulation on each side of flange or union. Secure flange cover in place with stainless-steel or aluminum bands. Select band material compatible with insulation and jacket.
 3. Construct removable valve insulation covers in same manner as for flanges except divide the two-part section on the vertical center line of valve body.
 4. When covers are made from block insulation, make two halves, each consisting of mitered blocks wired to stainless-steel fabric. Secure this wire frame, with its

attached insulation, to flanges with tie wire. Extend insulation at least 2 inches over adjacent pipe insulation on each side of valve. Fill space between flange or union cover and pipe insulation with insulating cement. Finish cover assembly with insulating cement applied in two coats. After first coat is dry, apply and trowel second coat to a smooth finish.

5. Unless a PVC jacket is indicated in field-applied jacket schedules, finish exposed surfaces with a metal jacket.

3.8 FLEXIBLE ELASTOMERIC INSULATION INSTALLATION

- A. Seal longitudinal seams and end joints with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- B. Insulation Installation on Pipe Flanges:
 1. Install pipe insulation to outer diameter of pipe flange.
 2. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation.
 3. Fill voids between inner circumference of flange insulation and outer circumference of adjacent straight pipe segments with cut sections of sheet insulation of same thickness as pipe insulation.
 4. Secure insulation to flanges and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- C. Insulation Installation on Pipe Fittings and Elbows:
 1. Install mitered sections of pipe insulation.
 2. Secure insulation materials and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.
- D. Insulation Installation on Valves and Pipe Specialties:
 1. Install preformed valve covers manufactured of same material as pipe insulation when available.
 2. When preformed valve covers are not available, install cut sections of pipe and sheet insulation to valve body. Arrange insulation to permit access to packing and to allow valve operation without disturbing insulation.
 3. Install insulation to flanges as specified for flange insulation application.
 4. Secure insulation to valves and specialties and seal seams with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.

3.9 MINERAL-FIBER INSULATION INSTALLATION

- A. Insulation Installation on Straight Pipes and Tubes:
 1. Secure each layer of preformed pipe insulation to pipe with wire or bands and tighten bands without deforming insulation materials.
 2. Where vapor barriers are indicated, seal longitudinal seams, end joints, and protrusions with vapor-barrier mastic and joint sealant.

3. For insulation with factory-applied jackets on above ambient surfaces, secure laps with outward clinched staples at 6 inches o.c.
4. For insulation with factory-applied jackets on below ambient surfaces, do not staple longitudinal tabs but secure tabs with additional adhesive as recommended by insulation material manufacturer and seal with vapor-barrier mastic and flashing sealant.

B. Insulation Installation on Pipe Flanges:

1. Install preformed pipe insulation to outer diameter of pipe flange.
2. Make width of insulation section same as overall width of flange and bolts, plus twice the thickness of pipe insulation.
3. Fill voids between inner circumference of flange insulation and outer circumference of adjacent straight pipe segments with mineral-fiber blanket insulation.
4. Install jacket material with manufacturer's recommended adhesive, overlap seams at least 1 inch, and seal joints with flashing sealant.

C. Insulation Installation on Pipe Fittings and Elbows:

1. Install preformed sections of same material as straight segments of pipe insulation when available.
2. When preformed insulation elbows and fittings are not available, install mitered sections of pipe insulation, to a thickness equal to adjoining pipe insulation. Secure insulation materials with wire or bands.

D. Insulation Installation on Valves and Pipe Specialties:

1. Install preformed sections of same material as straight segments of pipe insulation when available.
2. When preformed sections are not available, install mitered sections of pipe insulation to valve body.
3. Arrange insulation to permit access to packing and to allow valve operation without disturbing insulation.
4. Install insulation to flanges as specified for flange insulation application.

E. Blanket Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.

1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of duct and plenum surfaces.
2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
 - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
 - b. On duct sides with dimensions larger than 18 inches, place pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.
 - c. Pins may be omitted from top surface of horizontal, rectangular ducts and plenums.
 - d. Do not overcompress insulation during installation.

- e. Impale insulation over pins and attach speed washers.
 - f. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.
4. For ducts and plenums with surface temperatures below ambient, install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with insulation by removing 2 inches from 1 edge and 1 end of insulation segment. Secure laps to adjacent insulation section with 1/2-inch outward-clinching staples, 1 inch o.c. Install vapor barrier consisting of factory- or field-applied jacket, adhesive, vapor-barrier mastic, and sealant at joints, seams, and protrusions.
- a. Repair punctures, tears, and penetrations with tape or mastic to maintain vapor-barrier seal.
 - b. Install vapor stops for ductwork and plenums operating below 50 deg F at 18-foot intervals. Vapor stops shall consist of vapor-barrier mastic applied in a Z-shaped pattern over insulation face, along butt end of insulation, and over the surface. Cover insulation face and surface to be insulated a width equal to 2 times the insulation thickness but not less than 3 inches.
5. Overlap unfaced blankets a minimum of 2 inches on longitudinal seams and end joints. At end joints, secure with steel bands spaced a maximum of 18 inches o.c.
6. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
7. Insulate duct stiffeners, hangers, and flanges that protrude beyond insulation surface with 6-inch-wide strips of same material used to insulate duct. Secure on alternating sides of stiffener, hanger, and flange with pins spaced 6 inches o.c.
- F. Board Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.
- 1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 100 percent coverage of duct and plenum surfaces.
 - 2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
 - 3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
 - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
 - b. On duct sides with dimensions larger than 18 inches, space pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.
 - c. Pins may be omitted from top surface of horizontal, rectangular ducts and plenums.
 - d. Do not overcompress insulation during installation.
 - e. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.
 - 4. For ducts and plenums with surface temperatures below ambient, install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with

insulation by removing 2 inches from 1 edge and 1 end of insulation segment. Secure laps to adjacent insulation section with 1/2-inch outward-clinching staples, 1-inch o.c. Install vapor barrier consisting of factory- or field-applied jacket, adhesive, vapor-barrier mastic, and sealant at joints, seams, and protrusions.

- a. Repair punctures, tears, and penetrations with tape or mastic to maintain vapor-barrier seal.
 - b. Install vapor stops for ductwork and plenums operating below 50 deg F at 18-foot intervals. Vapor stops shall consist of vapor-barrier mastic applied in a Z-shaped pattern over insulation face, along butt end of insulation, and over the surface. Cover insulation face and surface to be insulated a width equal to 2 times the insulation thickness but not less than 3-inches.
5. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Groove and score insulation to fit as closely as possible to outside and inside radius of elbows. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
 6. Insulate duct stiffeners, hangers, and flanges that protrude beyond insulation surface with 6-inch-wide strips of same material used to insulate duct. Secure on alternating sides of stiffener, hanger, and flange with pins spaced 6 inches o.c.

3.10 FIELD-APPLIED JACKET INSTALLATION

- A. Where glass-cloth jackets are indicated, install directly over bare insulation or insulation with factory-applied jackets.
 1. Draw jacket smooth and tight to surface with 2-inch overlap at seams and joints.
 2. Embed glass cloth between two 0.062-inch-thick coats of lagging adhesive.
 3. Completely encapsulate insulation with coating, leaving no exposed insulation.
- B. Where FSK jackets are indicated, install as follows:
 1. Draw jacket material smooth and tight.
 2. Install lap or joint strips with same material as jacket.
 3. Secure jacket to insulation with manufacturer's recommended adhesive.
 4. Install jacket with 1½-inch laps at longitudinal seams and 3-inch-wide joint strips at end joints.
 5. Seal openings, punctures, and breaks in vapor-retarder jackets and exposed insulation with vapor-barrier mastic.
- C. Where PVC jackets are indicated, install with 1-inch overlap at longitudinal seams and end joints; for horizontal applications, install with longitudinal seams along top and bottom of tanks and vessels. Seal with manufacturer's recommended adhesive.
 1. Apply two continuous beads of adhesive to seams and joints, one bead under lap and the finish bead along seam and joint edge.
- D. Where metal jackets are indicated, install with 2-inch overlap at longitudinal seams and end joints. Overlap longitudinal seams arranged to shed water. Seal end joints with weatherproof sealant recommended by insulation manufacturer. Secure jacket with stainless-steel bands 12 inches o.c. and at end joints.
- E. Where PVDC jackets are indicated, install as follows:

1. Apply three separate wraps of filament tape per insulation section to secure pipe insulation to pipe prior to installation of PVDC jacket.
2. Wrap factory-presize jackets around individual pipe insulation sections with one end overlapping the previously installed sheet. Install presized jacket with an approximate overlap at butt joint of 2 inches over the previous section. Adhere lap seal using adhesive or SSL, and then apply 1¼ circumferences of appropriate PVDC tape around overlapped butt joint.
3. Continuous jacket can be spiral wrapped around a length of pipe insulation. Apply adhesive or PVDC tape at overlapped spiral edge. When electing to use adhesives, refer to manufacturer's written instructions for application of adhesives along this spiral edge to maintain a permanent bond.
4. Jacket can be wrapped in cigarette fashion along length of roll for insulation systems with an outer circumference of 33½-inches or less. The 33½-inch-circumference limit allows for 2-inch-overlap seal. Using the length of roll allows for longer sections of jacket to be installed at one time. Use adhesive on the lap seal. Visually inspect lap seal for "fishmouthing," and use PVDC tape along lap seal to secure joint.
5. Repair holes or tears in PVDC jacket by placing PVDC tape over the hole or tear and wrapping a minimum of 1-1/4 circumferences to avoid damage to tape edges.

- F. Where rubberized bituminous resin jackets are installed comply with manufacturers installation instructions.

3.11 DUCT INSULATION SCHEDULE, GENERAL

A. Plenums and Ducts Requiring Insulation:

1. Indoor, concealed supply and outdoor air.
2. Indoor, exposed supply and outdoor air.
3. Indoor, concealed exhaust between isolation damper and penetration of building exterior.
4. Indoor, exposed exhaust between isolation damper and penetration of building exterior.
5. Outdoor, above ground exposed supply and return.

B. Items Not Insulated:

1. Fibrous-glass ducts.
2. Metal ducts with duct liner of sufficient thickness to comply with energy code and ASHRAE/IESNA 90.1.
3. Factory-insulated flexible ducts.
4. Factory-insulated plenums and casings.
5. Flexible connectors.
6. Vibration-control devices.
7. Factory-insulated access panels and doors.
8. Exposed supply ductwork outside of the mechanical room, in an occupied area being conditioned by the supply ductwork

3.12 INDOOR DUCT AND PLENUM INSULATION SCHEDULE

A. Concealed, round and flat-oval, supply-air duct insulation shall be any of the following:

1. Flexible Elastomeric: 1-inch thick.

2. Mineral-Fiber Blanket: 1½-inches thick and 0.75-lb/cu. ft. nominal density.
- B. Concealed, round and flat-oval, exhaust-air duct insulation between isolation damper and penetration of building exterior shall be any of the following:
1. Flexible Elastomeric: 1-inch thick.
 2. Mineral-Fiber Blanket: 1½-inches thick and 0.75-lb/cu. ft. nominal density.
- C. Concealed, rectangular, supply-air duct insulation shall be any of the following:
1. Flexible Elastomeric: 1-inch thick.
 2. Mineral-Fiber Blanket: 1½-inches thick and 0.75-lb/cu. ft. nominal density.
- D. Concealed, rectangular, exhaust-air duct insulation between isolation damper and penetration of building exterior shall be any of the following:
1. Flexible Elastomeric: 1-inch thick.
 2. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu. ft. nominal density.
- E. Concealed, supply-air plenum insulation shall be any of the following:
1. Flexible Elastomeric: 1-inch thick.
 2. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu. ft. nominal density.
- F. Concealed, outdoor-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu.ft. nominal density.
- G. Concealed, exhaust-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
- H. Exposed, round and flat-oval, supply-air duct insulation shall be any of the following:
1. Flexible Elastomeric: 1½-inches thick.
 2. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu. ft. nominal density.
- I. Exposed, round and flat-oval, outdoor-air duct insulation shall be any of the following:
1. Flexible Elastomeric: 2-inches thick.
 2. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
- J. Exposed, round and flat-oval, exhaust-air duct insulation shall be any of the following:
1. Flexible Elastomeric: 2-inches thick.
 2. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
- K. Exposed, rectangular, supply-air duct insulation shall be any of the following:
1. Flexible Elastomeric: 1½-inches thick.
 2. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu. ft. nominal density.
- L. Exposed, rectangular, exhaust-air duct insulation shall be any of the following:

1. Flexible Elastomeric: 2-inches thick.
 2. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
- M. Exposed, supply-air plenum insulation shall be any of the following:
1. Flexible Elastomeric: 1½-inches thick.
 2. Mineral-Fiber Board: 1½-inches thick and 2-lb/cu. ft. nominal density.
- N. Exposed, outdoor-air plenum insulation shall be any of the following:
1. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
 2. Flexible Elastomeric: 2-inches thick.
- O. Exposed, exhaust-air plenum insulation shall be any of the following:
1. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
 2. Flexible Elastomeric: 2-inches thick.

3.13 EQUIPMENT INSULATION SCHEDULE

- A. Insulation materials and thicknesses are identified below. If more than one material is listed for a type of equipment, selection from materials listed is Contractor's option.
- B. Insulate indoor and outdoor equipment in paragraphs below that is not factory insulated.
- C. Steam-to-hot-water converter insulation shall be any of the following:
1. Calcium Silicate: 3-inches thick.
 2. Mineral-Fiber Board: 2-inches thick and 3-lb/cu. ft. nominal density.
 3. Mineral-Fiber Pipe and Tank: 2-inches thick.
- D. Chilled-water pump insulation shall be any of the following:
1. Polyisocyanurate: 1-inch thick.
 2. Flexible Elastomeric: 1-inch thick
- E. Chilled-water expansion/compression tank insulation shall be the following:
1. Flexible Elastomeric: 1-inch thick.
- F. Heating-hot-water expansion/compression tank insulation shall be any of the following:
1. Mineral-Fiber Board: 1-inch thick and 2-lb/cu. ft. nominal density.
 2. Mineral-Fiber Pipe and Tank: 1-inch thick.
- G. Chilled-water air-separator insulation shall be any of the following:
1. Flexible Elastomeric: 1-inch thick.
 2. Polyisocyanurate: 1-inch thick.
- H. Heating-hot-water air-separator insulation shall be any of the following:

1. Mineral-Fiber Board: 2-inches thick and 2-lb/cu. ft. nominal density.
2. Mineral-Fiber Pipe and Tank: 2-inches thick.

I. Glycol Expansion Tank shall be as follows:

1. Flexible Elastomeric: 2-inches thick.

J. Radiant Ceiling Panels: Insulate the top of the panel as follows:

1. 1½-inch thick mineral fiber blanket.

3.14 PIPING INSULATION SCHEDULE, GENERAL

- A. Acceptable preformed pipe and tubular insulation materials and thicknesses are identified for each piping system and pipe size range. If more than one material is listed for a piping system, selection from materials listed is Contractor's option.
- B. Items Not Insulated: Unless otherwise indicated, do not install insulation on the following:
1. Chrome-plated pipes and fittings unless there is a potential for personnel injury.

3.15 INDOOR PIPING INSULATION SCHEDULE

A. Chilled Water, above 40 Deg F:

1. NPS 12 and Smaller: Insulation shall be any of the following:
 - a. Flexible Elastomeric: 1-inch thick.

B. Heating-Hot-Water Supply and Return, 200 Deg F and below:

1. NPS 1¼ and Smaller: Insulation shall be the following:
 - a. Mineral Fiber pre-formed pipe: 1½-inches thick.
2. NPS 1½ and Larger: Insulation shall be the following:
 - a. Mineral Fiber pre-formed pipe: 2-inches thick.

C. Condensate Drain Piping:

1. NPS 12 and Smaller: Insulation shall be the following:
 - a. Flexible Elastomeric: 1/2-inch thick.

END OF SECTION 230700

SECTION 230900 – INSTRUMENTATION AND CONTROL FOR HVAC

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Products Furnished But Not Installed Under This Section.
- B. Products Installed But Not Furnished Under This Section.
- C. Related Sections.
- D. Description.
- E. Approved Control System Contractor.
- F. Quality Assurance.
- G. System Performance.
- H. Submittals.
- I. Warranty.
- J. Ownership of Proprietary Material.

1.2 PRODUCTS FURNISHED BUT NOT INSTALLED UNDER THIS SECTION

- A. Section 232113 - Hydronic Piping:
 - 1. Control Valves
 - 2. Flow Switches
 - 3. Temperature Sensor Wells and Sockets
 - 4. Flow Meters
- B. Section 232300 - Refrigerant Piping:
 - 1. Pressure and Temperature Sensor Wells and Sockets
- C. Section 233300 - Duct Accessories:
 - 1. Automatic Dampers
 - 2. Air-flow Stations
 - 3. Terminal Unit Controls

1.3 RELATED SECTIONS

- A. The General Conditions of the Contract, Supplementary Conditions, and General Requirements are a part of these Specifications and shall be used in conjunction with this Section as a part of

the Contract Documents. Consult them for further instructions pertaining to this work. The Contractor is bound by the provisions of other Divisions.

- B. Refer to other Division 23 Sections for related work.

1.4 DESCRIPTION

- A. General: The control system shall be as indicated on the drawings and described in the specifications.
- B. Direct Digital Control (DDC) technology shall be used to provide the functions necessary for control of mechanical systems on this project.
- C. The control system shall accommodate simultaneous multiple user operation. Access to the control system data should be limited only by operator password. Multiple users shall have access to all valid system data. An operator shall be able to log onto any work-station on the control system and have access to all appropriate data.
- D. The control system shall be designed such that each mechanical system will be able to operate under stand-alone control. As such, in the event of a network communication failure, or the loss of any other controller, the control system shall continue to independently operate under control.
- E. Communication between the control panels and all work-stations shall be over a high speed network. All nodes on this network shall be peers. The operator shall not have to know the panel identifier or location to view or control an object. Application Specific Controllers shall be constantly scanned by the network controllers to update point information and alarm information.
- F. The documentation is schematic in nature. The Contractor shall provide hardware and software necessary to implement the functions and sequences shown and operate the systems in a safe and stable manner.

1.5 QUALITY ASSURANCE

- A. System Installer Qualifications
 - 1. The Installer shall have an established working relationship with the Control System Manufacturer of not less than three years.
 - 2. The Installer shall have successfully completed Control System Manufacturer's classes on the control system and have a minimum of five years experience in the design and installation of control systems. The Installer shall present for review the certification of completed training, including the hours of instruction and course outlines upon request.
 - 3. The installer shall have an office within 75 miles of the project site and provide 24 hour response in the event of a customer call.
- B. Codes and Standards: Meet requirements of all applicable standards and codes, except when more detailed or stringent requirements are indicated by the Contract Documents, including requirements of this Section.
 - 1. Underwriters Laboratories: Products shall be UL-916-PAZX listed.
 - 2. National Electrical Code -- NFPA 70.

3. Federal Communications Commission -- Part J.
 4. ASHRAE/ANSI 135-1995 (BACnet).
- C. All products used in this installation shall be new, currently under manufacture, and shall be applied in similar installations for a minimum of 2 years. This installation shall not be used as a test site for any new products unless explicitly approved by the Owner's representative in writing prior to bid date. Spare parts shall be available for at least 5 years after completion of this contract.
- 1.6 SYSTEM PERFORMANCE BY OWNER – SHALL SUPERSEDED OTHER REQUIREMENTS IN THIS SECTION
- A. General Requirements by Owner. These requirements shall supersede all further requirements listed in this specification section.
1. Air handler controllers and controllers acting as supervisory devices shall use BACnet/IP to communicate over the campus-wide BAS.
 2. Small equipment controllers (VAVs, FCUs, humidifiers, unit heaters, etc) shall be subnetworked with supervisory controllers. The subnetwork shall communicate using BACnet/IP or BACnet/MSTP.
 3. The bidding documents shall include an overall system narrative including B.A.S. architecture.
 4. Contractor submittals must be provided to the University for concurrent review.
 5. Wiring below 8' above finished floor shall be mechanically protected. Wiring above 8' above finished floor may share cable tray or be supported by properly spaced supporting devices.
 6. All input and output devices (sensors, actuators, etc) shall be labeled with its point name. The label shall be visible without removing covers. Wiring to each device shall also be labeled at both ends.
 7. Return air humidity and CO2 sensors shall be provided for AHUs.
 8. Actuators shall be electrically powered.
 9. Motors controlled by BAS shall have proof by means of feedback from a VFD when available (preferred) or current monitoring.
 10. Motors shall have vibration sensors.
 11. Pressure transducers shall be provided for air handler return, supply air, across filters, and outdoor and indoor building static pressures
 12. Temperature sensors for liquid entering and leaving air handler coils shall be provided.
 13. Discharge air temperature sensors shall be installed on VAV box and fan coil units.
 14. Upon the completion of work, as-built documents for full B.A.S. installation, including all drawings, tables, point identifications, operating sequences, set-points, copies of all program files (PPCL, .CAF, etc), application type or application number, etc. shall be incorporated in the final electronic "as-built" documentation for the project. Wayne State University Construction Design Standards - Revised, Nov 15, 2018, Page 67 of 95.
 15. All systems shall be integrated into the Wayne State University campus wide BACnet network. All designs shall incorporate all hardware, software, conversion devices, etc. necessary to affect a fully functional system.
 16. All IP devices shall be configured to use the IP address that will be provided by the university.
 17. All BACnet devices shall be configured with the BACnet instance ID provided by the university for that specific device.
 18. To facilitate the previous two requirements, a spreadsheet of all BACnet and IP devices shall be provided to the university. The spreadsheet must include the following information:

- a. Device name or identifier (VAV box number, type)
 - b. Device location
 - c. Device model number
 - d. Device MAC address
 - e. Which controller supervises the device.
 - f. The equipment that serves the VAV box of FCU (which air handler)
 - g. The space the device serves (room number).
19. If Siemens equipment is to be installed:
 - a. Full system graphics (detailed requirements below) shall be provided on the WSU Desigo server assigned by WSU BAS staff, in accordance with WSU standard practices. Examples and/or template will be provided by WSU.
 - b. An anticipated Desigo point count shall be provided with the bid.
20. If Johnson Controls equipment is to be installed:
 - a. Full system graphics (detailed requirements below) shall be provided locally, and accessible across the assigned VLAN using the Johnson Controls Launcher software tool.
 - b. To facilitate the previous two requirements, a spreadsheet of all BACnet and IP devices shall be provided to the university. The spreadsheet must include the following information.
 - c. Site-specific training on the implemented BAS equipment and graphics interface shall be provided, including operations and making changes to the graphics.
 - d. An anticipated count of BAS points shall be provided with the bid, so WSU can evaluate the cost/benefits of integrating to our Desigo environment.

B. Graphics Features:

1. Graphics acceptable to the University shall be provided for all mechanical and electrical systems and components which are controlled or monitored by the B.A.S. Graphics must also reside on the University's central server/control center and be fully visible at the local building's workstation. All terminal device graphics should contain locations such as room numbers the device is serving. It should also notate what air handler feeds the device. It should show room set point, room temperature, discharge temperature, damper command, damper position, cfm set point, cfm the unit is putting out, valve command, valve position and mode heat or cool and occupancy or vacancy.
2. Alarms on critical points, components, and systems are an important feature and require review and concurrence by the University during the design development phase of the BAS.
2. Any abbreviations shall be listed in a legend on the same page OR the full, descriptive name shall display on click or mouseover.

C. Programming Features:

1. Programming shall include optimized start/stop for appropriate mechanical and electrical systems.
2. Point descriptors shall include upper/lower case characters. System or point names such as AHU #1; FEEDWATER PUMP #2; etc shall be all upper case. For example, "CIRCULATING PUMP #1 - Mechanical Room 235".
3. Point descriptors including room numbers shall represent the University's assigned nomenclature instead of construction document numbers, if different.
4. Security levels and password access shall be incorporated in accordance with university requirements.

5. AHUs of greater than 5 tons of cooling capacity with fresh air/make-up air supplies shall incorporate enthalpy control strategy.
6. Devices shall be programmed such that a return to normal operation is automatic upon startup. Defaults values for parameters and setpoints shall assure desirable conditions.
7. Humidifier output must be set to disabled upon loss of airflow (BACnet point monitoring from AHU okay)
8. The following devices, when present shall be monitored:
 - a. Building alarms – (non security)
 - b. Refrigerant Leak Detectors
 - c. Water and Other Fluid Leak Detectors
 - d. Sump Pump High Level Alarms
 - e. Sewage Ejector High Level Alarms
 - f. Jockey Pump Motor Starters
 - g. Fire Pump Motor Starters
 - h. Boiler Alarm contacts
 - i. Others as identified
 - j. Emergency generators shall be monitored for a running condition, fuel storage tank level, ambient temperature for exterior mounted equipment, and high and low engine operating temperature.

D. Performance Standards. The system shall conform to the following:

1. Graphic Display. The system shall display a graphic with a minimum of 20 dynamic points. All current data shall be displayed within 20 seconds of the request.
2. Graphic Refresh. The system shall update all dynamic points with current data within 30 seconds.
3. Object Command. The maximum time between the command of a binary object by the operator and the reaction by the device shall be 10 seconds. Analog objects shall start to adjust within 10 seconds.
4. Object Scan. All changes of state and change of analog values shall be transmitted over the high-speed network such that any data used or displayed at a controller or work-station will be current, within the prior 60 seconds.
5. Alarm Response Time. The maximum time from when an object goes into alarm to when it is annunciated at the work-station shall not exceed 45 seconds.
6. Program Execution Frequency. Custom and standard applications shall be capable of running as often as once every 5 seconds. The Contractor shall be responsible for selecting execution times consistent with the mechanical process under control.
7. Performance. Programmable Controllers shall be able to execute DDC PID control loops at a selectable frequency from at least once every 5 seconds. The controller shall scan and update the process value and output generated by this calculation at this same frequency.
8. Multiple Alarm Annunciation. All work-stations on the network shall receive alarms within 5 seconds of each other.
9. Reporting Accuracy. Table 1 lists minimum acceptable reporting accuracies for all values reported by the specified system.

a. Table 1 -- Reporting Accuracy

Measured Variable	Reported Accuracy
Space temperature	±0.5°C (±1°F)
Ducted air	±1.0°C (±2°F)
Outside air	±1.0°C (±2°F)
Water temperature	±0.5°C (±1°F)
Delta-T	±0.15°C (±0.25°F)

Relative humidity	±5% RH
Water flow	±5% of full scale
Air flow (terminal)	±10% of reading *Note 1
Air flow (measuring stations)	±5% of reading
Air pressure (ducts)	±25 Pa (±0.1 "W.G.)
Air pressure (space)	±3 Pa (±0.01 "W.G.)
Water pressure	±2% of full scale *Note 2
Electrical Power	5% of reading *Note 3
Carbon Monoxide (CO)	± 50 PPM
Carbon Dioxide (CO ₂)	± 50 PPM

Note 1: (10%-100% of scale) (cannot read accurately below 10%)

Note 2: for both absolute and differential pressure

Note 3: * not including utility supplied meters

1.7 SUBMITTALS

- A. Contractor shall provide shop drawings and manufacturers' standard specification data sheets on all hardware and software to be provided. No work may begin on any segment of this project until submittals have been reviewed by the Engineer and Owner for conformity with the plan and specifications. A minimum of six (6) copies are required. All shop drawings shall be done on AutoCAD, and provided to the Owner on a CD.
- B. Quantities of items submitted shall be reviewed by the Engineer and Owner. Such review shall not relieve the contractor from furnishing quantities and specified functionality required for completion.
- C. Provide the Engineer and Owner, any additional information or data which is deemed necessary to determine compliance with these specifications or which is deemed valuable in documenting the system to be installed.
- D. Submit the following within 60 days of contract award:
 - 1. A complete bill of materials of equipment to be used indicating quantity, manufacturer and model number.
 - 2. A schedule of all control valves including the valve size, model number (including pattern and connections), flow, CV, pressure rating, and location.
 - 3. A schedule of all control dampers. This shall include the damper size, pressure drop, manufacturer and model number.
 - 4. Provide manufacturers cut sheets for major system components. When manufacturer's cut sheets apply to a product series rather than a specific product, the data specifically applicable to the project shall be highlighted or clearly indicated by other means. Each submitted piece of literature and drawings shall clearly reference the specification and/or drawing that the submittal is being submitted to cover. Include:
 - a. Building Controllers
 - b. Custom Application Controllers
 - c. Application Specific Controllers
 - d. Operator Interface Computer
 - e. Portable Operator Workstation
 - f. Auxiliary Control Devices
 - g. Proposed control system riser diagram showing system configuration, device locations, addresses, and cabling.

- h. Detailed termination drawings showing all required field and factory terminations. Terminal numbers shall be clearly labeled.
 - i. Points list showing all system objects and the proposed English language object names.
 - j. Sequence of operations for each system under control. This sequence shall be specific for the use of the Control System being provided for this project.
 - k. Provide a BACnet Product Implementation Conformance Statement (PICS) for each BACnet device type in the submittal.
 - l. Color prints of proposed graphics with a list of points for display.
- E. Project Record Documents: Upon completion of installation submit three (3) copies of record (as-built) documents. The documents shall be submitted for approval prior to final completion and include:
 - 1. Project Record Drawings - These shall be as-built versions of the submittal shop drawings. One set of magnetic media including CAD .DWG or .DXF drawing files shall also be provided.
 - 2. Testing and Commissioning Reports and Checklists.
 - 3. Operating and Maintenance (O & M) Manual - These shall be as-built versions of the submittal product data. In addition to that required for the submittals, the O & M manual shall include:
 - a. Names, address and 24-hour telephone numbers of Contractors installing equipment, and the control systems and service representative of each.
 - b. Operators Manual with procedures of operating the control systems including logging on/off, alarm handling, producing point reports, trending data, overriding computer control, and changing set points and other variables.
 - c. Programming Manual with a description of the programming language including syntax, statement descriptions including algorithms and calculations used, point database creation and modification, program creation and modification, and use of the editor.
 - d. Engineering, Installation and Maintenance Manuals that explain how to design and install new points, panels, and other hardware; preventative maintenance and calibration procedures; how to debug hardware problems; and how to repair or replace hardware.
 - e. A listing and documentation of all custom software created using the programming language including the point database. One set of magnetic media containing files of the software and database shall also be provided.
 - f. One set of magnetic media containing files of all color-graphic screens created for the project.
 - g. A list of recommended spare parts with part numbers and supplier.
 - h. Complete original issue documentation, installation and maintenance information for all third-party hardware provided including computer equipment and sensors.
 - i. Complete original issue CD for all software provided including operating systems, programming language, operator work-station software, and graphics software.
 - j. Licenses, Guarantee, and Warranty documents for all equipment and systems.
 - k. Recommended preventive maintenance procedures for all system components including a schedule of tasks (inspection, cleaning, calibration, etc.), time between tasks, and task descriptions.
- F. Training Manuals: The Contractor shall provide a course outline and training manuals for all training classes at least six weeks prior to the first class. The Owner reserves the right to modify any or all of the training course outline and training materials. Review and approval by Owner and Engineer and shall be completed at least 3 weeks prior to first class.

1.8 WARRANTY

A. Warrant all work as follows:

1. Labor & materials for control system specified shall be warranted free from defects for a period of twelve (12) months after final completion acceptance by the Owner. Control System failures during the warranty period shall be adjusted, repaired, or replaced at no charge or reduction in service to the Owner. The Contractor shall respond to the Owner's request for warranty service within 24 hours during customary business hours.
2. At the end of the final start-up/testing, if equipment and systems are operating satisfactorily to the Owner and Engineer, the Owner shall sign certificates certifying that the control system's operation has been tested and accepted in accordance with the terms of this specification. The date of Owner's acceptance shall be the start of warranty.
3. Operator work-station software, project specific software, graphics, database, and firmware updates shall be provided to the Owner at no charge during the warranty period. Written authorization by Owner must, however, be granted prior to the installation of such changes.

1.9 OWNERSHIP OF PROPRIETARY MATERIAL

A. All project developed hardware and software shall become the property of the Owner. These include but are not limited to:

1. Project graphic images,
2. Record drawings,
3. Project database,
4. Job-specific application programming code,
5. All documentation.

PART 2 - PRODUCTS

2.1 SECTION INCLUDES

- A. Acceptable Manufacturers.
- B. Operator Interface.
- C. System Software.
- D. Building Controllers.
- E. Custom Application Controllers.
- F. Application Specific Controllers.
- G. Communications.
- H. Input/Output Interface.
- I. Auxiliary Control Devices.

2.2 ACCEPTABLE MANUFACTURERS

- A. Base Bid: Johnson Controls Inc installing Johnson Controls, Metasys Equipment
- B. Provide alternate bid from one of the following:
 - 1. Synergy Engineering installing Johnson Controls, Metasys Equipment.
 - 2. Seimens Building Technologies installing Seimens Equipment.
 - 3. Synergy Engineering installing Seimens Equipment.
- C. The Contractor shall use only listed manufacturer's products as shown in section 1 of this division. When a product or component is referred to by manufacturer's name and/or model number, the Contractor shall use only that product.

2.3 OPERATOR INTERFACE

- A. Operator Interface. Furnish 1 laptop based work-station. The work-station shall be able to access all information in the system. The work-station shall be capable to reside on the same high speed network as the building controllers, and also be able to VPN into the system.
- B. Work-station information access shall use the BACnet Protocol. Communication shall use the ISO 8802-3 (Ethernet) or ARCNET (ASTM 878.1) Physical/Data Link layer protocol. No remote communication outside the facility. All building communication to be through the facilities intranetwork system.
- C. Hardware. Each operator work-station shall consist of the following:
 - 1. Laptop Computer. Furnish Thinkpad laptop computer. The CPU shall be a minimum of an Intel Pentium and operate at a minimum of 266 MHz. A USB port, portable carry case. A minimum of 32 Megabytes of RAM, one 1.44 Megabytes, 16X CD ROM drive, and a 4 Gigabyte hard disk with a minimum access time of 12 milliseconds shall be provided. An internal and external mouse will also be provided. Furnish all required serial, parallel, and network communication ports, and all cables for proper system operation. The PC shall have a minimum of a 14" SVGA monitor.
 - 2. BACnet. The PCWS shall use the Read (Initiate) and Write (Execute) Services as defined in Clauses 15.5 and 15.8, respectively, of ASHRAE Standard 135-95, to communicate with BACnet objects in the internetwork. Objects supported shall include: Analog input, analog output, analog value, binary input, binary output, binary value, device.
- D. System Software
 - 1. Operating System. Furnish a commercially available, concurrent multi-tasking operating system. The operating system shall also support the use of other common software applications that operate under Microsoft Windows. Acceptable operating systems are Windows 10 Pro.
 - 2. System Graphics. The Operator Work-station software shall be graphically oriented. The system shall allow display of up to 10 graphic screens at once for comparison and monitoring of system status. Provide a method for the operator to easily move between graphic displays and change the size and location of graphic displays on the screen. The system graphics shall be able to be modified while on line. An operator with the proper password level shall be able to add, delete, or change dynamic points on a graphic.

Dynamic points shall include analog and binary values, dynamic text, static text, and animation files. Graphics shall have the ability to show animation of equipment.

- a. Custom Graphics. Custom graphic files shall be created with the use of commonly available graphics packages such as PC Paint. The graphics generation package shall create and modify graphics that are saved in industry standard formats such as PCX, BMP, GIF and JPEG. The graphics generation package shall also provide the capability of capturing or converting graphics from other programs such as Designer, or AutoCAD.
 - b. Graphics Library. Furnish a complete library of standard HVAC equipment such as chillers, boilers, air handlers, terminals, fan coils, and unit ventilators. This library shall also include standard symbols for other equipment including fans, pumps, coils, valves, piping, dampers, and duct-work. The library shall be furnished in a file format compatible with the graphics generation package program.
 - c. Engineering Units. Allow for selection of the desired engineering units (i.e. Inch pound or SI) in the system. Unit selection shall be able to be customized by locality to select the desired units for each measurement. Engineering units on this project shall be: Standard Inch Pound.
- E. System Applications. Each work-station shall provide operator interface and off-line storage of system information. Provide the following applications at each work-station.
1. Automatic System Database Save and Restore. Building, system graphics, software and programming shall be store/backed up on a drive or server. This database shall be updated whenever a change is made in any panel in the system. The storage of this data shall be automatic and not require operator intervention. In the event of a database loss in a building management panel, the first work-station to detect the loss shall automatically restore the database for that panel.
 2. Manual Database Save and Restore. A system operator with the proper password clearance shall be able to archive the database from any system panel and store on a drive or server. The operator shall also be able to clear a panel database and manually initiate a download of a specified database to any panel in the system.
 3. System Configuration. The work-station software shall provide a graphical method of configuring the system. The user with proper security shall be able to add new devices. This shall allow for future system changes or additions.
 4. On-Line Help. Provide a context sensitive, online help system to assist the operator in operation and editing of the system. Online help shall be available for all applications and shall provide the relevant data for that particular screen. Additional help information shall be available through the use of hypertext or portal.
 5. Security. Each operator shall be required to log on to the system with a user name and password in order to view, edit, add, or delete data. System security shall be selectable for each operator. The system supervisor shall have the ability to set passwords and security levels for all other operators. Each operator password shall be able to restrict the operators access for viewing and/or changing each system application, full screen editor, and object. Each operator shall automatically be logged off of the system if no keyboard or mouse activity is detected. This auto logoff time shall be set per operator password. All system security data shall be stored in an encrypted format.
 6. System Diagnostics. The system shall automatically monitor the operation of all work-stations, printers, modems, network connections, building management panels, and controllers. The failure of any device shall be annunciated to the operator.
 7. Alarm Processing. Any object in the system shall be configurable to alarm in and out of normal state. The operator shall be able to configure the alarm limits, warning limits, states, and reactions for each object in the system.

- a. Alarm Reactions. The operator shall be able to determine what actions, if any, are to be taken, by object (or point), during an alarm. Actions shall include logging, printing, starting programs, displaying messages, dialing out to remote stations, paging, providing audible annunciation or displaying specific system graphics. Each of these actions shall be configurable by work-station and time of day. An object in alarm that has not been acknowledged within an operator specified time period shall be re-routed to an alternate operator specified alarm receipt device.
 - b. Binary Alarms. Each binary object shall be set to alarm based on the operator specified state. Provide the capability to disable alarming when the associated equipment is turned off or is being serviced.
 - c. Analog Alarms. Each analog object shall have both high and low alarm limits and warning limits. Alarming must be able to be automatically and manually disabled.
8. Trend Logs. The operator shall be able to define a custom trend log for any data in the system. This definition shall include interval, start-time, and stop-time. Trend intervals of 1, 5, 15, 30, and 60 minutes as well as once a shift (8 hours), once a day, once a week, and once a month shall be selectable. All trends shall start based on the hour. Each trend shall accommodate up to 64 system objects. The system operator with proper password shall be able to determine how many samples are stored in each trend. Trend data shall be sampled and stored on the Building Controller panel and be archived on the hard disk. Trend data shall be able to be viewed and printed from the operator interface software. Trends must be viewable in a text based format or graphically. They shall also be storable in a tab delimited ASCII format for use by other industry standard word processing and spreadsheet packages.
9. Dynamic Graphical Charting. The operator shall be able to select system values to be charted in real time. Up to three values at one time can be selected for each chart. The type of chart (bar, line, 3-D, etc.) shall be selectable.
10. Alarm and Event Log. The operator shall be able to view all logged system alarms and events from any location in the system. Events shall be listed chronologically. An operator with the proper security level may acknowledge and clear alarms. All that have not been cleared by the operator shall be archived to the hard disk on the work-station.
11. Object and Property Status and Control. Provide a method for the operator with proper password protection to view, and edit if applicable, the status of any object and property in the system. These statuses shall be available by menu, on graphics, or through custom programs.
12. Clock Synchronization. The real time clocks in all building control panels and work-stations shall be synchronized on command of an operator. The system shall also be able to automatically synchronize all system clocks, daily from any operator designated device in the system. The system shall automatically adjust for daylight savings and standard time if applicable.
13. Reports and Logs. Provide a reporting package that allows the operator to select, modify, or create reports. Each report shall be definable as to data content, format, interval, and date. Report data shall be archived on the hard disk for historical reporting. Provide the ability for the operator to obtain real time logs of designated lists of objects. Reports and logs shall be stored on the PC hard disk/or server in a format that is readily accessible by other standard software applications including spreadsheets and word processing. Reports and logs shall be readily printed to the system printer. The operator shall be able to designate reports that shall be printed or stored to a file at selectable intervals.
 - a. Custom Reports: Provide the capability for the operator to easily define any system data into a daily, weekly, monthly, or annual report. These reports shall be time and date stamped and shall contain a report title and the name of the facility.

- b. Standard Reports. The following standard system reports shall be provided for this project. These reports shall be readily customized to the project by the owner.
- 14. Electrical Meter Report: Provide a monthly report showing the daily electrical consumption and peak electrical demand for each building meter. Provide an annual (12 month) summary report showing the monthly electrical consumption and peak demand for each meter. Include 12 meters.
 - 15. Weather Data Report: Provide a monthly report showing the daily minimum, maximum and average outdoor air temperature and the number of heating and cooling degree days for each day. Provide an annual (12 month) report showing the minimum, maximum and average outdoor air temperature for the month and the number of heating and cooling degree days for the month.
 - 16. Tenant Override Reports: Provide a monthly report showing the daily total time in hours that each tenant has requested after hours HVAC and lighting services. Provide an annual summary report that shows the override usage on a monthly basis.
 - 17. ASHRAE Guideline 3-1996 Report: Provide a daily report that shows the operating condition of each chiller as required by ASHRAE Guideline 3. At minimum this report shall include:
 - a. Chilled Water (or other fluid) inlet and outlet temperature
 - b. Chilled Water (or other fluid) flow
 - c. Chilled Water (or other fluid) inlet and outlet pressures
 - d. Ambient temperatures (dry bulb and wet bulb)
 - e. Date and time data logged
- F. Work-station Applications Editors. Each laptop work-station shall support full screen editing of all system applications. Provide editors for each application at the laptop work-station. The applications shall be downloaded and executed at the appropriate controller panels.
- 1. Controller. Provide a full screen editor for each type controller and application, that shall allow the operator with proper password to view and change the configuration, name, control parameters, and system set-points.
 - 2. Scheduling. An editor for the scheduling application shall be provided at each work-station. Provide a monthly calendar for each schedule. Exception schedules and holidays shall be shown clearly on the calendar. Provide a method for allowing several related objects to follow a schedule. The advance and delay time for each object shall be adjustable from this master schedule.
 - a. An operator with proper password level shall be able to modify the schedule. Schedules shall be able to be easily copied between objects and/or dates.
 - 3. Equipment Coordination. Provide a full screen editor that allows equipment to be grouped for proper operation as specified in the sequence of operations. This shall include the coordination of VAV boxes with their associated Air Handling Equipment.
 - 4. Custom Application Programming. Provide the tools to create, modify, and debug custom application programming. The operator shall be able to create, edit, and download custom programs at the same time that all other system applications are operating. The system shall be fully operable while custom routines are edited, compiled, and downloaded. The programming language shall have the following features:
 - a. The language shall be English language oriented and be based on the syntax of programming languages such as BASIC. It shall allow for free form or fill in the blank programming. Alternatively, the programming language can be graphically-based using function blocks as long as blocks are available that directly provide

the functions listed below, and that custom or compound function blocks can be created.

- b. A full screen character editor/programming environment shall be provided. The editor shall be cursor/mouse-driven and allow the user to insert, add, modify, and delete code from the custom programming. It shall also incorporate word processing features such as cut/paste and find/replace.
 - c. The programming language shall allow independently executing program modules to be developed. Each module shall be able to independently enable and disable other modules.
 - d. The editor/programming environment shall have a debugging/simulation capability that allows the user to step through the program and to observe any intermediate values and or results. The debugger shall also provide error messages for syntax and execution errors.
 - e. The programming language shall support conditional statements (IF/THEN/ELSE/ELSE-IF) using compound Boolean (AND, OR, and NOT) and/or relations (EQUAL, LESS THAN, GREATER THAN, NOT EQUAL) comparisons.
 - f. The programming language shall support floating point arithmetic using the following operators: +, -, /, x, square root, and xy. The following mathematical functions shall also be provided: natural log, log, absolute value, and minimum/maximum value from a list of values.
 - g. The programming language shall have pre-defined variables that represent clock time, day of the week, and date. Variables that provide interval timing shall also be available. The language shall allow for computations using these values.
 - h. The programming language shall have ability to pre-defined variables representing the status and results of the System Software, and shall be able to enable, disable, and change the values of BACnet objects in the system.
- G. Portable Operator's Terminal. Furnish a Portable Operator's Terminal that shall be capable of accessing all system data. This device may be connected to any point on the system inter-network or may be connected directly to any controller for programming, set-up, and troubleshooting BACnet. The Portable Operators Terminal shall use the Read (Initiate) and Write (Execute) Services as defined in Clauses 15.5 and 15.8, respectively, of ASHRAE Standard 135-95, to communicate with BACnet objects in the internetwork. Objects supported shall include: Analog input, analog output, analog value, binary input, binary output, binary value, device.
1. The Portable Operator's Terminal shall be an IBM compatible notebook-style PC including all software and hardware required. The PC shall contain at minimum:
- a. 266 MHz Intel Pentium Processor
 - b. 32 MB RAM
 - c. 2 Gbyte Hard File
 - d. 16X CD ROM Drive

2.4 SYSTEM SOFTWARE

- A. Furnish the following applications software for building and energy management. All software applications shall reside and run in the system controllers. Editing of applications shall occur at the operator work-station.
- B. System Security
1. User access shall be secured using individual security passwords and user names.

2. Passwords shall restrict the user to only the objects, applications, and system functions as assigned by the system manager.
 3. User logon/logoff attempts shall be recorded.
 4. The system shall protect itself from unauthorized use by automatically logging off following the last keystroke. The delay time shall be user definable.
- C. Scheduling. Provide the capability to schedule each object or group of objects in the system. Each of these schedules shall include the capability for start, stop, optimal start, optimal stop, and night economizer actions. Each schedule may consist of up to 10 events. When a group of objects are scheduled together, provide the capability to define advances and delays for each member. Each schedule shall consist of the following:
1. Weekly Schedule. Provide separate schedules for each day of the week.
 2. Exception Schedules. Provide the ability for the operator to designate any day of the year as an exception schedule. This exception schedule shall override the standard schedule for that day. Exception schedules may be defined up to a year in advance. Once an exception schedule is executed it will be discarded and replaced by the standard schedule for that day of the week.
 3. Holiday Schedules. Provide the capability for the operator to define up to 99 special or holiday schedules. These schedules may be placed on the scheduling calendar and will be repeated each year. The operator shall be able to define the length of each holiday period.
 4. Optimal Start/Stop. The scheduling application outlined above shall support an optimal start/stop algorithm. This shall calculate the thermal characteristics of a zone and start the equipment prior to occupancy to achieve the desired space temperature at the specified occupancy time. The algorithm shall calculate separate sets of heating and cooling rates for zones that have been unoccupied for less than and greater than 24 hours. Provide the ability to modify the start/stop algorithm based on outdoor air temperature. Provide an early start limit in minutes to prevent the system from starting before an operator determined time limit.
- D. Alarm Reporting. The operator shall be able to determine the action to be taken in the event of an alarm. Alarms shall be routed to the appropriate work-stations based on time and other conditions. An alarm shall be able to start programs, be logged in the event log, printed, generate custom messages graphics.
- E. Remote Communications. The system shall have the ability to dial out in the event of an alarm. Receivers shall include PC Workstations, and Alpha-numeric pagers. The alarm message shall include the name of the calling location, the device that generated the alarm, and the alarm message itself. The operator shall be able to remotely access and operate the system using dial up communications in the same format and method used on site under section 2.1 (Operator Interface).
- F. Demand Limiting.
1. The demand limiting program shall monitor building power consumption from signals generated by a pulse generator (provided by others) mounted at the building power meter, or from a watt transducer or current transformer attached to the building feeder lines.
 2. The demand limiting program shall be based on a predictive sliding window algorithm. The sliding window duration and sampling interval shall be set equal to that of the local Electrical Utility.

3. Control system shall be capable of demand limiting by resetting HVAC system set-points to reduce load while maintaining Indoor Air Quality (humidity, VOC, CO2) and comfort control in the space.
 4. Input capability shall also be provided for an end-of-billing period indication.
- G. Maintenance Management. The system shall monitor equipment status and generate maintenance messages based upon user designated run time, starts, and/or calendar date limits.
- H. PID Control. A PID (proportional-integral-derivative) algorithm with direct or reverse action and anti-wind-up shall be supplied. The algorithm shall calculate a time-varying analog value used to position an output or stage a series of outputs. The controlled variable, set-point, and PID gains shall be user-selectable. The set-point shall optionally be chosen to be a reset schedule.
- I. Staggered Start. This application shall prevent all controlled equipment from simultaneously restarting after a power outage. The order in which equipment (or groups of equipment) is started, along with the time delay between starts shall be user-selectable.
- J. System Calculations. Provide software to allow instantaneous power (e.g. KW), flow rates (e.g. L/s (GPM)) to be accumulated and converted to energy usage data. Provide an algorithm that calculates a sliding-window KW demand value. Provide an algorithm that calculates energy usage and weather data (heating and cooling degree days). These items shall all be available for daily, previous day, monthly and the previous month.
- K. Anti-Short Cycling. All binary output points shall be protected from short cycling. This feature shall allow minimum on-time and off-time to be selected.

2.5 BUILDING CONTROLLERS

- A. General. Provide Building Controllers to provide the performance specified in section 1 of this division. Each of these panels shall meet the following requirements.
1. The Building Automation System shall be composed of one or more independent, stand-alone, microprocessor based Building Controllers to manage the global strategies described in System software section.
 2. The Building Controller shall have sufficient memory to support its operating system, database, and programming requirements.
 3. The controller shall provide a communications port for connection of the Portable Operators Terminal using Point to Point BACnet physical/data link layer protocol or a connection to the inter-network.
 4. The operating system of the Controller shall manage the input and output communications signals to allow distributed controllers to share real and virtual point information and allow central monitoring and alarms.
 5. Controllers that perform scheduling shall have a real time clock.
 6. Data shall be shared between networked Building Controllers.
 7. The Building Controller shall continually check the status of its processor and memory circuits. If an abnormal operation is detected, the controller shall:
 - a. Assume a predetermined failure mode.
 - b. Generate an alarm notification.
 8. BACnet. The Building Controller shall use the Read (Initiate) and Write (Execute) Services as defined in Clauses 15.5 and 15.8, respectively, of ASHRAE Standard 135-

95, to communicate with BACnet objects in the internetwork. Objects supported shall include: Analog input, analog output, binary input, binary output, device.

- B. Communications. Each Building Controller shall reside on the Enterprise wide network which is same high speed network as the workstations. The Enterprise wide network will be provided by the owner and supports the Internet Protocol (IP). Local connections of the Building Controller shall be on ISO 8802-3 (Ethernet). Communications shall use Annex J of ASHRAE Standard 135-95. Each Building Controller shall also perform routing to a network of Custom Application and Application Specific Controllers.
- C. Environment. Controller hardware shall be suitable for the anticipated ambient conditions. Controller used in conditioned ambient shall be mounted in an enclosure, and shall be rated for operation at 0 C to 50 C (32 F to 120 F).
- D. Serviceability. Provide diagnostic LEDs for power, communications, and processor. All wiring connections shall be made to field removable, modular terminal strips or to a termination card connected by a ribbon cable.
- E. Memory. The Building Controller shall maintain all BIOS and programming information in the event of a power loss for at least 72 hours.
- F. Immunity to power and noise. Controller shall be able to operate at 90% to 110% of nominal voltage rating and shall perform an orderly shut-down below 80% nominal voltage.

2.6 CUSTOM APPLICATION CONTROLLERS

- A. General. Provide Custom Application Controllers to provide the performance specified in section 1 of this division. Each of these panels shall meet the following requirements.
 - 1. The Building Automation System shall be composed of one or more independent, stand-alone, microprocessor based Building Controllers to manage the local strategies described in System software section.
 - 2. The Controller shall have sufficient memory to support its operating system, database, and programming requirements.
 - 3. Controllers that perform scheduling shall have a real time clock.
 - 4. The operating system of the Controller shall manage the input and output communications signals to allow distributed controllers to share real and virtual point information and allow central monitoring and alarms.
 - 5. Data shall be shared between networked Controllers.
 - 6. The Controller shall continually check the status of its processor and memory circuits. If an abnormal operation is detected, the controller shall:
 - a. Assume a predetermined failure mode.
 - b. Generate an alarm notification.
- B. Environment. Controller hardware shall be suitable for the anticipated ambient conditions.
 - 1. Controllers used outdoors and/or in wet ambient shall be mounted within NEMA 4 Type waterproof enclosures, and shall be rated for operation at -40 C to 65 C.
 - 2. Controller used in conditioned ambient shall be mounted in NEMA 1 Type rated enclosures, and shall be rated for operation at 0 C to 50 C.

- C. Keypad. A local keypad and display shall be provided where specified in the sequence of operations or points list. Keypad shall be provided for interrogating and editing data. An optional system security password shall be available to prevent unauthorized use of the keypad and display.
- D. Serviceability. Provide diagnostic LEDs for power, communications, and processor. All wiring connections shall be made to field removable, modular terminal strips or to a termination card connected by a ribbon cable.
- E. Memory. The Controller shall maintain all BIOS and programming information in the event of a power loss for at least 72 hours.
- F. Immunity to power and noise. Controller shall be able to operate at 90% to 110% of nominal voltage rating and shall perform an orderly shut-down below 80% nominal voltage.

2.7 APPLICATION SPECIFIC CONTROLLERS

- A. General. Application specific controllers (ASC) are microprocessor-based DDC controllers which through hardware or firmware design are dedicated to control a specific piece of equipment. They are not fully user programmable, but are customized for operation within the confines of the equipment they are designed to serve.
 - 1. Each ASC shall be capable of stand-alone operation and shall continue to provide control functions without being connected to the network.
 - 2. Each ASC will contain sufficient I/O capacity to control the target system.
- B. Environment. The hardware shall be suitable for the anticipated ambient conditions.
 - 1. Controllers used outdoors and/or in wet ambient shall be mounted within NEMA 4 Type waterproof enclosures, and shall be rated for operation at -40 C to 65 C.
 - 2. Controller used in conditioned ambient shall be mounted in NEMA 1 Type rated enclosures, and shall be rated for operation at 0 C to 50 C.
- C. Serviceability. Provide diagnostic LEDs for power, and communications. All wiring connections shall be made to field removable, modular terminal strips or to a termination card connected by a ribbon cable.
- D. Memory. The Application Specific Controller shall maintain all BIOS and programming information in the event of a power loss for at least 90 days.
- E. Immunity to Power and noise. Controller shall be able to operate at 90% to 110% of nominal voltage rating and shall perform an orderly shut-down below 80%.
- F. Transformer. Power supply for the ASC must be rated at minimum of 125% of ASC power consumption and shall be fused or current limiting type.

2.8 COMMUNICATIONS

- A. This project shall comprise a BACnet inter-network. All PC Workstations and Building Controller components shall meet ASHRAE / ANSI Standard 135-1995, BACnet.

- B. Each BACnet device shall operate on the BACnet physical/data link protocols specified for that device as defined earlier in this section.
- C. The controls Contractor shall provide all communication media, connectors, repeaters, hubs, and routers necessary for the inter-network.
- D. All Building Controllers shall have a communications port for connections with the operator interfaces. This may be either an RS-232 port for Point to Point connection or a network interface node for connection to the Ethernet or ARCNET network.
- E. Remote operator interface via a 9600 or faster baud modem shall allow for communication with any and all controllers on this network as described in F below.
- F. Communications services over the internetwork shall result in operator interface and value passing that is transparent to the internetwork architecture as follows:
 - 1. Connection of an operator interface device to any one controller on the internetwork will allow the operator to interface with all other controllers as if that interface were directly connected to the other controllers. Data, status information, reports, system software, custom programs, etc., for all controllers shall be available for viewing and editing from any one controller on the internetwork.
 - 2. All database values (i.e., points, software variable, custom program variables) of any one controller shall be readable by any other controller on the internetwork. This value passing shall be automatically performed by a controller when a reference to a point name not located in that controller is entered into the controller's database. An operator/installer shall not be required to set up any communications services to perform internetwork value passing.
- G. The time clocks in all controllers shall be automatically synchronized daily.

2.9 INPUT/OUTPUT INTERFACE

- A. Hard-wired inputs and outputs may tie into the system through Building, Custom, or Application Specific Controllers.
- B. All input points and output points shall be protected such that shorting of the point to itself, another point, or ground will cause no damage to the controller. All input and output points shall be protected from voltage up to 24V of any duration, such that contact with this voltage will cause no damage to the controller.
- C. Binary inputs shall allow the monitoring of on/off signals from remote devices. The binary inputs shall provide a wetting current of at least 12 ma to be compatible with commonly available control devices.
- D. Pulse accumulation input points. This type of point shall conform to all the requirements of Binary Input points, and also accept up to 2 pulses per second for pulse accumulation, and shall be protected against effects of contact bounce and noise.
- E. Analog inputs shall allow the monitoring of low voltage (0-10 Vdc), current (4-20 ma), or resistance signals (thermistor, RTD). Analog inputs shall be compatible with, and field configurable to commonly available sensing devices.

- F. Binary outputs shall provide for on/off operation, or a pulsed low voltage signal for pulse width modulation control. Binary outputs on custom and building controllers shall have 3-position (on/off/auto) override switches and status lights. Outputs shall be selectable for either normally open or normally closed operation.
- G. Analog outputs shall provide a modulating signal for the control of end devices. Outputs shall provide either a 0-10 Vdc or a 4-20 ma signal as required to provide proper control of the output device. Analog outputs on building or custom programmable controllers shall have status lights and a 2-position (auto/manual) switch and manually adjustable potentiometer for manual override.

2.10 AUXILIARY CONTROL DEVICES

- A. Motorized dampers, unless otherwise specified elsewhere, shall be as follows:
 - 1. Damper frames shall be 16 gauge galvanized sheet metal or 1/8" extruded aluminum with reinforced corner bracing.
 - 2. Damper blades shall not exceed 8" in width or 48" in length. Blades are to be suitable for medium velocity performance (2,000 fpm). Blades shall be not less than 16 gauge.
 - 3. Damper shaft bearings shall be as recommended by manufacturer for application.
 - 4. All blade edges and top and bottom of the frame shall be provided with compressible seals. Side seals shall be compressible stainless steel. The blade seals shall provide for a maximum leakage rate of 10 CFM per square foot at 2.5" w.c. differential pressure.
 - 5. All leakage testing and pressure ratings will be based on AMCA Publication 500.
 - 6. Individual damper sections shall not be larger than 48" x 60". Provide a minimum of one damper actuator per section.
- B. Control dampers shall be parallel or opposed blade type as indicated in the sequence of operation.
- C. Electronic damper/valve actuators.
 - 1. The actuator shall have electronic overload or digital rotation sensing circuitry to prevent damage to the actuator throughout the rotation of the actuator.
 - 2. Where shown, for power-failure/safety applications, an internal mechanical, spring return mechanism shall be built into the actuator housing.
 - 3. All rotary spring return actuators shall be capable of both clockwise or counter clockwise spring return operation. Linear actuators shall spring return to the retracted position.
 - 4. Proportional actuators shall accept a 0-10 VDC or 0-20 ma control signal and provide a 2-10 VDC or 4-20 ma operating range.
 - 5. All 24 VAC/DC actuators shall operate on Class 2 wiring and shall not require more than 10 VA for AC or more than 8 W for DC applications. Actuators operating on 120 VAC or 230 VAC shall not required more than 11 VA.
 - 6. All non-spring return actuators shall have an external manual gear release to allow manual positioning of the damper when the actuator is not powered. Spring return actuators with more than 60 in-lb. torque capacity shall have a manual crank for this purpose.
 - 7. All modulating actuators shall have an external, built-in switch to allow the reversing of direction of rotation
 - 8. Actuators shall be provided with a conduit fitting and a minimum 1m electrical cable and shall be pre-wired to eliminate the necessity of opening the actuator housing to make electrical connections.
 - 9. Actuators shall be Underwriters Laboratories Standard 873 listed.

10. Actuators shall be designed for a minimum of 60,000 full stroke cycles at the actuator's rated torque.

D. Control Valves

1. Control valves shall be two-way or three-way type for two-position or modulating service as scheduled or shown.
2. Close-off (differential) Pressure Rating: Valve actuator and trim shall be furnished to provide the following minimum close-off pressure ratings:
 - a. Water Valves:
 - a) Two-way: 150% of total system (pump) head.
 - b) Three-way: 300% of pressure differential between ports A and B at design flow or 100% of total system (pump) head.
 - b. Steam Valves: 150% of operating (inlet) pressure.
3. Water Valves:
 - a. Body and trim style and materials shall be per manufacturer's recommendations for design conditions and service shown, with equal percentage ports for modulating service.
 - b. Sizing Criteria:
 - a) Two-position service: Line size.
 - b) Two-way modulating service: Pressure drop shall be equal to the greater of twice the pressure drop through heat exchanger (load) or 50% of the pressure difference between supply and return mains but not greater than 5 psi unless noted otherwise.
 - c) Three-way Modulating Service: Pressure drop equal to twice the pressure drop through the coil exchanger (load), 4 psi maximum.
 - d) Valves 1/2" through 2" shall be bronze body or cast brass ANSI Class 250, spring loaded, Teflon packing, quick opening for two-position service. Two-way valves to have replaceable composition disc, or stainless steel ball.
 - e) 2-1/2" valves and larger shall be cast iron ANSI Class 125 with guided plug and Teflon packing.
 - c. Water valves shall fail normally open or closed as indicated in the sequence of operation as follows:
 - a) Heating coils in air handlers - normally open.
 - b) Chilled water control valves - normally closed.
 - c) Other applications - as scheduled or as required by sequence of operation.
 - d. Zone valves shall be sized to meet the control application and they shall maintain their last position in the event of a power failure.
4. Steam Valves:
 - a. Body and trim materials shall be per manufacturer's recommendations for design conditions and service. Linear ports for modulating service.
 - b. Sizing Criteria:

- a) Two-position service: pressure drop 10% to 20% of inlet psig.
- b) Modulating service 15 psig or less: pressure drop 80% of inlet psig.
- c) Modulating service 16 to 50 psig: pressure drop 50% of inlet psig.
- d) Modulating service over 50 psig: pressure drop as scheduled on plans.

E. Temperature Sensors

- 1. Temperature sensors shall be Resistance Temperature Device (RTD) or Thermistor.
- 2. Duct sensors shall be rigid or averaging as shown. Averaging sensors shall be a minimum of 5 feet in length.
- 3. Immersion sensors shall be provided with a separable stainless steel well. Pressure rating of well is to be consistent with the system pressure in which it is to be installed.
- 4. Space sensors shall be equipped with override switch and communication port. Provide adjustable feature and display where indicated in the sequence of operation.
- 5. Provide matched temperature sensors for differential temperature measurement. Differential accuracy shall be within 0.2 F.

F. Humidity Sensors

- 1. Duct and room sensors shall have a sensing range of 20% to 80% with accuracy of $\pm 5\%$ RH
- 2. Duct sensors shall be provided with a sampling chamber.
- 3. Outdoor air humidity sensors shall have a sensing range of 20% to 95% RH. It shall be suitable for ambient conditions of -40 F to 170 F.
- 4. Humidity sensor's drift shall not exceed 1% of full scale per year.

G. Static Pressure Sensors

- 1. Sensor shall have linear output signal. Zero and span shall be field-adjustable.
- 2. Sensor sensing elements shall withstand continuous operating conditions plus or minus 50% greater than calibrated span without damage.
- 3. Water pressure sensor shall have stainless steel diaphragm construction, proof pressure of 150 psi minimum. Sensor shall be complete with 4-20 ma output, required mounting brackets, and block and bleed valves. Mount in location accessible for service.
- 4. Water differential pressure sensor shall have stainless steel diaphragm construction, proof pressure of 150 psi minimum. Over-range limit (DP) and maximum static pressure shall be 3,000 psi. Transmitter shall be complete with 4-20 ma output, required mounting brackets, and five-valve manifold. Mount in a location accessible for service.

H. Low Limit Thermostats

- 1. Safety low limit thermostats shall be vapor pressure type with an element 20 ft. minimum length. Element shall respond to the lowest temperature sensed by any one foot section.
- 2. Low limit shall be manual reset only.

I. Indoor Air Quality Sensors

- 1. Indoor air quality sensors shall measure both total percentage VOCs and CO₂ in PPM. Sensors shall be duct or space mounted.

J. Flow Switches

- 1. Flow-proving switches shall be either paddle or differential pressure type.

2. Differential pressure type switches (air or water service) shall be UL listed, SPDT snap-acting, pilot duty rated (125 VA minimum), NEMA 1 Type enclosure, with scale range and differential suitable for intended application, or as specified.
3. Current sensing relays may be used for flow sensing or terminal devices.

K. Relays

1. Control relays shall be UL listed plug-in type with dust cover. Contact rating, configuration, and coil voltage suitable for application.
2. Time delay relays shall be UL listed solid-state plug-in type with adjustable time delay. Delay shall be adjustable plus or minus 200% (minimum) from set-point shown on plans. Contact rating, configuration, and coil voltage suitable for application. Provide NEMA 1 Type enclosure when not installed in local control panel.

L. Transformers and Power Supplies

1. Control transformers shall be UL listed, Class 2 current-limiting type, or shall be furnished with over-current protection in both primary and secondary circuits for Class 2 service.
2. Unit output shall match the required output current and voltage requirements. Current output shall allow for a 50% safety factor. Output ripple shall be 3.0 mV maximum Peak-to-Peak. Regulation shall be 0.10% line and load combined, with 50 microsecond response time for 50% load changes. Unit shall have built-in over-voltage protection.
3. Unit shall operate between 0 C and 50 C.
4. Unit shall be UL recognized.

M. Current Switches

1. Current-operated switches shall be self-powered, solid state with adjustable trip current. The switches shall be selected to match the current of the application and output requirements of the DDC system.

N. Local Control Panels

1. All indoor control cabinets shall be fully enclosed NEMA 1 Type construction with hinged door, key-lock latch, removable sub-panels. A single key shall be common to all field panels and sub-panels.
2. Interconnections between internal and face-mounted devices pre-wired with color-coded stranded conductors neatly installed in plastic troughs and/or tie-wrapped. Terminals for field connections shall be UL listed for 600-volt service, individually identified per control/interlock drawings, with adequate clearance for field wiring. Control terminations for field connection shall be individually identified per control drawings.
3. Provide on/off power switch with over-current protection and main air gauge for control power sources to each local panel.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. The project plans shall be thoroughly examined for control device and equipment locations, and any discrepancies, conflicts, or omissions shall be reported to the Architect/Engineer for resolution before rough-in work is started.

- B. The contractor shall inspect the site to verify that equipment is installable as shown, and any discrepancies, conflicts, or omissions shall be reported to the Architect/Engineer for resolution before rough-in work is started.

3.2 GENERAL WORKMANSHIP

- A. Install equipment, piping, wiring/conduit parallel to building lines (i.e. horizontal, vertical, and parallel to walls) wherever possible.
- B. Provide sufficient slack and flexible connections to allow for vibration of piping and equipment.
- C. Install all equipment in readily accessible location as defined by chapter 1 article 100 part A of the NEC. Control panels shall be attached to structural walls unless mounted in equipment enclosure specifically designed for that purpose. Panels shall be mounted to allow for unobstructed access for service.
- D. Verify integrity of all wiring to ensure continuity and freedom from shorts and grounds.
- E. All equipment, installation, and wiring shall comply with acceptable industry specifications and standards for performance, reliability, and compatibility and be executed in strict adherence to local codes and standard practices.

3.3 WIRING

- A. All control and interlock wiring shall comply with the national and local electrical codes and Division 26 of these specifications. Where the requirements of this section differ with those in Division 26, the requirements of this section shall take precedence.
- B. Install all Class 2 wires in conduit in the following locations:
 - 1. Mechanical spaces.
 - 2. Concealed inaccessible walls, chassis, ceiling, etc.
- C. Where Class 2 wires are in concealed and accessible locations including ceiling return air plenums, approved cables not in raceway may be used provided that:
 - 1. Circuits meet NEC Class 2 (current-limited) requirements. (Low-voltage power circuits shall be sub-fused when required to meet Class 2 current-limit.)
 - 2. All cables shall be UL listed for application, i.e. cables used in ceiling plenums shall be UL listed specifically for that purpose.
- D. Do not install Class 2 wiring in conduit containing Class 1 wiring. Boxes and panels containing high voltage may not be used for low voltage wiring except for the purpose of interfacing the two (e.g. relays and transformers).
- E. Where class 2 wiring is run exposed, wiring shall be run parallel along a surface or perpendicular to it, and bundled, using approved wire ties at no greater than 10 ft intervals. Such bundled cable shall be fastened to the structure, using specified fasteners, at 5 ft intervals or more often to achieve a neat and workmanlike result.
- F. All wire-to-device connections shall be made at a terminal blocks or terminal strip. All wire-to-wire connections shall be at a terminal block, or with a crimped connector. All wiring within

enclosures shall be neatly bundled and anchored to permit access and prevent restriction to devices and terminals.

- G. Maximum allowable voltage for control wiring shall be 120V. If only higher voltages are available, the Control System Contractor shall provide step down transformers.
- H. All wiring shall be installed as continuous lengths, where possible. Any required splices shall be made only within an approved junction box or other approved protective device.
- I. Install plenum wiring in sleeves where it passes through walls and floors. Maintain fire rating at all penetrations in accordance with other sections of this specification and local codes.
- J. Size of conduit and size and type of wire shall be the design responsibility of the Control System Contractor, in keeping with the manufacturer's recommendation and NEC.
- K. Control and status relays are to be located in designated enclosures only. These relays may also be located within packaged equipment control panel enclosures. These relays shall not be located within Class 1 starter enclosures.
- L. Follow manufacturer's installation recommendations for all communication and network cabling. Network or communication cabling shall be run separately from other wiring.
- M. Adhere to Division 26 requirements for installation of raceway.
- N. This Contractor shall terminate all control and/or interlock wiring and shall maintain updated (as-built) wiring diagrams with termination's identified at the job site.
- O. Flexible metal conduits and liquid-tight, flexible metal conduits shall not exceed 3' in length and shall be supported at each end. Flexible metal conduit less than 1/2" electrical trade size shall not be used. In areas exposed to moisture, including chiller and boiler rooms, liquid-tight, flexible metal conduits shall be used.

3.4 FIBER OPTIC CABLE SYSTEM

- A. All cabling shall be installed in a neat and workmanlike manner. Minimum cable and unjacketed fiber bend radii as specified by cable manufacturer shall be maintained.
- B. Maximum pulling tensions as specified by the cable manufacturer shall not be exceeded during installation. Post installation residual cable tension shall be within cable manufacture's specifications.
- C. Fiber optic cabinets, hardware, and cable entering the cabinet shall be installed in accordance with manufacturers' instructions. Minimum cable and unjacketed fiber bend radii as specified by cable manufacturer shall be maintained.

3.5 INSTALLATION OF SENSORS

- A. Install sensors in accordance with the manufacturer's recommendations.
- B. Mount sensors rigidly and adequate for the environment within which the sensor operates.

- C. Room temperature sensors shall be installed on concealed junction boxes properly supported by the wall framing.
- D. All wires attached to sensors shall be air sealed in their conduits or in the wall to stop air transmitted from other areas affecting sensor readings.
- E. Install duct static pressure tap with tube end facing directly down-stream of air flow.
- F. Sensors used in mixing plenums, and hot and cold decks shall be of the averaging type. Averaging sensors shall be installed in a serpentine manner horizontally across duct. Each bend shall be supported with a capillary clip.
- G. All pipe mounted temperature sensors shall be installed in wells. Install all liquid temperature sensors with heat conducting fluid in thermal wells.
- H. Wiring for space sensors shall be concealed in building walls. EMT conduit is acceptable within mechanical and service rooms.
- I. Install outdoor air temperature sensors on north wall complete with sun shield at designated location.

3.6 FLOW SWITCH INSTALLATION

- A. Install using a thread-o-let in steel pipe. In copper pipe use C x C x F Tee, no pipe extensions or substitutions allowed.
- B. Mount a minimum of 5 pipe diameters up stream and 5 pipe diameters downstream or 2 feet which ever is greater, from fittings and other obstructions.
- C. Install in accordance with manufacturers instructions.
- D. Assure correct flow direction and alignment.
- E. Mount in horizontal piping - flow switch on top of the pipe.

3.7 ACTUATORS

- A. Mount and link control damper actuators per manufacturer's instructions.
- B. To compress seals when spring return actuators are used on normally closed dampers, power actuator to approximately 5° open position, manually close the damper, and then tighten the linkage.
- C. Check operation of damper/actuator combination to confirm that actuator modulates damper smoothly throughout stroke to both open and closed positions.
- D. Valves - Actuators shall be mounted on valves with adapters approved by the actuator manufacturer. Actuators and adapters shall be mounted following manufacturer's recommendations.

3.8 WARNING LABELS

- A. Affix plastic labels on each starter and equipment automatically controlled through the Control System. Label shall indicate the following:

CAUTION

This equipment is operating under automatic control and may start at any time without warning.

3.9 IDENTIFICATION OF HARDWARE AND WIRING

- A. All wiring and cabling, including that within factory-fabricated panels, shall be labeled at each end within 2" of termination with a cable identifier and other descriptive information.
- B. Permanently label or code each point of field terminal strips to show the instrument or item served.
- C. Identify control panels with minimum 1 cm letters on laminated plastic nameplates.
- D. Identify all other control components with permanent labels. Identifiers shall match record documents. All plug-in components shall be labeled such that removal of the component does not remove the label.

3.10 CONTROLLERS

- A. Provide a separate Controller for each major piece of HVAC equipment. Points used for control loop reset such as outside air or space temperature are exempt from this requirement.
- B. Building Controllers and Custom Application Controllers shall be selected to provide a minimum of 15% spare I/O point capacity for each point type found at each location. If input points are not universal, 15% of each type is required. If outputs are not universal, 15% of each type is required. A minimum of one spare is required for each type of point used.
- C. Future use of spare capacity shall require providing the field device, field wiring, point database definition, and custom software. No additional Controller boards or point modules shall be required to implement use of these spare points.

3.11 PROGRAMMING

- A. Provide sufficient internal memory for the specified control sequences and trend logging. There shall be a minimum of 25% of available memory free for future use.
- B. Point Naming: System point names shall be modular in design, allowing easy operator interface without the use of a written point index.
- C. Software Programming
1. Provide programming for the system as per specifications and adhere to the strategy algorithms provided. All other system programming necessary for the operation of the

system but not specified in this document shall also be provided by the Control System Contractor. Imbed into the control program sufficient comment statements to clearly describe each section of the program. The comment statements shall reflect the language used in the sequence of operations.

D. Operators' Interface

1. Standard Graphics. Provide graphics for each major piece of equipment and floor plan in the building. This includes each Air Handler, VAV Terminal, Fan Coil, Boiler, Heat Exchanger. These standard graphics shall show all points dynamically as specified in the points list.
2. The controls contractor shall provide all the labor necessary to install, initialize, start-up, and trouble-shoot all operator interface software and their functions as described in this section. This includes any operating system software, the operator interface data-base, and any third-party software installation and integration required for successful operation of the operator interface.
3. As part of this execution phase, the controls contractor will perform a complete test of the operator interface. Test duration shall be a minimum of 16 hours on-site. Tests shall be made in the presence of the Owner or Owner's representative.

E. Demonstration: A complete demonstration and readout of the capabilities of the monitoring and control system shall be performed. The contractor shall dedicate a minimum of 24 hours on-site with the Owner and his representatives for a complete functional demonstration of all the system requirements. This demonstration constitutes a joint acceptance inspection and permits acceptance of the delivered system for on-line operation.

F. Adjustments: Provide up to 4 additional site visits during the first year of operation to adjust systems and provide owner instruction as required for seasonal adjustments.

3.12 CLEANING

- A. This contractor shall clean up all debris resulting from his or her activities daily. The contractor shall remove all cartons, containers, crates, etc. under his control as soon as their contents have been removed. Waste shall be collected and placed in a location designated by the Construction Manager or General Contractor.
- B. At the completion of work in any area, the Contractor shall clean all of his/her work, equipment, etc., making it free from dust, dirt and debris, etc.
- C. At the completion of work, all equipment furnished under this Section shall be checked for paint damage, and any factory finished paint that has been damaged shall be repaired to match the adjacent areas. Any metal cabinet or enclosure that has been deformed shall be replaced with new material and repainted to match the adjacent areas.

3.13 PROTECTION

- A. The Contractor shall protect all work and material from damage by his/her work or workers and shall be liable for all damage thus caused.
- B. The Contractor shall be responsible for his/her work and equipment until finally inspected, tested, and accepted. The Contractor shall protect his/her work against theft or damage and shall carefully store material and equipment received on site that is not immediately installed.

The Contractor shall close all open ends of work with temporary covers or plugs during storage and construction to prevent entry of foreign objects.

3.14 TRAINING

- A. Provide a minimum of 3 classroom training sessions, 8 hours each, throughout the contract period for personnel designated by the Owner. Computer-based training may be substituted for up to 24 hours of hands on training.
- B. Train the designated staff of Owner's representative and Owner to enable them to proficiently operate the system; create, modify and delete programming; add, remove and modify physical points for the system; add additional panels when required.
- C. These objectives will be divided into three logical groupings; participants may attend one or more of these, depending on level of knowledge required:
 - 1. Day-to-day Operators
 - 2. System Troubleshooter
 - 3. System Manager: parts
- D. Provide course outline and materials as per Part 1 of this Section. The instructor(s) shall provide one copy of training material per student.
- E. The instructor(s) shall be factory-trained instructors experienced in presenting this material.
- F. Classroom training shall be done using a network of working controllers representative of the installed hardware or at the customers site.

3.15 FIELD QUALITY CONTROL

- A. All work, materials and equipment shall comply with the rules and regulations of applicable local, state, and federal codes and ordinances as identified in Part 1 of this Section.
- B. Contractor shall continually monitor the field installation for code compliance and quality of workmanship. All visible piping and or wiring runs shall be installed parallel to building lines and properly supported.
- C. Contractor shall arrange for field inspections by local and/or state authorities having jurisdiction over the work.

3.16 ACCEPTANCE

- A. The control systems will not be accepted as meeting the requirements of Completion until all tests described in this specification have been performed to the satisfaction of both the Engineer and Owner. Any tests that cannot be performed due to circumstances beyond the control of the Contractor may be exempt from the Completion requirements if stated as such in writing by the Owner's representative. Such tests shall then be performed as part of the warranty.

END OF SECTION 230900

SECTION 230923.12 - CONTROL DAMPERS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes the following types of control dampers and actuators for DDC systems:
 - 1. Rectangular control dampers.
 - 2. Round control dampers.
 - 3. General control-damper actuator requirements.
 - 4. Electric and electronic actuators.
- B. Related Requirements:
 - 1. Section 230923 "Direct-Digital Control System for HVAC" for control equipment and software, relays, electrical power devices, uninterruptible power supply units, wire, and cable.

1.2 DEFINITIONS

- A. DDC: Direct-digital control.
- B. RMS: Root-mean-square value of alternating voltage, which is the square root of the mean value of the square of the voltage values during a complete cycle.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product, including the following:
 - 1. Construction details, material descriptions, dimensions of individual components and profiles, and finishes.
 - 2. Operating characteristics, electrical characteristics, and furnished accessories indicating process operating range, accuracy over range, control signal over range, default control signal with loss of power, calibration data specific to each unique application, electrical power requirements, and limitations of ambient operating environment, including temperature and humidity.
 - 3. Product description with complete technical data, performance curves, and product specification sheets.
 - 4. Installation instructions, including factors affecting performance.
- B. Shop Drawings:
 - 1. Include plans, elevations, sections, and mounting details.
 - 2. Include details of product assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 3. Include diagrams for power, signal, and control wiring.
 - 4. Include diagrams for air and process signal tubing.
 - 5. Include diagrams for pneumatic signal and main air tubing.

1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Plan drawings and corresponding product installation details, drawn to scale, on which the following items are shown and coordinated with each other, using input from installers of the items involved:
 - 1. Product installation location shown in relationship to room, duct, and equipment.
 - 2. Size and location of wall access panels for control dampers and actuators installed behind walls.
 - 3. Size and location of ceiling access panels for control dampers and actuators installed above inaccessible ceilings.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For control dampers to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. ASME Compliance: Fabricate and label products to comply with ASME Boiler and Pressure Vessel Code where required by authorities having jurisdiction.
- C. Selection Criteria:
 - 1. Fail positions unless otherwise indicated:
 - a. Outdoor Air: Close.
 - b. Exhaust Air: Close.
 - 2. Dampers shall have stable operation throughout full range of operation, from design to minimum airflow over varying pressures and temperatures encountered.
 - 3. Two-position dampers shall be full size of duct or equipment connection unless otherwise indicated.

2.2 RECTANGULAR CONTROL DAMPERS

- A. General Requirements:
 - 1. Unless otherwise indicated, use parallel blade configuration for two-position control, equipment isolation service, and when mixing two airstreams. For other applications, use opposed blade configuration.
 - 2. Factory assemble multiple damper sections to provide a single damper assembly of size required by the application.

3. Damper actuator shall be factory installed by damper manufacturer as integral part of damper assembly. Coordinate actuator location and mounting requirements with damper manufacturer.

B. Rectangular Dampers with Aluminum Airfoil Blades:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following.
 - a. Ruskin
 - b. Greenheck
2. Performance:
 - a. Leakage: AMCA 511, Class 1A. Leakage shall not exceed 3 cfm/sq. ft. (15.2 L/s per sq. m) against 1-in. wg (250-Pa) differential static pressure.
 - b. Pressure Drop: 0.05-in. wg (12.5 Pa) at 1500 fpm (7.6 m/s) across a 24-by-24-inch (600-by-600-mm) damper when tested according to AMCA 500-D, figure 5.3.
 - c. Velocity: Up to 6000 fpm (30 m/s).
 - d. Temperature: Minus 40 to plus 185 deg F (Minus 40 to plus 85 deg C).
 - e. Pressure Rating: Damper close-off pressure equal to fan shutoff pressure with a maximum blade deflection of 1/200 of blade length.
 - f. Damper shall have AMCA seal for both air leakage and air performance.
3. Construction:
 - a. Frame:
 - 1) Material: ASTM B211, Alloy 6063 T5 extruded-aluminum profiles, 0.07 inch (1.8 mm) thick.
 - 2) Hat-shaped channel with integral flange(s). Mating face shall be a minimum of 1 inch (25 mm).
 - 3) Width not less than 5 inches (125 mm).
 - b. Blades:
 - 1) Hollow, airfoil, extruded aluminum.
 - 2) Parallel or opposed blade configuration as required by application.
 - 3) Material: ASTM B211, Alloy 6063 T5 aluminum, 0.07 inch (1.8 mm) thick.
 - 4) Width not to exceed 6 inches (150 mm).
 - 5) Length as required by close-off pressure, not to exceed 48 inches (1200 mm).
 - c. Seals:
 - 1) Blades: Replaceable, mechanically attached extruded silicone, vinyl, or plastic composite.
 - 2) Jambs: Stainless steel, compression type.

- d. Axles: ~~0.5-inch-~~ (13-mm-) diameter plated or stainless steel, mechanically attached to blades.
- e. Bearings:
 - 1) Molded synthetic or stainless-steel sleeve mounted in frame.
 - 2) Where blade axles are installed in vertical position, provide thrust bearings.
- f. Linkage:
 - 1) Concealed in frame.
 - 2) Constructed of aluminum and plated or stainless steel.
 - 3) Hardware: Stainless steel.
- g. Transition:
 - 1) For round and flat oval duct applications, provide damper assembly with integral transitions to mate to adjoining field connection.
 - 2) Factory mount damper in a sleeve with a close transition to mate to field connection.
 - 3) Damper size and sleeve shall be connection size plus ~~2 inches~~ (50 mm).
 - 4) Sleeve length shall be not less than ~~12 inches~~ (300 mm) for dampers without jackshafts and shall be not less than ~~16 inches~~ (450 mm) for dampers with jackshafts.
 - 5) Sleeve material shall match adjacent duct.

2.3 GENERAL CONTROL-DAMPER ACTUATORS REQUIREMENTS

- A. Actuators shall operate related damper(s) with sufficient reserve power to provide smooth modulating action or two-position action and proper speed of response at velocity and pressure conditions to which the damper is subjected.
- B. Actuators shall produce sufficient power and torque to close off against the maximum system pressures encountered. Actuators shall be sized to close off against the fan shutoff pressure as a minimum requirement.
- C. The total damper area operated by an actuator shall not exceed 80 percent of manufacturer's maximum area rating.
- D. Provide one actuator for each damper assembly where possible. Multiple actuators required to drive a single damper assembly shall operate in unison.
- E. Avoid the use of excessively oversized actuators which could overdrive and cause linkage failure when the damper blade has reached either its full open or closed position.
- F. Use jackshafts and shaft couplings in lieu of blade-to-blade linkages when driving axially aligned damper sections.
- G. Provide mounting hardware and linkages for connecting actuator to damper.
- H. Select actuators to fail in desired position in the event of a power failure.
- I. Actuator Fail Positions: As indicated below:

1. Exhaust Air: Close.
2. Outdoor Air: Close.

2.4 ELECTRIC AND ELECTRONIC ACTUATORS

- A. Type: Motor operated, with or without gears, electric and electronic.
- B. Voltage:
1. See Drawings.
 2. Actuator shall deliver torque required for continuous uniform movement of controlled device from limit to limit when operated at rated voltage.
 3. Actuator shall function properly within a range of 85 to 120 percent of nameplate voltage.
- C. Construction:
1. Less Than 100 W: Fiber or reinforced nylon gears with steel shaft, copper alloy or nylon bearings, and pressed steel enclosures.
 2. 100 up to 400 W: Gears ground steel, oil immersed, shaft-hardened steel running in bronze, copper alloy, or ball bearings. Operator and gear trains shall be totally enclosed in dustproof cast-iron, cast-steel, or cast-aluminum housing.
 3. Greater Than 400 W: Totally enclosed reversible induction motors with auxiliary hand crank and permanently lubricated bearings.
- D. Field Adjustment:
1. Spring return actuators shall be easily switchable from fail open to fail closed in the field without replacement.
 2. Provide gear-type actuators with an external manual adjustment mechanism to allow manual positioning of the damper when the actuator is not powered.
- E. Two-Position Actuators: Single direction, spring return or reversing type.
- F. Modulating Actuators:
1. Capable of stopping at all points across full range, and starting in either direction from any point in range.
 - a. Proportional: Actuator drives proportional to input signal and modulates throughout its angle of rotation. Suitable for zero- to 10-V or 2- to 10-V dc and 4- to 20-mA signals.
- G. Position Feedback:
1. Equip two-position actuators with limits switches or other positive means of a position indication signal for remote monitoring of open and close position.
 2. Equip modulating actuators with a position feedback through current or voltage signal for remote monitoring.
 3. Provide a position indicator and graduated scale on each actuator indicating open and closed travel limits.
- H. Fail-Safe:

1. Where indicated, provide actuator to fail to an end position.
 2. Internal spring return mechanism to drive controlled device to an end position (open or close) on loss of power.
 3. Batteries, capacitors, and other non-mechanical forms of fail-safe operation are acceptable only where uniquely indicated.
- I. Integral Overload Protection:
1. Provide against overload throughout the entire operating range in both directions.
 2. Electronic overload, digital rotation sensing circuitry, mechanical end switches, or magnetic clutches are acceptable methods of protection.
- J. Damper Attachment:
1. Unless otherwise required for damper interface, provide actuator designed to be directly coupled to damper shaft without need for connecting linkages.
 2. Attach actuator to damper drive shaft in a way that ensures maximum transfer of power and torque without slippage.
 3. Bolt and set screw method of attachment is acceptable only if provided with at least two points of attachment.
- K. Temperature and Humidity:
1. Temperature: Suitable for operating temperature range encountered by application with minimum operating temperature range of **minus 20 to plus 120 deg F (minus 29 to plus 49 deg C)**.
 2. Humidity: Suitable for humidity range encountered by application; minimum operating range shall be from 5 to 95 percent relative humidity, non-condensing.
- L. Enclosure:
1. Suitable for ambient conditions encountered by application.
 2. NEMA 250, Type 2 for indoor and protected applications.
 3. NEMA 250, Type 4 or Type 4X for outdoor and unprotected applications.
 4. Provide actuator enclosure with a heater and controller where required by application.
- M. Stroke Time:
1. Operate damper from fully closed to fully open within 15 seconds.
 2. Operate damper from fully open to fully closed within 15 seconds.
 3. Move damper to failed position within 30 seconds.
 4. Select operating speed to be compatible with equipment and system operation.
 5. Actuators operating in smoke control systems comply with governing code and NFPA requirements.
- N. Sound:
1. Spring Return: 62 dBA.
 2. Non-Spring Return: 45 dBA.

PART 3 - EXECUTION**3.1 EXAMINATION**

- A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Examine roughing-in for dampers and instruments installed in duct systems to verify actual locations of connections before installation.
- C. Prepare written report, endorsed by Installer, listing conditions detrimental to performance.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION, GENERAL

- A. Furnish and install products required to satisfy most stringent requirements indicated.
- B. Provide ceiling, floor, roof, and wall openings and sleeves required by installation. Before proceeding with drilling, punching, or cutting, check location first for concealed products that could potentially be damaged. Patch, flash, grout, seal, and refinish openings to match adjacent condition.
- C. Seal penetrations made in fire-rated and acoustically rated assemblies.
- D. Fastening Hardware:
 - 1. Stillson wrenches, pliers, or other tools that will cause injury to or mar surfaces of rods, nuts, and other parts are prohibited for assembling and tightening nuts.
 - 2. Tighten bolts and nuts firmly and uniformly. Do not overstress threads by excessive force or by oversized wrenches.
 - 3. Lubricate threads of bolts, nuts, and screws with graphite and oil before assembly.
- E. Install products in locations that are accessible and that will permit calibration and maintenance from floor, equipment platforms, or catwalks. Where ladders are required for Owner's access, confirm unrestricted ladder placement is possible under occupied condition.

3.3 ELECTRIC POWER

- A. Furnish and install electrical power to products requiring electrical connections.
- B. Furnish and install circuit breakers. Comply with requirements in Section 262816 "Enclosed Switches and Circuit Breakers."
- C. Furnish and install power wiring. Comply with requirements in Section 260519 "Low-Voltage Electrical Power Conductors and Cables."
- D. Furnish and install raceways. Comply with requirements in Section 260533 "Raceways and Boxes for Electrical Systems."

3.4 CONTROL DAMPERS

- A. Install smooth transitions, not exceeding 30 degrees, to dampers smaller than adjacent duct. Install transitions as close to damper as possible but at distance to avoid interference and impact to performance. Consult manufacturer for recommended clearance.
- B. Clearance:
 - 1. Locate dampers for easy access and provide separate support of dampers that cannot be handled by service personnel without hoisting mechanism.
 - 2. Install dampers with at least 24 inches (600 mm) of clear space on sides of dampers requiring service access.
- C. Service Access:
 - 1. Dampers and actuators shall be accessible for visual inspection and service.
 - 2. Install access door(s) in duct or equipment located upstream of damper to allow service personnel to hand clean any portion of damper, linkage, and actuator. Comply with requirements in Section 233300 "Air Duct Accessories."
- D. Install dampers straight and true, level in all planes, and square in all dimensions. Install supplementary structural steel reinforcement for large multiple-section dampers if factory support alone cannot handle loading.
- E. Attach actuator(s) to damper drive shaft.
- F. For duct-mounted and equipment-mounted dampers installed outside of equipment, install a visible and accessible indication of damper position from outside.

3.5 CONNECTIONS

- A. Connect electrical devices and components to electrical grounding system. Comply with requirements in Section 260526 "Grounding and Bonding for Electrical Systems."

3.6 IDENTIFICATION

- A. Identify system components, wiring, cabling, and terminals. Each piece of wire, cable, and tubing shall have the same designation at each end for operators to determine continuity at points of connection. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."
- B. Install engraved phenolic nameplate with damper identification on damper and on face of ceiling where damper is concealed above ceiling.

3.7 CHECKOUT PROCEDURES

- A. Control-Damper Checkout:
 - 1. Check installed products before continuity tests, leak tests, and calibration.
 - 2. Check dampers for proper location and accessibility.

3. Check instrument tubing for proper isolation, fittings, slope, dirt legs, drains, material, and support.
4. For pneumatic products, verify air supply for each product is properly installed.
5. For pneumatic dampers, verify that pressure gages are provided in each air line to damper actuator and positioner.
6. Verify that control dampers are installed correctly for flow direction.
7. Verify that proper blade alignment, either parallel or opposed, has been provided.
8. Verify that damper frame attachment is properly secured and sealed.
9. Verify that damper actuator and linkage attachment are secure.
10. Verify that actuator wiring is complete, enclosed, and connected to correct power source.
11. Verify that damper blade travel is unobstructed.

3.8 ADJUSTMENT, CALIBRATION, AND TESTING:

- A. Stroke and adjust control dampers following manufacturer's recommended procedure, from 100 percent open to 100 percent closed back to 100 percent open.
- B. Stroke control dampers with pilot positioners. Adjust damper and positioner following manufacturer's recommended procedure, so damper is 100 percent closed, 50 percent closed, and 100 percent open at proper air pressure.
- C. Check and document open and close cycle times for applications with a cycle time of less than 30 seconds.
- D. For control dampers equipped with positive position indication, check feedback signal at multiple positions to confirm proper position indication.

END OF SECTION 230923.12

SECTION 232113 – HYDRONIC PIPING

PART 1 - GENERAL

1.1 SUBMITTALS

- A. Product Data: For each type of special-duty valve and specialty. Include flow and pressure drop curves based on manufacturer's testing for calibrated balancing valves, automatic flow-control valves, and specialty.
- B. Shop Drawings from the manufacturer detailing equipment assemblies and dimensions, weights, and required clearances, and location and size of each field connection.
- C. Field Test Reports: Written reports of tests specified in Part 3 of this Section. Include the following:
 - 1. Test procedures used.
 - 2. Test results that comply with requirements.
 - 3. Failed test results and corrective action taken to achieve requirements.
- D. Maintenance Data: For hydronic specialties and special-duty valves to include in maintenance manuals specified in Division 1.
- E. Grooved joint couplings and fittings shall be shown on drawings and product submittals and shall be specifically identified with the applicable Victaulic style or series number.

1.2 QUALITY ASSURANCE

- A. Welding: Qualify processes and operators according to the ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
- B. ASME Compliance: Comply with ASME B31.9, "Building Services Piping," for materials, products, and installation. Safety valves and pressure vessels shall bear the appropriate ASME label. Fabricate and stamp air separators and expansion tanks to comply with the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.
- C. To assure uniformity and compatibility of piping components in grooved piping systems, all grooved products utilized shall be supplied by a single manufacturer. Grooving tools shall be of the same manufacturer as the grooved components.

1.3 COORDINATION

- A. Coordinate layout and installation of hydronic piping and suspension system components with other construction, including light fixtures, HVAC equipment, fire-suppression-system components, and partition assemblies.
- B. Coordinate pipe sleeve installations for foundation wall penetrations.
- C. Coordinate piping installation with roof curbs, equipment supports, and roof penetrations.

- D. Coordinate pipe fitting pressure classes with products specified in related Sections.
- E. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into base. Concrete, reinforcement, and formwork requirements are specified in Division 3 Sections.
- F. Coordinate installation of pipe sleeves for penetrations through exterior walls and floor assemblies. Coordinate with requirements for firestopping specified in other Divisions.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Grooved Mechanical-Joint Fittings and Couplings:
 - a. Victaulic Company of America.
 - 2. Calibrated Balancing Valves:
 - a. Flow Design, Inc.
 - b. Gerand Engineering Company.
 - c. Griswold Controls.
 - d. Tour and Andersson, Victaulic
 - 3. Grooved End Steel Pipe Expansion Joints:
 - a. Victaulic Company of America.
 - 4. Flexible-Hose Expansion Joints:
 - a. Metraflex, Inc.
 - b. Flex-Hose Co., Inc.
 - c. Flexicraft Industries.
 - d. Senior Flexonics, Inc.
 - 5. Hose Kits:
 - a. Metraflex, Inc.
 - b. Flex-Hose Co., Inc.
 - c. Flexicraft Industries.
 - d. Senior Flexonics, Inc.

2.2 PIPING MATERIALS

- A. General: Refer to Part 3 "Piping Applications" Article for applications of pipe and fitting materials.

2.3 COPPER TUBE AND FITTINGS

- A. Drawn-Temper Copper Tubing: ASTM B 88, Type L.
- B. Annealed-Temper Copper Tubing: ASTM B 88, Type K.
- C. DWV Copper Tubing: ASTM B 306, Type DWV.
- D. Wrought-Copper Fittings: ASME B16.22.
- E. Wrought-Copper Unions: ASME B16.22.
- F. Solder Filler Metals: ASTM B 32, 95-5 tin antimony.
- G. Brazing Filler Metals: AWS A5.8, Classification BAg-1 (silver).
- H. Grooved Mechanical-Joint Fittings: ASME B16.22 wrought copper or ASME B16.18 bronze casting with copper tubing sized grooved ends (flaring of tube and fitting ends to IPS dimensions is not permitted).
- I. Grooved Mechanical-Joint Couplings: "Installation Ready" stab-on design, for direct 'stab' installation onto roll grooved copper tube without prior field disassembly and no loose parts. Housings shall be ductile iron cast with offsetting, angle-pattern bolt pads, coated with copper-colored enamel. Gasket shall be Grade "EHP" EPDM with unique sealing design, suitable for temperatures up to 250 deg F and plated steel bolts and nuts. Victaulic Style 607 QuickVic™.

2.4 STEEL PIPE AND FITTINGS

- A. Steel Pipe, NPS 2 and Smaller: ASTM A 53/A 53M, Type S (seamless) or Type F (furnace-butt welded), Grade B, Schedule 40, black steel, plain ends.
- B. Steel Pipe, NPS 2-1/2 through NPS 12: ASTM A 53/A 53M, Type E (electric-resistance welded), Grade B, Schedule 40, black steel, plain ends.
- C. Cast-Iron Threaded Fittings: ASME B16.4; Classes 125 and 250.
- D. Malleable-Iron Threaded Fittings: ASME B16.3, Classes 150 and 300.
- E. Malleable-Iron Unions: ASME B16.39; Classes 150, 250, and 300.
- F. Cast-Iron Pipe Flanges and Flanged Fittings: ASME B16.1, Classes 25, 125, and 250; raised ground face, and bolt holes spot faced.
- G. Wrought-Steel Fittings: ASTM A 234/A 234M, wall thickness to match adjoining pipe.
- H. Wrought Cast- and Forged-Steel Flanges and Flanged Fittings: ASME B16.5, including bolts, nuts, and gaskets of the following material group, end connections, and facings:
 - 1. Material Group: 1.1.
 - 2. End Connections: Butt welding.
 - 3. Facings: Raised face.

- I. Grooved Mechanical-Joint Fittings: ASTM A 536, Grade 65-45-12 ductile iron; ASTM A 53, Type F, E, or S, Grade B fabricated steel; or ASTM A 106, Grade B steel fittings with grooves or shoulders designed to accept Victaulic grooved end couplings.
- J. Grooved Mechanical-Joint Couplings: Ductile-iron housing and synthetic rubber gasket of central cavity pressure-responsive design; with nuts, bolts, locking pin, locking toggle, or lugs to secure grooved pipe and fittings. Comply with ASTM A 536 Grade 65-45-12, 65,000 PSI minimum tensile strength.
 - 1. Key section designed to engage fully into the groove tying the joint integrally to the pipe.
 - 2. Gaskets shall be suitable for the temperature and fluid used in the system. Use Grade "EHP" EPDM gaskets with unique sealing design, rated for continuous use at 250 deg F or Grade "E" EPDM gaskets rated for continuous use at 230 deg F unless indicated otherwise.
 - 3. Use rigid "QuickVic" or "Zero-Flex" couplings unless flex couplings are indicated for vibration isolation or to accommodate seismic movement.
 - 4. "Installation Ready" couplings, 2" through 8", shall be designed for direct 'stab' installation onto grooved end pipe without prior field disassembly and no loose parts. Gasket shall be Grade "EHP" EPDM. Victaulic Style 107H QuickVic™ (rigid) and Style 177 (flexible).
 - 5. Standard coupling design, 10" and 12" sizes, with Grade "E" EPDM gasket. Victaulic Style 07 Zero-Flex® (rigid) and Style 77 (flexible).
 - 6. AGS two-piece housing design, 14" through 60", shall fit into a deeper wedge-shaped groove, cast with a wide key profile and flat bolt pads for metal-to-metal contact. Wide-width FlushSeal® gasket (Grade "E" EPDM). Victaulic Style W07 (rigid) or Style W77 (flexible).
- K. Flexible Connectors: Stainless-steel bellows with woven, flexible, bronze, wire-reinforcing protective jacket; 150-psig minimum working pressure and 250 deg F maximum operating temperature. Connectors shall have flanged or threaded-end connections to match equipment connected and shall be capable of ¾-inch misalignment.
 - 1. Victaulic Style 177, 77 or W77 flexible couplings may be used in lieu of flexible connectors for vibration isolation at equipment connections. Three (3) couplings, for each connector, shall be placed in close proximity to the source of vibration.
- L. Hose Kits: EPDM tube with braided stainless steel outer jacket; brass female pipe swivel, both ends with crimp stainless steel collar; 33 to 180 deg F. range; with fibrous flat washer; 255 psi working pressure at 70 deg F.
- M. Packed, Slip, Expansion Joints: 150-psig minimum working pressure, steel pipe fitting consisting of telescoping body and slip-pipe sections, packing ring, packing, limit rods, flanged ends, and chrome-plated finish on slip-pipe telescoping section.
- N. In Victaulic grooved piping system, expansion and contraction shall be accommodated by installing expansion loops or bends consisting of (8) Victaulic flexible couplings, (4) 90 degree elbows, and (3) grooved end pipe spools provided in water systems up to +250 degrees F in accordance with Victaulic recommendations for expansion compensation.
- O. Install Victaulic Style 150 or Style 155 in-line expansion joints in enclosures where loops or bends cannot be applied.
- P. Welding Materials: Comply with Section II, Part C, of the ASME Boiler and Pressure Vessel Code for welding materials appropriate for wall thickness and for chemical analysis of pipe being welded.

- Q. Gasket Material: Thickness, material, and type suitable for fluid to be handled; and design temperatures and pressures.

2.5 STAINLESS STEEL PIPE AND FITTINGS

- A. Stainless Steel Pipe: ASTM A312, Schedule 10S, Type 304/304L stainless steel with plain ends.
1. Fittings: Precision, cold drawn, austenitic stainless steel with elastomer O-ring seals, suitable for working pressure to 500-psig (3450-kPa). Victaulic Vic-Press for Schedule 10S Pipe.

2.6 VALVES

- A. Gate, globe, check, ball, and butterfly valves are specified in Division 23 Section "General-Duty Valves for HVAC Piping."
- B. Refer to Part 3 "Valve Applications" Article for applications of each valve.
- C. Calibrated Balancing Valves, NPS 2 and Smaller:
1. Bronze body, ball type, 125-psig working pressure, 250 deg F maximum operating temperature, and having threaded ends. Valves shall have calibrated orifice or venturi, connections for portable differential pressure meter with integral seals, and be equipped with a memory stop to retain set position.
2. Ametal® DZR brass body, y-pattern, globe type, 300 psig working pressure, 250 deg F maximum operating temperature and having soldered or threaded ends. Valve shall have 4-turn digital readout hand wheel and concealed memory feature with locking, tamper-proof setting. Built-in check valve provided for connecting a Series 73M portable differential pressure meter. Victaulic/Tour & Andersson Series 786, 787, or 78K.
- a. Coil Components: Provide Victaulic Series 799 or 79V Koil-Kit™ consisting of a Series 78U union port fitting, Series 78Y strainer/ball valve or Series 78T union/ball valve combination to reduce space requirements and complete terminal hookup at coil outlet.
- D. Calibrated Balancing Valves, NPS 2-1/2 and Larger:
1. Cast-iron or steel body, ball type, 125-psig working pressure, 250 deg F maximum operating temperature, and having flanged or grooved connections. Valves shall have calibrated orifice or venturi, connections for portable differential pressure meter with integral seals, and be equipped with a memory stop to retain set position.
2. Ductile iron body, y-pattern, globe type with Ametal® DZR brass internal components, 300 psig working pressure, 250 deg F maximum operating temperature and having flanged or grooved ends. Valve shall have multiple-turn digital readout hand wheel and concealed memory feature with locking, tamper-proof setting. Built-in check valve provided for connecting a Series 73M portable differential pressure meter. Victaulic/Tour & Andersson Series 788 or 789.
- E. Pressure-Reducing Valves: Diaphragm-operated, bronze or brass body with low inlet pressure check valve, inlet strainer removable without system shutdown, and noncorrosive valve seat

and stem. Select valve size, capacity, and operating pressure to suit system. Valve shall be factory set at operating pressure and have capability for field adjustment.

1. Basis of Design: Bermad.

F. Safety Valves: Diaphragm-operated, bronze or brass body with brass and rubber, wetted, internal working parts; shall suit system pressure and heat capacity and shall comply with the ASME Boiler and Pressure Vessel Code, Section IV.

G. Automatic Flow-Control Valves: Gray-iron body, factory set to maintain constant flow with plus or minus 5 percent over system pressure fluctuations, and equipped with a readout kit including flow meter, probes, hoses, flow charts, and carrying case. Each valve shall have an identification tag attached by chain, and be factory marked with the zone identification, valve number, and flow rate. Valve shall be line size and one of the following designs:

1. Gray-iron or brass body, designed for 175 psig at 200 deg F with stainless-steel piston and spring.
2. Brass or ferrous-metal body, designed for 300 psig at 250 deg F with corrosion-resistant, tamperproof, self-cleaning, piston-spring assembly easily removable for inspection or replacement.
3. Combination assemblies, including bronze ball valve, Bronze Y-strainer with 304 SS Screen, brass alloy control valve, with stainless-steel piston and spring 4-57 PSID Range, fitted with pressure and temperature test valves, and stainless steel braided hoses, 24 inches long, EPDM flame retardant EPM inner tube. and designed for 300 psig at 250 deg F.
4. Basis of Design: Victaulic Series 76.

2.7 HYDRONIC SPECIALTIES

A. Manual Air Vent: Bronze body and nonferrous internal parts; 150-psig working pressure; 225 deg F operating temperature; manually operated with screwdriver or thumbscrew; with NPS 1/8 discharge connection and NPS 1/2 inlet connection.

B. Automatic Air Vent: Designed to vent automatically with float principle; bronze body and nonferrous internal parts; 150-psig working pressure; 240 deg F operating temperature; with NPS 1/4 discharge connection and NPS 1/2 inlet connection.

C. Expansion Tanks: Welded carbon steel, rated for 125-psig working pressure and 375 deg F maximum operating temperature, with taps in bottom of tank for tank fitting and taps in end of tank for gage glass. Tanks shall be factory tested with taps fabricated and labeled according to the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1. Include the following fittings and accessories:

1. Air-Control Tank Fitting: Cast-iron body, copper-plated tube, brass vent tube plug, and stainless-steel ball check, 100-gal. unit only; sized for compression-tank diameter. Design tank fittings for 125-psig working pressure and 250 deg F maximum operating temperature.
2. Tank Drain Fitting: Brass body, nonferrous internal parts; 125-psig working pressure and 240 deg F maximum operating temperature; designed to admit air to compression tank, drain water, and close off system.
3. Gage Glass: Full height with dual manual shutoff valves, 3/4-inch diameter gage glass, and slotted-metal glass guard.

- D. Bladder Expansion Tanks: Welded carbon steel, rated for 125-psig working pressure and 375 deg F maximum operating temperature. Separate air charge from system water to maintain design expansion capacity by a flexible bladder securely sealed into tank. Include drain fitting and taps for pressure gage and air-charging fitting. Support vertical tanks with steel legs or base; support horizontal tanks with steel saddles. Factory fabricate and test tank with taps and supports installed and labeled according to the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1.
- E. Tangential-Type Air Separators: Welded black steel; ASME constructed and labeled for 125-psig minimum working pressure and 375 deg F maximum operating temperature; perforated stainless-steel air collector tube designed to direct released air into expansion tank; tangential inlet and outlet connections; threaded connections for NPS 2 and smaller; flanged connections for NPS 2-1/2 and larger; threaded blowdown connection. Provide units in sizes for full-system flow capacity.
- F. In-Line Air Separators: One-piece cast iron with an integral weir designed to decelerate system flow to maximize air separation at a working pressure up to 175 psig and liquid temperature up to 300 deg F.
- G. Bypass Chemical Feeder: Welded steel construction; 125-psig working pressure; 5-gal. capacity; with fill funnel and inlet, outlet, and drain valves.
 - 1. Chemicals: Specially formulated, based on analysis of makeup water, to prevent accumulation of scale and corrosion in piping and connected equipment.
- H. Y-Pattern Strainers: 125-psig working pressure; cast-iron body (ASTM A 126, Class B), flanged ends for NPS 2-1/2 and larger, threaded connections for NPS 2 and smaller, bolted cover, perforated stainless-steel basket, and bottom drain connection.
- I. Basket Strainers: 125-psig working pressure; high-tensile cast-iron body (ASTM A 126, Class B), flanged-end connections, bolted cover, perforated stainless-steel basket, and bottom drain connection.
- J. T-Pattern Strainers: Up to 750-psig working pressure; ductile-iron body, grooved-end connections, stainless-steel basket with 57 percent free area; removable access coupling and end cap or T-bolt hinged closure/cap for strainer maintenance. Victaulic Series 730 and W730.
- K. Grooved-End Y-Pattern Strainers: 300-psig working pressure; ductile-iron body, grooved end connections, NPS 2 through NPS 18, Type 304/304L stainless steel metal removable basket with 0.156" diameter perforations, blow-down port fitted with pipe plug. Victaulic Style 732 and W732.

2.8 EXPANSION FITTINGS AND LOOPS

- A. Flexible-Hose Expansion Joints for Copper Piping: Copper alloy fittings with solder- joint end connections. Flexible loops consist of two sections of flexible hose and braid, two 90 degree elbows and a 180 degree return assembly with center support nut.
 - 1. **NPS 2 and Smaller:** Bronze hoses and single-braid bronze sheaths with **450 psig at 70 deg F** and **340 psig at 450 deg F** ratings.
 - 2. **NPS 2-1/2 to NPS 4:** Stainless-steel hoses and single-braid, stainless-steel sheaths with **300 psig at 70 deg F** and **225 psig at 450 deg F** ratings.

- B. Flexible-Hose Expansion Joints for Steel Piping: Carbon-steel fittings with threaded end connections for **NPS 2** and smaller and grooved or flanged end connections for **NPS 2-1/2** and larger. Flexible loops consist of two sections of flexible hose and braid, two 90 degree elbows and a 180 degree return assembly with center support nut.
1. **NPS 2** and Smaller: Stainless-steel hoses and single-braid, stainless-steel sheaths with **450 psig at 70 deg F** and **325 psig at 600 deg F** ratings.
 2. **NPS 2-1/2 to NPS 6**: Stainless-steel hoses and single-braid, stainless-steel sheaths with **200 psig at 70 deg F** and **145 psig at 600 deg F** ratings.
 3. **NPS 8 to NPS 12**: Stainless-steel hoses and single-braid, stainless-steel sheaths with **125 psig at 70 deg F** and **90 psig at 600 deg F** ratings.
- C. In Victaulic grooved piping system, expansion and contraction shall be accommodated by installing expansion loops or bends consisting of (8) Victaulic flexible couplings, (4) 90 degree elbows, and (3) grooved end pipe spools provided in water systems up to +250 degrees F in accordance with Victaulic recommendations for expansion compensation.
- D. Install Victaulic Style 150 or Style 155 in-line expansion joints in enclosures where loops or bends cannot be applied.
1. 2" through 6" Sizes: Packless, gasketed, slip-type expansion joint with PPS coated grooved end telescoping body providing up to 3" axial end movement and pressure rating up to 350 psig. Victaulic Style 150 Mover®
 2. ¾" and Larger: Combination of grooved end short nipples and flexible couplings joined in tandem to provide increased expansion. Expansion capabilities determined by the number of couplings/nipples used in the joint. Pressure rating dependent on size and style of flexible couplings used. Victaulic Style 155.

2.9 ALIGNMENT GUIDES

- A. Description: Steel, factory fabricated, with bolted two-section outer cylinder and base for alignment of piping and two-section guiding spider for bolting to pipe.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Flex-Hose Co., Inc.
 - b. Flexicraft Industries.
 - c. Metraflex, Inc.
 - d. Senior Flexonics, Inc.; Pathway Division.

2.10 MATERIALS FOR ANCHORS

- A. Steel Shapes and Plates: ASTM A 36/A 36M.
- B. Bolts and Nuts: ASME B18.10 or ASTM A 183, steel, hex head.
- C. Washers: ASTM F 844, steel, plain, flat washers.
- D. Mechanical Fasteners: Insert-wedge-type stud with expansion plug anchor for use in hardened portland cement concrete, and tension and shear capacities appropriate for application.

1. Stud: Threaded, zinc-coated carbon steel.
 2. Expansion Plug: Zinc-coated steel.
 3. Washer and Nut: Zinc-coated steel.
- E. Chemical Fasteners: Insert-type-stud bonding system anchor for use with hardened portland cement concrete, and tension and shear capacities appropriate for application.
1. Bonding Material: ASTM C 881, Type IV, Grade 3, 2-component epoxy resin suitable for surface temperature of hardened concrete where fastener is to be installed.
 2. Stud: ASTM A 307, zinc-coated carbon steel with continuous thread on stud, unless otherwise indicated.
 3. Washer and Nut: Zinc-coated steel.
- F. Concrete: Portland cement mix, **3000 psi** minimum. Comply with requirements in Division 03 Section "Cast-in-Place Concrete" for formwork, reinforcement, and concrete.
- G. Grout: ASTM C 1107, factory-mixed and -packaged, dry, hydraulic-cement, nonshrink, nonmetallic grout; suitable for interior and exterior applications.
1. Properties: Nonstaining, noncorrosive, and nongaseous.
 2. Design Mix: **5000-psi**, 28-day compressive strength.

PART 3 - EXECUTION

3.1 PIPING APPLICATIONS

- A. Hot and Chilled Water, NPS 2 and Smaller: Aboveground, use Type L drawn-temper copper tubing with soldered joints or pro-press joints. Belowground or within slabs, use Type K annealed-temper copper tubing with soldered joints. Use the fewest possible joints belowground and within floor slabs.
1. Vic-Press stainless steel fittings and joints may be used in lieu of threaded or soldered joints for operating pressures to 500-psig CWP.
- B. Hot and Chilled Water, NPS 2-1/2 and Larger: Schedule 40 steel pipe with welded, flanged, or grooved mechanical-joints.
- C. Condensate Drain Lines: Type L drawn-temper copper tubing with soldered joints or pro-press joints or Schedule 40, PVC pipe with solvent-welded joints (PVC not permitted in air plenums, schools or hospitals).

3.2 VALVE APPLICATIONS

- A. General-Duty Valve Applications: Unless otherwise indicated, use the following valve types:
1. Shutoff Duty: Gate, ball, and butterfly valves.
 2. Throttling Duty: Globe, ball, and butterfly valves.
- B. Install shutoff duty valves at supply connection to each piece of equipment and elsewhere as indicated.

- C. Install calibrated balancing valves in the return water line of each heating or cooling element and elsewhere as required to facilitate system balancing.
- D. Install check valves at each pump discharge and elsewhere as required to control flow direction.
- E. Install safety valves on hot-water generators and elsewhere as required by the ASME Boiler and Pressure Vessel Code. Install safety-valve discharge piping, without valves, to floor. Comply with the ASME Boiler and Pressure Vessel Code, Section VIII, Division 1, for installation requirements.
- F. Install pressure-reducing valves on hot-water generators and elsewhere as required to regulate system pressure.

3.3 PIPING INSTALLATIONS

- A. Refer to Division 23 Section "Common Work Results for HVAC" for basic piping installation requirements.
- B. Install groups of pipes parallel to each other, spaced to permit applying insulation and servicing of valves.
- C. Install drains, consisting of a tee fitting, NPS $\frac{3}{4}$ ball valve, and short NPS $\frac{3}{4}$ threaded nipple with cap, at low points in piping system mains and elsewhere as required for system drainage.
- D. Reduce pipe sizes using eccentric reducer fitting installed with level side up.
- E. Unless otherwise indicated, install branch connections to mains using tee fittings in main pipe, with the takeoff coming out the bottom of the main pipe. For up-feed risers, install the takeoff coming out the top of the main pipe.
- F. Anchor piping for proper direction of expansion and contraction.
- G. Install grooved fittings in strict accordance with the manufacturer's written installation instructions.

3.4 HANGERS AND SUPPORTS

- A. Hanger, support, and anchor devices are specified in Division 23 Section "Hangers and Supports for HVAC Piping and Equipment." Comply with requirements below for maximum spacing of supports.
- B. Install the following pipe attachments:
 - 1. Adjustable steel clevis hangers for individual horizontal piping runs less than 20 feet long.
 - 2. Adjustable roller hangers for individual horizontal piping runs 75 feet or longer.
 - 3. Pipe Roller: MSS SP-58, Type 44 for multiple horizontal piping 75 feet or longer, supported on a trapeze.
 - 4. Constant support hangers for vertical heating supply and return piping extending more than two floors.
 - 5. On plastic pipe, install pads or cushions on bearing surfaces to prevent hanger from scratching pipe.

C. Install hangers for steel piping with the following maximum spacing and minimum rod sizes:

1. NPS $\frac{3}{4}$ and 1: Maximum span, 7 feet; minimum rod size, $\frac{1}{4}$ inch.
2. NPS 1-1/2: Maximum span, 9 feet; minimum rod size, $\frac{3}{8}$ inch.
3. NPS 2: Maximum span, 10 feet; minimum rod size, $\frac{3}{8}$ inch.
4. NPS 2-1/2: Maximum span, 11 feet; minimum rod size, $\frac{3}{8}$ inch.
5. NPS 3: Maximum span, 12 feet; minimum rod size, $\frac{3}{8}$ inch.
6. NPS 4: Maximum span, 14 feet; minimum rod size, $\frac{1}{2}$ inch.
7. NPS 6: Maximum span, 17 feet; minimum rod size, $\frac{1}{2}$ inch.
8. NPS 8: Maximum span, 19 feet; minimum rod size, $\frac{5}{8}$ inch.
9. NPS 10: Maximum span, 20 feet; minimum rod size, $\frac{3}{4}$ inch.
10. NPS 12: Maximum span, 23 feet; minimum rod size, $\frac{7}{8}$ inch.

D. Install hangers for drawn-temper copper piping with the following maximum spacing and minimum rod sizes:

1. NPS $\frac{3}{4}$: Maximum span, 5 feet; minimum rod size, $\frac{1}{4}$ inch.
2. NPS 1: Maximum span, 6 feet; minimum rod size, $\frac{1}{4}$ inch.
3. NPS 1-1/2: Maximum span, 8 feet; minimum rod size, $\frac{3}{8}$ inch.
4. NPS 2: Maximum span, 8 feet; minimum rod size, $\frac{3}{8}$ inch.
5. NPS 2-1/2: Maximum span, 9 feet; minimum rod size, $\frac{3}{8}$ inch.
6. NPS 3: Maximum span, 10 feet; minimum rod size, $\frac{3}{8}$ inch.

E. Plastic Piping Hanger Spacing: Space hangers according to pipe manufacturer have written instructions for service conditions. Avoid point loading. Space and install hangers with the fewest practical rigid anchor points.

F. Support vertical runs at roof, at each floor, and at 10-foot intervals between floors.

G. Victaulic Style 107H, 07, and W07 rigid couplings may be used with IPS steel piping systems, which meet the support and hanging requirements of ASME B31.1 and B31.9. An adequate number of Victaulic Style 177, 77, and W77 flexible couplings shall also be used to compensate for thermal expansion/contraction of the pipe.

3.5 PIPE JOINT CONSTRUCTION

A. Refer to Division 23 Section "Common Work Results for HVAC" for joint construction requirements for soldered and brazed joints in copper tubing; threaded, welded, and flanged joints in steel piping; and solvent-welded joints for PVC and CPVC piping.

B. Grooved joint piping systems shall be installed in accordance with the manufacturer's (Victaulic) guidelines and recommendations. All grooved couplings, fittings, valves, and specialties shall be the products of a single manufacturer. Grooving tools shall be of the same manufacturer as the grooved components. The gasket style and elastomeric material (grade) shall be verified as suitable for the intended service as specified. Gaskets shall be molded and produced by Victaulic. Grooved end shall be clean and free from indentations, projections, and roll marks in the area from pipe end to groove for proper gasket sealing. A Victaulic factory-trained field representative shall provide on-site training for contractor's field personnel in the proper use of grooving tools and installation of grooved piping products. Factory-trained representative shall periodically review the product installation. Contractor shall remove and replace any improperly installed products.

3.6 HYDRONIC SPECIALTIES INSTALLATION

- A. Install manual air vents at high points in piping, at heat-transfer coils, and elsewhere as required for system air venting.
- B. Install automatic air vents in mechanical equipment rooms only at high points of system piping, at heat-transfer coils, and elsewhere as required for system air venting.
- C. Install in-line air separators in pump suction lines. Install piping to compression tank or automatic air vent with a 2 percent upward slope toward tank. Install drain valve on units NPS 2 and larger.
- D. Install bypass chemical feeders in each hydronic system where indicated, in upright position with top of funnel not more than 48 inches above floor. Install feeder in bypass line, off main, using globe valves on each side of feeder and ball or butterfly valve in the main between bypass connections. Pipe drain, with ball valve, to nearest equipment drain.
- E. Install expansion tanks above air separator. Install gage glass and cocks on end of tank. Install tank fitting in tank bottom and charge tank. Use manual vent for initial fill to establish proper water level in tank.
 - 1. Support tank from floor or structure above with sufficient strength to carry weight of tank, piping connections, and fittings, plus weight of a full tank of water. Do not overload building components and structural members.
- F. Install bladder type expansion tanks on floor. Vent and purge air from hydronic system, and ensure tank is properly charged with air to suit system design requirements.

3.7 TERMINAL EQUIPMENT CONNECTIONS

- A. Size for supply and return piping connections shall be same as for equipment connections. Where piping is indicated to be larger than connection size, maintain larger pipe size through isolation valves and strainers.
- B. Install control valves in accessible locations close to connected equipment.

3.8 PIPE BEND AND LOOP INSTALLATION

- A. Install pipe bends and loops cold-sprung in tension or compression as required to partly absorb tension or compression produced during anticipated change in temperature.
- B. Attach pipe bends and loops to anchors.
 - 1. Steel Anchors: Attach by welding. Comply with ASME B31.9 and ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."
 - 2. Concrete Anchors: Attach by fasteners. Follow fastener manufacturer's written instructions.
 - 3. Install flexible loops in accordance with manufacturer's installation instructions.

3.9 SWING CONNECTIONS

- A. Connect risers and branch connections to mains and terminals with at least four pipe fittings, including tee in main.
- B. In Victaulic grooved piping systems, seismic motion shall be accommodated by installing swing joints consisting of flexible couplings, pipe nipples and elbows that provide simultaneous movement in all directions, or other seismic movement compensation devices such as loops, offsets, or Style 155 expansion joints (when an in-line device is required) to provide flexibility to the system and help reduce pipe stresses. Refer to Victaulic design submittal #26.12.

3.10 ALIGNMENT-GUIDE INSTALLATION

- A. Install guides on piping adjoining pipe expansion fittings and loops.
- B. Attach guides to pipe and secure to building structure.

3.11 ANCHOR INSTALLATION

- A. Install anchors at locations to prevent stresses from exceeding those permitted by ASME B31.9 and to prevent transfer of loading and stresses to connected equipment.
- B. Fabricate and install steel anchors by welding steel shapes, plates, and bars to piping and to structure. Comply with ASME B31.9 and AWS D1.1.
- C. Construct concrete anchors of poured-in-place concrete of dimensions indicated and include embedded fasteners.
- D. Install pipe anchors according to expansion-joint manufacturer's written instructions if expansion joints or compensators are indicated.
- E. Use grout to form flat bearing surfaces for expansion fittings, guides, and anchors installed on or in concrete.

3.12 CHEMICAL TREATMENT

- A. Perform an analysis of supply water to determine the type and quantities of chemical treatment needed to keep system free of scale, corrosion, and fouling.
- B. Fill system and perform initial chemical treatment.

3.13 FIELD QUALITY CONTROL

- A. Prepare hydronic piping according to ASME B31.9 and as follows:
 - 1. Leave joints, including welds, uninsulated and exposed for examination during test.
 - 2. Provide temporary restraints for expansion joints that cannot sustain reactions due to test pressure. If temporary restraints are impractical, isolate expansion joints from testing.
 - 3. Flush system with clean water. Clean strainers.

4. Isolate equipment from piping. If a valve is used to isolate equipment, its closure shall be capable of sealing against test pressure without damage to valve. Install blinds in flanged joints to isolate equipment.
5. Install safety valve, set at a pressure no more than one-third higher than test pressure, to protect against damage by expanding liquid or other source of overpressure during test.

B. Perform the following tests on hydronic piping:

1. Use ambient temperature water as a testing medium unless there is risk of damage due to freezing. Another liquid that is safe for workers and compatible with piping may be used.
2. While filling system, use vents installed at high points of system to release trapped air. Use drains installed at low points for complete draining of liquid.
3. Check expansion tanks to determine that they are not air bound and that system is full of water.
4. Subject piping system to hydrostatic test pressure that is not less than 1.5 times the design pressure. Test pressure shall not exceed maximum pressure for any vessel, pump, valve, or other component in system under test. Verify that stress due to pressure at bottom of vertical runs does not exceed either 90 percent of specified minimum yield strength or 1.7 times "SE" value in Appendix A of ASME B31.9, "Building Services Piping."
5. After hydrostatic test pressure has been applied for at least 10 minutes, examine piping, joints, and connections for leakage. Eliminate leaks by tightening, repairing, or replacing components, and repeat hydrostatic test until there are no leaks.
6. Prepare written report of testing.

3.14 ADJUSTING

- A. Mark calibrated nameplates of pump discharge valves after hydronic system balancing has been completed, to permanently indicate final balanced position.
- B. Perform these adjustments before operating the system:
 1. Open valves to fully open position. Close coil bypass valves.
 2. Check pump for proper direction of rotation.
 3. Set automatic fill valves for required system pressure.
 4. Check air vents at high points of system and determine if all are installed and operating freely (automatic type), or bleed air completely (manual type).
 5. Set temperature controls so all coils are calling for full flow.
 6. Check operation of automatic bypass valves.
 7. Check and set operating temperatures of boilers, chillers, and cooling towers to design requirements.
 8. Lubricate motors and bearings.

3.15 CLEANING

- A. Flush hydronic piping systems with clean water. Remove and clean or replace strainer screens. After cleaning and flushing hydronic piping systems, but before balancing, remove disposable fine-mesh strainers in pump suction diffusers.

END OF SECTION 232113

SECTION 232533 - HVAC MAKEUP-WATER FILTRATION EQUIPMENT

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes the following HVAC water-filtration equipment:
 - 1. RO equipment for HVAC makeup water.

1.2 DEFINITIONS

- A. RO: Reverse osmosis.

1.3 ACTION SUBMITTALS

- A. Product Data: Include rated capacities, operating characteristics, and furnished specialties and accessories for the following products:
 - 1. RO units.
- B. Shop Drawings: Softeners and filtration equipment, maintenance space required, and piping connections to HVAC systems.
 - 1. Include plans, elevations, sections, and attachment details.
 - 2. Include diagrams for power, signal, and control wiring.

1.4 INFORMATIONAL SUBMITTALS

- A. Water-Analysis Provider Qualifications: Verification of experience and capability of HVAC water-treatment service provider.
- B. Field quality-control reports.
- C. Water Analysis: Illustrate water quality available at Project site.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For sensors, injection pumps, **RO equipment**, and controllers to include in emergency, operation, and maintenance manuals.

PART 2 - PRODUCTS

2.1 RO EQUIPMENT FOR HVAC MAKEUP WATER

- A. Subject to Engineer's review, provide product by the following:

1. Hellenbarnd.
- B. Description: Factory fabricated and tested with RO membrane elements in housings, high-pressure pumps and motors, controls, valves, and prefilter; mounted on skid.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Skid Assembly: Welded-steel frame coated with epoxy protective finish.
- E. RO Membrane and Housing:
 1. Element: Axeon XE1 – Series 4" x 40" Membrane Elements (100 psi)
 2. Housing: Axeon FRP Membrane Housing
- F. High-Pressure Pumps and Motors:
 1. Pump:
 - a. Horizontal, multistage, end-suction centrifugal pump, operating at 3500 rpm, with ASTM A666, Type 304 stainless steel casing, shaft, impellers, and inlet and discharge casting.
 - b. Bearings shall be tungsten carbide and ceramic.
 - c. Cast-iron frame and flanged suction and discharge connections.
- G. Piping:
 1. Piping shall be stainless steel and shall comply with stainless steel requirements in Section 232113: Hydronic Piping.
- H. Controls:
 1. Microprocessor-based controller with digital display.
 2. Interlock for remote start/stop control.
 3. Membrane flush sequence when pumps shut down.
 4. Run time indicator.
 5. Low-pressure safety cutoff.
 6. Panel-mounted gages as follows:
 - a. Product and concentrate.
 - b. Inlet, cartridge filter outlet, RO feed, RO concentrate, and RO product pressures.
 - c. Product conductivity monitor.
- I. Valves:
 1. Stainless steel pump, concentrate, and recycle throttling valves rated for minimum 300 psig (2068 kPa).
 2. Automatic inlet shutoff valve, diaphragm type; solenoid actuated, normally closed, and constructed of glass-reinforced noryl thermoplastic.
 3. PVC valves with EPDM seats and seals for isolation at inlet, and check and sample valves at product and concentrate. Provide sample valves at cartridge filter outlet, concentrate, and product outlet.
- J. Prefilter:

1. Housing: Polypropylene with built-in relief or vent valve.
 2. Element: Spun-wound polypropylene.
- K. Inlet Water-Tempering Valve: Thermostatic water-tempering valve to maintain 68 deg F (20 deg C) inlet water temperature to RO unit.
- L. Activated Carbon Filter:
1. Media Tank: Fiberglass-reinforced polyester rated for minimum 150 psig (1035 kPa) with internal backwash distributor and filtered water collector.
 2. Media: 12-by-40-mesh, bituminous coal-based activated carbon.
 3. Backwash Valve: Piston-operated control valve with drain-line, flow-control orifice.
 4. Backwash Control: Seven-day time clock.
- M. Atmospheric Storage Tank:
1. Tank: Polyethylene single piece with closed top and flat bottom with manway in top, 0.2-micron filter vent, inlet, discharge, and drain piping connections, and bulkhead fittings for level controls.
 2. Control: Level switches start and stop RO unit. Low-level limit shall stop repressurization pumps, and signal an alarm.
- N. Water Test Kit: Include in wall-mounting cabinet for RO unit.
- O. Capacities and Characteristics: See drawings.

PART 3 - EXECUTION

3.1 WATER ANALYSIS

- A. Perform an analysis of supply water to determine quality of water available at Project site.

3.2 INSTALLATION

- A. Equipment Mounting:
1. Install water-filtration equipment on cast-in-place concrete equipment base(s). Comply with requirements for equipment bases and foundations specified in Section 033000 "Cast-in-Place Concrete."
 2. Comply with requirements for vibration isolation and seismic control devices specified in Section 230548 "Vibration and Seismic Controls for HVAC."
 3. Comply with requirements for vibration isolation devices specified in Section 230548.13 "Vibration Controls for HVAC."

3.3 RO UNIT INSTALLATION

- A. Install RO unit and storage tank on concrete bases, level and plumb. Maintain manufacturer's recommended clearances. Arrange units, so controls and devices that require servicing are accessible. Anchor RO unit and storage tank with pumps to substrate.

- B. Install interconnecting piping and controls furnished by equipment manufacturer but not factory installed.
- C. Install water-testing sets on wall adjacent to RO unit.

3.4 PIPING CONNECTIONS

- A. Piping installation requirements are specified in other Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Where installing piping adjacent to equipment, allow space for service and maintenance.
- C. Make piping connections between HVAC water-filtration equipment and dissimilar-metal piping with dielectric fittings. Comply with requirements in Section 232113 "Hydronic Piping."
- D. Install shutoff valves on HVAC water-filtration equipment inlet and outlet. Metal general-duty valves are specified in Section 230523.11 "Globe Valves for HVAC Piping," Section 230523.12 "Ball Valves for HVAC Piping," Section 230523.13 "Butterfly Valves for HVAC Piping," and Section 230523.15 "Gate Valves for HVAC Piping."
- E. Comply with requirements in Section 221119 "Domestic Water Piping Specialties" for backflow preventers required in makeup-water connections to potable-water systems.
- F. Confirm applicable electrical requirements in electrical Sections for connecting electrical equipment.

3.5 ELECTRICAL CONNECTIONS

- A. Ground equipment in accordance with Section 260526 "Grounding and Bonding for Electrical Systems."

3.6 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- B. Perform the following tests and inspections with the assistance of a factory-authorized service representative:
 - 1. Inspect field-assembled components and equipment installation, including piping and electrical connections.
 - 2. Inspect piping and equipment to determine that systems and equipment have been cleaned, flushed, and filled with water, and are fully operational before introducing chemicals for water-treatment system.
 - 3. Place HVAC water-filtration system into operation, and calibrate controls during the preliminary phase of HVAC systems' startup procedures.
 - 4. Do not enclose, cover, or put piping into operation until it is tested and satisfactory test results are achieved.
 - 5. Test for leaks and defects. If testing is performed in segments, submit separate report for each test, complete with diagram of portion of piping tested.

6. Leave uncovered and unconcealed new, altered, extended, and replaced water piping until it has been tested and approved. Expose work that has been covered or concealed before it has been tested and approved.
 7. Cap and subject piping to static water pressure of 50 psig (345 kPa) above operating pressure, without exceeding pressure rating of piping system materials. Isolate test source and allow test pressure to stand for four hours. Leaks and loss in test pressure constitute defects.
 8. Repair leaks and defects with new materials and retest piping until no leaks exist.
- C. Equipment will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.

3.7 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain HVAC water-treatment systems and equipment.
- B. Training: Provide a "how-to-use" self-contained breathing apparatus video that details exact operating procedures of equipment.

END OF SECTION 232533

SECTION 233113 – METAL DUCTS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes metal ducts for supply, return, outside, and exhaust air-distribution systems in pressure classes from minus 2- to plus 10-inch wg. Metal ducts include the following:
 - 1. Rectangular ducts and fittings.
 - 2. Single-wall, round, and flat-oval spiral-seam ducts and formed fittings.
 - 3. Double-wall, round, and flat-oval spiral-seam ducts and formed fittings.
 - 4. Duct liner.
- B. Related Sections include the following:
 - 1. Division 23 Section "Duct Accessories" for dampers, sound-control devices, duct-mounting access doors and panels, turning vanes, and flexible ducts.

1.2 SYSTEM DESCRIPTION

- A. Duct system design, as indicated, has been used to select size and type of air-moving and -distribution equipment and other air system components. Changes to layout or configuration of duct system must be specifically approved in writing by Engineer. Accompany requests for layout modifications with calculations showing that proposed layout will provide original design results without increasing system total pressure.
- B. Drawings are diagrammatical and shall not be used as a shop drawing for fabrication. The contractor is responsible to coordinate with other trades and adjustments in elevation and routings as required to meet the project requirements.

1.3 SUBMITTALS

- A. Shop Drawings: CAD-generated and drawn to 1/4 inch equals 1 foot (1:50) scale. Show fabrication and installation details for metal ducts.
 - 1. Fabrication, assembly, and installation, including plans, elevations, sections, components, and attachments to other work.
 - 2. Duct layout indicating sizes and pressure classes.
 - 3. Elevations of top and bottom of ducts.
 - 4. Dimensions of main duct runs from building grid lines.
 - 5. Fittings.
 - 6. Reinforcement and spacing.
 - 7. Seam and joint construction.
 - 8. Penetrations through fire-rated and other partitions.
 - 9. Equipment installation based on equipment being used on Project.
 - 10. Duct accessories, including access doors and panels.
 - 11. Hangers and supports, including methods for duct and building attachment and vibration isolation.

- B. Field quality-control test reports.

1.4 QUALITY ASSURANCE

- A. Welding: Qualify procedures and personnel according to AWS D1.1, "Structural Welding Code-Steel," for hangers and supports.
- B. NFPA Compliance:
 - 1. NFPA 90A, "Installation of Air Conditioning and Ventilating Systems."
 - 2. NFPA 90B, "Installation of Warm Air Heating and Air Conditioning Systems."
- C. Comply with NFPA 96, "Ventilation Control and Fire Protection of Commercial Cooking Operations," Ch. 3, "Duct System," for range hood ducts, and the Michigan Department of Public Health Manual of Ventilation Systems for Food Service Establishments.

1.5 COORDINATION

- A. The contractor is responsible for coordination with other trades and maintaining required clearances for access and servicing of equipment.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the manufacturers specified.

2.2 SHEET METAL MATERIALS

- A. Comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods, unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, stains, discolorations, and other imperfections.
- B. Galvanized Sheet Steel: Lock-forming quality; complying with ASTM A 653/A 653M and having G90 (Z275) coating designation; ducts shall have mill-phosphatized finish for surfaces exposed to view.
- C. Carbon-Steel Sheets: ASTM A 366/A 366M, cold-rolled sheets; commercial quality; with oiled, matte finish for exposed ducts.
- D. Stainless Steel: ASTM A 480/A 480M, Type 316, and having a No. 2D finish for concealed ducts and for exposed ducts.

- E. Aluminum Sheets: ASTM B 209, alloy 3003, temper H14; with mill finish for concealed ducts and standard, 1-side bright finish for exposed ducts.
- F. Reinforcement Shapes and Plates: Galvanized-steel reinforcement where installed on galvanized sheet metal ducts.
- G. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.3 RECTANGULAR FITTING CONSTRUCTION

- A. General: Construct fittings in accordance with SMACNA HVAC Duct Construction Standards. Use low loss fittings.
- B. Elbows: Use full radius type with inside radius equal to the duct width except where space limits use. Where square elbows are shown or used, provide turning vanes. Use airfoil type vanes where duct velocities exceed 2000 fpm.
- C. Transitions: Construct transitions between duct sizes with tapered fittings. Use 22.5-degree maximum angle per side for diverging transitions and 30-degree maximum angle for converging transitions.
- D. Divided Flow Fittings: Use full radiused tees, square tees with turning vanes, or enlarged branch connections with 45-degree entry equal to $\frac{1}{4}$ times the duct width. Round branch ducts to rectangular ducts may be conical or enlarged rectangular to round fittings with 45 degree enlarged entry. Round taps serving individual diffusers may be straight taps where branch duct velocities are less than 800 fpm.

2.4 DUCT LINER

- A. Fibrous-Glass Liner: Comply with NFPA 90A or NFPA 90B and with NAIMA AH124.
 - 1. Manufacturers:
 - a. CertainTeed Corp.; Insulation Group.
 - b. Johns Manville International, Inc.
 - c. Knauf Fiber Glass GmbH.
 - d. Owens Corning.
 - 2. Materials: ASTM C 1071; surfaces exposed to airstream shall be coated to prevent erosion of glass fibers.
 - a. Thickness: 1 inch unless otherwise indicated.
 - b. Thermal Conductivity (k-Value): 0.26 at 75 deg F mean temperature.
 - c. Fire-Hazard Classification: Maximum flame-spread index of 25 and smoke-developed index of 50 when tested according to ASTM E 84.
 - d. Liner Adhesive: Comply with NFPA 90A or NFPA 90B and with ASTM C 916.
 - e. Mechanical Fasteners: Galvanized steel suitable for adhesive attachment, mechanical attachment, or welding attachment to duct without damaging liner when applied as recommended by manufacturer and without causing leakage in duct.

3. Tensile Strength: Indefinitely sustain a 50-lb- tensile, dead-load test perpendicular to duct wall.
4. Fastener Pin Length: As required for thickness of insulation and without projecting more than 1/8 inch into airstream.
5. Adhesive for Attaching Mechanical Fasteners: Comply with fire-hazard classification of duct liner system.

B. Flexible Elastomeric Duct Liner: Comply with NFPA 90A or NFPA 90B.

1. Manufacturers:
 - a. Armstrong World Industries, Inc.
2. Materials: Unicellular polyethylene thermal plastic, preformed sheet insulation complying with ASTM C 534, Type II, except for density.
 - a. Thickness: 3/4 inch.
 - b. Thermal Conductivity (k-Value): 0.24 at 75 deg F mean temperature.
 - c. Fire-Hazard Classification: Maximum flame-spread index of 25 and smoke-developed index of 50 when tested according to ASTM C 411.
 - d. Liner Adhesive: As recommended by insulation manufacturer and complying with NFPA 90A or NFPA 90B.

2.5 SEALANT MATERIALS

- A. Joint and Seam Sealants, General: The term "sealant" is not limited to materials of adhesive or mastic nature but includes tapes and combinations of open-weave fabric strips and mastics.
- B. Joint and Seam Tape: 2 inches wide; glass-fiber-reinforced fabric.
- C. Tape Sealing System: Woven-fiber tape impregnated with gypsum mineral compound and modified acrylic/silicone activator to react exothermically with tape to form hard, durable, airtight seal.
- D. Water-Based Joint and Seam Sealant: Flexible, adhesive sealant, resistant to UV light when cured, UL 723 listed, and complying with NFPA requirements for Class 1 ducts.
- E. Solvent-Based Joint and Seam Sealant: One-part, nonsag, solvent-release-curing, polymerized butyl sealant formulated with a minimum of 75 percent solids.
- F. Flanged Joint Mastic: One-part, acid-curing, silicone, elastomeric joint sealant complying with ASTM C 920, Type S, Grade NS, Class 25, Use O.
- G. Flange Gaskets: Butyl rubber or EPDM polymer with polyisobutylene plasticizer.

2.6 HANGERS AND SUPPORTS

- A. Building Attachments: Concrete inserts, powder-actuated fasteners, or structural-steel fasteners appropriate for construction materials to which hangers are being attached.
 1. Use powder-actuated concrete fasteners for standard-weight aggregate concretes or for slabs more than 4 inches thick.

2. Exception: Do not use powder-actuated concrete fasteners for lightweight-aggregate concretes or for slabs less than 4 inches thick.
- B. Hanger Materials: Galvanized sheet steel or threaded steel rod.
1. Hangers Installed in Corrosive Atmospheres: Electrogalvanized, all-thread rods or galvanized rods with threads painted with zinc-chromate primer after installation.
 2. Strap and Rod Sizes: Comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for steel sheet width and thickness and for steel rod diameters.
 3. Galvanized-steel straps attached to aluminum ducts shall have contact surfaces painted with zinc-chromate primer.
- C. Duct Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.
- D. Trapeze and Riser Supports: Steel shapes complying with ASTM A 36/A 36M.
1. Supports for Galvanized-Steel Ducts: Galvanized-steel shapes and plates.
 2. Supports for Stainless-Steel Ducts: Stainless-steel support materials.
 3. Supports for Aluminum Ducts: Aluminum support materials unless materials are electrolytically separated from ducts.

2.7 RECTANGULAR DUCT FABRICATION

- A. Fabricate ducts, elbows, transitions, offsets, branch connections, and other construction according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" and complying with requirements for metal thickness, reinforcing types and intervals, tie-rod applications, and joint types and intervals.
1. Lengths: Fabricate rectangular ducts in lengths appropriate to reinforcement and rigidity class required for pressure class.
 2. Deflection: Duct systems shall not exceed deflection limits according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible."
- B. Transverse Joints: Prefabricated slide-on joints and components constructed using manufacturer's guidelines for material thickness, reinforcement size and spacing, and joint reinforcement.
1. Manufacturers:
 - a. Ductmate Industries, Inc.
 - b. Nexus Inc.
 - c. Ward Industries, Inc.
- C. Formed-On Flanges: Construct according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible," Figure 1-4, using corner, bolt, cleat, and gasket details.
1. Manufacturers:
 - a. Ductmate Industries, Inc.
 - b. Lockformer.
 2. Duct Size: Maximum 30 inches wide and up to 2-inch wg pressure class.

3. Longitudinal Seams: Pittsburgh lock sealed with noncuring polymer sealant.

- D. Cross Breaking or Cross Beading: Cross break or cross bead duct sides 19 inches and larger and 0.0359 inch thick or less, with more than 10 sq. ft. of nonbraced panel area unless ducts are lined.

2.8 APPLICATION OF LINER IN RECTANGULAR DUCTS

- A. Use 1-inch thick liner on supply and return air ducts for a minimum distance of 10 ft from all air handling equipment or distance as noted on the plans. Increase the duct dimension as required to provide the internal clear dimensions shown on the drawings.
- B. Adhere a single layer of indicated thickness of duct liner with at least 90 percent adhesive coverage at liner contact surface area. Attaining indicated thickness with multiple layers of duct liner is prohibited.
- C. Apply adhesive to transverse edges of liner facing upstream that do not receive metal nosing.
- D. Butt transverse joints without gaps and coat joint with adhesive.
- E. Fold and compress liner in corners of rectangular ducts or cut and fit to ensure butted-edge overlapping.
- F. Do not apply liner in rectangular ducts with longitudinal joints, except at corners of ducts, unless duct size and standard liner product dimensions make longitudinal joints necessary.
- G. Apply adhesive coating on longitudinal seams in ducts with air velocity of 2500 fpm.
- H. Secure liner with mechanical fasteners 4 inches from corners and at intervals not exceeding 12 inches transversely; at 3 inches from transverse joints and at intervals not exceeding 18 inches longitudinally.
- I. Secure transversely oriented liner edges facing the airstream with metal nosings that have either channel or "Z" profiles or are integrally formed from duct wall. Fabricate edge facings at the following locations:
1. Fan discharges.
 2. Intervals of lined duct preceding unlined duct.
 3. Upstream edges of transverse joints in ducts where air velocities are greater than 2500 fpm or where indicated.
- J. Where indicated on the drawings, secure insulation between perforated sheet metal inner duct of same thickness as specified for outer shell. Use mechanical fasteners that maintain inner duct at uniform distance from outer shell without compressing insulation.
1. Sheet Metal Inner Duct Perforations: 3/32-inch diameter, with an overall open area of 23 percent.
 2. Terminate inner ducts with buildouts attached to fire-damper sleeves, dampers, turning vane assemblies, or other devices. Fabricated buildouts (metal hat sections) or other buildout means are optional; when used, secure buildouts to duct walls with bolts, screws, rivets, or welds.

2.9 ROUND AND FLAT-OVAL DUCT AND FITTING FABRICATION

- A. Diameter as applied to flat-oval ducts in this Article is the diameter of a round duct with a circumference equal to the perimeter of a given size of flat-oval duct.
- B. Round, Longitudinal- and Spiral Lock-Seam Ducts: Fabricate supply ducts of galvanized steel according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible."
- C. Flat-Oval, Spiral Lock-Seam Ducts: Fabricate supply ducts according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible." Fabricate ducts larger than 72 inches in diameter with butt-welded longitudinal seams.
 - 1. Manufacturers:
 - a. McGill AirFlow Corporation.
 - b. SEMCO Incorporated.
 - c. Dixie Sheet Metal Products.
 - d. Foremost.
 - e. Lindab.
- D. Duct Joints:
 - 1. Ducts up to 20 Inches in Diameter: Interior, center-beaded slip coupling, sealed before and after fastening, attached with sheet metal screws.
 - 2. Ducts 21 to 72 Inches in Diameter: Three-piece, gasketed, flanged joint consisting of two internal flanges with sealant and one external closure band with gasket.
 - 3. Ducts Larger Than 72 Inches in Diameter: Companion angle flanged joints per SMACNA "HVAC Duct Construction Standards--Metal and Flexible," Figure 3-2.
 - 4. Round Ducts: Prefabricated connection system consisting of double-lipped, EPDM rubber gasket. Manufacture ducts according to connection system manufacturer's tolerances.
 - a. Manufacturers:
 - a) Lindab Inc.
 - 5. Flat-Oval Ducts: Prefabricated connection system consisting of two flanges and one synthetic rubber gasket.
 - a. Manufacturers:
 - a) Ductmate Industries, Inc.
 - b) McGill AirFlow Corporation.
 - c) SEMCO Incorporated.
- E. 90-Degree Tees and Laterals and Conical Tees: Fabricate to comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible," with metal thicknesses specified for longitudinal-seam straight ducts.
- F. Diverging-Flow Fittings: Fabricate with reducing entrance to branch taps and with no excess material projecting from fitting onto branch tap entrance.

- G. Fabricate elbows using die-formed, gored, pleated, or mitered construction. Bend radius of die-formed, gored, and pleated elbows shall be 1-1/2 times duct diameter. Unless elbow construction type is indicated, fabricate elbows as follows:
1. Mitered-Elbow Radius and Number of Pieces: Welded construction complying with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible," unless otherwise indicated.
 2. Round Mitered Elbows: Welded construction with the following metal thickness for pressure classes from minus 2- to plus 2-inch wg:
 - a. Ducts 3 to 36 Inches in Diameter: 0.034 inch.
 - b. Ducts 37 to 50 Inches in Diameter: 0.040 inch.
 - c. Ducts 52 to 60 Inches in Diameter: 0.052 inch.
 - d. Ducts 62 to 84 Inches in Diameter: 0.064 inch.
 3. Round Mitered Elbows: Welded construction with the following metal thickness for pressure classes from 2- to 10-inch wg:
 - a. Ducts 3 to 26 Inches in Diameter: 0.034 inch.
 - b. Ducts 27 to 50 Inches in Diameter: 0.040 inch.
 - c. Ducts 52 to 60 Inches in Diameter: 0.052 inch.
 - d. Ducts 62 to 84 Inches in Diameter: 0.064 inch.
 4. Flat-Oval Mitered Elbows: Welded construction with same metal thickness as longitudinal-seam flat-oval duct.
 5. 90-Degree, 2-Piece, Mitered Elbows: Use only for supply systems or for material-handling Class A or B exhaust systems and only where space restrictions do not permit using radius elbows. Fabricate with single-thickness turning vanes.
 6. Round Elbows 8 Inches and Less in Diameter: Fabricate die-formed elbows for 45- and 90-degree elbows and pleated elbows for 30, 45, 60, and 90 degrees only. Fabricate nonstandard bend-angle configurations or nonstandard diameter elbows with gored construction.
 7. Round Elbows 9 through 14 Inches in Diameter: Fabricate gored or pleated elbows for 30, 45, 60, and 90 degrees unless space restrictions require mitered elbows. Fabricate nonstandard bend-angle configurations or nonstandard diameter elbows with gored construction.
 8. Round Elbows Larger Than 14 Inches in Diameter and All Flat-Oval Elbows: Fabricate gored elbows unless space restrictions require mitered elbows.
 9. Die-Formed Elbows for Sizes through 8 Inches in Diameter and All Pressures 0.040 inch thick with 2-piece welded construction.
 10. Round Gored-Elbow Metal Thickness: Same as non-elbow fittings specified above.
 11. Flat-Oval Elbow Metal Thickness: Same as longitudinal-seam flat-oval duct specified above.
 12. Pleated Elbows for Sizes through 14 Inches in Diameter and Pressures through 10-Inch wg: 0.022 inch.

2.10 DOUBLE-WALL DUCT AND FITTING FABRICATION

A. Manufacturers:

1. Lindab Inc.
2. McGill AirFlow Corporation.
3. SEMCO Incorporated.

4. Dixie Sheet Metal Products.
 5. Foremost.
- B. Ducts: Fabricate double-wall (insulated) ducts with an outer shell and an inner duct. Dimensions indicated are for inner ducts.
1. Outer Shell: Base metal thickness on outer-shell dimensions. Fabricate outer-shell lengths 2 inches longer than inner duct and insulation and in metal thickness specified for single-wall duct.
 2. Insulation: 1-inch- thick fibrous glass, unless otherwise indicated. Terminate insulation where double-wall duct connects to single-wall duct or uninsulated components, and reduce outer shell diameter to inner duct diameter.
 - a. Thermal Conductivity (k-Value): 0.26 at 75 deg F mean temperature.
 3. Solid Inner Ducts: Use the following sheet metal thicknesses and seam construction:
 - a. Ducts 3 to 8 Inches in Diameter: 0.019 inch with standard spiral-seam construction.
 - b. Ducts 9 to 42 Inches in Diameter: 0.019 inch with single-rib spiral-seam construction.
 - c. Ducts 44 to 60 Inches in Diameter: 0.022 inch with single-rib spiral-seam construction.
 - d. Ducts 62 to 88 Inches in Diameter: 0.034 inch with standard spiral-seam construction.
 4. Perforated Inner Ducts: Fabricate with 0.028-inch-0.7-mm- thick sheet metal having 3/32-inch diameter perforations, with overall open area of 23 percent.
- C. Fittings: Fabricate double-wall (insulated) fittings with an outer shell and an inner duct.
1. Solid Inner Ducts: Use the following sheet metal thicknesses:
 - a. Ducts 3 to 34 Inches in Diameter: 0.028 inch.
 - b. Ducts 35 to 58 Inches in Diameter: 0.034 inch.
 - c. Ducts 60 to 88 Inches in Diameter: 0.040 inch.
 2. Perforated Inner Ducts: Fabricate with 0.028-inch- thick sheet metal having 3/32-inch- diameter perforations, with overall open area of 23 percent.

PART 3 - EXECUTION

3.1 DUCT APPLICATIONS

- A. Static-Pressure Classes: Unless otherwise indicated, construct ducts according to the following:
1. Supply Ducts: 2-inch wg.
 2. Supply Ducts (before Air Terminal Units): 6-inch wg.
 3. Supply Ducts (after Air Terminal Units): 1-inch wg.
 4. Return Ducts (Negative Pressure): 1-inch wg.
 5. Exhaust Ducts (Negative Pressure): 2-inch wg.

B. All ducts shall be galvanized steel except as follows:

1. Range Hood Exhaust Ducts: Comply with NFPA 96.
 - a. Concealed: Carbon-steel sheet.
 - b. Exposed: Type 304, stainless steel with finish to match kitchen equipment and range hood.
 - c. Weld and flange seams and joints.
2. Dishwasher Hood Exhaust Ducts:
 - a. Type 304, stainless steel with finish to match kitchen equipment and range hood. Weld and flange seams and joints.
 - b. Aluminum, with seams and laps arranged on top of duct.
3. Acid-Resistant (Fume-Handling) Ducts: PVC-coated galvanized steel with thicker coating on duct interior.
4. Underground Ducts: PVC-coated galvanized steel with thicker coating on duct exterior.

3.2 DUCT INSTALLATION

- A. Construct and install ducts according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible," unless otherwise indicated.
- B. Install round and flat-oval ducts in lengths not less than 12 feet unless interrupted by fittings.
- C. Install ducts with fewest possible joints.
- D. Install fabricated fittings for changes in directions, size, and shape and for connections.
- E. Install couplings tight to duct wall surface with a minimum of projections into duct. Secure couplings with sheet metal screws. Install screws at intervals of 12 inches, with a minimum of 3 screws in each coupling.
- F. Install ducts, unless otherwise indicated, vertically and horizontally and parallel and perpendicular to building lines; avoid diagonal runs.
- G. Install ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of building.
 1. Offsets and transitions as required to coordinate with other trades and equipment are the responsibility of the contractor.
- H. Install ducts with a clearance of 1 inch, plus allowance for insulation thickness.
- I. Conceal ducts from view in finished spaces. Do not encase horizontal runs in solid partitions unless specifically indicated.
- J. Coordinate layout with suspended ceiling, fire- and smoke-control dampers, lighting layouts, and similar finished work.

1. Where ducts pass over light fixtures, maintain a minimum elevation of 6-inches above finish ceiling, or more as required by the light fixtures.
- K. Seal all joints and seams. Apply sealant to male end connectors before insertion, and afterward to cover entire joint and sheet metal screws.
- L. Electrical Equipment Spaces: Route ducts to avoid passing through transformer vaults and electrical equipment spaces and enclosures.
- M. Non-Fire-Rated Partition Penetrations: Where ducts pass through interior partitions and exterior walls and are exposed to view, conceal spaces between construction openings and ducts or duct insulation with sheet metal flanges of same metal thickness as ducts. Overlap openings on 4 sides by at least 1-1/2 inches. Provide sheet metal flanges on both sides of walls, exposed or concealed for sound sensitive walls.
- N. Fire-Rated Partition Penetrations: Where ducts pass through interior partitions and exterior walls, install appropriately rated fire dampers, sleeves, and firestopping sealant. Fire and smoke dampers are specified in Division 23 Section "Duct Accessories." Firestopping materials and installation methods are specified in Division 7 Section "Through-Penetration Firestop Systems."
- O. Protect duct interiors from the elements and foreign materials until building is enclosed.
- P. Paint interiors of metal ducts, that do not have duct liner, for 24 inches upstream of registers and grilles where line of sight permits view of ducts. Apply one coat of flat, black, latex finish coat over a compatible galvanized-steel primer. Paint materials and application requirements are specified in Division 9 painting Sections.
- Q. Connections to existing equipment: Duct connections to equipment shall be full size to match the specific equipment used.
 1. Provide tapered transitions to equipment.
 2. Adjust ductwork configuration to match equipment used on project.

3.3 SEAM AND JOINT SEALING

- A. Seal duct seams and joints according to SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for duct pressure class indicated.
 1. For pressure classes lower than 2-inch wg, seal transverse joints.
- B. Seal ducts before external insulation is applied.

3.4 HANGING AND SUPPORTING

- A. Support horizontal ducts within 24 inches of each elbow and within 48 inches of each branch intersection.
- B. Support vertical ducts at maximum intervals of 16 feet and at each floor.
- C. Install concrete inserts before placing concrete.

- D. Install powder-actuated concrete fasteners after concrete is placed and completely cured.
 - 1. Do not use powder-actuated concrete fasteners for lightweight-aggregate concretes or for slabs less than 4 inches thick.

3.5 CONNECTIONS

- A. Make connections to equipment with flexible connectors according to Division 23 Section "Duct Accessories."
- B. Comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible" for branch, outlet and inlet, and terminal unit connections.

3.6 FIELD QUALITY CONTROL

- A. Perform the following field tests and inspections according to SMACNA's "HVAC Air Duct Leakage Test Manual" and prepare test reports:
 - 1. Disassemble, reassemble, and seal segments of systems to accommodate leakage testing and for compliance with test requirements.
 - 2. Conduct tests at static pressures equal to maximum design pressure of system or section being tested. If pressure classes are not indicated, test entire system at maximum system design pressure. Do not pressurize systems above maximum design operating pressure. Give seven days' advance notice for testing.
 - 3. Determine leakage from entire system or section of system by relating leakage to surface area of test section.
 - a. Allowable Leakage, Supply Duct Systems: 1 percent of design airflow.
 - b. Allowable Leakage, Return Duct Systems: 2 percent of design airflow.
 - c. Allowable Leakage, Exhaust Supply Duct Systems: 2 percent of design airflow.
 - d. Allowable Leakage, Supply Duct Systems, Terminals to Air Outlets: 2 percent of design airflow.
 - 4. Maximum Allowable Leakage: Comply with requirements for Leakage Class 3 for round and flat-oval ducts, Leakage Class 12 for rectangular ducts in pressure classes lower than and equal to 2-inch wg (both positive and negative pressures), and Leakage Class 6 for pressure classes from 2- to 10-inch wg.
 - 5. Remake leaking joints and retest until leakage is equal to or less than maximum allowable.

3.7 CLEANING EXISTING SYSTEMS

- A. Use service openings, as required, for physical and mechanical entry and for inspection.
 - 1. Use existing service openings where possible.
 - 2. Create other openings to comply with duct standards.
 - 3. Disconnect flexible ducts as needed for cleaning and inspection.
 - 4. Remove and reinstall ceiling sections to gain access during the cleaning process.
- B. Mark position of dampers and air-directional mechanical devices before cleaning, and restore to their marked position on completion.

C. Particulate Collection and Odor Control:

1. When venting vacuuming system inside the building, use HEPA filtration with 99.97 percent collection efficiency for 0.3-micron size (or larger) particles.
2. When venting vacuuming system to the outside, use filtration to contain debris removed from HVAC system, and locate exhaust down wind and away from air intakes and other points of entry into building.

D. Clean the following metal duct systems by removing surface contaminants and deposits:

1. Air outlets and inlets (registers, grilles, and diffusers).
2. Supply, return, and exhaust fans including fan housings, plenums (except ceiling supply and return plenums), scrolls, blades or vanes, shafts, baffles, dampers, and drive assemblies.
3. Air-handling unit internal surfaces and components including mixing box, coil section, air wash systems, spray eliminators, condensate drain pans, humidifiers and dehumidifiers, filters and filter sections, and condensate collectors and drains.
4. Coils and related components.
5. Return-air ducts, dampers, and actuators except in ceiling plenums and mechanical equipment rooms.
6. Supply-air ducts, dampers, actuators, and turning vanes.
7. Dedicated ventilation components and makeup air systems.

E. Mechanical Cleaning Methodology:

1. Clean metal duct systems using mechanical cleaning methods that extract contaminants from within duct systems and remove contaminants from building.
2. Use vacuum-collection devices that are operated continuously during cleaning. Connect vacuum device to downstream end of duct sections so areas being cleaned are under negative pressure.
3. Use mechanical agitation to dislodge debris adhered to interior duct surfaces without damaging integrity of metal ducts, duct liner, or duct accessories.
4. Clean fibrous-glass duct liner with HEPA vacuuming equipment; do not permit duct liner to get wet. Report areas where fibrous-glass duct liner that is damaged, deteriorated, or delaminated or that has friable material, mold, or fungus growth to the Engineer.
5. Clean coils and coil drain pans according to NADCA 1992. Keep drain pan operational. Rinse coils with clean water to remove latent residues and cleaning materials; comb and straighten fins.
6. Provide operative drainage system for washdown procedures.
7. Biocidal Agents and Coatings: Apply biocidal agents if fungus is present. Apply biocidal agents according to manufacturer's written instructions after removal of surface deposits and debris.

F. Cleanliness Verification:

1. Verify cleanliness after mechanical cleaning and before application of treatment, including biocidal agents and protective coatings.
2. Visually inspect metal ducts for contaminants.
3. Where contaminants are discovered, re-clean and reinspect ducts.

END OF SECTION 233113

SECTION 233300 – AIR DUCT ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:

1. Backdraft dampers.
2. Manual-volume dampers.
3. Fire and smoke dampers.
4. Turning vanes.
5. Duct-mounted access doors and panels.
6. Flexible connectors.
7. Flexible ducts.
8. Duct accessory hardware.
9. Roof exhaust/intake hoods.
10. Louvers and Vents.
11. Motorized Control Dampers.

1.2 SUBMITTALS

A. Product Data: For each manufactured product indicated, and indicate dimensions, required clearances, method of field assembly, components, location, and size of each field connection.

B. Shop Drawings:

1. Backdraft dampers.
2. Fire- and smoke-damper installations, including sleeves and duct-mounted access doors and panels.
3. Roof hoods.
4. Louvers.

1.3 QUALITY ASSURANCE

A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

B. NFPA Compliance:

1. NFPA 90A, "Installation of Air Conditioning and Ventilating Systems."
2. NFPA 90B, "Installation of Warm Air Heating and Air Conditioning Systems."

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Galvanized, Sheet Steel: Lock-forming quality; ASTM A 653/A 653M, G90 coating designation; mill-phosphatized finish for surfaces of ducts exposed to view.
- B. Reinforcement Shapes and Plates: Galvanized steel reinforcement where installed on galvanized, sheet metal ducts; compatible materials for aluminum and stainless-steel ducts.
- C. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for 36-inch length or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.2 DAMPERS

- A. Backdraft Dampers: Suitable for horizontal or vertical installations.
 - 1. Frame: 0.052-inch- thick, galvanized, sheet steel, with welded corners and mounting flange.
 - 2. Blades: 0.025-inch- thick, roll-formed aluminum.
 - 3. Blade Seals: Felt, vinyl, or neoprene.
 - 4. Blade Axles: Galvanized steel.
 - 5. Tie Bars and Brackets: Galvanized steel.
 - 6. Return: Counter-weighted, adjustable.
- B. Manual-Volume Dampers: Factory fabricated with required hardware and accessories. Stiffen damper blades for stability. Include locking device to hold single-blade dampers in a fixed position without vibration. Close duct penetrations for damper components to seal duct consistent with pressure class.
 - 1. Standard Volume Dampers: Multiple- or single-blade, parallel- or opposed-blade design as indicated, standard leakage rating, with linkage outside airstream, and suitable for horizontal or vertical applications.
 - 2. Steel Frames: Hat-shaped, galvanized, steel-sheet channels, minimum of 0.064 inch thick, with mitered and welded corners; frames with flanges where indicated for attaching to walls; and flangeless frames where indicated for installing in ducts.
 - 3. Roll-Formed Steel Blades: 0.064-inch- thick, galvanized, sheet steel.
 - 4. Blade Axles: Galvanized steel.
 - 5. Tie Bars and Brackets: Galvanized steel.
 - 6. Jackshaft: 1-inch- diameter, galvanized steel pipe rotating within a pipe-bearing assembly mounted on supports at each mullion and at each end of multiple-damper assemblies.
 - 7. Damper Hardware: Zinc-plated, die-cast core with dial and handle made of 3/32-inch-thick zinc-plated steel, and a 3/4-inch hexagon locking nut. Include center hole to suit damper operating-rod size. Include elevated platform for insulated duct mounting.
- C. Fire Dampers: Labeled to UL 555.
 - 1. Fire Rating: One and one-half hours.
 - 2. Mounting Sleeve: Factory- or field-installed galvanized, sheet steel with minimum thickness of 0.052 inch or 0.138 inch thick as indicated, and length to suit application.

3. Blades: Roll-formed, interlocking, 0.034-inch- thick, galvanized, sheet steel. In place of interlocking blades, use full-length, 0.034-inch- thick, galvanized steel blade connectors.
 4. Horizontal Dampers: Include a blade lock and stainless-steel negator closure spring.
 5. Fusible Link: Replaceable, 165 or 212 deg F rated as indicated.
 6. Configuration: Type B with blades out of air stream.
- D. Smoke Dampers: Labeled to UL 555S. Combination fire and smoke dampers shall be labeled for a minimum of one-and-one-half-hour rating to UL 555 or as indicated on the drawings. Dampers shall be Class 2 leakage designed for dynamic systems and rated for a minimum of 250 degrees F.
1. Fusible Link: Replaceable, 165 or 212 deg F rated as indicated.
 2. Frame and Blades: 0.064-inch- thick, galvanized, sheet steel.
 3. Mounting Sleeve: Factory-installed, 0.052-inch- thick, galvanized, sheet steel; length to suit wall or floor application.
 4. Damper Motors: Provide for modulating or two-position action.
 - a. Permanent-Split-Capacitor or Shaded-Pole Motors: With oil-immersed and sealed gear trains.
 - b. Spring-Return Motors: Equip with an integral spiral-spring mechanism where indicated. Enclose entire spring mechanism in a removable housing designed for service or adjustments. Size for running torque rating of 150 in. x lbf and breakaway torque rating of 150 in. x lbf.
 - c. Outdoor Motors and Motors in Outside-Air Intakes: Equip with O-ring gaskets designed to make motors weatherproof. Equip motors with internal heaters to permit normal operation at minus 40 deg F.
 - d. Nonspring-Return Motors: For dampers larger than 25 sq. ft., size motor for running torque rating of 150 in. x lbf and breakaway torque rating of 300 in. x lbf.
 - e. Two-Position Motor: 120 VAC.
 - f. Auxiliary end switch for monitoring damper position.

2.3 MOTORIZED CONTROL DAMPERS

- A. Frame: 4x1 extruded aluminum hot section with 0.081-inch minimum wall thickness, and mounting flanges.
- B. Blades: 4-inch wide, 6063T5 heavy gage extruded aluminum, airfoil shaped, and with concealed linkage.
- C. Axles: ½-inch plated steel hex, molded synthetic bearings.
- D. Seals extruded TPR blade edge seal and flexible metal compression type jamb seals.
- E. Control Shaft: ½-inch diameter with jackshaft for field mounted actuator.
- F. Actuator: Belimo.
 1. Microprocessor-controlled brushless DC motor.
 2. Overload-proof.
 3. Built-in mechanical stops.
 4. Spring return.
 5. Auxiliary switch.
 6. Double-insulated, 120 VAC, max 27 VA.

7. Select size and accessories per Belimo selection guide.
8. Multi-function Control: On/off or floating point as required.

G. Basis-of-Design: Ruskin Model CD40.

2.4 TURNING VANES

- A. Fabricate to comply with SMACNA's "HVAC Duct Construction Standards--Metal and Flexible."
- B. Manufactured Turning Vanes: Fabricate of 1-1/2-inch- wide, curved blades set 3/4 inch o.c.; support with bars perpendicular to blades set 2 inches o.c.; and set into side strips suitable for mounting in ducts.

2.5 DUCT-MOUNTED ACCESS DOORS AND PANELS

- A. Fabricate doors and panels airtight and suitable for duct pressure class.
 1. Frame: Galvanized, sheet steel, with bend-over tabs and foam gaskets.
 2. Door: Double-wall, galvanized, sheet metal construction with insulation fill and thickness, and number of hinges and locks as indicated for duct pressure class. Include vision panel where indicated. Include 1-by-1-inch butt or piano hinge and cam latches.
 3. Seal around frame attachment to duct and door to frame with neoprene or foam rubber.
 4. Insulation: 1-inch- thick, fibrous-glass or polystyrene-foam board.

2.6 FLEXIBLE CONNECTORS

- A. Flame-retarded or noncombustible fabrics, coatings, and adhesives complying with UL 181, Class 1.
 1. Factory fabricate with a strip of fabric 3-1/2 inches wide attached to two strips of 2-3/4-inch- wide, 0.028-inch- thick, galvanized, sheet steel or 0.032-inch aluminum sheets.
 2. Conventional, Indoor System Flexible Connector Fabric: Glass fabric double coated with polychloroprene.
 - a. Minimum Weight: 26 oz./sq. yd..
 - b. Tensile Strength: 480 lbf/inch in the warp, and 360 lbf/inch in the filling.

2.7 FLEXIBLE DUCTS

- A. Uninsulated: Comply with UL 181, Class 1, spiral-wound steel spring with flameproof vinyl sheathing or corrugated aluminum.
 1. Pressure Rating: 6-inch wg positive, 1/2-inch wg negative.
- B. Insulated: Factory-fabricated, insulated, round duct, with an outer jacket enclosing 1-1/2-inch-thick, glass-fiber insulation around a continuous inner liner.
 1. Reinforcement: Steel-wire helix encapsulated in inner liner.
 2. Outer Jacket: Polyethylene film.

3. Inner Liner: Polyethylene film.
4. Pressure Rating: 6-inch wg positive, 1/2-inch wg negative.

2.8 ACCESSORY HARDWARE

- A. Instrument Test Holes: Cast iron or cast aluminum to suit duct material, including screw cap and gasket. Size to allow insertion of pitot tube and other testing instruments, and length to suit duct insulation thickness.
- B. Flexible Duct Clamps: Stainless-steel band with cadmium-plated hex screw to tighten band with a worm-gear action, in sizes 3 to 18 inches to suit duct size.
- C. Adhesives: High strength, quick setting, neoprene based, waterproof, and resistant to gasoline and grease.

2.9 LOUVERS AND VENTS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. American Warming and Ventilating, Inc.
 2. Carnes Company, Inc.
 3. Greenheck
 4. Industrial Louvers
 5. Louvers and Dampers
 6. Ruskin Co.
 7. Vent Products Co.
- B. General: Provide louvers and vents capable of withstanding the effects of gravity loads, wind loads and thermal movement. Wind loads shall be based on 30 pounds per square foot acting inward or outward.
 1. Provide frame types and extended sills compatible with construction details.
 - a. Provide flanged frame where indicated.
 2. Provide screen at interior face of each exterior louver.
 3. Louver Screen Frames: Same kind and form of metal as indicated for louver to which screens are attached.
- C. Materials:
 1. Aluminum Extrusions: ASTM B 221, alloy 6063-T5 or T-52.
 2. Aluminum Sheet: ASTM B 209, alloy 3003 or 5005.
 3. Galvanized Steel Sheet: ASTM A 653/A 653M, G 90 (Z275) zinc coating, mill phosphatized.
 4. Stainless-Steel Sheet: ASTM A 666, Type 304, with No. 4 finish.
 5. Fasteners: Of same basic metal and alloy as fastened metal or 300 Series stainless steel.
 6. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D 1187.
- D. Fabrication, General:

1. Fabricate frames to fit in openings of sizes indicated, with allowances made for fabrication and installation tolerances, adjoining material tolerances, and perimeter sealant joints.
 2. Join frame members to each other and to louver blades with fillet welds concealed from view.
 3. Join frame members to each other and to louver blades with fillet welds, threaded fasteners, or both, as standard with louver manufacturer, concealed from view.
- E. AMCA Seal: Mark units with AMCA Certified Ratings Seal.
- F. Extruded Aluminum Double Drainable Blade
1. Frame: Four-inch deep .090 inch nominal wall thickness, 6064T5 extruded aluminum.
 2. Blades: 6063T5 extruded aluminum, .081 inch nominal wall thickness, double drainable blades at 45 deg. angle.
 3. Finish: Mill finish.
 4. Reference Product: Ruskin ELF811DD.
- G. Roll Formed Steel, Double Drainable Blade
1. Frame: 6-inch deep, 18-gage galvanized steel.
 2. Blades: 18-gage galvanized steel, 37½ deg angle, and with drain gutters in each blade.
 3. Screen: ½-inch mesh x 19-gage galvanized bird screen in a removable frame.
 4. Finish: Baked enamel finish in standard color selected by Architect/Engineer.
- H. Louver variations where scheduled on drawings:
1. Hinged frame.
 2. Front or rear security bars.
 3. Filter Rack for 2-inch filters.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install duct accessories according to applicable details shown in SMACNA's "HVAC Duct Construction Standards--Metal and Flexible."
- B. Install volume dampers in lined duct; avoid damage to and erosion of duct liner.
- C. Provide test holes at fan inlet and outlet and elsewhere as indicated.
- D. Install fire and smoke dampers according to manufacturer's UL-approved written instructions. Install fusible links in fire dampers.
- E. Install duct access panels for access to both sides of duct coils. Install duct access panels downstream from volume dampers, fire dampers, turning vanes, and equipment.
 1. Install duct access panels to allow access to interior of ducts for cleaning, inspecting, adjusting, and maintaining accessories and terminal units.
 2. Install access panels on side of duct where adequate clearance is available.

- F. Label access doors.
- G. Install balance dampers on all branch ducts serving diffusers and grilles.
- H. Coordinate installation of roof curbs with general trades.

END OF SECTION 233300

SECTION 233600 – AIR TERMINAL UNITS

PART 1 - GENERAL

1.1 SUBMITTALS

- A. Product Data: Include rated capacities; furnished specialties; and accessories for each model indicated. Include a schedule showing drawing designation, room location, number furnished, model number, size, and accessories furnished.
- B. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, loadings, required clearances, method of field assembly, components, and location and size of each field connection.
 - 1. Wiring Diagrams: Detail wiring for power, signal, and control systems and differentiate between manufacturer-installed and field-installed wiring.
- C. Maintenance Data: List of parts for each type of air terminal and troubleshooting maintenance guide to include in the maintenance manuals.

1.2 QUALITY ASSURANCE

- A. Listing and Labeling: Provide electrically operated air terminals specified in this Section that are listed and labeled.
- B. NFPA Compliance: Install air terminals according to NFPA 90A, "Standard for the Installation of Air Conditioning and Ventilating Systems."
- C. Comply with NFPA 70 for electrical components and installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide air terminals by one of the following:
 - 1. Price.
 - 2. Titus.
 - 3. Trane Co. (The).

2.2 SINGLE-DUCT AIR TERMINALS

- A. Configuration: Volume-damper assembly inside unit casing. Locate control components inside protective metal shroud.
- B. Casings: Steel or aluminum sheet metal of the following minimum thicknesses:

1. Upstream Pressure Side: 0.0239-inch steel.
 2. Downstream Pressure Side: 0.0179-inch steel.
 3. Upstream Pressure Side: 0.032-inch aluminum.
 4. Downstream Pressure Side: 0.025-inch aluminum.
- C. Casing Lining: Minimum of 1/2-inch-thick, neoprene- or vinyl-coated, fibrous-glass insulation; 1.5-lb/cu. ft. density, complying with NFPA 90A requirements and UL 181 erosion requirements. Secure lining to prevent delamination, sagging, or settling.
1. Coat liner surfaces and edges with erosion-resistant coating or cover with perforated metal.
 2. Cover liner with perforated metal.
 3. Cover liner with Mylar or Tedlar film.
- D. Plenum Air Inlets: Round stub connections or S-slip and drive connections for duct attachment.
- E. Plenum Air Outlets: S-slip and drive connections.
- F. Access: Removable panels to permit access to dampers and other parts requiring service, adjustment, or maintenance; with airtight gasket and quarter-turn latches.
- G. Volume Damper: Construct of galvanized steel with peripheral gasket and self-lubricating bearings.
1. Maximum Damper Leakage: 2 percent of nominal airflow at 3-inch wg inlet static pressure.
 2. Damper Position: Normally open.
- H. Attenuator Section: Line with 2-inch-thick, neoprene- or vinyl-coated, fibrous-glass insulation.
- I. Hot-Water Heating Coil: 1/2-inch copper tube, mechanically expanded into aluminum-plate fins; leak tested underwater to 200 psig; and factory installed.
- J. Controls: Damper operator and controls shall be provided by controls contractor and mounted in field. VAV Boxes shall be set up for easy installation of actuators and controls. Other devices compatible with temperature controls specified in other Division 23 Sections.
- K. Flow Sensing Device: Averaging flow sensing ring to measure primary airflow within +/- 5 percent of unit rated airflow.

2.3 SOURCE QUALITY CONTROL

- A. Testing Requirements: Test and rate air terminals according to ARI 880, "Industry Standard for Air Terminals."
- B. Identification: Label each air terminal with plan number, nominal airflow, maximum and minimum factory-set airflows, coil type, and ARI certification seal.

PART 3 - EXECUTION**3.1 INSTALLATION**

- A. Install air terminals level and plumb, according to manufacturer's written instructions, rough-in drawings, original design, and referenced standards; and maintain sufficient clearance for normal service and maintenance.
- B. Connect ductwork to air terminals according to Division 23 ductwork Sections.

3.2 CONNECTIONS

- A. Install piping adjacent to air terminals to allow service and maintenance.
- B. Hot-Water Piping: In addition to requirements in Division 23 Section "Hydronic Piping," connect heating coils to supply with shutoff valve, strainer, control valve, and union or flange; and to return with balancing valve and union or flange.

3.3 FIELD QUALITY CONTROL

- A. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.4 CLEANING

- A. After completing system installation, including outlet fittings and devices, inspect exposed finish. Remove burrs, dirt, and construction debris, and repair damaged finishes.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel as specified below:
 - 1. Train Owner's maintenance personnel on procedures and schedules related to startup and shutdown, troubleshooting, servicing, and preventive maintenance.
 - 2. Review data in the maintenance manuals. Refer to Division 1 Section "Contract Closeout."
 - 3. Review data in the maintenance manuals. Refer to Division 1 Section "Operation and Maintenance Data."
 - 4. Schedule training with Owner, through Architect/Engineer, with at least 7 days' advance notice.

END OF SECTION 233600

SECTION 233619 – FAN POWERED AIR TERMINAL UNITS

PART 1 - GENERAL

1.1 SUBMITTALS

- A. Product Data: Include rated capacities; furnished specialties; and accessories for each model indicated. Include a schedule showing drawing designation, room location, number furnished, model number, size, and accessories furnished.
- B. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, loadings, required clearances, method of field assembly, components, and location and size of each field connection.
 - 1. Wiring Diagrams: Detail wiring for power, signal, and control systems and differentiate between manufacturer-installed and field-installed wiring.
- C. Maintenance Data: List of parts for each type of air terminal and troubleshooting maintenance guide to include in the maintenance manuals.

1.2 QUALITY ASSURANCE

- A. Listing and Labeling: Provide electrically operated air terminals specified in this Section that are listed and labeled.
- B. NFPA Compliance: Install air terminals according to NFPA 90A, "Standard for the Installation of Air Conditioning and Ventilating Systems."
- C. Comply with NFPA 70 for electrical components and installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide air terminals by one of the following:
 - 1. Carrier.
 - 2. Price.
 - 3. Titus.
 - 4. Trane Co. (The).
 - 5. Daikin
 - 6. York

2.2 SINGLE-DUCT AIR TERMINALS

- A. Configuration: Volume-damper assembly inside unit casing. Locate control components inside protective metal shroud.
- B. Casings: Steel or aluminum sheet metal of the following minimum thicknesses:
 - 1. Upstream Pressure Side: 0.0239-inch steel.
 - 2. Downstream Pressure Side: 0.0179-inch steel.
 - 3. Upstream Pressure Side: 0.032-inch aluminum.
 - 4. Downstream Pressure Side: 0.025-inch aluminum.
- C. Casing Lining: Minimum of 1/2-inch-thick, neoprene- or vinyl-coated, fibrous-glass insulation; 1.5-lb/cu. ft. density, complying with NFPA 90A requirements and UL 181 erosion requirements. Secure lining to prevent delamination, sagging, or settling.
 - 1. Coat liner surfaces and edges with erosion-resistant coating or cover with perforated metal.
 - 2. Cover liner with perforated metal.
 - 3. Cover liner with Mylar or Tedlar film.
- D. Plenum Air Inlets: Round stub connections or S-slip and drive connections for duct attachment.
- E. Plenum Air Outlets: S-slip and drive connections.
- F. Access: Removable panels to permit access to dampers and other parts requiring service, adjustment, or maintenance; with airtight gasket and quarter-turn latches.
- G. Volume Damper: Construct of galvanized steel with peripheral gasket and self-lubricating bearings.
 - 1. Maximum Damper Leakage: 2 percent of nominal airflow at 3-inch wg inlet static pressure.
 - 2. Damper Position: Normally open.
- H. Attenuator Section: Line with 2-inch-thick, neoprene- or vinyl-coated, fibrous-glass insulation.
- I. Hot-Water Heating Coil: 1/2-inch copper tube, mechanically expanded into aluminum-plate fins; leak tested underwater to 200 psig; and factory installed.
- J. Controls: Damper operator and controls shall be provided by controls contractor and mounted in field. VAV Boxes shall be set up for easy installation of actuators and controls. Other devices compatible with temperature controls specified in other Division 23 Sections.
- K. Flow Sensing Device: Averaging flow sensing ring to measure primary airflow within +/- 5 percent of unit rated airflow.

2.3 PARALLEL FAN-POWERED AIR TERMINAL UNITS

- A. Configuration: Volume-damper assembly and fan in parallel arrangement inside unit casing with control components inside a protective metal shroud for installation above a ceiling.
 - 1. Designed for quiet operation.

2. Low-profile design.
- B. Casing: 0.040-inch- thick galvanized steel, single wall.
1. Casing Liner: Comply with requirements in "Casing Liner" Article for flexible elastomeric duct liner.
 2. Air Inlets: Round stub connections or S-slip and drive connections for duct attachment.
 3. Air Outlet: S-slip and drive connections.
 4. Access: Removable panels for access to parts requiring service, adjustment, or maintenance; with airtight gasket and quarter-turn latches.
 5. Fan: Forward-curved centrifugal.
 6. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.
- C. Volume Damper: Galvanized steel with flow-sensing ring and peripheral gasket and self-lubricating bearings.
1. Maximum Damper Leakage: AHRI 880 rated, 2 percent of nominal airflow at 3-inch wg inlet static pressure.
 2. Damper Position: Normally open.
- D. Velocity Sensors: Multipoint array with velocity sensors in air inlets and air outlets.
- E. Motor:
1. Type: Permanent-split capacitor with SCR for speed adjustment.
 2. Fan-Motor Assembly Isolation: Rubber isolators.
 3. Enclosure: Totally enclosed, fan cooled.
- F. Filters:
1. Minimum Efficiency Reporting Value and Average Arrestance: According to ASHRAE 52.2.
 2. Minimum Efficiency Reporting Value: According to ASHRAE 52.2.
 3. Material: Pleated cotton-polyester media MERV 7.
 4. Thickness: 2 inches.
- G. Attenuator Section: 0.034-inch galvanized steel sheet.
1. Attenuator Section Liner: Comply with requirements in "Casing Liner" Article for flexible elastomeric duct liner.
 2. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.
- A. Hot-Water Heating Coil: 1/2-inch copper tube, mechanically expanded into aluminum-plate fins; leak tested underwater to 200 psig; and factory installed.
- H. Controls: Damper operator and controls shall be provided by controls contractor and mounted in field. VAV Boxes shall be set up for easy installation of actuators and controls. Other devices compatible with temperature controls specified in other Division 23 Sections.

2.4 SOURCE QUALITY CONTROL

- A. Testing Requirements: Test and rate air terminals according to ARI 880, "Industry Standard for Air Terminals."
- B. Identification: Label each air terminal with plan number, nominal airflow, maximum and minimum factory-set airflows, coil type, and ARI certification seal.

PART 3 - EXECUTION**3.1 INSTALLATION**

- A. Install air terminals level and plumb, according to manufacturer's written instructions, rough-in drawings, original design, and referenced standards; and maintain sufficient clearance for normal service and maintenance.
- B. Connect ductwork to air terminals according to Division 23 ductwork Sections.

3.2 FIELD QUALITY CONTROL

- A. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.3 CLEANING

- A. After completing system installation, including outlet fittings and devices, inspect exposed finish. Remove burrs, dirt, and construction debris, and repair damaged finishes.

3.4 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel as specified below:
 - 1. Train Owner's maintenance personnel on procedures and schedules related to startup and shutdown, troubleshooting, servicing, and preventive maintenance.
 - 2. Review data in the maintenance manuals. Refer to Division 1 Section "Contract Closeout."
 - 3. Review data in the maintenance manuals. Refer to Division 1 Section "Operation and Maintenance Data."
 - 4. Schedule training with Owner, through Architect/Engineer, with at least 7 days' advance notice.

END OF SECTION 233600

SECTION 233713 – DIFFUSERS, REGISTERS AND GRILLES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes ceiling- and wall-mounted diffusers, registers, grilles, and louvers.

1.2 DEFINITIONS

- A. Diffuser: Circular, square, or rectangular air distribution outlet, generally located in the ceiling and comprised of deflecting members discharging supply air in various directions and planes and arranged to promote mixing of primary air with secondary room air.
- B. Grille: A louvered or perforated covering for an opening in an air passage, which can be located in a sidewall, ceiling, or floor.
- C. Register: A combination grille and damper assembly over an air opening.

1.3 SUBMITTALS

- A. Product Data: For each model indicated, include the following:
 - 1. Data Sheet: For each type of air outlet and inlet, and accessory furnished; indicate construction, finish, and mounting details.
 - 2. Performance Data: Include throw and drop, static-pressure drop, and noise ratings for each type of air outlet and inlet.
 - 3. Schedule of diffusers, registers, and grilles indicating drawing designation, room location, quantity, model number, size, and accessories furnished.
 - 4. Assembly Drawing: For each type of air outlet and inlet; indicate materials and methods of assembly of components.
 - 5. Wiring diagrams and accessories.
- B. Color samples for louver finishes.

1.4 QUALITY ASSURANCE

- A. Product Options: Drawings and schedules indicate specific requirements of diffusers, registers, and grilles and are based on the specific requirements of the systems indicated. Other manufacturers' products with equal performance characteristics may be considered. Refer to Division 1 Section "Substitutions."
- B. NFPA Compliance: Install diffusers, registers, and grilles according to NFPA 90A, "Standard for the Installation of Air-Conditioning and Ventilating Systems."
- C. NEC Compliance: Install electrical devices in accordance with the National Electrical Code.
- D. UL Compliance: Provide electrical components tested and labeled by UL.

1.5 SOURCE QUALITY CONTROL

- A. Testing: Test performance according to ASHRAE 70, "Method of Testing for Rating the Performance of Air Outlets and Inlets."

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with specifications, provide products manufactured as follows:
 - 1. Diffusers, Registers and Grilles:
 - a. Krueger.
 - b. Titus.
 - c. Price.

2.2 MANUFACTURED UNITS

- A. Diffusers, registers, and grilles are scheduled on Drawings.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas where diffusers, registers, and grilles are to be installed for compliance with requirements for installation tolerances and other conditions affecting performance of equipment. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install diffusers, registers, and grilles level and plumb, according to manufacturer's written instructions, Coordination Drawings, original design, and referenced standards.
- B. Ceiling-Mounted Outlets and Inlets: Drawings indicate general arrangement of ducts, fittings, and accessories. Air outlet and inlet locations have been indicated to achieve design requirements for air volume, noise criteria, airflow pattern, throw, and pressure drop. Make final locations where indicated, as much as practicable. For units installed in lay-in ceiling panels, locate units in the center of the panel. Where architectural features or other items conflict with installation, notify Architect/Engineer for a determination of final location.
- C. Install diffusers, registers, and grilles with airtight connection to ducts and to allow service and maintenance of dampers, air extractors, and fire dampers.

- D. Provide dampers on all diffusers and grilles accessible from the face of the unit wherever duct mounted balance dampers are inaccessible.
- E. After installation, adjust diffusers, registers, and grilles to air patterns indicated, or as directed, before starting air balancing. Adjust all slot diffusers to not blow downward.
- F. After installation of diffusers, registers, and grilles, inspect exposed finish. Clean exposed surfaces to remove burrs, dirt, and smudges. Replace diffusers, registers, and grilles that have damaged finishes.

END OF SECTION 233713

SECTION 237313.13 - INDOOR, BASIC AIR-HANDLING UNITS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes factory-assembled, indoor air-handling units with limited features, including the following components and accessories:
 - 1. Casings.
 - 2. Fans, drives, and motors.
 - 3. Coils.
 - 4. Air filtration.
 - 5. Dampers.

1.2 ACTION SUBMITTALS

- A. Product Data: For each air-handling unit.
 - 1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
 - 2. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories.
 - 3. Include unit dimensions and weight.
 - 4. Include cabinet material, metal thickness, finishes, insulation, and accessories.
 - 5. Fans:
 - a. Include certified fan-performance curves with system operating conditions indicated.
 - b. Include certified fan-sound power ratings.
 - c. Include fan construction and accessories.
 - d. Include motor ratings, electrical characteristics, and motor accessories.
 - 6. Include certified coil-performance ratings with system operating conditions indicated.
 - 7. Include filters with performance characteristics.
 - 8. Include dampers, including housings, linkages, and operators.
- B. Shop Drawings: For each type and configuration of indoor, basic, air-handling unit.
 - 1. Include plans, elevations, sections, and mounting details.
 - 2. Include details of equipment assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 3. Detail fabrication and assembly of indoor, basic air-handling units, as well as procedures and diagrams.
 - 4. Include diagrams for power, signal, and control wiring.
- C. Delegated Design Submittal: For vibration isolation, supports, indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1. Design Calculations: Calculate requirements for selecting vibration isolators, supports, and for designing vibration isolation bases.

1.3 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Floor plans and other details, or BIM model, drawn to scale, showing the items described in this Section, and coordinated with all building trades.
- B. Source quality-control reports.
- C. Startup service reports.
- D. Field quality-control reports.
- E. Sample Warranty: For manufacturer's warranty.

1.4 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For air-handling units to include in emergency, operation, and maintenance manuals.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 1. Filters: One set(s) for each air-handling unit.
 2. Gaskets: One set(s) for each access door.
 3. Fan Belts: One set(s) for each air-handling unit fan.

1.6 WARRANTY

- A. Warranty: Manufacturer agrees to repair or replace components of indoor, basic, air-handling units that fail in materials or workmanship within specified warranty period.
 1. Warranty Period: Manufacturer's standard, but not less than one year(s) from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. NFPA Compliance: Comply with NFPA 90A for design, fabrication, and installation of air-handling units and components.

- C. ASHRAE 62.1 Compliance: Applicable requirements in ASHRAE 62.1, Section 5 - "Systems and Equipment" and Section 7 - "Construction and Startup."
- D. ASHRAE/IES 90.1 Compliance: Applicable requirements in ASHRAE/IES 90.1, Section 6 - "Heating, Ventilating, and Air-Conditioning."

2.2 CAPACITIES AND CHARACTERISTICS: ON SCHEDULE

2.3 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Trane
 - 2. Daikin
 - 3. JCI
 - 4. York

2.4 UNIT CASINGS

- A. General Fabrication Requirements for Casings;
 - 1. Forming: Form walls, roofs, and floors with at least two breaks at each joint.
 - 2. Joints: Sheet metal screws or pop rivets.
 - 3. Sealing: Seal all joints with water-resistant sealant. Hermetically seal at each corner and around entire perimeter.
 - 4. Base Rail:
 - a. Material: Galvanized steel.
 - b. Height: 4 inches (150 mm).
- B. Double-Wall Construction:
 - 1. Outside Casing Wall: Galvanized steel, minimum 18 gauge (1.3 mm) thick, with manufacturer's standard finish.
 - 2. Inside Casing Wall: G90 (Z275) galvanized steel, minimum 18 gauge (1.3 mm) thick.
 - 3. Floor Plate: G90 (Z275) galvanized steel treadplate, minimum 18 gauge (1.3 mm) thick.
 - 4. Casing Insulation:
 - a. Materials: injected polyurethane foam insulation.
 - b. Casing Panel R-Value: Minimum R-13.
 - c. Insulation Thickness: 2 inches.
 - d. Thermal Break: Provide continuity of insulation with no through-casing metal in casing walls, floors, or roofs of air-handling unit.
- C. Panels and Doors:
 - 1. Panels:
 - a. Fabrication: Formed and reinforced with same materials and insulation thickness as casing.

- b. Fasteners: Two or more camlock type for panel lift-out operation. Arrangement shall allow panels to be opened against airflow.
 - c. Gasket: Neoprene, applied around entire perimeters of panel frames.
 - d. Size: Large enough to allow unobstructed access for inspection and maintenance of air-handling unit's internal components. At least **18 inches (450 mm)** wide by full height of unit casing up to a maximum height of **60 inches (1500 mm)**.
2. Doors:
- a. Fabrication: Formed and reinforced with same materials and insulation thickness as casing.
 - b. Hinges: A minimum of two ball-bearing hinges or stainless-steel piano hinge and two wedge-lever-type latches, operable from inside and outside. Arrange doors to be opened against airflow. Provide safety latch retainers on doors so that doors do not open uncontrollably.
 - c. Gasket: Applied around entire perimeters of frame.
 - d. Size: Large enough to allow for unobstructed access for inspection and maintenance of air-handling unit's internal components. At least **18 inches (450 mm)** wide by full height of unit casing up to a maximum height of **60 inches (1500 mm)**.
3. Locations and Applications:
- a. Fan Section: Doors.
 - b. Coil Section: Panels.
 - c. Access Section: Doors.
 - d. Access Sections Immediately Upstream and Downstream of Coil Sections: Panels.
 - e. Damper Section: Doors.
 - f. Filter Section: Doors large enough to allow periodic removal and installation of filters.
 - g. Mixing Section: Panels.
- D. Condensate Drain Pans:
- 1. Location: Each type of cooling coil.
 - 2. Construction:
 - a. Single-wall, stainless-steel sheet.
 - 3. Drain Connection:
 - a. Located at lowest point of pan and sized to prevent overflow. Terminate with threaded nipple on both ends of pan.
 - b. Minimum Connection Size: **NPS 1 (DN 25)**.
 - 4. Width: Entire width of water producing device.
 - 5. Depth: A minimum of **2 inches (50 mm)** deep.

2.5 FAN, DRIVE, AND MOTOR SECTION

- A. Fan and Drive Assemblies: Statically and dynamically balanced and designed for continuous operation at maximum-rated fan speed and motor horsepower.

- B. Fans: Direct drive plenum, galvanized steel; mounted on solid-steel shaft.
1. Housings, Plenum Fans: Steel frame and panel; fabricated without fan scroll and volute housing. Provide inlet screens for Type SWSI fans.
 2. Airfoil, Centrifugal Fan Wheels (Plenum Fan Wheels): Smooth-curved inlet flange, backplate, and hollow die-formed airfoil-shaped blades continuously welded at tip flange and backplate; steel hub riveted to backplate and fastened to shaft with setscrews.
 3. Mounting: For internal vibration isolation. Factory-mount fans with manufacturer's standard vibration isolation mounting devices having a minimum static deflection of 1 inch (25 mm).
 4. Shaft Lubrication Lines: Extended to a location outside the casing.
 5. Flexible Connector: Factory fabricated with a fabric strip minimum 3-1/2 inches (89 mm) wide, attached to two strips of minimum 2-3/4-inch- (70-mm-) wide by 0.028-inch- (0.7-mm-) thick, galvanized-steel sheet.
 - a. Flexible Connector Fabric: Glass fabric, double coated with neoprene. Fabrics, coatings, and adhesives shall comply with UL 181, Class 1.
- C. Drive, Direct: Factory-mounted, direct drive.
- D. Motors:
1. Comply with NEMA standard MG 1-2006 requirements.
 2. Motor Sizes: Minimum size as indicated. If not indicated, large enough so driven load will not require motor to operate in service factor range above 1.0.
 3. Enclosure Type: Open, dripproof .
 4. Efficiency: Premium efficient as defined in NEMA MG 1.
 5. NEMA Design: B.
- E. Comply with Section 262923 "Variable-Frequency Motor Controllers."

2.6 COIL SECTION

- A. General Requirements for Coil Section:
1. Comply with AHRI 410.
 2. Fabricate coil section to allow removal and replacement of coil for maintenance and to allow in-place access for service and maintenance of coil(s).
 3. Coils shall not act as structural component of unit.
- B. Heating Coils:
1. Hot-Water Coils: Continuous circuit.
 - a. Piping Connections: Threaded or Flanged, same end of coil.
 - b. Tube Material: Copper.
 - c. Fin Type: Plate.
 - d. Fin Material: Aluminum.
 - e. Fin and Tube Joint: Mechanical bond.
 - f. Headers:
 - 1) Seamless copper tube with brazed joints, prime coated.
 - 2) Provide insulated cover to conceal exposed outside casings of headers.

- g. Frames: Channel frame, minimum 0.052-inch- (1.3-mm-) thick galvanized steel.
- h. Coil Working-Pressure Ratings: 200 psig (1380 kPa), 325 deg F (163 deg C).
- i. Coating: Corrosion-resistant coating.

C. Cooling Coils

1. Chilled-Water Coil: Continuous circuit.

- a. Piping Connections: Threaded or Flanged, same end of coil.
- b. Tube Material: Copper.
- c.
- d. Fin Type: Plate.
- e. Fin Material: Aluminum.
- f. Fin and Tube Joint: Mechanical bond.
- g. Headers

- 1) Seamless copper tube with brazed joints, prime coated.
- 2) Provide insulated cover to conceal exposed outside casings of headers.

- h. Frames: Channel frame, minimum 0.052-inch- (1.3-mm-) thick galvanized steel.
- i. Coatings: Corrosion-resistant coating.
- j. Working-Pressure Ratings: 200 psig (1380 kPa), 325 deg F (163 deg C).

2.7 AIR FILTRATION SECTION

A. Particulate air filtration is specified in Section 234100 "Particulate Air Filtration."

B. Panel Filters:

- 1. Description: Flat, non-pleated factory-fabricated, self-supported disposable air filters with holding frames.
- 2. Filter Unit Class: UL 900.
- 3. Media: Interlaced glass, synthetic, or cotton fibers coated with nonflammable adhesive and antimicrobial coating.
- 4. Filter-Media Frame: Perforated metal retainer, or metal grid, on outlet side.

C. Side-Access Filter Mounting Frames:

- 1. Particulate Air Filter Frames: Match inner casing and outer casing material, and insulation thickness. Galvanized steel track.
 - a. Sealing: Incorporate positive-sealing device to ensure seal between gasketed material on channels to seal top and bottom of filter cartridge frames to prevent bypass of unfiltered air.

2.8 DAMPERS

A. Dampers: Comply with requirements in Section 230923.12 "Control Dampers."

B. Outdoor- and Return-Air Dampers: Low-leakage, double-skin, airfoil-blade, galvanized-steel dampers with compressible jamb seals and extruded-vinyl blade edge seals in parallel-blade

arrangement with steel operating rods rotating in sintered bronze or nylon bearings mounted in a single galvanized-steel frame, and with operating rods connected with a common linkage. Leakage rate shall not exceed 4 cfm/sq. ft. (20 L/s per sq. m) at 1-inch wg (250 Pa) and 8 cfm/sq. ft. (40 L/s per sq. m) at 4-inch wg (1.0 MPa), tested, rated, and labeled in accordance with AMCA 511).

- C. Damper Operators: Comply with requirements in Section 230923.12 "Control Dampers."
- D. Electronic Damper Operators:
 - 1. Direct-coupled type designed for minimum 60,000 full-stroke cycles at rated torque.
 - 2. Electronic damper position indicator shall have visual scale indicating percent of travel and 2- to 10-V dc, feedback signal.
 - 3. Operator Motors:
 - a. Comply with NEMA designation, temperature rating, service factor, enclosure type, and efficiency requirements for motors specified in Section 230513 "Common Motor Requirements for HVAC Equipment."
 - b. Size to operate with sufficient reserve power to provide smooth modulating action or two-position action.
 - 4. Power Requirements (Modulating): Maximum 10 VA at 24 V ac or 8 W at 24 V dc.
 - 5. Proportional Signal: 2 to 10 V dc or 4 to 20 mA, and 2- to 10-V dc position feedback signal.
 - 6. Temperature Rating: Minus 22 to plus 122 deg F (Minus 30 to plus 50 deg C)
 - 7. Run Time: 12 seconds open, 5 seconds closed.
- E. Mixing Section: Multiple-blade, air-mixer assembly located immediately downstream of mixing section.
- F. Combination Filter and Mixing Section:
 - 1. Cabinet support members shall hold 2-inch- (50-mm-) thick, pleated, flat, permanent or throwaway filters.

2.9 AIR BLENDERS

- A. Multiple-blade, air-mixer assembly shall mix air to prevent stratification, located immediately downstream of mixing box.

2.10 MATERIALS

- A. Steel:
 - 1. ASTM A36/A36M for carbon structural steel.
 - 2. ASTM A568/A568M for steel sheet.
- B. Stainless Steel:
 - 1. Manufacturer's standard grade for casing.
 - 2. Manufacturer's standard type, ASTM A240/A240M for bare steel exposed to airstream or moisture.

- C. Galvanized Steel: ASTM A653/A653M.
- D. Aluminum: ASTM B209.
- E. Comply with Section 230546 "Coatings for HVAC" for corrosion-resistant coating.
- F. Corrosion-Resistant Coating: Coat with a corrosion-resistant coating capable of withstanding a 3000-hour salt-spray test according to ASTM B117.
 - 1. Standards:
 - a. ASTM B117 for salt spray.
 - b. ASTM D2794 for minimum impact resistance of 100 in-lb (11.3 N-m).
 - c. ASTM B3359 for cross hatch adhesion of 5B.
 - 2. Application: Spray.
 - 3. Thickness: 1 mil (0.025 mm).
 - 4. Gloss: Minimum gloss of 60 on a 60-degree meter.

2.11 SOURCE QUALITY CONTROL

- A. AHRI 430 Certification: Test, rate, and label air-handling units and their components in accordance with AHRI 430.
- B. AHRI 260 or AMCA 311 Sound Performance Rating Certification: Test, rate, and label in accordance with AHRI 260 or AMCA 311.
- C. Fan Aerodynamic Performance Rating: Factory test and rate fan performance for airflow, pressure, power, air density, rotation speed, and efficiency in accordance with AMCA 210.
- D. Fan Energy Index (FEI): Test in accordance with AMCA 210 and rate in accordance with AMCA 99, AMCA 207, and AMCA 208.
- E. Fan Operating Limits: Classify fans in accordance with AMCA 99, Section 14.
- F. Water Coils: Factory tested to 300 psig (2070 kPa) according to AHRI 410 and ASHRAE 33.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Examine casing insulation materials and filter media before air-handling unit installation. Replace with new insulation materials and filter media that are wet, moisture damaged, or mold damaged.
- C. Examine roughing-in for steam, hydronic, and condensate drainage piping systems and electrical services to verify actual locations of connections before installation.

- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION, GENERAL

A. Equipment Mounting:

1. Install air-handling units on cast-in-place concrete equipment bases. Coordinate sizes and locations of concrete bases with actual equipment provided. Comply with requirements for equipment bases and foundations specified in Section 033000 "Cast-in-Place Concrete."

- B. Arrange installation of units to provide access space around air-handling units for service and maintenance.
- C. Do not operate fan system until filters (temporary or permanent) are in place. Replace temporary filters used during construction and testing with new, clean filters.
- D. Connect duct to air-handling units with flexible connections. Comply with requirements in Section 233300 "Air Duct Accessories."

3.3 PIPING CONNECTIONS

- A. Piping installation requirements are specified in other Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Where installing piping adjacent to air-handling unit, allow for service and maintenance.
- C. Connect piping to air-handling units mounted on vibration isolators with flexible connectors.
- D. Connect condensate drain pans using **NPS 1-1/4 (DN 32)**, **ASTM B88, Type M (ASTM B88M, Type C)** copper tubing. Extend to nearest equipment or floor drain. Construct deep trap at connection to drain pan and install cleanouts at changes in direction.
- E. Hot- and Chilled-Water Piping: Comply with applicable requirements in Section 232113 "Hydronic Piping" and Section 232116 "Hydronic Piping Specialties." Install shutoff valve and union or flange at each coil supply connection. Install balancing valve and union or flange at each coil return connection.

3.4 ELECTRICAL CONNECTIONS

- A. Connect wiring according to Section 260519 "Low-Voltage Electrical Power Conductors and Cables."
- B. Ground equipment according to Section 260526 "Grounding and Bonding for Electrical Systems."
- C. Install electrical devices furnished by manufacturer, but not factory mounted, according to NFPA 70 and NECA 1.

- D. Install nameplate for each electrical connection, indicating electrical equipment designation and circuit number feeding connection.

- 1. Nameplate shall be laminated acrylic or melamine plastic signs with a black background and engraved white letters at least **1/2 inch (13 mm)** high.

3.5 CONTROL CONNECTIONS

- A. Install control and electrical power wiring to field-mounted control devices.
- B. Connect control wiring according to Section 260523 "Control-Voltage Electrical Power Cables."

3.6 STARTUP SERVICE

- A. Engage a factory-authorized service representative to perform startup service.
 - 1. Complete installation and startup checks according to manufacturer's written instructions.
 - 2. Verify that shipping, blocking, and bracing are removed.
 - 3. Verify that unit is secure on mountings and supporting devices and that connections to piping, ducts, and electrical systems are complete. Verify that proper thermal-overload protection is installed in motors, controllers, and switches.
 - 4. Verify proper motor rotation direction, free fan wheel rotation, and smooth bearing operations. Reconnect fan drive system, align belts, and install belt guards.
 - 5. Verify that bearings, pulleys, belts, and other moving parts are lubricated with factory-recommended lubricants.
 - 6. Verify that outdoor- and return-air mixing dampers open and close, and maintain minimum outdoor-air setting.
 - 7. Comb coil fins for parallel orientation.
 - 8. Verify that proper thermal-overload protection is installed for electric coils.
 - 9. Install new, clean filters.
 - 10. Verify that manual and automatic volume control and fire and smoke dampers in connected duct systems are in fully open position.
- B. Starting procedures for air-handling units include the following:
 - 1. Energize motor; verify proper operation of motor, drive system, and fan wheel. Adjust fan to indicated rpm.
 - 2. Measure and record motor electrical values for voltage and amperage.
 - 3. Manually operate dampers from fully closed to fully open position and record fan performance.

3.7 ADJUSTING

- A. Adjust damper linkages for proper damper operation.
- B. Comply with requirements in Section 230593 "Testing, Adjusting, and Balancing for HVAC" for air-handling system testing, adjusting, and balancing.

- C. Occupancy Adjustments: When requested within 12 months from date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to Project during other-than-normal occupancy hours for this purpose.

3.8 CLEANING

- A. After completing system installation and testing, adjusting, and balancing of air-handling unit and air-distribution systems, and after completing startup service, clean air-handling units internally to remove foreign material and construction dirt and dust. Clean fan wheels, cabinets, dampers, coils, and filter housings, and install new, clean filters.

3.9 FIELD QUALITY CONTROL

- A. Testing Agency: Contractor will engage a qualified testing agency to perform tests and inspections.
- B. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- C. Perform the following tests and inspections with the assistance of a factory-authorized service representative:
 - 1. Leak Test: After installation, fill water and steam coils with water, and test coils and connections for leaks.
 - 2. Charge refrigerant coils with refrigerant and test for leaks.
 - 3. Fan Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
 - 4. Air-handling unit and components will be considered defective if unit or components do not pass tests and inspections.
 - 5. Prepare test and inspection reports.

3.10 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain air-handling units.

END OF SECTION 237313.13

SECTION 238413 - HUMIDIFIERS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following humidifiers:

1. Ultrasonic Adiabatic.
2. Steam Injection.

1.2 DEFINITION

- A. Low Voltage: As defined in NFPA 70 for circuits and equipment operating at less than 50 V or for remote-control, signaling power-limited circuits.

1.3 SUBMITTALS

- A. Product Data: Include rated capacities, operating characteristics, furnished specialties, and accessories.
- B. Shop Drawings: Detail fabrication and installation of humidifiers. Include piping details, plans, elevations, sections, details of components, manifolds, and attachments to other work.
1. Wiring Diagrams: Power, signal, and control wiring.
- C. Field quality-control test reports.
- D. Operation and Maintenance Data: For humidifiers to include in operation and maintenance manuals.

1.4 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with ARI 640, "Commercial and Industrial Humidifiers."

1.5 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Supply one replacement electrode cylinder with each self-contained humidifier.

1.6 COORDINATION

- A. Coordinate location and installation of humidifiers with manifolds in ducts and air-handling units or occupied space. Revise locations and elevations to suit field conditions and to ensure proper humidifier operation.

PART 2 - PRODUCTS

2.1 ULTRASONIC ADIABATIC HUMIDIFIERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Carel Industries SpA
- B. Ultrasonic adiabatic humidifier consisting of:
 - 1. Moisture distribution unit.
 - 2. Electrical panel for power supply and control.
- C. General Features & Construction:
 - 1. Adiabatic humidity distribution system consisting of the following main components:
 - a. Removable side and cover panels in steel with lifting handles.
 - b. Accompanying laminar air grille.
 - c. AISI 304 stainless steel loading tank
 - d. Ultrasonic unit consisting of oscillating circuits and piezoelectric transducers.
 - e. Multiple diffusers.
 - f. Level sensor to detect how much water is in the tank.
 - g. 24 Vdc 50-60 Hz electronically activated filling valve for automatically managing the level of the loading tank.
 - h. 24 Vdc 50-60Hz electronically activated drainage valve for automatic drain and wash cycle management.
 - i. Electronic control board with built-in management software.
 - j. Built-in auxiliary control board for installing multiple appliances in primary/secondary mode.
 - 2. The humidifier must be coupled to a PRIMARY or SECONDARY external electrical panel.
 - 3. The PRIMARY electrical panel includes:
 - a. Painted steel structure with lockable door cover.
 - b. Backlit LCD display with buttons.
 - c. Electronic control board with built-in software
 - d. ON/OFF switch
 - e. Fan for forced ventilation
 - f. 48 V power supply
 - g. 24 V transformer
 - h. Alarm relay output
 - i. Status relay output
 - j. Option of installing a control board for RS485 serial communication
 - 4. The SECONDARY electrical panel includes:
 - a. Painted steel structure with removable cover
 - b. ON/OFF switch
 - c. Double Led signaling (Alarm/Power)

- d. Fan for forced ventilation
 - e. 48 V power supply
 - f. 24 V transformer
- D. Feedwater and Drain water
 - 1. The humidifier must only use demineralized drinking water (0.054 – 50uS/CM)
- E. Power Supply Specifications
 - 1. The electrical panel for PRIMARY and SECONDARY power supply is available in the following models:
 - a. Powering the humidifier system with 110 V to the switchboard.
 - b. Powering the humidifier system with 230 V to the switchboard.
- F. Controls & Characteristics
 - 1. The system must operate in PRIMARY/SECONDARY mode using up to 3 SECONDARY distribution systems controlled by a single PRIMARY one (4 distribution systems in total)
 - 2. The PRIMARY Electrical Panel powers the unit and provides the following controls:
 - a. ON/OFF control
 - b. Proportional control over production by choosing among the following modes:
 - 1) rH% probe
 - 2) rH% probe + rH% limit
 - 3) temperature probe
 - 4) temperature probe + rH% limit
 - 5) external signal with or without rH% limit
 - 6) preheating temperature probe
 - c. Probe calibration functions
 - d. Weekly hourly schedule
 - e. Setting-up automatic wash cycles at every start-up and at set intervals
 - f. Modulating transducer activity in series and in parallel
 - g. Hourly usage meter
 - h. Programmable maintenance warning
 - 3. The SECONDARY Electrical Panel powers the unit and provides the following controls:
 - a. ON/OFF switch
 - b. Visual indication of the Alarm/Power status via LEDs
 - 4. Safety, Protection, and Hygiene Devices
 - a. No biocides need to be added to the water.
 - 5. Communication Interfaces, Display, & Connectivity
 - a. RS485 Serial port to communicate with CAREL devices or via Modbus RTU, without requiring and additional gateway.

2.2 STEAM-INJECTION HUMIDIFIERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Armstrong International, Inc.
 - 2. DRI-STEEM Humidifier Company.
 - 3. Nortec Industries Inc.
 - 4. Pure Humidifier Company.

- B. Manifold: ASTM A 666, Type 304 stainless steel, steam jacketed; extending the full width of duct or plenum with mounting brackets at ends.
- C. Discharge Nozzle and Dispersion Fan:
 - 1. Steam-jacketed discharge nozzle, aluminum blade propeller fan with finger guard, and single-speed motor interlocked to operate with humidifier.
 - 2. Fan Mounting: Above and behind discharge outlet on bracket integral to discharge outlet.
- D. Steam Separator: ASTM A 666, Type 304 stainless steel with separate humidifier control valve.
- E. Humidifier Control Valve:
 - 1. Actuator: Electric modulating with spring return.
 - 2. Actuator: As specified in Division 23 Section "Instrumentation and Control for HVAC."
- F. Steam Trap: Inverted-bucket type, sized for a minimum of 3 times the maximum rated condensate flow of humidifier at 1/2-psig inlet pressure.
- G. Accessories:
 - 1. Wall or Return-duct-mounting humidistat.
 - 2. Duct-mounting, high-limit humidistat.
 - 3. Aquastat mounted on steam condensate return piping to prevent cold operation of humidifier.
 - 4. In-line strainer.
 - 5. Airflow switch for preventing humidifier operation without airflow.
- H. Capacities and Characteristics: As scheduled on drawings.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine ducts, air-handling units, and conditions for compliance with requirements for installation tolerances and other conditions affecting performance.
- B. Examine roughing-in for piping systems to verify actual locations of piping connections before humidifier installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install humidifiers with required clearance for service and maintenance.
- B. Install humidifiers in compliance with the manufacturer's specifications.
- C. Install humidifiers in compliance with applicable local laws and regulations

- D. Water quality as per manufacturer's specifications, under the responsibility of the User.
- E. Seal humidifier manifold duct or plenum penetrations with flange.
- F. Install humidifier manifolds in metal ducts and casings constructed according to SMACNA's "HVAC Duct Construction Standards, Metal and Flexible."
- G. Install galvanized-steel drain pan under each manifold mounted in duct.
 - 1. Construct drain pans to comply with ASHRAE 62.
 - 2. Connect to condensate trap and drainage piping.
 - 3. Extend drain pan upstream and downstream from manifold a minimum of 24 inches or as recommended by manufacturer.
- H. Install manifold supply piping pitched to drain condensate back to humidifier.
- I. Install drip leg upstream from steam trap a minimum of 12 inches tall for proper operation of trap.
- J. Install steam generator level on concrete base. Concrete base is specified in Division 23 Section "Common Work Results for HVAC."
- K. Concrete Bases: Anchor steam generator to concrete base.
 - 1. Install dowel rods to connect concrete base to concrete floor. Unless otherwise indicated, install dowel rods on 18-inch centers around full perimeter of base.
 - 2. For supported equipment, install epoxy-coated anchor bolts that extend through concrete base and anchor into structural concrete floor.
 - 3. Place and secure anchorage devices. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 4. Install anchor bolts to elevations required for proper attachment to supported equipment.
 - 5. Cast-in-place concrete materials and placement requirements are specified in Division 03.
- L. Install gas-fired steam generators according to NFPA 54.

3.3 CONNECTIONS

- A. Piping installation requirements are specified in other Division 23 Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
 - 1. Install piping adjacent to humidifiers to allow service and maintenance.
 - 2. Install shutoff valve, strainer, backflow preventer, and union in humidifier makeup line.
- B. Install electrical devices and piping specialties furnished by manufacturer but not factory mounted.
- C. Install piping from safety relief valves to nearest floor drain.
- D. Connect gas piping full size to steam-generator, gas-train inlet with union. Gas piping materials and specialties are specified in Division 23 Section " Facility Natural-Gas Piping ."

- E. Connect breeching full size to steam-generator outlet. Venting materials are specified in Division 23 Section "Breechings, Chimneys, and Stacks."
- F. Connect combustion-air inlet to intake terminal using PVC piping with solvent-cemented joints. Run from boiler connection to outside and terminate adjacent to flue termination.
- G. Ground equipment according to Division 26 Section "Grounding and Bonding for Electrical Systems."
- H. Connect wiring according to Division 26 Section "Low-Voltage Electrical Power Conductors and Cables."

3.4 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections. Report results in writing.
- B. Perform tests and inspections and prepare test reports.
 - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.
- C. Tests and Inspections:
 - 1. Leak Test: After installation, charge system and test for leaks. Repair leaks and retest until no leaks exist.
 - 2. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
 - 3. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Remove and replace malfunctioning units and retest as specified above.

3.5 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain humidifiers. Refer to Division 01 Section "Demonstration and Training."

END OF SECTION 238413

SECTION 260010 - BASIC ELECTRICAL REQUIREMENTS

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

- A. Work includes all electrical items and systems shown on the contract drawings and specified herein.
- B. Unless specifically dimensioned, the work shown on the drawings is diagrammatic, and is intended only to show general arrangement.
- C. Include in the work all accessories and devices necessary for the intended operation of any system, whether or not specifically shown or specified.

1.2 STANDARDS OF QUALITY

- A. The specifications establish the standard of quality required, either by description of by references to brand name, name of manufacturers or manufacturer's model number.
- B. Where one product only is specifically identified by name of manufacturer's model number, the Contractor shall base his bid on the use of the name product. Where multiple names are used, the Contractor shall base his bid on the use of any of those products named.
- C. The Contractor may submit with his bid, the names of products which are proposed as substitutions for products named in specifications. Each proposed substitution shall be accompanied by a written sum of money to be added or deducted from his bid. The Owner reserves the sole right to accept or reject said substitutions with or without cause.
- D. When equipment and/or materials are proposed to be purchased from a manufacturer other than those specified, the Contractor shall provide complete data adequate for the Engineer's evaluation of the proposed substitution.
- E. When the equipment other than that specified is used, the Contractor shall be responsible for any extra cost of required revisions such as structural steel, concrete, electrical, piping, etc. Such additional costs shall be identified at the time such substitutions are proposed.

1.3 SUMMARY

- A. This Section includes general administrative and procedural requirements for electrical installations.
 - 1. Submittals
 - 2. Maintenance Manuals
 - 3. Rough-ins
 - 4. Electrical Installations

1.4 SUBMITTALS

- A. The Contractor shall review, approve and submit shop drawings, with promptness so as to cause no delay in his work or in that of others. No submissions will be accepted by the Engineer without the signed review and approval of the Contractor.
- B. The Contractor shall check and verify pertinent field measurements, quantities of equipment and materials required.
- C. Submittals shall be identified by reference to project, the drawings, sections of specifications, or equipment symbols to which they relate.
- D. Shop drawings, when required, shall include:
 - 1. Verification of information given in Contract Documents such as performance, dimensions, weight, materials, construction, types, models, manufacturer, etc.
 - 2. Equipment layouts drawn to scale as may be required.
 - 3. Wiring diagrams and schematics for equipment.
 - 4. Any special construction conditions.
 - 5. Other information/data as may be requested.
- E. All submittals shall identify the specific details of the product or assembly. All optional features being proposed shall be so noted, or the submittal will be rejected.
- F. Review is only for general conformance with the design concept of the project and general compliance with the information given in the contract documents. Any action shown is subject to the requirements of the plans and specification. Contractor is responsible for dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction; coordination of his work with that of all other trades; and the satisfactory performance of his work.
- G. For items being resubmitted, clearly identify changes made from the initial submittal requested by the Engineer. The Engineer will review only those changes requested and identified by the Contractor.

1.5 MAINTENANCE MANUALS

- A. Prepare maintenance manuals including the following information for equipment items:
 - 1. Description of function, normal operating characteristics and limitations, performance curves, engineering data and tests, and complete nomenclature and commercial numbers of replacement parts.
 - 2. Manufacturer's printed operating procedures to include start-up, break-in, and routine and normal operating instructions; regulation, control, stopping, shutdown, and emergency instructions; and summer and winter operating instructions.
 - 3. Maintenance procedures for routine preventative maintenance and troubleshooting; disassembly, repair, and reassembly; aligning and adjusting instructions.
 - 4. Servicing instructions and lubrication charts and schedules.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to the project properly identified with names, model numbers, types, grades, compliance labels, and other information needed for identification.

1.7 PERMITS, FEES, AND CERTIFICATES OF APPROVAL

- A. Contractor shall acquire all permits and certificates.
- B. Contractor shall provide all labor and instruments required for tests and cleaning of systems.
- C. Whenever tests are required, three (3) copies of the test reports shall be submitted to the Engineer and (1) electronic copy.
- D. Tests may be observed by the Engineer or his representative. Notify the Engineer a minimum of three weeks in advance of the test dates.

1.8 COMPLIANCE WITH CODES, STANDARDS AND REGULATIONS

- A. In the absence of specific instruction in the technical specifications, equipment and installation shall conform to the following applicable codes, standards and regulations, latest editions:
 - 1. American Society for Testing Materials (ASTM).
 - 2. American National Standard Institute (ANSI).
 - 3. Underwriter's Laboratories, Inc. (UL).
 - 4. American Welding Society Code (AWSC).
 - 5. Local Building, Electrical, and Fire Codes.
 - 6. National Electrical Code (NEC).
 - 7. Service Rules and Regulations of Local Electrical Utility Company.
 - 8. National Electrical Manufacturer's Association (NEMA).
 - 9. U.S. Department of Health & Human Services "HRS-M-HF" 84-1.
 - 10. Occupational Safety and Health Act (OSHA).
 - 11. National Fire Protection Association (NFPA).
 - 12. Americans with Disabilities Act (ADA).

PART 2 - PRODUCTS - Not Used.**PART 3 - EXECUTION****3.1 ROUGH-IN**

- A. Verify final locations for rough-ins with field measurements and with requirements of the actual equipment to be connected.

3.2 ELECTRICAL INSTALLATIONS

- A. General: Sequence, coordinate, and integrate the various elements of electrical systems, materials, and equipment. Comply with the following requirements:
1. Coordinate electrical systems, equipment, and materials installation with other building components.
 2. Verify all dimensions by field measurements.
 3. Arrange for chases, slots, and openings in other building components during progress of construction, to allow for electrical installations.
 4. Coordinate the installation of required supporting devices and sleeves to be set in poured-in-place concrete and other structural components, as they are constructed.
 5. Sequence, coordinate, and integrate installations of electrical materials and equipment for efficient flow of the work. Give particular attention to large equipment requiring positioning prior to closing in the building.
 6. Where mounting heights are not detailed or dimensioned, install systems, materials, and equipment to provide the maximum headroom possible.
 7. Coordinate connection of electrical systems with exterior underground and overhead utilities and services. Comply with requirements of governing regulations, franchised service companies, and controlling agencies. Provide required connection for each service.
 8. Install systems, materials, and equipment to conform with approved submittal data, including coordination drawings, to greatest extent possible. Conform to arrangements indicated by the Contract Documents, recognizing that portions of the Work are shown only in diagrammatic form. Where coordination requirements conflict with individual system requirements, refer conflict to the Engineer.
 9. Install systems, materials, and equipment level and plumb, parallel and perpendicular to other building systems and components, where installed exposed in finished spaces.
 10. Install electrical equipment to facilitate servicing, maintenance, and repair or replacement of equipment components. As much as practical, connect equipment for ease of disconnecting, with minimum of interference with other installations.
 11. Install access panel or doors where units are concealed behind finished surfaces.
 12. Install systems, material, and equipment giving right-of-way priority to systems required to be installed at a specified slope.
 13. Coordinate all electrical requirements with other trades and their shop drawings prior to installing conduit, wire, switches and breakers. Notify engineer of any discrepancies between document and actual supplied equipment.

3.3 CUTTING AND PATCHING

- A. General: Performing cutting and patching in accordance with the following requirements:
1. Perform cutting, fitting, and patching of electrical equipment and materials required to:
 - a. Uncover work to provide for installation of ill-timed work.
 - b. Remove and replace defective work.
 - c. Remove and replace work not conforming to requirements of the contract documents.
 - d. Remove samples of installed work as specified for testing.
 - e. Upon written instruction from the Engineer, uncover and restore work to provide for Engineer observation of concealed work.

END OF SECTION 260010

SECTION 260500 - COMMON WORK RESULTS FOR ELECTRICAL

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Electrical equipment coordination and installation.
2. Common electrical installation requirements.

1.2 COORDINATION

A. Coordinate arrangement, mounting, and support of electrical equipment:

1. To allow maximum possible headroom unless specific mounting heights that reduce headroom are indicated.
2. To provide for ease of disconnecting the equipment with minimum interference to other installations.
3. To allow right of way for piping and conduit installed at required slope.
4. So connecting raceways, cables, wireways, cable trays, and busways will be clear of obstructions and of the working and access space of other equipment.

B. Coordinate installation of required supporting devices and set sleeves in cast-in-place concrete, masonry walls, and other structural components as they are constructed.

C. Coordinate location of access panels and doors for electrical items that are behind finished surfaces or otherwise concealed.

PART 2 - PRODUCTS – Not Used.

PART 3 - EXECUTION

3.1 COMMON REQUIREMENTS FOR ELECTRICAL INSTALLATION

A. Comply with NECA 1.

B. Measure indicated mounting heights to bottom of unit for suspended items and to center of unit for wall-mounting items.

C. Headroom Maintenance: If mounting heights or other location criteria are not indicated, arrange and install components and equipment to provide maximum possible headroom consistent with these requirements.

D. Equipment: Install to facilitate service, maintenance, and repair or replacement of components of both electrical equipment and other nearby installations. Connect in such a way as to facilitate future disconnecting with minimum interference with other items in the vicinity.

- E. Right of Way: Give to piping systems installed at a required slope.

END OF SECTION 260500

SECTION 260519 - LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Building wires and cables rated 600 V and less.
2. Connectors, splices, and terminations rated 600 V and less.

1.2 QUALITY ASSURANCE

A. Testing Agency Qualifications: Member company of NETA or an NRTL.

1. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.

PART 2 - PRODUCTS

2.1 CONDUCTORS AND CABLES

- A. Copper Conductors: Comply with NEMA WC 70/ICEA S-95-658.
- B. Conductor Insulation: Comply with NEMA WC 70/ICEA S-95-658 for Type THHN-2-THWN-2.

2.2 CONNECTORS AND SPLICES

- A. Description: Factory-fabricated connectors and splices of size, ampacity rating, material, type, and class for application and service indicated.

2.3 SYSTEM DESCRIPTION

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NFPA 70.

PART 3 - EXECUTION

3.1 CONDUCTOR MATERIAL APPLICATIONS

- A. Feeders: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.

- B. Branch Circuits: Copper. Stranded for No. 12 AWG and larger, except VFC cable, which shall be extra flexible stranded.

3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS

- A. Service Entrance: Type THHN-2-THWN-2, single conductors in raceway.
- B. Exposed Feeders: Type THHN-2-THWN-2, single conductors in raceway.
- C. Feeders Concealed in Ceilings, Walls, Partitions, and Crawlspace: Type THHN-2-THWN-2, single conductors in raceway.
- D. Feeders Concealed in Concrete, below Slabs-on-Grade, and Underground: Type THHN-2-THWN-2, single conductors in raceway.
- E. Exposed Branch Circuits, Including in Crawlspace: Type THHN-2-THWN-2, single conductors in raceway.
- F. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN-2-THWN-2, single conductors in raceway.
- G. Branch Circuits Concealed in Concrete, below Slabs-on-Grade, and Underground: Type THHN-2-THWN-2, single conductors in raceway.

3.3 INSTALLATION OF CONDUCTORS AND CABLES

- A. Conceal cables in finished walls, ceilings, and floors unless otherwise indicated.
- B. Complete raceway installation between conductor and cable termination points according to Section 260533 "Raceways and Boxes for Electrical Systems" prior to pulling conductors and cables.
- C. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
- D. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.
- E. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.
- F. Support cables according to Section 260529 "Hangers and Supports for Electrical Systems."

3.4 CONNECTIONS

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A-486B.

- B. Make splices, terminations, and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.

- 1. Use oxide inhibitor in each splice, termination, and tap for aluminum conductors.

- C. Wiring at Outlets: Install conductor at each outlet, with at least 6 inches of slack.

3.5 IDENTIFICATION

- A. Identify and color-code conductors and cables according to Section 260553 "Identification for Electrical Systems."
- B. Identify each spare conductor at each end with identity number and location of other end of conductor, and identify as spare conductor.

3.6 SLEEVE AND SLEEVE-SEAL INSTALLATION FOR ELECTRICAL PENETRATIONS

- A. Install sleeves and sleeve seals at penetrations of exterior floor and wall assemblies. Comply with requirements in Section 260544 "Sleeves and Sleeve Seals for Electrical Raceways and Cabling."

3.7 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly.

3.8 FIELD QUALITY CONTROL

- A. Perform the following tests and inspections:
 - 1. After installing conductors and cables and before electrical circuitry has been energized, test service entrance and feeder conductors and conductors feeding the following critical equipment and services for compliance with requirements.
 - a. Transfer switches.
 - b. All 100A and above feeders.
 - 2. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
 - 3. Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform an infrared scan of each splice in conductors No. 3 AWG and larger. Remove box and equipment covers so splices are accessible to portable scanner. Correct deficiencies determined during the scan.
 - a. Instrument: Use an infrared scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.

- b. Record of Infrared Scanning: Prepare a certified report that identifies splices checked and that describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.
- B. Test and Inspection Reports: Prepare a written report to record the following:
 - 1. Procedures used.
 - 2. Results that comply with requirements.
 - 3. Results that do not comply with requirements and corrective action taken to achieve compliance with requirements.
- C. Cables will be considered defective if they do not pass tests and inspections.

END OF SECTION 260519

SECTION 260526 - GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes grounding and bonding systems and equipment.

1.2 INFORMATIONAL SUBMITTALS

- A. As-Built Data: Plans showing dimensioned as-built locations of grounding features specified in "Field Quality Control" Article, including the following:
 - 1. Ground rods.
 - 2. Grounding arrangements and connections for separately derived systems.
- B. Qualification Data: For testing agency and testing agency's field supervisor.
- C. Field quality-control reports.

1.3 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For grounding to include in emergency, operation, and maintenance manuals.
 - 1. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
 - a. Instructions for periodic testing and inspection of grounding features at grounding connections for separately derived systems based on NETA MTS.
 - 1) Tests shall determine if ground-resistance or impedance values remain within specified maximums, and instructions shall recommend corrective action if values do not.
 - 2) Include recommended testing intervals.

1.4 QUALITY ASSURANCE

- A. Testing Agency Qualifications: Member company of NETA or an NRTL.
 - 1. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. Comply with UL 467 for grounding and bonding materials and equipment.

PART 2 - PRODUCTS

2.1 SYSTEM DESCRIPTION

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with UL 467 for grounding and bonding materials and equipment.

2.2 CONDUCTORS

- A. Insulated Conductors: Copper wire or cable insulated for 600 V unless otherwise required by applicable Code or authorities having jurisdiction.
- B. Bare Copper Conductors:
 - 1. Solid Conductors: ASTM B 3.
 - 2. Stranded Conductors: ASTM B 8.
 - 3. Tinned Conductors: ASTM B 33.
 - 4. Sizes and types of conductors in four subparagraphs below are typical examples. 28-kcmil bonding cable in "Bonding Cable" Subparagraph below is slightly larger than No. 6 AWG.
 - 5. Bonding Cable: 28 kcmil, 14 strands of No. 17 AWG conductor, 1/4 inch in diameter.
 - 6. Bonding Conductor: No. 4 or No. 6 AWG, stranded conductor.
 - 7. Bonding Jumper: Copper tape, braided conductors terminated with copper ferrules; 1-5/8 inches wide and 1/16 inch thick.
 - 8. Tinned Bonding Jumper: Tinned-copper tape, braided conductors terminated with copper ferrules; 1-5/8 inches wide and 1/16 inch thick.
- C. Grounding Bus: Predrilled rectangular bars of annealed copper, 1/4 by 4 inches in cross section, with 9/32-inch holes spaced 1-1/8 inches apart. Stand-off insulators for mounting shall comply with UL 891 for use in switchboards, 600 V and shall be Lexan or PVC, impulse tested at 5000 V.

2.3 CONNECTORS

- A. Listed and labeled by an NRTL acceptable to authorities having jurisdiction for applications in which used and for specific types, sizes, and combinations of conductors and other items connected.
- B. Bolted Connectors for Conductors and Pipes: Copper or copper alloy.
- C. Welded Connectors: Exothermic-welding kits of types recommended by kit manufacturer for materials being joined and installation conditions.
- D. Bus-Bar Connectors: Mechanical type, cast silicon bronze, solderless compression-type wire terminals, and long-barrel, two-bolt connection to ground bus bar.

2.4 GROUNDING ELECTRODES

- A. Ground Rods: Copper-clad steel, sectional type; 5/8 by 96 inches.

PART 3 - EXECUTION

3.1 APPLICATIONS

- A. Conductors: Install stranded conductors for No. 8 AWG and larger unless otherwise indicated.
- B. Grounding Bus: Install in electrical equipment rooms, in rooms housing service equipment, and elsewhere as indicated.
 - 1. Install bus horizontally, on insulated spacers 2 inches minimum from wall, 6 inches above finished floor unless otherwise indicated.
 - 2. Where indicated on both sides of doorways, route bus up to top of door frame, across top of doorway, and down; connect to horizontal bus.
- C. Conductor Terminations and Connections:
 - 1. Pipe and Equipment Grounding Conductor Terminations: Bolted connectors.
 - 2. Underground Connections: Welded connectors except at test wells and as otherwise indicated.
 - 3. Connections to Ground Rods at Test Wells: Bolted connectors.
 - 4. Connections to Structural Steel: Welded connectors.

3.2 GROUNDING AT THE SERVICE

- A. Equipment grounding conductors and grounding electrode conductors shall be connected to the ground bus. Install a main bonding jumper between the neutral and ground buses.

3.3 GROUNDING UNDERGROUND DISTRIBUTION SYSTEM COMPONENTS

- A. Grounding Manholes and Handholes: Install a driven ground rod through manhole or handhole floor, close to wall, and set rod depth so 4 inches will extend above finished floor. If necessary, install ground rod before manhole is placed and provide No. 1/0 AWG bare, tinned-copper conductor from ground rod into manhole through a waterproof sleeve in manhole wall. Protect ground rods passing through concrete floor with a double wrapping of pressure-sensitive insulating tape or heat-shrunk insulating sleeve from 2 inches above to 6 inches below concrete. Seal floor opening with waterproof, nonshrink grout.
- B. Grounding Connections to Manhole Components: Bond exposed-metal parts such as inserts, cable racks, pulling irons, ladders, and cable shields within each manhole or handhole, to ground rod or grounding conductor. Make connections with No. 4 AWG minimum, stranded, hard-drawn copper bonding conductor. Train conductors level or plumb around corners and fasten to manhole walls. Connect to cable armor and cable shields according to written instructions by manufacturer of splicing and termination kits.
- C. Pad-Mounted Transformers and Switches: Install two ground rods and ground ring around the pad. Ground pad-mounted equipment and noncurrent-carrying metal items associated with substations by connecting them to underground cable and grounding electrodes. Install tinned-copper conductor not less than No. 2 AWG for ground ring and for taps to equipment grounding terminals. Bury ground ring not less than **6 inches** from the foundation.

3.4 EQUIPMENT GROUNDING

- A. Install insulated equipment grounding conductors with all feeders and branch circuits.
- B. Install insulated equipment grounding conductors with the following items, in addition to those required by NFPA 70:
 - 1. Feeders and branch circuits.
 - 2. Lighting circuits.
 - 3. Receptacle circuits.
 - 4. Single-phase motor and appliance branch circuits.
 - 5. Three-phase motor and appliance branch circuits.
 - 6. Flexible raceway runs.
 - 7. Armored and metal-clad cable runs.
- C. Poles Supporting Outdoor Lighting Fixtures: Install grounding electrode and a separate insulated equipment grounding conductor in addition to grounding conductor installed with branch-circuit conductors.

3.5 INSTALLATION

- A. Grounding Conductors: Route along shortest and straightest paths possible unless otherwise indicated or required by Code. Avoid obstructing access or placing conductors where they may be subjected to strain, impact, or damage.
- B. Ground Rods: Drive rods until tops are 2 inches below finished floor or final grade unless otherwise indicated.
 - 1. Interconnect ground rods with grounding electrode conductor below grade and as otherwise indicated. Make connections without exposing steel or damaging coating if any.
 - 2. For grounding electrode system, install at least three rods spaced at least one-rod length from each other and located at least the same distance from other grounding electrodes, and connect to the service grounding electrode conductor.
- C. Bonding Straps and Jumpers: Install in locations accessible for inspection and maintenance except where routed through short lengths of conduit.
 - 1. Bonding to Structure: Bond straps directly to basic structure, taking care not to penetrate any adjacent parts.
 - 2. Bonding to Equipment Mounted on Vibration Isolation Hangers and Supports: Install bonding so vibration is not transmitted to rigidly mounted equipment.
 - 3. Use exothermic-welded connectors for outdoor locations; if a disconnect-type connection is required, use a bolted clamp.
- D. Grounding and Bonding for Piping:
 - 1. Metal Water Service Pipe: Install insulated copper grounding conductors, in conduit, from building's main service equipment, or grounding bus, to main metal water service entrances to building. Connect grounding conductors to main metal water service pipes; use a bolted clamp connector or bolt a lug-type connector to a pipe flange by using one of the lug bolts of the flange. Where a dielectric main water fitting is installed, connect grounding conductor on street side of fitting. Bond metal grounding conductor conduit or sleeve to conductor at each end.

2. Water Meter Piping: Use braided-type bonding jumpers to electrically bypass water meters. Connect to pipe with a bolted connector.
3. Bond each aboveground portion of gas piping system downstream from equipment shutoff valve.

3.6 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
 1. After installing grounding system but before permanent electrical circuits have been energized, test for compliance with requirements.
 2. Inspect physical and mechanical condition. Verify tightness of accessible, bolted, electrical connections with a calibrated torque wrench according to manufacturer's written instructions.
 3. Test completed grounding system at each location where a maximum ground-resistance level is specified, at service disconnect enclosure grounding terminal, and at individual ground rods. Make tests at ground rods before any conductors are connected.
 - a. Measure ground resistance no fewer than two full days after last trace of precipitation and without soil being moistened by any means other than natural drainage or seepage and without chemical treatment or other artificial means of reducing natural ground resistance.
 - b. Perform tests by fall-of-potential method according to IEEE 81.
 4. Prepare dimensioned Drawings locating each test well, ground rod and ground-rod assembly, and other grounding electrodes. Identify each by letter in alphabetical order, and key to the record of tests and observations. Include the number of rods driven and their depth at each location, and include observations of weather and other phenomena that may affect test results. Describe measures taken to improve test results.
- C. Grounding system will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.
- E. Report measured ground resistances that exceed the following values:
 1. Power and Lighting Equipment or System with Capacity of 500 kVA and Less: 10 ohms.
 2. Power and Lighting Equipment or System with Capacity of 500 to 1000 kVA: 5 ohms.
 3. Power Distribution Units or Panelboards Serving Electronic Equipment: 1 ohm(s).
 4. Substations and Pad-Mounted Equipment: 5 ohms.
 5. Manhole Grounds: 10 ohms.
- F. Excessive Ground Resistance: If resistance to ground exceeds specified values, notify Architect/Engineer promptly and include recommendations to reduce ground resistance.

END OF SECTION 260526

SECTION 260529 - HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Hangers and supports for electrical equipment and systems.

1.2 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design supports for multiple raceways, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Rated Strength: Adequate in tension, shear, and pullout force to resist maximum loads calculated or imposed for this Project, with a minimum structural safety factor of five times the applied force.

1.3 QUALITY ASSURANCE

- A. Comply with NFPA 70.

1.4 COORDINATION

- A. Coordinate installation of roof curbs, equipment supports, and roof penetrations.

PART 2 - PRODUCTS

2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

- A. Steel Slotted Support Systems: Comply with MFMA-4, factory-fabricated components for field assembly.
 - 1. Metallic Coatings: Hot-dip galvanized after fabrication and applied according to MFMA-4.
 - 2. Nonmetallic Coatings: Manufacturer's standard PVC, polyurethane, or polyester coating applied according to MFMA-4.
 - 3. Painted Coatings: Manufacturer's standard painted coating applied according to MFMA-4.
 - 4. Channel Dimensions: Selected for applicable load criteria.
- B. Raceway and Cable Supports: As described in NECA 1 and NECA 101.
- C. Conduit and Cable Support Devices: Steel hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.

- D. Structural Steel for Fabricated Supports and Restraints: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
- E. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:
 - 1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
 - 2. Mechanical-Expansion Anchors: Insert-wedge-type, zinc-coated steel, for use in hardened portland cement concrete with tension, shear, and pullout capacities appropriate for supported loads and building materials in which used.
 - 3. Concrete Inserts: Steel or malleable-iron, slotted support system units similar to MSS Type 18; complying with MFMA-4 or MSS SP-58.
 - 4. Clamps for Attachment to Steel Structural Elements: MSS SP-58, type suitable for attached structural element.
 - 5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM A 325.
 - 6. Toggle Bolts: All-steel springhead type.
 - 7. Hanger Rods: Threaded steel.

PART 3 - EXECUTION

3.1 APPLICATION

- A. Comply with NECA 1 and NECA 101 for application of hangers and supports for electrical equipment and systems except if requirements in this Section are stricter.
- B. Maximum Support Spacing and Minimum Hanger Rod Size for Raceway: Space supports for EMT, IMC, and RMC as required by NFPA 70. Minimum rod size shall be 1/4 inch in diameter.
- C. Spring-steel clamps designed for supporting single conduits without bolts may be used for 1-1/2-inch and smaller raceways serving branch circuits and communication systems above suspended ceilings and for fastening raceways to trapeze supports.

3.2 SUPPORT INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this Article.
- B. Raceway Support Methods: In addition to methods described in NECA 1, EMT, IMC, and RMC may be supported by openings through structure members, as permitted in NFPA 70.
- C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb.
- D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:

1. To Wood: Fasten with lag screws or through bolts.
 2. To New Concrete: Bolt to concrete inserts.
 3. To Masonry: Approved toggle-type bolts on hollow masonry units and expansion anchor fasteners on solid masonry units.
 4. To Existing Concrete: Expansion anchor fasteners.
 5. Instead of expansion anchors, powder-actuated driven threaded studs provided with lock washers and nuts may be used in existing standard-weight concrete 4 inches thick or greater. Do not use for anchorage to lightweight-aggregate concrete or for slabs less than 4 inches thick.
 6. To Steel: Beam clamps (MSS Type 19, 21, 23, 25, or 27) complying with MSS SP-69.
 7. To Light Steel: Sheet metal screws.
 8. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.
- E. Drill holes for expansion anchors in concrete at locations and to depths that avoid reinforcing bars.

3.3 CONCRETE BASES

- A. Construct concrete bases of dimensions indicated but not less than 4 inches larger in both directions than supported unit, and so anchors will be a minimum of 10 bolt diameters from edge of the base.
- B. Use 3000-psi, 28-day compressive-strength concrete. Concrete materials, reinforcement, and placement requirements.
- C. Anchor equipment to concrete base.
1. Place and secure anchorage devices. Use supported equipment manufacturer's setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 2. Install anchor bolts to elevations required for proper attachment to supported equipment.
 3. Install anchor bolts according to anchor-bolt manufacturer's written instructions.

END OF SECTION 260529

SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Metal conduits, tubing, and fittings.
2. Nonmetal conduits, tubing, and fittings.
3. Boxes, enclosures, and cabinets.
4. Handholes and boxes for exterior underground cabling.

1.2 ACTION SUBMITTALS

- A. Product Data: For surface raceways, wireways and fittings, floor boxes, hinged-cover enclosures, and cabinets.
- B. Shop Drawings: For custom enclosures and cabinets. Include plans, elevations, sections, and attachment details.

PART 2 - PRODUCTS

2.1 METAL CONDUITS, TUBING, AND FITTINGS

- A. Listing and Labeling: Metal conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. GRC: Comply with ANSI C80.1 and UL 6.
- C. IMC: Comply with ANSI C80.6 and UL 1242.
- D. EMT: Comply with ANSI C80.3 and UL 797.
- E. FMC: Comply with UL 1; zinc-coated steel.
- F. LFMC: Flexible steel conduit with PVC jacket and complying with UL 360.
- G. Fittings for Metal Conduit: Comply with NEMA FB 1 and UL 514B.
 1. Fittings for EMT:
 - a. Material: Die cast.
 - b. Type: Setscrew.
- H. Joint Compound for IMC, GRC, or ARC: Approved, as defined in NFPA 70, by authorities having jurisdiction for use in conduit assemblies, and compounded for use to lubricate and protect threaded conduit joints from corrosion and to enhance their conductivity.

2.2 NONMETALLIC CONDUITS, TUBING, AND FITTINGS

- A. Listing and Labeling: Nonmetallic conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. RNC: Type EPC-40-PVC, complying with NEMA TC 2 and UL 651 unless otherwise indicated.
- C. LFNC: Comply with UL 1660.
- D. Fittings for ENT and RNC: Comply with NEMA TC 3; match to conduit or tubing type and material.
- E. Fittings for LFNC: Comply with UL 514B.
- F. Solvent cements and adhesive primers shall have a VOC content of 510 and 550 g/L or less, respectively, when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.3 BOXES, ENCLOSURES, AND CABINETS

- A. General Requirements for Boxes, Enclosures, and Cabinets: Boxes, enclosures, and cabinets installed in wet locations shall be listed for use in wet locations.
- B. Sheet Metal Outlet and Device Boxes: Comply with NEMA OS 1 and UL 514A.
- C. Cast-Metal Outlet and Device Boxes: Comply with NEMA FB 1, ferrous alloy, Type FD, with gasketed cover.
- D. Luminaire Outlet Boxes: Nonadjustable, designed for attachment of luminaire weighing 50 lb. Outlet boxes designed for attachment of luminaires weighing more than 50 lb shall be listed and marked for the maximum allowable weight.
- E. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.
- F. Cast-Metal Access, Pull, and Junction Boxes: Comply with NEMA FB 1 and UL 1773, cast aluminum with gasketed cover.
- G. Box extensions used to accommodate new building finishes shall be of same material as recessed box.
- H. Device Box Dimensions: 4 inches square by 2-1/8 inches deep.
- I. Gangable boxes are prohibited.
- J. Metal Floor Boxes:
 - 1. Material: Cast metal
 - 2. Type: Fully adjustable
 - 3. Shape: Rectangular
 - 4. Listing and Labeling: Metal floor boxes shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- K. Nonmetallic Floor Boxes: Nonadjustable

1. Listing and labeling: Nonmetallic floor boxes shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

2.4 HANDHOLES AND BOXES FOR EXTERIOR UNDERGROUND WIRING

A. General Requirements for Handholes and Boxes:

1. Boxes and handholes for use in underground systems shall be designed and identified as defined in NFPA 70, for intended location and application.
2. Boxes installed in wet areas shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

B. Polymer-Concrete Handholes and Boxes with Polymer-Concrete Cover: Molded of sand and aggregate, bound together with polymer resin, and reinforced with steel, fiberglass, or a combination of the two.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Armorcast Products Company.
 - b. Carson Industries LLC.
 - c. NewBasis.
 - d. Oldcastle Precast, Inc.
 - e. Quazite: Hubbell Power System, Inc.
 - f. Synertech Moulded Products.
2. Standard: Comply with SCTE 77.
3. First option in "Configuration" Subparagraph below facilitates bottom conduit entry. Second option may be provided by a separate slab placed in the excavation under an open-bottom enclosure; third option is obtained by molding or fabricating the bottom integrally with the body of unit.
4. Configuration: Designed for flush burial with open bottom unless otherwise indicated.
5. Cover: Weatherproof, secured by tamper-resistant locking devices and having structural load rating consistent with enclosure and handhole location.
6. Cover Finish: Nonskid finish shall have a minimum coefficient of friction of 0.50.
7. Cover Legend: Molded lettering, "TELEPHONE."
8. Retain "Conduit Entrance Provisions" Subparagraph below if conduit enters enclosure through the side. Otherwise, entry is made through an open bottom or through side openings cut in the field, as specified in "Installation of Underground Handholes and Boxes" Article. Coordinate with Drawings.
9. Conduit Entrance Provisions: Conduit-terminating fittings shall mate with entering ducts for secure, fixed installation in enclosure wall.
10. Handholes 12 Inches Wide by 24 Inches Long and Larger: Have inserts for cable racks and pulling-in irons installed before concrete is poured.

2.5 SOURCE QUALITY CONTROL FOR UNDERGROUND ENCLOSURES

A. Handhole and Pull-Box Prototype Test: Test prototypes of handholes and boxes for compliance with SCTE 77. Strength tests shall be for specified tier ratings of products supplied.

1. Tests of materials shall be performed by an independent testing agency.

2. Strength tests of complete boxes and covers shall be by either an independent testing agency or manufacturer. A qualified registered professional engineer shall certify tests by manufacturer.
3. Testing machine pressure gages shall have current calibration certification complying with ISO 9000 and ISO 10012 and traceable to NIST standards.

PART 3 - EXECUTION

3.1 RACEWAY APPLICATION

- A. Outdoors: Apply raceway products as specified below unless otherwise indicated:
 1. Exposed Conduit: GRC.
 2. Concealed Conduit, Aboveground: GRC.
 3. Underground Conduit: RNC, Type EPC-40-PVC,.
 4. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFMC.
 5. Boxes and Enclosures, Aboveground: NEMA 250, Type 3R.
- B. Indoors: Apply raceway products as specified below unless otherwise indicated:
 1. Exposed, Not Subject to Physical Damage: EMT.
 2. Concealed in Ceilings and Interior Walls and Partitions: EMT.
 3. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC, except use LFMC in damp or wet locations.
 4. Damp or Wet Locations: GRC.
 5. Boxes and Enclosures: NEMA 250, Type 1, except use NEMA 250, Type 4 stainless steel in institutional and commercial kitchens and damp or wet locations.
- C. Minimum Raceway Size: 3/4-inch trade size.
- D. Raceway Fittings: Compatible with raceways and suitable for use and location.
 1. Rigid and Intermediate Steel Conduit: Use threaded rigid steel conduit fittings unless otherwise indicated. Comply with NEMA FB 2.10.
 2. EMT: Use setscrew, steel fittings. Comply with NEMA FB 2.10.
 3. Flexible Conduit: Use only fittings listed for use with flexible conduit. Comply with NEMA FB 2.20.
- E. Install nonferrous conduit or tubing for circuits operating above 60 Hz. Where aluminum raceways are installed for such circuits and pass through concrete, install in nonmetallic sleeve.
- F. Do not install aluminum conduits, boxes, or fittings in contact with concrete or earth.
- G. Install surface raceways only where indicated on Drawings.
- H. Do not install nonmetallic conduit where ambient temperature exceeds 120 deg F.

3.2 INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except where requirements on Drawings or in this article are stricter. Comply with NECA 102 for aluminum conduits. Comply with NFPA 70 limitations for types of raceways allowed in specific occupancies and number of floors.
- B. Keep raceways at least **6 inches** away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.
- C. Complete raceway installation before starting conductor installation.
- D. Comply with requirements in Section 260529 "Hangers and Supports for Electrical Systems" for hangers and supports.
- E. Arrange stub-ups so curved portions of bends are not visible above finished slab.
- F. Install no more than the equivalent of three 90-degree bends in any conduit run except for control wiring conduits, for which fewer bends are allowed. Support within 12 inches of changes in direction.
- G. Conceal conduit and EMT within finished walls, ceilings, and floors unless otherwise indicated. Install conduits parallel or perpendicular to building lines.
- H. Support conduit within 12 inches of enclosures to which attached.
- I. Raceways Embedded in Slabs:
 - 1. Run conduit larger than 1-inch trade size, parallel or at right angles to main reinforcement. Where at right angles to reinforcement, place conduit close to slab support. Secure raceways to reinforcement at maximum 10-foot intervals.
 - 2. Arrange raceways to cross building expansion joints at right angles with expansion fittings.
 - 3. Arrange raceways to keep a minimum of 2 inches of concrete cover in all directions.
 - 4. Do not embed threadless fittings in concrete unless specifically approved by Architect/Engineer for each specific location.
 - 5. Change from ENT to GRC before rising above floor.
- J. Stub-ups to Above Recessed Ceilings:
 - 1. Use EMT, IMC, or RMC for raceways.
 - 2. Use a conduit bushing or insulated fitting to terminate stub-ups not terminated in hubs or in an enclosure.
- K. Threaded Conduit Joints, Exposed to Wet, Damp, Corrosive, or Outdoor Conditions: Apply listed compound to threads of raceway and fittings before making up joints. Follow compound manufacturer's written instructions.
- L. Coat field-cut threads on PVC-coated raceway with a corrosion-preventing conductive compound prior to assembly.
- M. Raceway Terminations at Locations Subject to Moisture or Vibration: Use insulating bushings to protect conductors including conductors smaller than No. 4 AWG.

- N. Terminate threaded conduits into threaded hubs or with locknuts on inside and outside of boxes or cabinets. Install bushings on conduits up to 1-1/4-inch trade size and insulated throat metal bushings on 1-1/2-inch trade size and larger conduits terminated with locknuts. Install insulated throat metal grounding bushings on service conduits.
- O. Install raceways square to the enclosure and terminate at enclosures with locknuts. Install locknuts hand tight plus 1/4 turn more.
- P. Do not rely on locknuts to penetrate nonconductive coatings on enclosures. Remove coatings in the locknut area prior to assembling conduit to enclosure to assure a continuous ground path.
- Q. Cut conduit perpendicular to the length. For conduits 2-inch trade size and larger, use roll cutter or a guide to make cut straight and perpendicular to the length.
- R. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb tensile strength. Leave at least 12 inches of slack at each end of pull wire. Cap underground raceways designated as spare above grade alongside raceways in use.
- S. Surface Raceways:
 - 1. Install surface raceway with a minimum 2-inch radius control at bend points.
 - 2. Secure surface raceway with screws or other anchor-type devices at intervals not exceeding 48 inches and with no less than two supports per straight raceway section. Support surface raceway according to manufacturer's written instructions. Tape and glue are not acceptable support methods.
- T. Install raceway sealing fittings at accessible locations according to NFPA 70 and fill them with listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway sealing fittings according to NFPA 70.
- U. Install devices to seal raceway interiors at accessible locations. Locate seals so no fittings or boxes are between the seal and the following changes of environments. Seal the interior of all raceways at the following points:
 - 1. Where conduits pass from warm to cold locations, such as boundaries of refrigerated spaces.
 - 2. Where an underground service raceway enters a building or structure.
 - 3. Where otherwise required by NFPA 70.
- V. Comply with manufacturer's written instructions for solvent welding RNC and fittings.
- W. Expansion-Joint Fittings:
 - 1. Install in each run of aboveground RNC that is located where environmental temperature change may exceed 30 deg F and that has straight-run length that exceeds 25 feet. Install in each run of aboveground RMC and EMT conduit that is located where environmental temperature change may exceed 100 deg F and that has straight-run length that exceeds 100 feet.
 - 2. Install type and quantity of fittings that accommodate temperature change listed for each of the following locations:
 - a. Outdoor Locations Not Exposed to Direct Sunlight: 125 deg F temperature change.
 - b. Outdoor Locations Exposed to Direct Sunlight: 155 deg F temperature change.

- c. Indoor Spaces Connected with Outdoors without Physical Separation: 125 deg F temperature change.
 - d. Attics: 135 deg F temperature change.
 - 3. Install fitting(s) that provide expansion and contraction for at least 0.00041 inch per foot of length of straight run per deg F of temperature change for PVC conduits. Install fitting(s) that provide expansion and contraction for at least 0.000078 inch per foot of length of straight run per deg F of temperature change for metal conduits.
 - 4. Install expansion fittings at all locations where conduits cross building or structure expansion joints.
 - 5. Install each expansion-joint fitting with position, mounting, and piston setting selected according to manufacturer's written instructions for conditions at specific location at time of installation. Install conduit supports to allow for expansion movement.
- X. Flexible Conduit Connections: Comply with NEMA RV 3. Use a maximum of 72 inches of flexible conduit for recessed and semirecessed luminaires, equipment subject to vibration, noise transmission, or movement; and for transformers and motors.
- 1. Use LFMC in damp or wet locations subject to severe physical damage.
 - 2. Use LFMC or LFNC in damp or wet locations not subject to severe physical damage.
- Y. Mount boxes at heights indicated on Drawings. If mounting heights of boxes are not individually indicated, give priority to ADA requirements. Install boxes with height measured to center of box unless otherwise indicated.
- Z. Recessed Boxes in Masonry Walls: Saw-cut opening for box in center of cell of masonry block, and install box flush with surface of wall. Prepare block surfaces to provide a flat surface for a raintight connection between box and cover plate or supported equipment and box.
- AA. Horizontally separate boxes mounted on opposite sides of walls so they are not in the same vertical channel.
- BB. Locate boxes so that cover or plate will not span different building finishes.
- CC. Support boxes of three gangs or more from more than one side by spanning two framing members or mounting on brackets specifically designed for the purpose.
- DD. Fasten junction and pull boxes to or support from building structure. Do not support boxes by conduits.
- 3.3 INSTALLATION OF UNDERGROUND CONDUIT
- A. Direct-Buried Conduit:
- 1. Excavate trench bottom to provide firm and uniform support for conduit. Prepare trench bottom for pipe less than 6 inches in nominal diameter.
 - 2. Install backfill.
 - 3. After installing conduit, backfill and compact. Start at tie-in point, and work toward end of conduit run, leaving conduit at end of run free to move with expansion and contraction as temperature changes during this process. Firmly hand tamp backfill around conduit to provide maximum supporting strength. After placing controlled backfill to within 12 inches of finished grade, make final conduit connection at end of run and complete backfilling with normal compaction as specified in Section 312000 "Earth Moving."

4. Install manufactured duct elbows for stub-ups at poles and equipment and at building entrances through floor unless otherwise indicated. Encase elbows for stub-up ducts throughout length of elbow.
5. Install manufactured rigid steel conduit elbows for stub-ups at poles and equipment and at building entrances through floor.
 - a. Couple steel conduits to ducts with adapters designed for this purpose, and encase coupling with 3 inches of concrete for a minimum of 12 inches on each side of the coupling.
 - b. For stub-ups at equipment mounted on outdoor concrete bases and where conduits penetrate building foundations, extend steel conduit horizontally a minimum of 60 inches from edge of foundation or equipment base. Install insulated grounding bushings on terminations at equipment.
6. Underground Warning Tape: Comply with requirements in Section 260553 "Identification for Electrical Systems."

3.4 INSTALLATION OF UNDERGROUND HANDHOLES AND BOXES

- A. Install handholes and boxes level and plumb and with orientation and depth coordinated with connecting conduits to minimize bends and deflections required for proper entrances.
- B. Unless otherwise indicated, support units on a level bed of crushed stone or gravel, graded from 1/2-inch sieve to No. 4 sieve and compacted to same density as adjacent undisturbed earth.
- C. Elevation: In paved areas, set so cover surface will be flush with finished grade. Set covers of other enclosures 1 inch above finished grade.
- D. Install handholes with bottom below frost line, 24 inches below grade.
- E. Install removable hardware, including pulling eyes, cable stanchions, cable arms, and insulators, as required for installation and support of cables and conductors and as indicated. Select arm lengths to be long enough to provide spare space for future cables but short enough to preserve adequate working clearances in enclosure.
- F. Field-cut openings for conduits according to enclosure manufacturer's written instructions. Cut wall of enclosure with a tool designed for material to be cut. Size holes for terminating fittings to be used, and seal around penetrations after fittings are installed.

3.5 SLEEVE AND SLEEVE-SEAL INSTALLATION FOR ELECTRICAL PENETRATIONS

- A. Install sleeves and sleeve seals at penetrations of exterior floor and wall assemblies. Comply with requirements in Section 260544 "Sleeves and Sleeve Seals for Electrical Raceways and Cabling."

3.6 FIRESTOPPING

- A. Install firestopping at penetrations of fire-rated floor and wall assemblies. Comply with requirements in Section 078413 "Penetration Firestopping."

3.7 PROTECTION

A. Protect coatings, finishes, and cabinets from damage and deterioration.

1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.
2. Repair damage to PVC coatings or paint finishes with matching touchup coating recommended by manufacturer.

END OF SECTION 260533

SECTION 260544 - SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Sleeves for raceway and cable penetration of non-fire-rated construction walls and floors.
2. Sleeve-seal systems.
3. Sleeve-seal fittings.
4. Grout.
5. Silicone sealants.

PART 2 - PRODUCTS

2.1 SLEEVES

A. Wall Sleeves:

1. Steel Pipe Sleeves: ASTM A 53/A 53M, Type E, Grade B, Schedule 40, zinc coated, plain ends.
2. Cast-Iron Pipe Sleeves: Cast or fabricated "wall pipe," equivalent to ductile-iron pressure pipe, with plain ends and integral waterstop unless otherwise indicated.

B. Sleeves for Conduits Penetrating Non-Fire-Rated Gypsum Board Assemblies: Galvanized-steel sheet; 0.0239-inch minimum thickness; round tube closed with welded longitudinal joint, with tabs for screw-fastening the sleeve to the board.

C. Molded-PE or -PP Sleeves: Removable, tapered-cup shaped, and smooth outer surface with nailing flange for attaching to wooden forms.

2.2 SLEEVE-SEAL SYSTEMS

A. Description: Modular sealing device, designed for field assembly, to fill annular space between sleeve and raceway or cable.

1. Sealing Elements: EPDM rubber interlocking links shaped to fit surface of pipe. Include type and number required for pipe material and size of pipe.
2. Pressure Plates: Carbon steel.
3. Connecting Bolts and Nuts: Carbon steel, with corrosion-resistant coating, of length required to secure pressure plates to sealing elements.

2.3 SLEEVE-SEAL FITTINGS

- A. Description: Manufactured plastic, sleeve-type, waterstop assembly made for embedding in concrete slab or wall. Unit shall have plastic or rubber waterstop collar with center opening to match piping OD.

2.4 GROUT

- A. Description: Nonshrink; recommended for interior and exterior sealing openings in non-fire-rated walls or floors.
- B. Standard: ASTM C 1107/C 1107M, Grade B, post-hardening and volume-adjusting, dry, hydraulic-cement grout.
- C. Design Mix: 5000-psi, 28-day compressive strength.
- D. Packaging: Premixed and factory packaged.

2.5 SILICONE SEALANTS

- A. Silicone Sealants: Single-component, silicone-based, neutral-curing elastomeric sealants of grade indicated below.
 - 1. Grade: Pourable (self-leveling) formulation for openings in floors and other horizontal surfaces that are not fire rated.
- B. Silicone Foams: Multicomponent, silicone-based liquid elastomers that, when mixed, expand and cure in place to produce a flexible, nonshrinking foam.

PART 3 - EXECUTION

3.1 SLEEVE INSTALLATION FOR NON-FIRE-RATED ELECTRICAL PENETRATIONS

- A. Comply with NECA 1.
- B. Comply with NEMA VE 2 for cable tray and cable penetrations.
- C. Sleeves for Conduits Penetrating Above-Grade Non-Fire-Rated Concrete and Masonry-Unit Floors and Walls:
 - 1. Interior Penetrations of Non-Fire-Rated Walls and Floors:
 - a. Seal annular space between sleeve and raceway or cable, using joint sealant appropriate for size, depth, and location of joint.
 - b. Seal space outside of sleeves with mortar or grout. Pack sealing material solidly between sleeve and wall so no voids remain. Tool exposed surfaces smooth; protect material while curing.
 - 2. Use pipe sleeves unless penetration arrangement requires rectangular sleeved opening.

3. Size pipe sleeves to provide 1/4-inch annular clear space between sleeve and raceway or cable unless sleeve seal is to be installed.
 4. Install sleeves for wall penetrations unless core-drilled holes or formed openings are used. Install sleeves during erection of walls. Cut sleeves to length for mounting flush with both surfaces of walls. Deburr after cutting.
 5. Install sleeves for floor penetrations. Extend sleeves installed in floors 2 inches above finished floor level. Install sleeves during erection of floors.
- D. Sleeves for Conduits Penetrating Non-Fire-Rated Gypsum Board Assemblies:
1. Use circular metal sleeves unless penetration arrangement requires rectangular sleeved opening.
 2. Seal space outside of sleeves with approved joint compound for gypsum board assemblies.
- E. Roof-Penetration Sleeves: Seal penetration of individual raceways and cables with flexible boot-type flashing units applied in coordination with roofing work.
- F. Aboveground, Exterior-Wall Penetrations: Seal penetrations using cast-iron pipe sleeves and mechanical sleeve seals. Select sleeve size to allow for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
- G. Underground, Exterior-Wall and Floor Penetrations: Install cast-iron pipe sleeves. Size sleeves to allow for 1-inch annular clear space between raceway or cable and sleeve for installing sleeve-seal system.

3.2 SLEEVE-SEAL-SYSTEM INSTALLATION

- A. Install sleeve-seal systems in sleeves in exterior concrete walls and slabs-on-grade at raceway entries into building.
- B. Install type and number of sealing elements recommended by manufacturer for raceway or cable material and size. Position raceway or cable in center of sleeve. Assemble mechanical sleeve seals and install in annular space between raceway or cable and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.

3.3 SLEEVE-SEAL-FITTING INSTALLATION

- A. Install sleeve-seal fittings in new walls and slabs as they are constructed.
- B. Assemble fitting components of length to be flush with both surfaces of concrete slabs and walls. Position waterstop flange to be centered in concrete slab or wall.
- C. Secure nailing flanges to concrete forms.
- D. Using grout, seal the space around outside of sleeve-seal fittings.

END OF SECTION 260544

SECTION 260553 - IDENTIFICATION FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Identification for raceways.
2. Identification of power and control cables.
3. Identification for conductors.
4. Underground-line warning tape.
5. Warning labels and signs.
6. Instruction signs.
7. Equipment identification labels.

1.2 QUALITY ASSURANCE

- A. Comply with ANSI A13.1 and IEEE C2.
- B. Comply with NFPA 70.
- C. Comply with 29 CFR 1910.144 and 29 CFR 1910.145.
- D. Comply with ANSI Z535.4 for safety signs and labels.
- E. Adhesive-attached labeling materials, including label stocks, laminating adhesives, and inks used by label printers, shall comply with UL 969.

1.3 COORDINATION

- A. Coordinate identification names, abbreviations, colors, and other features with requirements in other Sections requiring identification applications, Drawings, Shop Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual; and with those required by codes, standards, and 29 CFR 1910.145. Use consistent designations throughout Project.
- B. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- C. Coordinate installation of identifying devices with location of access panels and doors.
- D. Install identifying devices before installing acoustical ceilings and similar concealment.

PART 2 - PRODUCTS

2.1 POWER AND CONTROL RACEWAY IDENTIFICATION MATERIALS

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each raceway size.
- B. Colors for Raceways Carrying Circuits at 600 V or Less:
 - 1. Black letters on an orange field.
 - 2. Legend: Indicate voltage and system or service type.
- C. Vinyl Labels for Raceways Carrying Circuits at 600 V or Less: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound clear adhesive tape for securing ends of legend label.
- D. Snap-Around, Color-Coding Bands for Raceways Carrying Circuits at 600 V or Less: Slit, pretensioned, flexible, solid-colored acrylic sleeve, 2 inches long, with diameter sized to suit diameter of raceway or cable it identifies and to stay in place by gripping action.
- E. Metal Tags: Brass or aluminum, 2 by 2 by 0.05 inch, with stamped legend, punched for use with self-locking cable tie fastener.

2.2 ARMORED AND METAL-CLAD CABLE IDENTIFICATION MATERIALS

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each cable size.
- B. Colors for Cables Carrying Circuits at 600 V and Less:
 - 1. Black letters on an orange field.
 - 2. Legend: Indicate voltage and system or service type.
- C. Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound clear adhesive tape for securing ends of legend label.

2.3 POWER AND CONTROL CABLE IDENTIFICATION MATERIALS

- A. Comply with ANSI A13.1 for minimum size of letters for legend and for minimum length of color field for each cable size.
- B. Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound clear adhesive tape for securing ends of legend label.
- C. Self-Adhesive, Self-Laminating Polyester Labels: Preprinted, 3-mil- thick flexible label with acrylic pressure-sensitive adhesive that provides a clear, weather- and chemical-resistant, self-laminating, protective shield over the legend. Labels sized to fit the cable diameter such that the clear shield overlaps the entire printed legend.

- D. Metal Tags: Brass or aluminum, 2 by 2 by 0.05 inch, with stamped legend, punched for use with self-locking cable tie fastener.
- E. Write-On Tags: Polyester tag, 0.015 inch thick, with corrosion-resistant grommet and cable tie for attachment to conductor or cable.
 - 1. Marker for Tags: Machine-printed, permanent, waterproof, black ink marker recommended by printer manufacturer.
- F. Snap-Around, Color-Coding Bands: Slit, pretensioned, flexible, solid-colored acrylic sleeve, 2 inches long, with diameter sized to suit diameter of cable it identifies and to stay in place by gripping action.

2.4 CONDUCTOR IDENTIFICATION MATERIALS

- A. Color-Coding Conductor Tape: Colored, self-adhesive vinyl tape not less than 3 mils thick by 1 to 2 inches wide.
- B. Snap-Around, Color-Coding Bands: Slit, pretensioned, flexible, solid-colored acrylic sleeve with diameter sized to suit diameter of conductor it identifies and to stay in place by gripping action.
- C. Write-On Tags: Polyester tag, 0.015 inch thick, with corrosion-resistant grommet and cable tie for attachment to conductor or cable.
 - 1. Labels for Tags: Self-adhesive label, machine-printed with permanent, waterproof, black ink recommended by printer manufacturer, sized for attachment to tag.

2.5 UNDERGROUND-LINE WARNING TAPE

- A. Tape:
 - 1. Recommended by manufacturer for the method of installation and suitable to identify and locate underground electrical and communications utility lines.
 - 2. Printing on tape shall be permanent and shall not be damaged by burial operations.
 - 3. Tape material and ink shall be chemically inert, and not subject to degrading when exposed to acids, alkalis, and other destructive substances commonly found in soils.
- B. Color and Printing:
 - 1. Comply with ANSI Z535.1 through ANSI Z535.5.
- C. Description:
 - 1. Detectable three-layer laminate, consisting of a printed pigmented polyolefin film, a solid aluminum-foil core, and a clear protective film that allows inspection of the continuity of the conductive core, bright-colored, continuous-printed on one side with the inscription of the utility, compounded for direct-burial service.
 - 2. Overall Thickness: 5 mils.
 - 3. Foil Core Thickness: 0.35 mil.
 - 4. Weight: 28 lb/1000 sq. ft.
 - 5. 3-Inch Tensile According to ASTM D 882: 70 lbf, and 4600 psi.

2.6 WARNING LABELS AND SIGNS

- A. Comply with NFPA 70 and 29 CFR 1910.145.
- B. Self-Adhesive Warning Labels: Factory-printed, multicolor, pressure-sensitive adhesive labels, configured for display on front cover, door, or other access to equipment unless otherwise indicated.
- C. Warning label and sign shall include, but are not limited to, the following legends:
 - 1. Multiple Power Source Warning: "DANGER - ELECTRICAL SHOCK HAZARD - EQUIPMENT HAS MULTIPLE POWER SOURCES."
 - 2. Workspace Clearance Warning: "WARNING - OSHA REGULATION - AREA IN FRONT OF ELECTRICAL EQUIPMENT MUST BE KEPT CLEAR FOR 36 INCHES."

2.7 INSTRUCTION SIGNS

- A. Engraved, laminated acrylic or melamine plastic, minimum 1/16 inch thick for signs up to 20 sq. inches and 1/8 inch thick for larger sizes.
 - 1. Engraved legend with black letters on white face.
 - 2. Punched or drilled for mechanical fasteners.
 - 3. Framed with mitered acrylic molding and arranged for attachment at applicable equipment.

2.8 EQUIPMENT IDENTIFICATION LABELS

- A. Self-Adhesive, Engraved, Laminated Acrylic or Melamine Label: Adhesive backed, with white letters on a dark-gray background. Minimum letter height shall be 3/8 inch.
- B. Engraved, Laminated Acrylic or Melamine Label: Punched or drilled for screw mounting. White letters on a dark-gray background. Minimum letter height shall be 3/8 inch.
- C. Stenciled Legend: In nonfading, waterproof, black ink or paint. Minimum letter height shall be 1 inch.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Verify identity of each item before installing identification products.
- B. Location: Install identification materials and devices at locations for most convenient viewing without interference with operation and maintenance of equipment.
- C. Apply identification devices to surfaces that require finish after completing finish work.
- D. Self-Adhesive Identification Products: Clean surfaces before application, using materials and methods recommended by manufacturer of identification device.

- E. Attach signs and plastic labels that are not self-adhesive type with mechanical fasteners appropriate to the location and substrate.
- F. Attach plastic raceway and cable labels that are not self-adhesive type with clear vinyl tape with adhesive appropriate to the location and substrate.
- G. System Identification Color-Coding Bands for Raceways and Cables: Each color-coding band shall completely encircle cable or conduit. Place adjacent bands of two-color markings in contact, side by side. Locate bands at changes in direction, at penetrations of walls and floors, at **50-foot** maximum intervals in straight runs, and at **25-foot** maximum intervals in congested areas.
- H. Aluminum Wraparound Marker Labels and Metal Tags: Secure tight to surface of conductor or cable at a location with high visibility and accessibility.
- I. Underground-Line Warning Tape: During backfilling of trenches install continuous underground-line warning tape directly above line at **6 to 8 inches** below finished grade. Use multiple tapes where width of multiple lines installed in a common trench exceeds **16 inches** overall.

3.2 IDENTIFICATION SCHEDULE

- A. Accessible Raceways and Metal-Clad Cables, 600 V or Less, for Service, Feeder, and Branch Circuits More Than 30 A, and 120 V to ground: Identify with self-adhesive vinyl label. Install labels at 30-foot maximum intervals.
- B. Accessible Raceways and Cables within Buildings: Identify the covers of each junction and pull box of the following systems with self-adhesive vinyl labels with the wiring system legend and system voltage. System legends shall be as follows:
 - 1. Emergency Power.
 - 2. Power.
- C. Power-Circuit Conductor Identification, 600 V or Less: For conductors in vaults, pull and junction boxes, manholes, and handholes, use color-coding conductor tape to identify the phase.
 - 1. Color-Coding for Phase and Voltage Level Identification, 600 V or Less: Use colors listed below for ungrounded service feeder and branch-circuit conductors.
 - a. Color shall be factory applied or field applied for sizes larger than No. 8 AWG, if authorities having jurisdiction permit.
 - b. Colors for 208/120-V Circuits:
 - 1) Phase A: Black.
 - 2) Phase B: Red.
 - 3) Phase C: Blue.
 - c. Colors for 480/277-V Circuits:
 - 1) Phase A: Brown.
 - 2) Phase B: Orange.
 - 3) Phase C: Yellow.
 - d. Field-Applied, Color-Coding Conductor Tape: Apply in half-lapped turns for a minimum distance of 6 inches from terminal points and in boxes where splices or

taps are made. Apply last two turns of tape with no tension to prevent possible unwinding. Locate bands to avoid obscuring factory cable markings.

- D. Install instructional sign including the color-code for grounded and ungrounded conductors using adhesive-film-type labels.
- E. Control-Circuit Conductor Identification: For conductors and cables in pull and junction boxes, manholes, and handholes, use self-adhesive, self-laminating polyester labels with the conductor or cable designation, origin, and destination.
- F. Control-Circuit Conductor Termination Identification: For identification at terminations provide self-adhesive, self-laminating polyester labels with the conductor designation.
- G. Conductors to Be Extended in the Future: Attach write-on tags to conductors and list source.
- H. Auxiliary Electrical Systems Conductor Identification: Identify field-installed alarm, control, and signal connections.
 - 1. Identify conductors, cables, and terminals in enclosures and at junctions, terminals, and pull points. Identify by system and circuit designation.
 - 2. Use system of marker tape designations that is uniform and consistent with system used by manufacturer for factory-installed connections.
 - 3. Coordinate identification with Project Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual.
- I. Locations of Underground Lines: Identify with underground-line warning tape for power, lighting, communication, and control wiring and optical fiber cable.
 - 1. Limit use of underground-line warning tape to direct-buried cables.
 - 2. Install underground-line warning tape for both direct-buried cables and cables in raceway.
- J. Warning Labels for Indoor Cabinets, Boxes, and Enclosures for Power and Lighting: Self-adhesive warning labels.
 - 1. Comply with 29 CFR 1910.145.
 - 2. Identify system voltage with black letters on an orange background.
 - 3. Apply to exterior of door, cover, or other access.
 - 4. For equipment with multiple power or control sources, apply to door or cover of equipment including, but not limited to, the following:
 - a. Power transfer switches.
 - b. Controls with external control power connections.
- K. Operating Instruction Signs: Install instruction signs to facilitate proper operation and maintenance of electrical systems and items to which they connect. Install instruction signs with approved legend where instructions are needed for system or equipment operation.
- L. Emergency Operating Instruction Signs: Install instruction signs with white legend on a red background with minimum 3/8-inch- high letters for emergency instructions at equipment used for power transfer.
- M. Equipment Identification Labels: On each unit of equipment, install unique designation label that is consistent with wiring diagrams, schedules, and the Operation and Maintenance Manual. Apply labels to disconnect switches and protection equipment, central or master units, control panels,

control stations, terminal cabinets, and racks of each system. Systems include power, lighting, control, communication, signal, monitoring, and alarm systems unless equipment is provided with its own identification.

1. Labeling Instructions:

- a. Indoor Equipment: Self-adhesive, engraved, laminated acrylic or melamine label. Unless otherwise indicated, provide a single line of text with 1/2-inch- high letters on 1-1/2-inch- high label; where two lines of text are required, use labels 2 inches high.
- b. Outdoor Equipment: Engraved laminated acrylic or melamine label Stenciled legend 4 inches high.
- c. Elevated Components: Increase sizes of labels and letters to those appropriate for viewing from the floor.
- d. Unless provided with self-adhesive means of attachment, fasten labels with appropriate mechanical fasteners that do not change the NEMA or NRTL rating of the enclosure.

2. Equipment to Be Labeled:

- a. Panelboards: Typewritten directory of circuits in the location provided by panelboard manufacturer. Panelboard identification shall be self-adhesive, engraved, laminated acrylic or melamine label.
- b. Enclosures and electrical cabinets.
- c. Access doors and panels for concealed electrical items.
- d. Switchboards.
- e. Transformers: Label that includes tag designation shown on Drawings for the transformer, feeder, and panelboards or equipment supplied by the secondary.
- f. Emergency system boxes and enclosures.
- g. Enclosed switches.
- h. Enclosed circuit breakers.
- i. Variable-speed controllers.
- j. Power transfer equipment.
- k. Power-generating units.
- l. Light control panels.

END OF SECTION 260553

SECTION 262726 - WIRING DEVICES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Receptacles, receptacles with integral GFCI, and associated device plates.
2. Twist-locking receptacles.
3. Weather-resistant receptacles.
4. Snap switches and wall-box dimmers.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: List of legends and description of materials and process used for premarking wall plates.

1.3 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For wiring devices to include in all manufacturers' packing-label warnings and instruction manuals that include labeling conditions.

PART 2 - PRODUCTS

2.1 GENERAL WIRING-DEVICE REQUIREMENTS

- A. Wiring Devices, Components, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with NFPA 70.

2.2 STRAIGHT-BLADE RECEPTACLES

- A. Convenience Receptacles, 125 V, 20 A: Comply with NEMA WD 1, NEMA WD 6 Configuration 5-20R, UL 498, and FS W-C-596.
 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Cooper; 5351 (single), CR5362 (duplex).
 - b. Hubbell; HBL5351 (single), HBL5352 (duplex).
 - c. Leviton; 5891 (single), 5352 (duplex).
 - d. Pass & Seymour; 5361 (single), 5362 (duplex).

2.3 GFCI RECEPTACLES

A. General Description:

1. Straight blade, feed-through type.
2. Comply with NEMA WD 1, NEMA WD 6, UL 498, UL 943 Class A, and FS W-C-596.
3. Include indicator light that shows when the GFCI has malfunctioned and no longer provides proper GFCI protection.

B. Duplex GFCI Convenience Receptacles, 125 V, 20 A:

1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Cooper; VGF20.
 - b. Hubbell; GFR5352L.
 - c. Pass & Seymour; 2095.
 - d. Leviton; 7590.

2.4 HAZARDOUS (CLASSIFIED) LOCATION RECEPTACLES

A. Available Wiring Devices for Hazardous (Classified) Locations: Comply with NEMA FB 11 and UL 1010.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Cooper Crouse-Hinds.
 - b. EGS/Appleton Electric.
 - c. Killark; Division of Hubbell Inc.

2.5 TWIST-LOCKING RECEPTACLES

A. Single Convenience Receptacles, 125 V, 20 A: Comply with NEMA WD 1, NEMA WD 6 Configuration L5-20R, and UL 498.

1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Cooper; CWL520R.
 - b. Hubbell; HBL2310.
 - c. Leviton; 2310.
 - d. Pass & Seymour; L520-R.

2.6 TOGGLE SWITCHES

A. Comply with NEMA WD 1, UL 20, and FS W-S-896.

B. Switches, 120/277 V, 20 A:

1. Products: Subject to compliance with requirements, provide one of the following:

- 1) Single Pole:
 - a) Cooper; AH1221.
 - b) Hubbell; HBL1221.
 - c) Leviton; 1221-2.
 - d) Pass & Seymour; CSB20AC1.
- 2) Two Pole:
 - a) Cooper; AH1222.
 - b) Hubbell; HBL1222.
 - c) Leviton; 1222-2.
 - d) Pass & Seymour; CSB20AC2.
- 3) Three Way:
 - a) Cooper; AH1223.
 - b) Hubbell; HBL1223.
 - c) Leviton; 1223-2.
 - d) Pass & Seymour; CSB20AC3.
- 4) Four Way:
 - a) Cooper; AH1224.
 - b) Hubbell; HBL1224.
 - c) Leviton; 1224-2.
 - d) Pass & Seymour; CSB20AC4.

C. Pilot-Light Switches, 20 A:

1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Cooper; AH1221PL for 120 and 277 V.
 - b. Hubbell; HBL1201PL for 120 and 277 V.
 - c. Leviton; 1221-LH1.
 - d. Pass & Seymour; PS20AC1RPL for 120 V, PS20AC1RPL7 for 277 V.
2. Description: Single pole, with neon-lighted handle, illuminated when switch is "off."

2.7 WALL-BOX DIMMERS

- A. Dimmer Switches: Modular, full-wave, solid-state units with integral, quiet on-off switches, with audible frequency and EMI/RFI suppression filters.
- B. Control: Continuously adjustable slider; with single-pole or three-way switching. Comply with UL 1472.
- C. LED Dimmer Switches: Modular; compatible with dimmer ballasts; trim potentiometer to adjust low-end dimming; dimmer-ballast combination capable of consistent dimming with low end not greater than 20 percent of full brightness.

2.8 WALL PLATES

- A. Single and combination types shall match corresponding wiring devices.
 - 1. Plate-Securing Screws: Metal with head color to match plate finish.
 - 2. Material for Finished Spaces: 0.035-inch- thick, satin-finished, Type 302 stainless steel.
 - 3. Material for Unfinished Spaces: Galvanized steel.
 - 4. Material for Damp Locations: Thermoplastic with spring-loaded lift cover, and listed and labeled for use in wet and damp locations.
- B. Wet-Location, Weatherproof Cover Plates: NEMA 250, complying with Type 3R, weather-resistant, die-cast aluminum with lockable cover.

2.9 FINISHES

- A. Device Color:
 - 1. Wiring Devices Connected to Normal Power System: As selected by Architect/Engineer unless otherwise indicated or required by NFPA 70 or device listing.
 - 2. Wiring Devices Connected to Emergency Power System: Red.
- B. Wall Plate Color: For plastic covers, match device color.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Comply with NECA 1, including mounting heights listed in that standard, unless otherwise indicated.
- B. Coordination with Other Trades:
 - 1. Protect installed devices and their boxes. Do not place wall finish materials over device boxes and do not cut holes for boxes with routers that are guided by riding against outside of boxes.
 - 2. Keep outlet boxes free of plaster, drywall joint compound, mortar, cement, concrete, dust, paint, and other material that may contaminate the raceway system, conductors, and cables.
 - 3. Install device boxes in brick or block walls so that the cover plate does not cross a joint unless the joint is troweled flush with the face of the wall.
 - 4. Install wiring devices after all wall preparation, including painting, is complete.
- C. Conductors:
 - 1. Do not strip insulation from conductors until right before they are spliced or terminated on devices.
 - 2. Strip insulation evenly around the conductor using tools designed for the purpose. Avoid scoring or nicking of solid wire or cutting strands from stranded wire.
 - 3. The length of free conductors at outlets for devices shall meet provisions of NFPA 70, Article 300, without pigtails.
 - 4. Existing Conductors:

- a. Cut back and pigtail, or replace all damaged conductors.
- b. Straighten conductors that remain and remove corrosion and foreign matter.
- c. Pigtailling existing conductors is permitted, provided the outlet box is large enough.

D. Device Installation:

1. Replace devices that have been in temporary use during construction and that were installed before building finishing operations were complete.
2. Keep each wiring device in its package or otherwise protected until it is time to connect conductors.
3. Do not remove surface protection, such as plastic film and smudge covers, until the last possible moment.
4. Connect devices to branch circuits using pigtails that are not less than 6 inches in length.
5. When there is a choice, use side wiring with binding-head screw terminals. Wrap solid conductor tightly clockwise, two-thirds to three-fourths of the way around terminal screw.
6. Use a torque screwdriver when a torque is recommended or required by manufacturer.
7. When conductors larger than No. 12 AWG are installed on 15- or 20-A circuits, splice No. 12 AWG pigtails for device connections.
8. Tighten unused terminal screws on the device.
9. When mounting into metal boxes, remove the fiber or plastic washers used to hold device-mounting screws in yokes, allowing metal-to-metal contact.

E. Receptacle Orientation:

1. Install ground pin of vertically mounted receptacles down, and on horizontally mounted receptacles to the right.

F. Device Plates: Do not use oversized or extra-deep plates. Repair wall finishes and remount outlet boxes when standard device plates do not fit flush or do not cover rough wall opening.

G. Dimmers:

1. Install dimmers within terms of their listing.
2. Verify that dimmers used for fan speed control are listed for that application.
3. Install unshared neutral conductors on line and load side of dimmers according to manufacturers' device listing conditions in the written instructions.

H. Arrangement of Devices: Unless otherwise indicated, mount flush, with long dimension vertical and with grounding terminal of receptacles on top. Group adjacent switches under single, multigang wall plates.

3.2 GFCI RECEPTACLES

- A. Install non-feed-through-type GFCI receptacles where protection of downstream receptacles is not required.

3.3 IDENTIFICATION

- A. Comply with Section 260553 "Identification for Electrical Systems."

- B. Identify each receptacle with panelboard identification and circuit number. Use hot, stamped, or engraved machine printing with black-filled lettering on face of plate, and durable wire markers or tags inside outlet boxes.

END OF SECTION 262726

SECTION 262816 - ENCLOSED SWITCHES AND CIRCUIT BREAKERS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following individually mounted, enclosed switches and circuit breakers:
1. Fusible switches.
 2. Nonfusible switches.
 3. Enclosures.

1.2 SUBMITTALS

- A. Product Data: For each type of enclosed switch, circuit breaker, accessory, and component indicated. Include dimensioned elevations, sections, weights, and manufacturers' technical data on features, performance, electrical characteristics, ratings, and finishes.
1. Enclosure types and details for types other than NEMA 250, Type 1.
 2. Current and voltage ratings.
 3. Short-circuit current rating.
 4. UL listing for series rating of installed devices.
 5. Features, characteristics, ratings, and factory settings of individual overcurrent protective devices and auxiliary components.
- B. Shop Drawings: Diagram power, signal, and control wiring.
- C. Field quality-control test reports including the following:
1. Test procedures used.
 2. Test results that comply with requirements.
 3. Results of failed tests and corrective action taken to achieve test results that comply with requirements.
- D. Operation and Maintenance Data: For enclosed switches and circuit breakers to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 01 Section "Operation and Maintenance Data," include the following:
1. Manufacturer's written instructions for testing and adjusting enclosed switches and circuit breakers.
 2. Time-current curves, including selectable ranges for each type of circuit breaker.

1.3 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with NFPA 70.

1.4 PROJECT CONDITIONS

- A. Environmental Limitations: Rate equipment for continuous operation under the following conditions, unless otherwise indicated:
1. Ambient Temperature: Not less than minus 22 deg F and not exceeding 104 deg F.
 2. Altitude: Not exceeding 6600 feet.

1.5 COORDINATION

- A. Coordinate layout and installation of switches, circuit breakers, and components with other construction, including conduit, piping, equipment, and adjacent surfaces. Maintain required workspace clearances and required clearances for equipment access doors and panels.

PART 2 - PRODUCTS

2.1 FUSIBLE AND NONFUSIBLE SWITCHES

- A. Available Manufacturers:
1. Eaton Corporation; Cutler-Hammer Products.
 2. General Electric Co.; Electrical Distribution & Control Division.
 3. Siemens Energy & Automation, Inc.
 4. Square D/Group Schneider.
- B. Fusible Switch, 1200 A and Smaller: NEMA KS 1, Type HD, with clips or bolt pads to accommodate specified fuses, lockable handle with capability to accept two padlocks, and interlocked with cover in closed position.
- C. Nonfusible Switch, 1200 A and Smaller: NEMA KS 1, Type HD, lockable handle with capability to accept two padlocks, and interlocked with cover in closed position.
- D. Accessories:
1. Equipment Ground Kit: Internally mounted and labeled for copper and aluminum ground conductors.
 2. Neutral Kit: Internally mounted; insulated, capable of being grounded, and bonded; and labeled for copper and aluminum neutral conductors.
 3. Auxiliary Contact Kit: Auxiliary set of contacts arranged to open before switch blades open.

2.2 ENCLOSURES

- A. NEMA AB 1 and NEMA KS 1 to meet environmental conditions of installed location.
1. Outdoor Locations: NEMA 250, Type 3R.
 2. Other Wet or Damp Indoor Locations: NEMA 250, Type 4.
 3. Hazardous Areas Indicated on Drawings: NEMA 250, Type 7C.

PART 3 - EXECUTION**3.1 EXAMINATION**

- A. Examine elements and surfaces to receive enclosed switches and circuit breakers for compliance with installation tolerances and other conditions affecting performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Comply with applicable portions of NECA 1, NEMA PB 1.1, and NEMA PB 2.1 for installation of enclosed switches and circuit breakers.
- B. Mount individual wall-mounting switches and circuit breakers with tops at uniform height, unless otherwise indicated. Anchor floor-mounting switches to concrete base.

3.3 IDENTIFICATION

- A. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs as specified in Division 26 Section "Identification for Electrical Systems."
- B. Enclosure Nameplates: Label each enclosure with engraved metal or laminated-plastic nameplate as specified in Division 26 Section "Identification for Electrical Systems."

3.4 FIELD QUALITY CONTROL

- A. Prepare for acceptance testing as follows:
 - 1. Inspect mechanical and electrical connections.
 - 2. Verify switch and relay type and labeling verification.
 - 3. Verify rating of installed fuses.
 - 4. Inspect proper installation of type, size, quantity, and arrangement of mounting or anchorage devices complying with manufacturer's certification.
- B. Perform the following field tests and inspections and prepare test reports:
 - 1. Perform each electrical test and visual and mechanical inspection stated in NETA ATS, Section 7.5 for switches and Section 7.6 for molded-case circuit breakers. Certify compliance with test parameters.
 - 2. Correct malfunctioning units on-site, where possible, and retest to demonstrate compliance; otherwise, replace with new units and retest.
 - 3. Infrared Scanning:
 - a. Initial Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform an infrared scan of each enclosed switch and circuit breaker. Open or remove doors or panels so connections are accessible to portable scanner.
 - b. Instruments, Equipment and Reports:

- 1) Use an infrared scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.
- 2) Prepare a certified report that identifies enclosed switches and circuit breakers included and describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.

3.5 CLEANING

- A. On completion of installation, vacuum dirt and debris from interiors; do not use compressed air to assist in cleaning.
- B. Inspect exposed surfaces and repair damaged finishes.

END OF SECTION 262816

SECTION 262913.03 - MANUAL AND MAGNETIC MOTOR CONTROLLERS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Combination full-voltage magnetic motor controllers.
2. Enclosures.
3. Accessories.
4. Identification.

1.2 DEFINITIONS

- A. CPT: Control power transformer.
- B. MCCB: Molded-case circuit breaker.
- C. MCP: Motor circuit protector.
- D. NC: Normally closed.
- E. OCPD: Overcurrent protective device.
- F. SCCR: Short-circuit current rating.
- G. SCPD: Short-circuit protective device.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

1. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories.

B. Shop Drawings: For each type of magnetic controller.

1. Include plans, elevations, sections, and mounting details.
2. Indicate dimensions, weights, required clearances, and location and size of each field connection.
3. Wire Termination Diagrams and Schedules: Include diagrams for signal, and control wiring. Identify terminals and wiring designations and color-codes to facilitate installation, operation, and maintenance. Indicate recommended types, wire sizes, and circuiting arrangements for field-installed wiring, and show circuit protection features. Differentiate between manufacturer-installed and field-installed wiring.
4. Include features, characteristics, ratings, and factory settings of individual overcurrent protective devices and auxiliary components.

C. Product Schedule: List the following for each enclosed controller:

1. Each installed magnetic controller type.
2. NRTL listing.
3. Factory-installed accessories.
4. Nameplate legends.
5. SCCR of integrated unit.
6. For each combination magnetic controller include features, characteristics, ratings, and factory setting of the SCPD and OCPD.
 - a. Listing document proving Type 2 coordination.
7. For each series-rated combination state the listed integrated short-circuit current (withstand) rating of SCPD and OCPDs by an NRTL acceptable to authorities having jurisdiction.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For testing agency.
- B. Seismic Qualification Data: Certificates, for magnetic controllers, from manufacturer.
1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculation.
 2. Dimensioned Outline Drawings of Equipment Unit: Identify center of gravity and locate and describe mounting and anchorage provisions.
 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- C. Field quality-control reports.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For magnetic controllers to include in operation and maintenance manuals.
1. In addition to items specified in Section 017823 "Operation and Maintenance Data," include the following:
 - a. Routine maintenance requirements for magnetic controllers and installed components.
 - b. Manufacturer's written instructions for testing and adjusting circuit breaker and MCP trip settings.
 - c. Manufacturer's written instructions for setting field-adjustable overload relays.
 - d. Load-Current and Overload-Relay Heater List: Compile after motors have been installed, and arrange to demonstrate that selection of heaters suits actual motor nameplate full-load currents.
 - e. Load-Current and List of Settings of Adjustable Overload Relays: Compile after motors have been installed, and arrange to demonstrate that switch settings for motor-running overload protection suit actual motors to be protected.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Fuses for Fused Switches: Equal to 10 percent of quantity installed for each size and type, but no fewer than three of each size and type.
 - 2. Control Power Fuses: Equal to 10 percent of quantity installed for each size and type, but no fewer than two of each size and type.
 - 3. Indicating Lights: Two of each type and color installed.
 - 4. Auxiliary Contacts: Furnish one spare(s) for each size and type of magnetic controller installed.
 - 5. Power Contacts: Furnish three spares for each size and type of magnetic contactor installed.

1.7 QUALITY ASSURANCE

- A. Testing Agency Qualifications: Accredited by NETA.
 - 1. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Store controllers indoors in clean, dry space with uniform temperature to prevent condensation. Protect controllers from exposure to dirt, fumes, water, corrosive substances, and physical damage.
- B. If stored in areas subject to weather, cover controllers to protect them from weather, dirt, dust, corrosive substances, and physical damage. Remove loose packing and flammable materials from inside controllers; install temporary electric heating, with at least 50 W.

1.9 FIELD CONDITIONS

- A. Ambient Environment Ratings: Rate equipment for continuous operation under the following conditions unless otherwise indicated:
 - 1. Ambient Temperature: Not less than 23 deg F (minus 5 deg C) and not exceeding 104 deg F (40 deg C).
 - 2. Altitude: Not exceeding 6600 feet (2010 m) for electromagnetic and manual devices.
 - 3. The effect of solar radiation is not significant.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and use.

- B. UL Compliance: Fabricate and label magnetic motor controllers to comply with UL 508 and UL 60947-4-1.
- C. NEMA Compliance: Fabricate motor controllers to comply with ICS 2.
- D. Seismic Performance: Magnetic controllers shall withstand the effects of earthquake motions determined according to ASCE/SEI 7.
 - 1. The term "withstand" means "the controller will remain in place without separation of any parts when subjected to the seismic forces specified and the unit will be fully operational after the seismic event."
 - 2. Component Importance Factor: 1.5.

2.2 COMBINATION FULL-VOLTAGE MAGNETIC MOTOR CONTROLLER

- A. Description: Factory-assembled, combination full-voltage magnetic motor controller consisting of the controller described in this article, indicated disconnecting means, SCPD and OCPD, in a single enclosure.
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Eaton Corporation; Cutler-Hammer Products.
 - 2. General Electric Company; GE Industrial Systems.
 - 3. Siemens Energy and Automation; Industrial Products Division.
 - 4. Square D.
 - 5. Yaskawa.
- C. Standard: Comply with NEMA ICS 2, general purpose, Class A.
- D. Configuration: Nonreversing.
- E. Contactor Coils: Pressure-encapsulated type with coil transient suppressors when indicated.
 - 1. Operating Voltage: Manufacturer's standard, unless indicated.
- F. Control Power:
 - 1. For on-board control power, obtain from line circuit or from integral CPT. The CPT shall have capacity to operate integral devices and remotely located pilot, indicating, and control devices.
 - a. Spare CPT Capacity as Indicated on Drawings: 50 VA.
- G. Overload Relays:
 - 1. Thermal Overload Relays:
 - a. Inverse-time-current characteristic.
 - b. Class 10 tripping characteristic.
 - c. Heaters in each phase shall be matched to nameplate full-load current of actual protected motor and with appropriate adjustment for duty cycle.

- d. Ambient compensated.
 - e. Automatic resetting.
- 2. Solid-State Overload Relay:
 - a. Switch or dial selectable for motor-running overload protection.
 - b. Sensors in each phase.
 - c. Class 10/20 selectable tripping characteristic selected to protect motor against voltage and current unbalance and single phasing.
- H. Class II ground-fault protection shall comply with UL 1053 to interrupt low-level ground faults. The ground-fault detection system shall include circuitry that will prevent the motor controller from tripping when the fault current exceeds the interrupting capacity of the controller. Equip with start and run delays to prevent nuisance trip on starting, and a trip indicator.
- I. Digital communication module, using RS-485 Modbus, RTU protocol, 2 to 4-wire connection to host devices with a compatible port to transmit the following to the LAN:
 - 1. Instantaneous rms current each phase, and 3-phase average.
 - 2. Voltage: L-L for each phase, L-L 3-phase average, L-N each phase and L-N 3-phase average - rms.
 - 3. Active Energy (kWh): 3-phase total.
 - 4. Power Factor: Each phase and 3-phase total.
- J. Fusible Disconnecting Means:
 - 1. NEMA KS 1, heavy-duty, horsepower-rated, fusible switch with clips or bolt pads to accommodate indicated fuses.
 - 2. Lockable Handle: Accepts three padlocks and interlocks with cover in closed position.
- K. Nonfusible Disconnecting Means:
 - 1. NEMA KS 1, heavy-duty, horsepower-rated, nonfusible switch.
 - 2. Lockable Handle: Accepts three padlocks and interlocks with cover in closed position.
- L. MCP Disconnecting Means:
 - 1. UL 489 and NEMA AB 3, with interrupting capacity to comply with available fault currents, instantaneous-only circuit breaker with front-mounted, field-adjustable, short-circuit trip coordinated with motor locked-rotor amperes.
 - 2. Lockable Handle: Accepts three padlocks and interlocks with cover in closed position.
- M. MCCB Disconnecting Means:
 - 1. UL 489 and NEMA AB 3, with interrupting capacity to comply with available fault currents; thermal-magnetic MCCB, with inverse-time-current element for low-level overloads and instantaneous magnetic trip element for short circuits.
 - 2. Front-mounted, adjustable magnetic trip setting for circuit-breaker frame sizes 250 A and larger.
 - 3. Lockable Handle: Accepts three padlocks and interlocks with cover in closed position.

2.3 ENCLOSURES

- A. Comply with NEMA 250, type designations as indicated on Drawings, complying with environmental conditions at installed location.
- B. The construction of the enclosures shall comply with NEMA ICS 6.
- C. Controllers in hazardous (classified) locations shall comply with UL 1203.

2.4 ACCESSORIES

- A. General Requirements for Control Circuit and Pilot Devices: NEMA ICS 5; factory installed in controller enclosure cover unless otherwise indicated.
 - 1. Push Buttons, Pilot Lights, and Selector Switches: Standard-duty, except as needed to match enclosure type. Heavy-duty or oil-tight where indicated in the controller schedule.
 - a. Push Buttons: As indicated in the controller schedule.
 - b. Pilot Lights: As indicated in the controller schedule.
 - 2. Elapsed Time Meters: Heavy duty with digital readout in hours resettable.
 - 3. Meters: Panel type, 2-1/2-inch (64-mm) minimum size with 90- or 120-degree scale and plus or minus two percent accuracy. Where indicated, provide selector switches with an off position.
- B. Motor protection relays shall be with solid-state sensing circuit and isolated output contacts for hardwired connections.
 - 1. Phase-failure.
 - 2. Phase-reversal, with bicolor LED to indicate normal and fault conditions. Automatic reset when phase reversal is corrected.
 - 3. Under/overvoltage, operate when the circuit voltage reaches a preset value, and drop out when the operating voltage drops to a level below the preset value. Include adjustable time-delay setting.
- C. Breather assemblies, to maintain interior pressure and release condensation in Type 4X enclosures installed outdoors or in unconditioned interior spaces subject to humidity and temperature swings.
- D. Space heaters, with NC auxiliary contacts, to mitigate condensation in Type 4X enclosures installed outdoors or in unconditioned interior spaces subject to humidity and temperature swings.
- E. Sun shields installed on fronts, sides, and tops of enclosures installed outdoors and subject to direct and extended sun exposure.

2.5 IDENTIFICATION

- A. Controller Nameplates: As described in Section 260553 "Identification for Electrical Systems," for each compartment, mounted with corrosion-resistant screws.
- B. Arc-Flash Warning Labels:

1. Comply with requirements in Section 260573.19 "Arc-Flash Hazard Analysis." Produce a 3.5-by-5-inch (89-by-127-mm) self-adhesive equipment label for each work location included in the analysis.
2. Comply with requirements in Section 260553 "Identification for Electrical Systems." Produce a 3.5-by-5-inch (89-by-127-mm) self-adhesive equipment label for each work location included in the analysis. Labels shall be machine printed, with no field-applied markings.
 - a. The label shall have an orange header with the wording, "WARNING, ARC-FLASH HAZARD," and shall include the following information taken directly from the arc-flash hazard analysis:
 - 1) Location designation.
 - 2) Nominal voltage.
 - 3) Flash protection boundary.
 - 4) Hazard risk category.
 - 5) Incident energy.
 - 6) Working distance.
 - 7) Engineering report number, revision number, and issue date.
 - b. Labels shall be machine printed, with no field-applied markings.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and space conditions for compliance with requirements for motor controllers, their relationship with the motors, and other conditions affecting performance of the Work.

3.2 INSTALLATION

- A. Comply with NECA 1.
- B. Wall-Mounted Controllers: Install magnetic controllers on walls with tops at uniform height indicated, and by bolting units to wall or mounting on lightweight structural-steel channels bolted to wall. For controllers not at walls, provide freestanding racks complying with Section 260529 "Hangers and Supports for Electrical Systems" unless otherwise indicated.
- C. Maintain minimum clearances and workspace at equipment according to manufacturer's written instructions and NFPA 70.
- D. Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Install lacing bars and distribution spools.
- E. Setting of Overload Relays: Select and set overloads on the basis of full-load current rating as shown on motor nameplate. Adjust setting value for special motors as required by NFPA 70 for motors that are high-torque, high-efficiency, and so on.

3.3 IDENTIFICATION

- A. Identify system components, wiring, cabling, and terminals. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."

3.4 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and inspections.
- B. Testing Agency: Engage a qualified testing agency to perform tests and inspections.
- C. Manufacturer's Field Service: Engage a factory-authorized service representative to test and inspect components, assemblies, and equipment installations, including connections.
- D. Perform tests and inspections with the assistance of a factory-authorized service representative.
- E. Tests and Inspections:

- 1. Comply with the provisions of NFPA 70B, "Testing and Test Methods" Chapter.
- 2. Visual and Mechanical Inspection:
 - a. Compare equipment nameplate data with drawings and specifications.
 - b. Inspect physical and mechanical condition.
 - c. Inspect anchorage, alignment, and grounding.
 - d. Verify the unit is clean.
 - e. Inspect contactors:
 - 1) Verify mechanical operation.
 - 2) Verify contact gap, wipe, alignment, and pressure are according to manufacturer's published data.
 - f. Motor-Running Protection:
 - 1) Verify overload element rating is correct for its application.
 - 2) If motor-running protection is provided by fuses, verify correct fuse rating.
 - g. Inspect bolted electrical connections for high resistance using one of the two following methods:
 - 1) Use a low-resistance ohmmeter. Compare bolted connection resistance values with values of similar connections. Investigate values that deviate from those of similar bolted connections by more than 50 percent of the lowest value.
 - 2) Verify tightness of accessible bolted electrical connections by calibrated torque-wrench method according to manufacturer's published data or NETA ATS Table 100.12. Bolt-torque levels shall be according to manufacturer's published data. In the absence of manufacturer's published data, use NETA ATS Table 100.12.
 - h. Verify appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.

3. Electrical Tests:

- a. Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with switch closed, and across each open pole. Insulation-resistance values shall be according to manufacturer's published data or NETA ATS Table 100.1. In the absence of manufacturer's published data, use Table 100.5. Values of insulation resistance less than those of this table or manufacturer's recommendations shall be investigated and corrected.
- b. Measure fuse resistance. Investigate fuse-resistance values that deviate from each other by more than 15 percent.
- c. Test motor protection devices according to manufacturer's published data.
- d. Test circuit breakers as follows:
 - 1) Operate the circuit breaker to ensure smooth operation.
 - 2) For adjustable circuit breakers, adjust protective device settings according to the coordination study. Comply with coordination study recommendations.
- e. Perform operational tests by initiating control devices.

F. Prepare test and inspection reports.

3.5 SYSTEM FUNCTION TESTS

- A. System function tests shall prove the correct interaction of sensing, processing, and action devices. Perform system function tests after field quality control tests have been completed and all components have passed specified tests.
 - 1. Develop test parameters and perform tests for the purpose of evaluating performance of integral components and their functioning as a complete unit within design requirements and manufacturer's published data.
 - 2. Verify the correct operation of interlock safety devices for fail-safe functions in addition to design function.
 - 3. Verify the correct operation of sensing devices, alarms, and indicating devices.
- B. Motor controller will be considered defective if it does not pass the system function tests and inspections.
- C. Prepare test and inspection reports.

3.6 DEMONSTRATION

- A. Train Owner's maintenance personnel to adjust, operate, and maintain switchgear.

END OF SECTION 262913.03

SECTION 262923 - VARIABLE-FREQUENCY MOTOR CONTROLLERS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes separately enclosed, preassembled, combination VFCs, rated 600 V and less, for speed control of three-phase, squirrel-cage induction motors.
- B. Related Requirements:
 - 1. Section 262419 "Motor-Control Centers" for VFCs installed in motor-control centers.

1.2 DEFINITIONS

- A. CE: Conformance Europeene (European Compliance).
- B. CPT: Control power transformer.
- C. DDC: Direct digital control.
- D. EMI: Electromagnetic interference.
- E. LED: Light-emitting diode.
- F. NC: Normally closed.
- G. NO: Normally open.
- H. OCPD: Overcurrent protective device.
- I. PID: Control action, proportional plus integral plus derivative.
- J. RFI: Radio-frequency interference.
- K. VFC: Variable-frequency motor controller.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type and rating of VFC indicated.
 - 1. Include dimensions and finishes for VFCs.
 - 2. Include rated capacities, operating characteristics, electrical characteristics, and furnished specialties and accessories.
- B. Shop Drawings: For each VFC indicated.
 - 1. Include mounting and attachment details.

2. Include details of equipment assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
3. Include diagrams for power, signal, and control wiring.

1.4 STORAGE, AND HANDLING

- A. If stored in space that is not permanently enclosed and air conditioned, remove loose packing and flammable materials from inside controllers and install temporary electric heating, with at least 250 W per controller.
- B. Product Selection for Restricted Space: Drawings indicate maximum dimensions for VFCs, including clearances between VFCs, and adjacent surfaces and other items.

1.5 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace VFCs that fail in materials or workmanship within specified warranty period.
 1. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. Rockwell Automation
 2. Yaskawa Electric
 3. Eaton
 4. ABB
 5. Schneider Electric
 6. Siemens

2.2 SYSTEM DESCRIPTION

- A. General Requirements for VFCs:
 1. VFCs and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 2. Comply with NEMA ICS 7, NEMA ICS 61800-2, and UL 508A.
- B. Application: variable torque.
- C. VFC Description: Variable-frequency motor controller, consisting of power converter that employs pulse-width-modulated inverter, factory built and tested in an enclosure, with integral disconnecting means and overcurrent and overload protection; listed and labeled by an NRTL as

a complete unit; arranged to provide self-protection, protection, and variable-speed control of one or more three-phase induction motors by adjusting output voltage and frequency.

1. Units suitable for operation of inverter-duty motors as defined by NEMA MG 1, Section IV, Part 31, "Definite-Purpose Inverter-Fed Polyphase Motors."
 2. Listed and labeled for integrated short-circuit current (withstand) rating by an NRTL acceptable to authorities having jurisdiction.
- D. Design and Rating: Match load type, such as fans, blowers, and pumps; and type of connection used between motor and load such as direct or through a power-transmission connection.
- E. Output Rating: Three phase; 10 to 60 Hz, with voltage proportional to frequency throughout voltage range; maximum voltage equals input voltage.
- F. Unit Operating Requirements:
1. Input AC Voltage Tolerance: Plus 10 and minus 10 percent of VFC input voltage rating.
 2. Input AC Voltage Unbalance: Not exceeding 3 percent.
 3. Input Frequency Tolerance: Plus or minus 3 percent of VFC frequency rating.
 4. Minimum Efficiency: 97 percent at 60 Hz, full load.
 5. Minimum Displacement Primary-Side Power Factor: 98 percent under any load or speed condition.
 6. Minimum Short-Circuit Current (Withstand) Rating: 10 kA.
 7. Ambient Temperature Rating: Not less than 32 deg F and not exceeding 104 deg F.
 8. Humidity Rating: Less than 95 percent (noncondensing).
 9. Altitude Rating: Not exceeding 3300 feet.
 10. Vibration Withstand: Comply with NEMA ICS 61800-2.
 11. Overload Capability: 1.1 times the base load current for 60 seconds; minimum of 1.8 times the base load current for three seconds.
 12. Starting Torque: Minimum 100 percent of rated torque from 3 to 60 Hz.
 13. Speed Regulation: Plus or minus 5 percent.
 14. Output Carrier Frequency: Selectable; 0.5 to 15 kHz.
 15. Stop Modes: Programmable; includes fast, free-wheel, and dc injection braking.
- G. Inverter Logic: Microprocessor based, 16 bit, isolated from all power circuits.
- H. Isolated Control Interface: Allows VFCs to follow remote-control signal over a minimum 40:1 speed range.
1. Signal: Electrical.
- I. Internal Adjustability Capabilities:
1. Minimum Speed: 5 to 25 percent of maximum rpm.
 2. Maximum Speed: 80 to 100 percent of maximum rpm.
 3. Acceleration: 0.1 to 999.9 seconds.
 4. Deceleration: 0.1 to 999.9 seconds.
 5. Current Limit: 30 to minimum of 150 percent of maximum rating.
- J. Automatic Reset/Restart: Attempt three restarts after drive fault or on return of power after an interruption and before shutting down for manual reset or fault correction; adjustable delay time between restart attempts.

- K. Integral Input Disconnecting Means and OCPD: UL 489, instantaneous-trip circuit breaker with pad-lockable, door-mounted handle mechanism.
1. Disconnect Rating: Not less than 115 percent of VFC input current rating.
 2. Disconnect Rating: Not less than 115 percent of NFPA 70 motor full-load current rating or VFC input current rating, whichever is larger.
 3. Auxiliary Contacts: NO or NC, arranged to activate before switch blades open.
 4. Auxiliary contacts "a" and "b" arranged to activate with circuit-breaker handle.
 5. NC alarm contact that operates only when circuit breaker has tripped.

2.3 CONTROLS AND INDICATION

- A. Status Lights: Door-mounted LED indicators displaying the following conditions:
1. Power on.
 2. Run.
 3. Overvoltage.
 4. Line fault.
 5. Overcurrent.
 6. External fault.
- B. Panel-Mounted Operator Station: Manufacturer's standard front-accessible, sealed keypad and plain-English-language digital display; allows complete programming, program copying, operating, monitoring, and diagnostic capability.
1. Keypad: In addition to required programming and control keys, include keys for HAND, OFF, and AUTO modes.
 2. Security Access: Provide electronic security access to controls through identification and password with at least three levels of access: View only; view and operate; and view, operate, and service.
 - a. Control Authority: Supports at least four conditions: Off, local manual control at VFC, local automatic control at VFC, and automatic control through a remote source.
- C. Historical Logging Information and Displays:
1. Real-time clock with current time and date.
 2. Running log of total power versus time.
 3. Total run time.
 4. Fault log, maintaining last four faults with time and date stamp for each.
- D. Indicating Devices: Digital display mounted flush in VFC door and connected to display VFC parameters including, but not limited to:
1. Output frequency (Hz).
 2. Motor speed (rpm).
 3. Motor status (running, stop, fault).
 4. Motor current (amperes).
 5. Motor torque (percent).
 6. Fault or alarming status (code).
 7. PID feedback signal (percent).
 8. DC-link voltage (V dc).
 9. Set point frequency (Hz).

10. Motor output voltage (V ac).

E. Interface with DDC System for HVAC: Factory-installed hardware and software shall interface with DDC system for HVAC to monitor, control, display, and record data for use in processing reports. VFC settings shall be retained within VFC's nonvolatile memory.

1. Hardwired Points:

- a. Monitoring: On-off status.
- b. Control: On-off operation.

2. Communication Interface: Comply with ASHRAE 135 . Communication shall interface with DDC system for HVAC to remotely control and monitor lighting from a DDC system for HVAC operator workstation. Control features and monitoring points displayed locally at lighting panel shall be available through the DDC system for HVAC.

F. Communication Port: RS-232 port, USB 2.0 port, or equivalent connection capable of connecting a printer and a notebook computer.

2.4 ENCLOSURES

A. VFC Enclosures: NEMA 250, to comply with environmental conditions at installed location.

- 1. Dry and Clean Indoor Locations: Type 1.
- 2. Outdoor Locations: Type 3R.

B. Plenum Rating: UL 1995; NRTL certification label on enclosure, clearly identifying VFC as "Plenum Rated."

2.5 ACCESSORIES

A. General Requirements for Control-Circuit and Pilot Devices: NEMA ICS 5; factory installed in VFC enclosure cover unless otherwise indicated.

- 1. Push Buttons: Covered.
- 2. Pilot Lights: Push to test.
- 3. Selector Switches: Rotary type.
- 4. Stop and Lockout Push-Button Station: Momentary-break, push-button station with a factory-applied hasp arranged so padlock can be used to lock push button in depressed position with control circuit open.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine areas, surfaces, and substrates to receive VFCs, with Installer present, for compliance with requirements for installation tolerances, and other conditions affecting performance of the Work.

- B. Examine VFC before installation. Reject VFCs that are wet, moisture damaged, or mold damaged.
- C. Examine roughing-in for conduit systems to verify actual locations of conduit connections before VFC installation.
- D. Prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Wall-Mounting Controllers: Install with tops at uniform height and with disconnect operating handles not higher than 79 inches above finished floor, unless otherwise indicated, and by bolting units to wall or mounting on lightweight structural-steel channels bolted to wall. For controllers not on walls, provide freestanding racks complying with Section 260529 "Hangers and Supports for Electrical Systems."
- B. Floor-Mounting Controllers: Install VFCs on 4-inch nominal thickness concrete base. Comply with requirements for concrete base specified in Section 033000 "Cast-in-Place Concrete."
 - 1. Install dowel rods to connect concrete base to concrete floor. Unless otherwise indicated, install dowel rods on 18-inch centers around the full perimeter of concrete base.
 - 2. For supported equipment, install epoxy-coated anchor bolts that extend through concrete base and anchor into structural concrete floor.
 - 3. Place and secure anchorage devices. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 4. Install anchor bolts to elevations required for proper attachment to supported equipment.
- C. Temporary Lifting Provisions: Remove temporary lifting eyes, channels, and brackets and temporary blocking of moving parts from enclosures and components.
- D. Install fuses in each fusible-switch VFC.
- E. Install fuses in control circuits if not factory installed. Comply with requirements in Section 262813 "Fuses."
- F. Install heaters in thermal-overload relays. Select heaters based on actual nameplate full-load amperes after motors are installed.
- G. Install, connect, and fuse thermal-protector monitoring relays furnished with motor-driven equipment.
- H. Comply with NECA 1.

3.3 CONTROL WIRING INSTALLATION

- A. Install wiring between VFCs and remote devices and facility's central-control system. Comply with requirements in Section 260523 "Control-Voltage Electrical Power Cables."

- B. Bundle, train, and support wiring in enclosures.
- C. Connect selector switches and other automatic-control devices where applicable.
 - 1. Connect selector switches to bypass only those manual- and automatic-control devices that have no safety functions when switches are in manual-control position.
 - 2. Connect selector switches with control circuit in both manual and automatic positions for safety-type control devices such as low- and high-pressure cutouts, high-temperature cutouts, and motor-overload protectors.

3.4 IDENTIFICATION

- A. Identify VFCs, components, and control wiring. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."
 - 1. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs.
 - 2. Label each VFC with engraved nameplate.
 - 3. Label each enclosure-mounted control and pilot device.
- B. Operating Instructions: Frame printed operating instructions for VFCs, including control sequences and emergency procedures. Fabricate frame of finished metal, and cover instructions with clear acrylic plastic. Mount on front of VFC units.

3.5 ADJUSTING

- A. Program microprocessors for required operational sequences, status indications, alarms, event recording, and display features. Clear events memory after final acceptance testing and prior to Substantial Completion.
- B. Set field-adjustable switches, auxiliary relays, time-delay relays, timers, and overload-relay pickup and trip ranges.
- C. Adjust the trip settings of instantaneous-only circuit breakers and thermal-magnetic circuit breakers with adjustable, instantaneous trip elements. Initially adjust to 6 times the motor nameplate full-load amperes and attempt to start motors several times, allowing for motor cool-down between starts. If tripping occurs on motor inrush, adjust settings in increments until motors start without tripping. Do not exceed 8 times the motor full-load amperes (or 11 times for NEMA Premium Efficient motors if required). Where these maximum settings do not allow starting of a motor, notify Architect/Engineer before increasing settings.
- D. Set the taps on reduced-voltage autotransformer controllers.
- E. Set field-adjustable circuit-breaker trip ranges as specified in Section 260573.16 "Coordination Studies."
- F. Set field-adjustable pressure switches.

3.6 PROTECTION

- A. Temporary Heating: Apply temporary heat to maintain temperature according to manufacturer's written instructions until controllers are ready to be energized and placed into service.
- B. Replace VFCs whose interiors have been exposed to water or other liquids prior to Substantial Completion.

END OF SECTION 262923

SECTION 270500 – VOICE AND DATA ROUGH IN

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes empty boxes and conduit for voice and data outlets.

1.2 COORDINATION

- A. Coordinate box and conduit requirements with equipment suppliers.

PART 2 - PRODUCTS

2.1 RACEWAY

- A. Comply with Division 26 Section “Raceway and Boxes for Electrical Systems.”

2.2 MISCELLANEOUS HARDWARE

- A. General: System includes supports, mounting brackets, and installation hardware for components. Metal hardware is of corrosion-resistant material.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install system according to NFPA 70, applicable codes, and manufacturer’s printed instructions.
- B. Install boxes. Boxes shall be 4-inch square, 3-1/2” deep with single gang plaster ring.
- C. Recess mount raceway, except in unfinished spaces as indicated.
- D. All conduit shall be minimum of 3/4”.
- E. Stub all conduit to above accessible ceilings.

END OF SECTION 270500