

**SECTION 000800 - SUPPLEMENTARY CONDITIONS (continued):**

**11.4 PERFORMANCE BOND AND PAYMENT BOND**

Delete Subparagraph 11.4.1 and 11.4.2 and substitute the following:

- 11.4.1 The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising there under as stipulated in bidding requirements or specifically required in the Contract Documents on the date of execution of the Contract.
- 11.4.2 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall permit a copy to be made.

END OF SECTION 000800

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# AIA® Document G715™ – 2017

## Supplemental Attachment for ACORD Certificate of Insurance 25

<b>PROJECT:</b> <i>(name and address)</i>	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date:	<b>CERTIFICATE INFORMATION:</b> Producer: Insured: Date:
<b>OWNER:</b> <i>(name and address)</i>	<b>ARCHITECT:</b> <i>(name and address)</i>	<b>CONTRACTOR:</b> <i>(name and address)</i>

		Yes	No	N/A
<b>A. General Liability</b>				
1.	Does this policy include coverage for:			
a.	Damages because of bodily injury, sickness, or disease, including occupational sickness or disease, and death of any person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Personal injury and advertising injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Damages because of physical damage to or destruction of tangible property, including the loss of use of such property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Bodily injury or property damage arising out of completed operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	The Contractor's indemnity obligations included in the Contract Documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does this policy contain an exclusion or restriction of coverage for:			
a.	Claims by one insured against another insured, where the exclusion or restrictions is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Claims for bodily injury other than to employees of the insured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d.	Claims for the Contractor's indemnity obligations included in the Contract Documents arising out of injury to employees of the insured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e.	Claims for loss excluded under a prior work endorsement or other similar exclusionary language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f.	Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g.	Claims related to residential, multi-family, or other habitational projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h.	Claims related to roofing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i.	Claims related to exterior insulation finish systems, synthetic stucco, or similar exterior coatings or surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j.	Claims related to earth subsistence or movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k.	Claims related to explosion, collapse, and underground hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Other Insurance Coverage</b>				
1.	Indicate whether the Contractor has the following insurance coverages and, if so, indicate the coverage limits for each.			
a.	Professional liability insurance Coverage limits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Pollution liability insurance Coverage limits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Insurance for maritime liability risks associated with the operation of a vessel Coverage limits:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- d Insurance for the use or operation of manned or unmanned aircraft     
     Coverage limits:
- e Property insurance     
     Coverage limits:
- f Railroad protective liability insurance     
     Coverage limits:
- g Asbestos abatement liability insurance     
     Coverage limits:
- h Insurance for physical damage to property while it is in storage and in transit to  
     the construction site     
     Coverage limits:
- i Other:

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*(Authorized Representative)*

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*(Date of Issue)*

**SECTION 011000 - SUMMARY OF WORK**

**PART 1 - GENERAL**

- 1.01 **RELATED DOCUMENTS:** Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.
- 1.02 **PROJECT DESCRIPTION**
- A. **The Project** shall consist of the repair of the Jackson Co. Administration and Lewis Buildings roof and interior spaces.
    - 1. **Project Location:** Madison Street, Marianna, FL 32446
    - 2. **Owner:** Jackson County Board of County Commissioners
  - B. **Contract Documents,** dated February 21, 2020 (100% Construction Documents) were prepared for the Project by Clemons, Rutherford and Associates, 2027 Thomasville Road, Tallahassee, FL.
  - C. **The Work** consists of:
    - 1. Construction of new roof
    - 2. Repair of ceiling
    - 3. New floor finishes
    - 4. Framing & Drywall
    - 5. New pre-engineered metal canopy
    - 6. New metal siding on exterior face of building
    - 7. Construction of new parapet wall and CMU wall
  - D. **Work Sequence:** The work will be conducted in such a sequence to minimize interference to Owner's normal activities.
  - E. **Applicable Codes:** All work shall be completed in accordance with the following codes where applicable:
    - 1. Florida Building Code, Building (FBC,B) 6th Edition.
    - 2. Florida Building Code, Mechanical (FBC,M) 6th Edition.
    - 3. Florida Building Code, Plumbing (FBC,P) 6th Edition.
    - 4. Florida Building Code, Existing Building (REPAIR) 6th Edition.
    - 5. Florida Fire Prevention Code (FFPC) 6th Edition.
    - 6. National Electric Code (NEC) 2017 Edition
  - F. **Product Approval:** Contractor shall be responsible for providing Florida Product Approval Numbers **OR** certify that products installed in the building envelope conform to aforementioned Florida Building Code 6th Edition. See the following list of products included, but not limited to, products in building envelopment.
    - 1. Roofing products.
    - 2. Structural components.

1.03 **CONTRACTOR USE OF PREMISES**

- A. **General:** During the construction period, the contractor shall have limited use of the premises for construction activities in areas indicated or agreed upon by the Owner.
  - 1. Confine operations to areas within Contract limits indicated. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.
  - 2. Keep surrounding driveways, sidewalks, and entrances serving the premises clear and available to the Owner and Visitors at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- B. **Construction Safeguards:** The contractor shall construct safeguards to protect personnel and visitors from the construction areas and areas where materials are stored. Limits of the construction safeguards shall be determined by the Owner.

**Note: Construction area, including building and buildings being renovated, shall remain accessible to handicap during entire construction process. Contractor is responsible for providing temporary access to building where needed. This includes temporary ramps, walkways, handrails and all other necessary items required. Contractor shall be responsible for inspecting construction site to determine the extent of temporary access needed. (These items are not necessarily shown on drawings). Contractor shall comply with all ADA requirements.**

**SECTION 011000 - SUMMARY OF WORK (continued):**

- C. Facilities, or portions of facilities, shall not be occupied during construction unless exits, fire detection and early warning systems, fire protection, and safety barriers are continuously maintained and clearly marked at all times.

1.04 **DRESS CODE AND CONDUCT:** All workmen on the construction site shall wear a shirt at all times. No workmen shall engage in any verbal expressions or physical gestures directed towards all visitors, employees of Owner, or any other person at this construction site which may be considered sexual harassment. Any person found engaging in any offensive conduct will be banned from this construction site.

**PART 2 - PRODUCTS** (Not applicable).

**PART 3 - EXECUTION**

3.01 **LAYOUT OF THE WORK:** Dimensions and elevations indicated on the drawings shall be verified by the Contractor prior to commencement of work. Discrepancies between drawings, specifications, and existing conditions shall be referred to the Architect for adjustment before affected work is performed. Failure to make such notification shall place responsibility upon the Contractor to carry out the work in a satisfactory and workmanlike manner at no additional cost to the Owner.

3.02 **RESTORATION**

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work and do not disturb any ducts, plumbing, steam, gas or electric work without approval.
- B. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to Architect before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- C. Upon completion of contract, deliver work complete and undamaged. Damage that may be caused by Contractor or his workmen to existing structures, grounds, and utilities or work done by others shall be repaired by him at no additional cost to the Owner and left in as good condition as existed prior to damaging.
- D. At his own expense, Contractor shall immediately restore to service and repair any damage he may cause to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems which are not scheduled for discontinuance or abandonment. Contractor shall employ appropriate parties for repair work.

3.03 **CLEANING UP**

- A. At completion of the work, the Contractor shall remove from the building and site all tools, appliances, surplus materials, debris, temporary structures and facilities, scaffolding, and equipment; sweep clean the building thoroughly and remove all marks, stains, fingerprints, dust, dirt, paint drippings, and the like from all surfaces; clean tile work, windows, plumbing, and other fixtures and surfaces.
- B. All hardware and other unpainted metals shall be cleaned and polished, and all equipment and paint or decorated work shall be cleaned and touched up, if necessary. Surfaces that are waxed shall be polished. Remove all temporary labels, tags, and paper covering throughout the building.
- C. The exterior of the buildings, the grounds, approaches, equipment, pavement, sidewalks, etc., shall be cleaned similar to interior of buildings and left in good order at the time of final acceptance, with paint surfaces clean and unbroken, hardware clean and polished, all repair work accomplished and dirt areas scraped and cleared of weed growth.
- D. Cleaning, polishing, sealing, waxing, and all other finish operations indicated on the drawings, or required in the specifications, shall mean that this is the required condition at the time of acceptance of all work under the contract.

**SECTION 011000 - SUMMARY OF WORK (continued):**

END OF SECTION 011000

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## SECTION 012100 - ALLOWANCES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
  - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
  - 1. Lump-sum allowances.
  - 2. Contingency allowances.
  - 3. Testing and inspecting allowances.
- C. Related Requirements:
  - 1. Section 014000 "Quality Control Services" for procedures governing the use of allowances for testing and inspecting.

#### 1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

#### 1.4 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

**SECTION 012100 – ALLOWANCES (continued)**

**1.5 INFORMATIONAL SUBMITTALS**

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

**1.6 COORDINATION**

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

**1.7 LUMP-SUM ALLOWANCES**

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials ordered by Owner, selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.
- C. Unused Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
  - 1. If requested by Architect, retain and prepare unused material for storage by Owner. Deliver unused material to Owner's storage space as directed.

**1.8 CONTINGENCY ALLOWANCES**

- A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.
- E. **CONTRACTOR TO INCLUDE A CONTINGENCY ALLOWANCE IN THE AMOUNT OF \$15,000.00**

**1.9 TESTING AND INSPECTING ALLOWANCES**

- A. Testing and inspecting allowances include the cost of engaging testing agencies, actual tests and inspections, and reporting results.

## SECTION 012100 – ALLOWANCES (continued)

- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspections result in failure. The cost for incidental labor to assist the testing agency shall be included in the Contract Sum.
- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the testing and inspecting allowance to Owner by Change Order.

### 1.10 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
  - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
  - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
  - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
  - 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
  - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
  - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

#### 3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

**SECTION 012100 – ALLOWANCES (continued)**

END OF SECTION 012100

**SECTION 012300 - ALTERNATES**

**PART 1 - GENERAL**

1.01 **AN ALTERNATE** is a separate piece of work proposed by Bidders and stated on the Bid Form for certain items that may be added to or deducted from Base Bid amount, which the Owner may or may not decide to accept, a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems or installation methods described in Contract Documents.

**The Owner shall have the right to accept Alternates in any order and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.**

1.02 **COORDINATION**: Contractor shall coordinate related Work and modify or adjust adjacent Work as necessary to ensure that Work affected by each accepted alternate is complete and fully integrated into the Project.

1.03 **NOTIFICATION**: Immediately following Contract award, the Architect shall prepare and distribute to each party involved, notification of the status of each alternate. Indicate whether alternates have been accepted, rejected or deferred for consideration at a later date. Include a complete description of negotiated modifications to alternates.

1.04 **SCHEDULE**: A "Schedule of Alternates" is included below. Specification Sections referenced in the Schedule contain requirements for materials and methods necessary to achieve the Work described under each alternate.

Include as part of each alternate, miscellaneous devices, accessory objects and similar items incidental to or required for a complete installation whether or not mentioned as part of the alternate.

1.05 **SCHEDULE OF ALTERNATES**

- |               |   |
|---------------|---|
| ALTERNATE #1: | Extend pre-engineered metal canopy to include the administration building |
| ALTERNATE #2: | Replace all flooring in entire building with Luxury Vinyl Tile            |
| ALTERNATE #3: | Lobby renovations listed on sheet A1.1                                    |

END OF SECTION 012300

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## SECTION 012513 - PRODUCT SUBSTITUTION PROCEDURES

### PART 1 - GENERAL

- 1.01 SCOPE OF WORK
- A. Administrative and procedural requirements for consideration of request for substitution during the design and construction phases.
  - B. Substitution Request Form.
- 1.02 REFERENCES
- A. Section 01 33 00 – Submittal Procedures.
  - B. Section 01 42 00 – References.
  - C. Section 01 45 00 – Quality Control.
  - D. Section 01 78 00 - Closeout Submittals.
- 1.03 SUBMITTAL PROCEDURES
- A. Transmit each substitution request on company letterhead with completed Form 01 25 00 A. Form is as indicated in Para. 3.02.
    - 1. During bidding phase, substitution requests shall be directed to Project Architect.
    - 2. During construction phase substitution requests shall be directed to Contractor/CM.
  - B. Substitution Form shall identify project, Contractor/CM and Architect during bidding phase plus Subcontractor or supplier during construction phase indicating Specification Section and Paragraph number of specified material and pertinent drawing and detail numbers, as appropriate.
  - C. Include complete information as required in the Substitution Form. Incomplete information will result in automatic rejection of the substitution request.
  - D. Apply contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information are in accordance with the requirements of the work and contract documents.
  - B. Schedule submittals to expedite the project, and deliver to Architect or Contractor/CM at business address. Coordinate submission of related items.
  - C. For each submittal for review, allow 15 days excluding delivery time to and from the Architect or CM/Contractor.
  - D. Identify variations from contract documents and product or system limitations, which may be detrimental to successful performance of the completed work.
  - E. Provide space for Contractor/CM and Architect review stamps.
  - F. When revised for resubmission, identify all changes made since previous submission.
  - G. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
  - H. Submittals not requested will not be recognized or processed.
- 1.04 SUBSTITUTION REQUESTS
- A. Requests for substitutions shall be made not later than ten (10) calendar days prior to bid date by prospective bidders, or time set by Owner for receipt of GMP (Guaranteed Maximum Price) from CM. Requests received after the above dates may not be considered.

### PART 2 - PRODUCTS

- 2.01 Not Used.

### PART 3 - EXECUTION

- 3.01 FORM EXECUTION
- A. Contractor/CM shall submit with Product Substitution Request Form 01 25 00A with transmittal letter and self addressed stamped envelop for Architect's use in returning response to substitution request. Form 01 25 13A is on following sheet.

**SECTION 012513 - PRODUCT SUBSTITUTION PROCEDURES**

3.02 Substitution Form 01 25 13A - PRODUCT SUBSTITUTION REQUEST

- A. Specified Product \_\_\_\_\_
- B. Sheet No./Specification Section and Paragraph \_\_\_\_\_
- C. Contractor/CM has reviewed proposed substitution? Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Requested Product Substitution: \_\_\_\_\_  
\_\_\_\_\_
- E. Does Product Meet or Exceed Specified Product Requirements? Yes \_\_\_\_\_ No \_\_\_\_\_
- F. Does Product Substitution affect dimensions shown on Drawings? Yes \_\_\_\_\_ No \_\_\_\_\_
- G. Reason for Requested Substitution: \_\_\_\_\_  
\_\_\_\_\_
- H. Cost Difference between Product Specified and Product Proposed:  
Add \$ \_\_\_\_\_ Subtract \$ \_\_\_\_\_
- I. Electrical Requirements equal to Specified Product: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
(If No or N/A, explain): \_\_\_\_\_  
\_\_\_\_\_
- J. Plumbing Requirements equal to Specified Product: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
(If No or N/A, explain): \_\_\_\_\_  
\_\_\_\_\_
- K. Mechanical Requirements equal to Specified Product: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
(If No or N/A, explain): \_\_\_\_\_  
\_\_\_\_\_
- L. Does the Product Substitution have any effect on other trades? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, explain): \_\_\_\_\_  
\_\_\_\_\_
- M. Contractor/CM shall pay for changes in building design, including engineering and detailing costs, caused by requested product substitution.
- N. Signature of Contractor/CM shall verify that function, appearance and quality of proposed substitution is equivalent or superior to specified item.
- O. Contractor/CM assumes responsibility for delay or claims arising from review and evaluation of requested product substitution.



**SECTION 012513 - PRODUCT SUBSTITUTION PROCEDURES**

P. Approval of proposed substitution shall have no effect on coordination and installation of work in accord with contract documents.

Submitted by: \_\_\_\_\_ For Use by the Architect and Owner:

\_\_\_\_\_  
Contractor/CM

\_\_\_\_ Received Too Late

\_\_\_\_\_  
Firm

\_\_\_\_ Not Accepted

\_\_\_\_ Approved As Noted

\_\_\_\_ Approved For Bidding Only, Final Approval  
Contingent Upon Submittal of Information Address  
in Accord with this Section

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

END OF SECTION 012513

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## SECTION 012900 – PAYMENT PROCEDURES

### PART 1 - GENERAL

- 1.01 SCHEDULE OF VALUES: Coordinate preparation of the Schedule of Values with the Contractor's Construction Schedule. Correlate line items in the Schedule of Values for each phase with other schedules and forms, including:

- Contractor's Construction Schedule.
- Application for Payment form.
- List of subcontractors.
- List of products.
- Schedule of submittals.

Submit the Schedule of Values to the Architect at the earliest date, but no later than 7 days before the date scheduled for submittal of the initial Application for Payment.

Format and Content: Use the Project Manual Table of Contents as a guide to establish the format.

Identification: Include the following identification:

- Project name and location.
- Name of the Architect.
- Project number.
- Contractor's name and address.
- Date of submittal.

Format: Use AIA Document G703 Continuation Sheet.

Break down each Division that is listed in enough detail to facilitate evaluation of Application for Payments. Round amounts off to the nearest dollar; the total shall equal the Contract Sum.

Each item in the Applications for Payment and Continuation Sheet shall be complete including total cost and share of overhead and profit. Temporary facilities and items that are not direct cost of Work-in-place may be shown as separate line items or distributed as general overhead expense.

Update and resubmit the schedule when Change Orders change the Contract Sum.

- 1.02 APPLICATIONS FOR PAYMENT: Applications for Payment shall be submitted by the 25th of the month and will be paid by the 10th of the following month. Applications for Payment not received by the 25th of the month will be paid not later than 15 days after the date received. The period covered by each Application for Payment is one month. A retainage of 10% of the amount earned and stored will be withheld from each payment.

- A. Payment Application Times: Payment dates are indicated in the Agreement. The period covered by each application is the period indicated.
- B. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703, 1992 edition, as the form for the application.
- C. Application Preparation: Complete every entry, including notarization and execution by person authorized to sign on behalf of the Contractor. Incomplete applications will be returned without action. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions have been made. Include amounts of Change Orders issued prior to the last day of the period covered by the application.
- D. Transmittal: Submit 4 executed copies of each application to the Architect within 24 hours; two copies shall be complete, including waivers of lien where required and similar attachments. Transmit each copy with a transmittal listing attachments, and recording information related to the application.
- E. Waivers of Lien: With final application, submit waivers of lien from every entity who has performed work, provided labor or supplied materials, constituting 2% or more of the overall contract amount. Waivers of Lien are to be provided by, but not limited to the following material suppliers and subcontractors.

This list is for illustration only, not necessarily complete.

Concrete

Masonry

Paving

**SECTION 012900 - PAYMENT PROCEDURES (continued):**

Steel	Site Work	Landscaping
Finish Carpentry	Roofing	Doors
Windows	Finish Hardware	Gypsum Wallboard
Flooring	Painting	Ceilings
Signage	Toilet & Bath Accessories	Electrical
Mechanical	Plumbing	

- F. Waiver Forms: Submit waivers of lien on AIA Document G706A, "Contractor's Affidavit of Release of Liens".
- 1.03 INITIAL APPLICATION FOR PAYMENT: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include:
- Fully executed Contract.
  - List of Subcontractors.
  - List of suppliers and fabricators.
  - Schedule of Values.
  - Contractor's Construction Schedule (preliminary if not final).
  - Submittal Schedule (preliminary if not final).
  - List of Contractor's staff assignments.
  - Copies of building permits (if required).
  - Copies of licenses from governing authorities.
  - Certificates of insurance and insurance policies.
  - Performance and payment bonds.
- 1.04 PARTIAL RETAINAGE RELEASE FORMS: Use AIA Document G707A, "Consent Of Surety To Reduction in Or Partial Release Of Retainage".
- 1.05 APPLICATION FOR PAYMENT AT SUBSTANTIAL COMPLETION: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions. Administrative actions and submittals that precede or coincide with this application include:
- Occupancy permits.
  - Test/adjust/balance records (preliminary).
  - Operation and Maintenance instructions.
  - Meter readings.
  - Change-over information related to Owner's occupancy.
- 1.06 FINAL PAYMENT APPLICATION: Administrative actions and submittals which must precede or coincide with submittal of the final payment application include:
- Completion of Project closeout requirements. Refer to Section 017800 - Closeout Procedures.
  - Warranties and maintenance agreements.
  - Completion of all items specified for completion after Substantial Completion.
  - Transmittal of required Project construction records to Architect.
  - Final cleaning.
  - AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims".
  - Change of door locks to Owner's access.
  - AIA Document G707, "Consent Of Surety to Final Payment".

END OF SECTION 012900 .

**SECTION 013100 - PROJECT COORDINATION**

**PART 1 - GENERAL**

1.01 THIS SECTION specifies requirements for project coordination including:

Coordination with other Contractors. Administrative and supervisory personnel.	General installation provisions. Cleaning and protection.
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1.02 COORDINATION: Coordinate activities included in various Sections to assure efficient and orderly installation of each component. Coordinate operations included under different Sections that are dependent on each other for proper installation and operation.

Where installation of one component depends on installation of other components before or after its own installation, schedule activities in the sequence required to obtain the best results.

Where space is limited, coordinate installation of different components to assure maximum accessibility for maintenance, service and repair.

Make provisions to accommodate items scheduled for later installation.

Prepare memoranda for distribution to each party involved outlining required coordination procedures. Include required notices, reports, and attendance at meetings.

Prepare similar memoranda for the Owner and separate Contractors where coordination of their Work is required.

1.03 ADMINISTRATIVE PROCEDURES: Coordinate scheduling and timing of administrative procedures with other activities to avoid conflicts and ensure orderly progress. Such activities include:

Preparation of schedules.	Delivery and processing of submittals.
Power and utility shutdowns.	Progress meetings.
Installation and removal of temporary facilities.	Project closeout activities.

1.04 COORDINATION DRAWINGS: Prepare Coordination Drawings where close coordination is required for installation of products and materials fabricated off-site by separate entities, and where limited space necessitates maximum utilization of space for efficient installation of different components.

Show relationship of components shown on separate Shop Drawings.  
Indicate required installation sequences.

1.05 STAFF NAMES: Within 15 days of Notice to Proceed, submit a list of Contractor's staff assignments, including Superintendent and personnel at the site; identify individuals, their duties and responsibilities, addresses and telephone numbers.

Post copies in the Project meeting room, the field office, and at each temporary telephone.

1.06 INSPECTION OF CONDITIONS: The Installer of each component shall inspect the substrate and all other conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected.

1.07 MANUFACTURER'S INSTRUCTIONS: Comply with manufacturer's installation instructions and recommendations, to the extent that they are more stringent than requirements in Contract Documents.

**SECTION 013100 - PROJECT COORDINATION (continued):**

- 1.08 INSPECT material immediately upon delivery and again prior to installation. Reject damaged and defective items.
- 1.09 PROVIDE ATTACHMENT and connection devices and methods necessary for securing each construction element. Secure each construction element true to line and level. Allow for expansion and building movement.
- 1.10 VISUAL EFFECTS: Provide uniform joint widths in exposed Work. Arrange joints to obtain the best effect. Refer questionable choices to the Architect for decision.
- 1.11 RECHECK MEASUREMENTS and dimensions, including elevations, before starting installation.
- 1.12 INSTALL EACH COMPONENT during weather conditions and project status that will ensure the best results. Isolate each part from incompatible material as necessary to prevent deterioration.
- 1.13 COORDINATE TEMPORARY ENCLOSURES with inspections and tests, to minimize uncovering completed construction for that purpose.
- 1.14 MOUNTING HEIGHTS: Where mounting heights are not indicated, install components at standard heights for the application indicated or refer to the Architect.
- 1.15 CLEANING AND PROTECTION: During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

Clean and maintain completed construction as often as necessary through the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

Limiting Exposures: Supervise operations to ensure that no part of construction, completed or in progress, is subject to harmful or deleterious exposure. Such exposures include, but are not limited to the following:

- Excessive static or dynamic loading.
- Excessive internal or external pressures.
- Excessive weathering.
- Excessively high or low temperatures or humidity.
- Air contamination or pollution.
- Water or ice.
- Chemicals or solvents.
- Heavy traffic, soiling, staining and corrosion.
- Rodent and insect infestation.
- Unusual wear or other misuse.
- Contact between incompatible materials.
- Theft or vandalism.

END OF SECTION 013100

## SECTION 013150 - CUTTING AND PATCHING

### PART 1 - GENERAL

- 1.01 RELATED DOCUMENTS: Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.
- 1.02 SUMMARY: This Section specifies administrative and procedural requirements for cutting and patching.

Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the work.

Refer to Division-15 and Division-16 Sections for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

### 1.03 SUBMITTALS

- A. Cutting and Patching Proposal: Where approval of procedures for cutting and patching is required before proceeding, submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed. Include the following information, as applicable, in the proposal:

Describe the extent of cutting and patching required and how it is to be performed; indicate why it cannot be avoided.

Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.

List products to be used and firms or entities that will perform Work.

Indicate dates when cutting and patching is to be performed.

List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.

### 1.04 QUALITY ASSURANCE

- A. Requirements for Structural Work: Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio.
- B. Operational and Safety Limitations: Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety.

- 1.05 VISUAL REQUIREMENTS: Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Architect's opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

### PART 2 - PRODUCTS

- 2.01 MATERIALS: Use materials that are identical to existing materials. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect. Use materials whose installed performance will equal or surpass that of existing materials.

**SECTION 013150 - CUTTING AND PATCHING (continued):**

**PART 3 - EXECUTION**

3.01 **INSPECTION:** Before cutting existing surfaces, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed. Take corrective action before proceeding, if unsafe or unsatisfactory conditions are encountered.

3.02 **PREPARATION**

- A. **Temporary Support:** Provide temporary support of Work to be cut.
- B. **Protection:** Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.

Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas. Take all precautions necessary to avoid cutting existing pipe, conduit or ductwork serving the building, but scheduled to be removed or relocated until provisions have been made to bypass them.

3.03 **PERFORMANCE**

- A. **General:** Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay.

Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.

- B. **Cutting:** Cut existing construction using methods least likely to damage elements to be retained or adjoining construction. Where possible review proposed procedures with the original installer; comply with the original installer's recommendations.

In general, where cutting is required, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces. Cut through concrete and masonry using a cutting machine such as a carborundum saw or diamond core drill.

Comply with requirements of applicable Sections of Division-2 where cutting and patching requires excavating and backfilling. By-pass utility services such as pipe or conduit, before cutting, where services are shown or required to be removed, relocated or abandoned. Cut-off pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.

3.04 **PATCHING:** Patch with durable seams that are as invisible as possible. Comply with specified tolerances.

Where feasible, inspect and test patched areas to demonstrate integrity of the installation.

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.

Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken area containing the patch, after the patched area has received primer and second coat.

3.05 **CLEANING:** Thoroughly clean areas and spaces where cutting and patching is performed or used as



**SECTION 013150 - CUTTING AND PATCHING (continued):**

access. Remove completely from non-intended locations any paint, mortar, oils, putty and items of similar nature. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied. Restore damaged pipe covering to its original condition.

END OF SECTION 013150

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**SECTION 013200 - PROJECT MEETINGS**

**PART 1 - GENERAL**

1.01 **SUMMARY:** This Section specifies requirements for Project meetings including:

Pre-Construction Conference.  
Progress Meetings.

1.02 **PRE-CONSTRUCTION CONFERENCE:** Architect shall conduct a pre-construction conference after execution of the Agreement and prior to commencement of construction activities. Review responsibilities and personnel assignments.

**Attendees:** The Owner, Architect and their consultants, the Contractor and its superintendent, subcontractors, suppliers, manufacturers, and other concerned parties shall be represented by persons authorized to conclude matters relating to the Work.

**Agenda:** Discuss significant items that could affect progress, including the tentative construction schedule, critical sequencing, use of the premises, procedures for processing Change Orders and equipment deliveries.

Review progress of other activities and preparations for the activity under consideration at each conference, including time schedules, manufacturer's recommendations, weather limitations, substrate acceptability, compatibility problems and inspection and testing requirements.

Record significant discussions, agreements and disagreements of each conference, along with the approved schedule. Distribute the meeting record to everyone concerned, promptly, including the Owner and Architect.

Do not proceed if the conference cannot be successfully concluded. Initiate necessary actions to resolve impediments and reconvene the conference at the earliest feasible date.

1.03 **PROGRESS MEETINGS:** Conduct progress meetings at regular monthly intervals. Notify the Owner and Architect of scheduled dates. Coordinate meeting dates with preparation of the payment request.

**Attendees:** The Owner and Architect, each subcontractor, supplier or other entity concerned with progress or involved in planning, coordination or performance of future activities shall be represented by persons familiar with the Project and authorized to conclude matters relating to progress.

**Agenda:** Review minutes of the previous progress meeting, review significant items that could affect progress. Include topics appropriate to the current status of the Project including:

RFIs	Change Orders
Scheduling	Submittals

**Reporting:** Distribute copies of the minutes of the meeting to each party present and to parties who should have been present.

1.04 **CONTRACTOR'S CONSTRUCTION SCHEDULE:** Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.

**SECTION 013200 - PROJECT MEETINGS (continued):**

Review the present and future needs of each entity present, including such items as:

- Time.
- Sequences.
- Deliveries.
- Off-site fabrication problems.
- Site utilization.
- Temporary facilities and services.
- Hazards and risks.
- Quality and Work standards.
- Change Orders.
- Documentation of information for payment requests.

END OF SECTION 013200

**SECTION 013300 - SUBMITTALS**

**PART 1 - GENERAL**

**1.01 GENERAL PROCEDURES**

- A. Coordinate submittal preparation with performance of construction activities, and with purchasing or fabrication, delivery, other submittals and related activities. Transmit in advance of performance of related activities to avoid delay.
- B. Coordinate transmittal of different submittals for related elements so processing will not be delayed by the need to review concurrently for coordination. The Architect reserves the right to withhold action on a submittal requiring coordination until related submittals are received.

1.02 **PROCESSING:** Allow two weeks for initial review. Allow more time if processing must be delayed for coordination with other submittals. The Architect will notify the Contractor when a submittal must be delayed for coordination. Allow two weeks for reprocessing each submittal.

No extension of time will be authorized because of failure to transmit submittals sufficiently in advance of the Work to permit processing.

1.03 **SUBMITTAL PREPARATION:** Place a label or title block on each submittal for identification. Provide two 4" x 5" spaces on the label or beside the title block on Shop Drawings to record Contractor's review and approval markings and action taken. Include the following information on the label for processing and recording action taken. Submittals received without a signed Contractor's Approval Stamp will be returned for resubmittal with no action taken.

- Project name.
- Date.
- Name and address of Contractor.
- Name and address of supplier.
- Name of manufacturer.
- Number and title of appropriate Specification Section.
- Drawing sheet number and detail references, as required.

1.04 **SUBMITTAL TRANSMITTAL:** Package submittals appropriately for transmittal and handling. Transmit with a transmittal form. Submittals received from other than the Contractor will be returned without action.

**Transmittal Form:** Use AIA Document G 810 or other form acceptable to Architect. On the form record requests for data, and deviations from Contract Documents. Include Contractor's certification that information complies with Contract Documents.

1.05 **CONTRACTOR'S CONSTRUCTION SCHEDULE:** Submit a fully developed, CPM type construction schedule, within 30 days after the date of the Owner's issuance of a Notice to Proceed. Use the categories of work in the schedule to establish the categories in the "Schedule of Values".

As work progresses, mark the schedule to indicate Actual Completion.

Provide notations on the Schedule depicting the consequences on the Work from construction phasing.

Prepare the schedule on sheets of sufficient width to show data for the entire construction period.

Secure commitments for performing critical construction operations from parties involved. Coordinate each activity with other activities and show in proper sequence; include minor elements involved in the construction sequence. Indicate sequences necessary for completion of related portions. Coordinate the Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests and other schedules.

Schedule completion in advance of the date established for Substantial Completion. Schedule Substantial

**SECTION 013300 - SUBMITTALS (continued):**

Completion to allow time for the Architect's procedures necessary for certification of Substantial Completion.

Print and distribute schedule following initial approval to the Architect, Owner, subcontractors and other parties required to comply with scheduled dates. Redistribute after any approved revisions. Post copies in the temporary field office. Submit update schedule with each Pay Application.

- 1.06 **DAILY CONSTRUCTION REPORTS:** Prepare a daily construction report, recording information concerning events at the site. Submit duplicate copies to the Architect at weekly intervals. Include the following information:

- List of subcontractors at the site.
- Work Activities.
- High and low temperatures, general weather conditions.
- Accidents, stoppages, delays, shortages, losses.
- Emergency procedures.
- Change Orders received, implemented.
- Partial Completions, occupancies.
- Substantial Completions authorized.
- Other relevant dates.

- 1.07 **SUBMITTALS:** Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit 4 sets plus the number of sets required by the Contractor; maximum eight (8) sets. The Architect will retain four sets and return the others marked with the action taken. (Note: Architect will mark only one (1) set for return to the Contractor with action taken and/or modifications required.) Maintain Sample sets at the Project site, for quality comparisons throughout construction phase.

Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.

- 1.08 **ARCHITECT'S ACTION:** Except for submittals for record, information or similar purposes, where action and return is required, the Architect will review each submittal, mark to indicate action taken, and return. Compliance with specified characteristics is the Contractor's responsibility.

**Action Stamp:** The Architect will stamp each submittal with a self-explanatory action stamp. The stamp will be appropriately marked to indicate action taken.

- 1.09 **DISTRIBUTION:** Furnish copies of final submittal to installers, and others required for performance of construction activities. Show distribution on transmittal forms. Do not proceed with installation until an applicable copy of Product Data is in the installer's possession. Do not permit use of unmarked copies of Product Data in connection with construction.

- 1.10 **SHOP DRAWINGS:** Submit information, drawn to accurate scale. Submittals shall indicate deviations from Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Include the following information:

- Project Name.
- Location.
- Suppliers Name.
- Date.
- Drawing No.
- Specification Section Reference.

- Dimensions.
- Identification of products and materials included.

**SECTION 013300 - SUBMITTALS (continued):**

Compliance with specific standards.  
Notation of coordination requirements.  
Notation of dimensions established by field measurement.

Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2" x 11" but no larger than 24" x 36".

Initial Submittal: Submit one correctable translucent print and two blue-line print for review; the reproducible print will be returned.

Final Submittal: Submit four (4) blue or black line prints of the original submittal for use by the Architect/Engineer, Owner and Contractor.

Do not use Shop Drawings without a Architects stamp indicating action taken in connection with construction.

The Contractor shall schedule all shop drawing submittals to allow sufficient time for one initial review and two resubmittal reviews.

- 1.11 COORDINATION DRAWINGS are a special type of shop drawing depicting relationship and integration of different construction elements requiring coordination during fabrication or installation to fit and function as intended.

Preparation of coordination drawings is described in these Specifications under "Project Coordination" and may include components previously shown on shop drawings or product data.

Submit for integration of different construction elements. Show sequences and relationships of separate components to avoid conflicts in use of space.

- 1.12 PRODUCT DATA: Collect Product Data into a single submittal for each element or system. Mark each copy to show applicable choices and options. Where Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:

Manufacturer's printed recommendations.  
Compliance with recognized trade association standards.  
Compliance with recognized testing agency standards.  
Application of testing agency labels and seals.  
Notation of dimensions verified by field measurement.  
Notation of coordination requirements.

- A. Submittals: Submit 3 copies. The Architect will retain two and will return the others. **Note:** The Architect will mark only one set for return to the Contractor with action taken and/or modifications required. The Contractor will be responsible to see that any notes made by the Architect are made on all copies.

Unless noncompliance with Contract Documents, the submittal may serve as the final submittal.

- B. Distribution: Furnish copies of final submittal to installers and others required for performance of construction activities. Show distribution on transmittal forms. Do not proceed with installation until an applicable copy of Product Data is in the installers possession.

- 1.13 SAMPLES: Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics, and a comparison of these characteristics between the final submittal and the component as delivered and installed. Where variations are inherent in the product, submit multiple units that show limits of the variations.

**SECTION 013300 - SUBMITTALS (continued):**

Refer to other Sections for Samples that illustrate details of assembly, fabrication techniques, workmanship, connections, operation and similar characteristics.

Refer to other Sections for Samples to be returned for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.

Sample sets may be used to obtain final acceptance of the construction associated with each set.

Preliminary submittals: Where Samples are for selection of characteristics from a range of choices, submit a full set of choices for the product. Preliminary submittals will be reviewed and returned indicating selection and other action.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

PART 4 - SCHEDULES

4.01 The following Submittal Schedule is for REFERENCE ONLY. Items listed may or may not be required for this project.

SUBMITTAL SCHEDULE		
SECTION	TYPE OF SUBMITTAL	DESCRIPTION
000610 - Performance Bond and Labor and Material Bond	Bonds	Performance Bond, Labor and Material Bond
000430 - List of Subcontractors	List	Subcontractors, Suppliers, Principal Manufactures
012900 - Application for Payment	Schedule of Values Application for Payment	Initial and Subsequent Initial and Subsequent
013100 - Project Coordination	List	Staff Names
013300 - Submittals	Construction Schedule Submittal Schedule Daily Construction Reports	
017700 - Project Closeout	Documents  Certificate	Record Drawings, Specifications, Submittals, As-Builts, Maintenance Manuals, O & M Instructions OEF Final & Occupancy Inspection
022070 - Selective Demolition	Schedule	Demolition Schedule
313116 - Termite Control	Warranty	Soil Treatment Solution
02510 - Concrete Paving	Shop Drawings	Walkways/Curb Layout
033000 - Concrete	Shop Drawings	Formwork Reinforce Placement/Schedule
042000 - Unit Masonry	Product Data Field Mock-Up	Grout/Mortar, Joint Reinforcement Masonry Wall
042113 - Brick Masonry	Product Data Samples Field Mock-Up	Grout/Mortar, Joint Reinforcement Brick, Mortar Brick Wall
055000 - Metal Fabrication	Product Data Shop Drawings Certification	Assembly and Installation Instructions Metal Fabrication Metal and Steel Test Results



**SECTION 013300 - SUBMITTALS (continued):**

SUBMITTAL SCHEDULE		
SECTION	TYPE OF SUBMITTAL	DESCRIPTION
052100 – Steel Joists	Shop Drawings	Sizes, Design Information
062000 - Finish Carpentry	Product Data Samples	
064023 - Interior Architectural Woodwork	Shop Drawings Samples	Casework Plastic Laminate, Hardware
071326 - Sheet Membrane Waterproofing	Product Data	Technical Data and Recommendations
072116 - Building Insulation	Product Data	Each Type of Insulation Required
076200 - Flashing and Sheet Metal	Product Data Guarantee	Roofing and Flashing Materials Maintenance Guarantee
074113 – Preformed wall and roof panels	Product Data Samples	Manufacturer=s Information
07900 - Joint Sealers	Product Data Samples Certification	Each Type Sealants Product Test Reports
081113 – Hollow Metal Doors and Frames	Shop Drawings Schedules	Frames
081416 - Flush Wood Doors	Product Data Shop Drawings Schedule	Wood Doors
083113 - Access Doors	Product Data	Doors
087100 - Finish Hardware	Schedule Product Hardware	Hardware
088000 - Glass and Glazing	Product Data Samples	Glass/Glazing Materials Glass
093000 - Tile	Product Data Samples	Tile and Grout Tile
095123 - Acoustical Ceilings	Product Data Samples	Panel/Suspension System
095100 - Acoustical Wall Panels	Product Data Samples	Wall Panels
096513- Resilient Wall Base	Product Data Sample Maintenance Instructions Replacement Material	Tile and Base
096816 - Carpeting	Product Data Samples Seaming Plan	Each Carpet Type Each Carpet Type All Carpet Spaces
099100 - Painting	Product Data Samples Mock-Up	Paint Paint Field Application
097200 - Wallcoverings	Product Data Samples	Each Type Wallcovering

**SECTION 013300 - SUBMITTALS (continued):**

SUBMITTAL SCHEDULE		
SECTION	TYPE OF SUBMITTAL	DESCRIPTION
101000 - Markerboards, Chalkboards, Tackboards	Product Data Samples	Each Type of Visual Board Tackboard Fabric
101600 - Toilet Partitions	Product Data Shop Drawings Samples	Toilet Partitions Fabrication of Partitions Color and Solid Plastic Selection
089800 - Louvers and Vents	Product Data Shop Drawings Samples	Louvers and Vents Details Color Selection
104400 - Signage	Product Data Schedule Shop Drawings	Signage Sign Layout
105050 - Metal Lockers	Product Data Shop Drawings Samples	Lockers Layout and Details Color and Finish Selection
102800 - Toilet and Bath Accessories	Product Data	Accessories
109900 - Miscellaneous Specialties	Product Data Shop Drawings	Each Item Installation Instructions Fabrication Details (where required)
111320 - Project Screens and T.V. Mounting Brackets	Product Data Shop Drawings	Screens and Monitor Mounts Installation Details
230100 - Mechanical General Provisions		
224000 - Plumbing		
260100 - Electrical General Provisions		

**NOTE: Additional Submittals may be requested by the Architect/Engineer.**

END OF SECTION 013300

**SECTION 014000 - QUALITY CONTROL SERVICES**

**PART 1 - GENERAL**

- 1.01 **GENERAL:** This Section specifies requirements for quality control services. Quality control services include inspections and tests performed by independent agencies, governing authorities, as well as the Contractor.
- 1.02 **CONTRACTOR RESPONSIBILITIES:** Provide inspections and tests specified or required by governing authorities, except where they are the Owner's responsibility, or are provided by another entity; services include those specified to be performed by an independent agency not by the Contractor. Costs are included in the Contract.

The Contractor shall engage and pay for services of an independent agency, acceptable to the Architect/Engineer to perform inspections and tests specified as Quality Control services.

**Retesting:** The Contractor is responsible for retesting where results prove unsatisfactory and do not indicate compliance with Contract Documents, regardless of whether the original test was the Contractor's responsibility.

Cost of retesting construction revised or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original construction.

**Associated Services:** The Contractor shall cooperate with agencies performing inspections or tests and provide auxiliary services as requested. Notify the agency in advance of operations to permit assignment of personnel. Auxiliary services include but are not limited to:

Provide access to the Work and furnish incidental labor and facilities necessary to facilitate inspections and tests.

Take representative samples of materials that require testing or assist the agency in taking samples.

Provide facilities for storage and curing of samples, and deliver samples to testing laboratories. Provide a preliminary design mix proposed for use for material mixes that require control by the testing agency.

Provide security and protection of samples and test equipment at the Project site.

- 1.03 **DUTIES OF THE TESTING AGENCY:** The agency engaged to perform inspections and testing of materials and construction shall cooperate with the Architect and Contractor in performance of its duties, and provide qualified personnel to perform inspections and tests.

The agency shall notify the Architect and Contractor promptly of deficiencies observed during performance of its services.

The agency is not authorized to release, revoke, alter or enlarge requirements of the Contract Documents, or approve or accept any portion of the Work.

- 1.04 **COORDINATION:** The Contractor and each agency engaged to perform inspections and tests shall coordinate the sequence of activities to accommodate services with a minimum of delay. The Contractor and each agency shall coordinate activities to avoid removing and replacing construction to accommodate inspections and tests.

The Contractor is responsible for scheduling inspections, tests, taking samples and similar activities.

**SECTION 014000 - QUALITY CONTROL SERVICES (continued)**

- 1.05 **SUBMITTALS:** The testing agency shall submit a certified written report of each inspection and test to the Architect, in duplicate, unless the Contractor is responsible for the service. If the Contractor is responsible, submit a certified written report of each inspection and test through the Contractor, in triplicate, who shall send two (2) copies to the Architect.

Submit additional copies of each report to the governing authority, when the authority so directs.

**Report Data:** Written reports of each inspection or test shall include, but not be limited to:

- Date of issue.
- Project title and number.
- Name, address and telephone number of testing agency.
- Testing agency qualifications.
- Dates and locations of samples and tests or inspections.
- Names of individuals making the inspection or test.
- Designation of the Work and test method including applicable industry standards and/or codes.
- Identification of product and Specification Section.
- Complete inspection or test data.
- Test results and an interpretations of test results.
- Ambient conditions at the time of sample-taking and testing.
- Comments or professional opinion as to whether inspected or tested Work complies with Contract Document requirements.
- Name and signature of laboratory inspector or person reviewing results.
- Recommendations on retesting.

- 1.06 **QUALIFICATION FOR SERVICE AGENCIES:** Engage inspection and testing agencies which are prequalified as complying with "Recommended Requirements for Independent Laboratory Qualification" by the American Council of Independent Laboratories, and specialize in the types of inspections and tests to be performed.

Each inspection and testing agency engaged shall be authorized to operate in the State in which the Project is located.

- 1.07 **REPAIR AND PROTECTION:** Upon completion of inspection and testing repair damaged construction and restore substrates and finishes to eliminate deficiencies. Comply with requirements for "Cutting and Patching."

Protect construction exposed by or for quality control service activities, and protect repaired construction.

The Contractor is responsible for repair and protection regardless of the assignment of responsibility for inspection and testing.

END OF SECTION 014000

## SECTION 014200 - DEFINITIONS AND STANDARDS

### PART 1 - GENERAL

1.01 DEFINITIONS: Basic Contract definitions are included in the General Conditions.

- A. Indicated refers to graphic representations, notes or schedules on Drawings, or Paragraphs or Schedules in Specifications, and similar requirements in Contract Documents. Where terms such as "shown," "noted," "scheduled," and "specified" are used, it is to help locate the reference.
- B. Directed: Terms such as "directed", "requested", "authorized", "selected", "approved", "required", and "permitted" mean "directed by the Architect", "requested by the Architect", and similar phrases. No implied meaning shall be interpreted to extend the Architect's responsibility into the Contractor's supervision of construction.
- C. Approve, used in conjunction with action on submittals, applications, and requests, is limited to the Architect's duties and responsibilities stated in General and Supplementary Conditions. Approval shall not release the Contractor from responsibility to fulfill Contract requirements.
- D. Regulation includes 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, whether lawfully imposed by authorities having jurisdiction or not.
- E. Furnish means "supply and deliver, ready for unloading, unpacking, assembly, installation, and similar operations."
- F. Install describes operations at the site including "unloading, unpacking, assembly, erection, anchoring, applying, working to dimension, protecting, cleaning and similar operations."
- G. Provide means "furnish and install, complete and ready for use."
- H. Installer: "Installer" is the Contractor or an entity engaged by the Contractor, as an employee, subcontractor or sub-subcontractor for performance of a particular construction activity, including installation, erection, application and similar operations. Installers are required to be experienced in the operations they are engaged to perform. The term "experienced," when used with "Installer" means having a minimum of 5 previous Projects similar in size to this Project, and familiar with the precautions required, and with requirements of the authority having jurisdiction.
- I. Project Site is the space available for construction activities, either exclusively or with others performing other construction on the Project. The extent of the Project Site is shown on the Drawings, and may or may not be identical with the description of the land upon which the Project is to be built.
- J. Testing Laboratories: A "testing laboratory" is an independent entity engaged to perform specific inspections or tests, at the Project Site or elsewhere, and to report on, and, if required, to interpret, results of those inspections or tests.

1.02 SPECIFICATION FORMAT: These Specifications are organized into Divisions and Sections based on the Construction Specifications Institute's 16-Division format and MASTERFORMAT numbering system. Language used in the Specifications is the abbreviated type. Implied words and meanings will be appropriately interpreted. Singular words will be interpreted as plural and plural words interpreted as singular where applicable and where the context so indicates.

Imperative language is used generally. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the text subjective language is used to describe responsibilities which must be fulfilled indirectly by the Contractor, or by others when so noted. The words "shall be" shall be included by inference wherever a colon (:) is used within a sentence or phrase.

1.03 ASSIGNMENT OF SPECIALISTS: Certain construction activities shall be performed by specialists,

**SECTION 014200 - DEFINITIONS AND STANDARDS (continued):**

recognized experts in the operations to be performed. Specialists must be engaged for those activities, and assignments are requirements over which the Contractor has no option. Nevertheless, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.

- 1.04 DRAWING SYMBOLS: Where not otherwise noted, symbols are defined by "Architectural Graphic Standards", published by John Wiley & Sons, Inc., eighth edition.
- 1.05 MECHANICAL/ELECTRICAL DRAWINGS: Graphic symbols for mechanical and electrical Drawings are defined in a graphic symbol legend on the Construction Documents and are aligned with symbols recommended by ASHRAE. Where appropriate, they are supplemented by symbols recommended by technical associations. Refer instances of uncertainty to the Architect for clarification before proceeding.
- 1.06 APPLICABILITY OF STANDARDS: Except where the Contract Documents include more stringent requirements, applicable industry standards have the same force and effect as if bound or copied into Contract Documents. Such standards are part of the Contract Documents by reference. Individual Sections indicate standards the Contractor must keep available at the Project Site.
- 1.07 PUBLICATION DATES: Where the date of issue of a referenced standard is not specified, comply with the standard in effect as of date of Contract Documents.

Updated Standards: Submit a Change Order proposal where an applicable standard has been revised and reissued after the date of the Contract Documents and before performance of Work. The Architect will decide whether to issue a Change Order to proceed with the updated standard.

- 1.08 CONFLICTING REQUIREMENTS: Where compliance with two or more standards that establish different or conflicting requirements for minimum quantities or quality levels, the most stringent requirement will be enforced. Refer uncertainties as to which quality level is more stringent to the Architect for a decision before proceeding.

Minimum Quantities or Quality Levels: The quantity or quality shown or specified is the minimum to be provided or performed. Indicated values are minimum or maximum values, as appropriate for the requirements. Refer instances of uncertainty to the Architect for decision before proceeding.

- 1.09 COPIES OF STANDARDS: Each entity engaged on the Project shall be familiar with standards applicable to that activity. Copies of applicable standards are not bound with the Contract Documents.

Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source.

Although copies of standards needed for enforcement of requirements may be part of submittals, the Architect reserves the right to require submittal of additional copies for enforcement of requirements.

- 1.10 ABBREVIATIONS AND NAMES: Where acronyms or abbreviations are used in the Specifications or other Contract Documents they mean the recognized name of the trade association, standards generating organization, authority having jurisdiction or other entity applicable. Refer to the "Encyclopedia of Associations," published by Gale Research Co., available in most libraries.
- 1.11 PERMITS, LICENSES, AND CERTIFICATES: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence and records established in conjunction with compliance with standards and regulations bearing upon performance of the Work.

END OF SECTION 014200

## SECTION 015000 - TEMPORARY FACILITIES

### PART 1 - GENERAL

- 1.01 RELATED DOCUMENTS: Drawings and General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this section.
- 1.02 SUMMARY: This Section specifies temporary services and facilities, including utilities, construction and support facilities, security and protection. Provide facilities ready for use. Maintain, expand and modify as needed. Remove when no longer needed, or replaced by permanent facilities.
- Temporary facilities required include but are not limited to water service and distribution, temporary electric power and light, storage sheds, sanitary facilities and temporary enclosures, barricades, warning signs, lights and environmental protection.
- 1.03 USE CHARGES: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect, and will not be accepted as a basis of claims for a Change Order.
- 1.04 REGULATIONS: Comply with all applicable local, state, and federal laws and regulations.
- 1.05 STANDARDS: Comply with NFPA Code 241, "Building Construction and Demolition Operations", ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and NECA Electrical Design Library "Temporary Electrical Facilities" and OSHA.
- A. Refer to "Guidelines for Bid Conditions for Temporary Job Utilities and Services", prepared by AGC and ASC.
- B. Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electric service. Install service in compliance with National Electric Code (NFPA 70).
- 1.06 INSPECTIONS: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.
- 1.07 CONDITIONS OF USE: Keep facilities clean and neat. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload, or permit facilities to interfere with progress. Do not allow hazardous, dangerous or unsanitary conditions, or public nuisances to develop or persist on the site.
- 1.08 MATERIALS AND EQUIPMENT: Provide new materials and equipment; if acceptable to the Architect, undamaged previously used materials and equipment in serviceable condition may be used. Provide materials and equipment suitable for the use intended.
- A. Tarpaulins: Waterproof, fire-resistant, UL labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures provide translucent nylon reinforced laminated polyethylene or polyvinyl chloride fire retardant tarpaulins.
- B. Temporary / Construction Fencing: 11-gage, galvanized 2-inch, chain link fabric fencing 6-foot high with galvanized steel pipe posts, 1-1/2" I.D. for line posts and 2-1/2" I.D. for corner posts.
- 1.09 TEMPORARY UTILITY INSTALLATION: Engage the local utility company to install temporary service or connect to existing service. Arrange for a time when service can be interrupted to make connections. Provide adequate capacity at each stage of construction. Combined use of temporary and existing power and water is anticipated for this project.
- A. Water Service: Install water service and distribution piping of sizes and pressures adequate for construction. Sterilize water piping prior to use.

**SECTION 015000 - TEMPORARY FACILITIES (continued):**

- B. Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics. Include meters, transformers, overload protected disconnects, automatic ground-fault interrupters and main distribution switch gear. Install service underground, if possible.
  - 1. Power Distribution System: Install wiring overhead, and rise vertically where least exposed to damage.
  - 2. Electrical Outlets: Provide properly configured NEMA polarized outlets. Provide outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
  - 3. Electrical Power Cords: Provide grounded extension cords; use "hard-service" cords where exposed to traffic.
- C. Lighting: Provide temporary lighting with local switching to fulfill security requirements and provide illumination for construction operations and traffic conditions.
  - 1. Lamps and Light Fixtures: Provide general service incandescent lamps. Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- D. Telephones: Provide temporary telephone service for personnel engaged in construction. Post a list of important telephone numbers.
- E. Sewers and Drainage: If sewers are available, provide temporary connections to remove effluent. If sewers are not available or cannot be used, provide drainage ditches, or similar facilities.

Filter out construction debris and other contaminants that might clog sewers or pollute waterways before discharge. Provide earthen embankments and similar barriers in and around excavations and subgrade construction to prevent flooding by runoff of storm water from heavy rains.  
**Comply with all City and County requirements for storm water runoff.**

1.10 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION: Locate for easy access. Maintain facilities until Substantial Completion. Remove prior to Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, if acceptable to the Owner.

- A. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads where they do not interfere with construction activities.  
Dust Control: If, in the opinion of the Owner or Architect it is necessary to control dust during construction period, the Contractor shall furnish and spread water or calcium chloride at points where dust is a nuisance or as directed by the Architect, at no additional cost to the Owner.
- B. Field Offices: Provide field offices of size required to accommodate personnel, including telephone and fax line. In addition provide a 3' x 5' desk, table and stool for use by the Architect. Field office is to be provided with air conditioning. Keep clean and orderly for use for small progress meetings.
- C. Storage and Fabrication Sheds: Install sheds, equipped to accommodate materials and/or existing equipment involved. Sheds may be open shelters.



**SECTION 015000 - TEMPORARY FACILITIES (continued):**

- D. Sanitary facilities include temporary toilets and drinking water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures. Install where facilities will best serve the Project. Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.
- E. Toilets: Install self-contained single-occupant toilet units of the chemical, aerated recirculation, or combustion type, properly vented and fully enclosed with a glass fiber reinforced polyester shell or similar nonabsorbent material. Use of pit-type privies will not be permitted. Under no circumstances will construction personnel use existing toilet facilities.
- F. Drinking Water Facilities: Provide containerized tap-dispenser type drinking water units.
- G. Dewatering Facilities and Drains: For temporary drainage and dewatering operations not associated with construction, comply with requirements of applicable Division-2 Sections. Where feasible, utilize the same facilities. Maintain excavations and construction free of water.
- H. Temporary Enclosures: Provide temporary enclosure for protection of construction from exposure, foul weather, other construction operations and similar activities. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions.
- Install tarpaulins securely, with incombustible framing. Close openings through floor or roof decks and horizontal surfaces with load-bearing construction.
- I. Collection and Disposal of Waste: Collect waste daily. Comply with NFPA 241 for removal of combustible waste. Enforce requirements strictly. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose in a lawful manner.
- J. Project Identification and Temporary Signs: Prepare project identification signs on grade B-B High Density Overlay Plywood; install where indicated by Architect. Support on framing of preservative treated wood or steel. Engage an experienced sign painter to apply graphics. Refer to project identification sign drawing at end of this section (Attachment 01500-1).
- 1.11 SECURITY AND PROTECTION FACILITIES INSTALLATION: Except for use of permanent fire protection as soon as available, do not change from use of temporary security and protection facilities to permanent facilities until Substantial Completion.
- A. Fire Protection: Until fire protection is supplied by permanent facilities, install and maintain temporary fire protection of types needed to protect against predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," and NFPA 241 "Standard for Safeguarding Construction, Alterations and Demolition Operations." Consideration should be given to existing fire hydrant locations.
- B. Fire Extinguishers: Provide hand-carried, portable UL-rated, class "A" fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable, UL-rated, class "ABC" dry chemical extinguishers. Locate fire extinguishers where effective for the intended purpose.
- Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, and other access routes for fighting fires. Prohibit smoking in hazardous fire exposure areas.
- Store combustible materials in containers in fire-safe locations.
- Provide supervision of welding operations, combustion type temporary heating units, and sources of fire ignition.

**SECTION 015000 - TEMPORARY FACILITIES (continued):**

- C. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of barricades. Paint appropriate warning signs to inform personnel and the public of the hazard being protected against. Where needed provide lighting, including flashing lights. Temporary, portable or metal barricades and structures shall be constructed over all open trench areas intersecting student walkways. Walkway structures over trenches shall be of sturdy construction with handrails and be handicap accessible.
  - D. Security Enclosure and Lockup: Install temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism and theft. Where materials and equipment must be stored, provide a secure lockup.
  - E. Enclosure Fence: When excavation begins, install an enclosure fence with lockable entrance gates where indicated, or if not indicated, enclose the entire site or the portion sufficient to accommodate operations. Provide open-mesh, chain-link fencing with posts set in a compacted mixture of gravel and earth.
  - F. Environmental Protection: Operate temporary facilities and conduct construction by methods that comply with environmental regulations, and minimize the possibility that air, waterways and subsoil might be contaminated or polluted. Restrict use of noise making tools and equipment to hours that will minimize complaints.
- 1.12 OPERATION: Enforce strict discipline in use of temporary facilities. Limit availability to intended use to minimize abuse. Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and the elements.

Maintain operation of enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour day basis to achieve indicated results and to avoid damage.

Prevent piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.

- 1.13 TERMINATION AND REMOVAL: Remove each facility when the need has ended, or replaced by a permanent facility, or no later than Substantial Completion. Complete or restore construction delayed because of interference with the facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.

Temporary facilities are property of the Contractor.

At Substantial Completion, renovate permanent facilities used during the construction period, including but not limited to:

Replace air filters and clean inside of ductwork and housings.  
Replace worn parts and parts subject to unusual operating conditions.  
Replace burned out lamps.

END OF SECTION 015000