

## SPECIFICATIONS

### TABLE OF CONTENTS

#### Division 01 – General Requirements

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		01 1100	Summary of Work
		01 1400	Work Restrictions
		01 2300	Alternates
		01 2500	Product Options, Requirements & Substitution Procedures
		01 2613	Requests for Information & Instructions (RFI) Procedures
		01 3113	Coordination
		01 3119	Project Meetings
		01 3200	Document Control
		01 3216	Schedules
		01 3280	Electronic Data Transfer
		01 3300	Submittals
		01 3329.08	Buy Clean California Reporting
		01 3520	Design Assist Procedures
		01 3543	Environmental Procedures
		01 3546	Indoor Air Quality Procedures & Requirements
		01 4100	Regulatory Requirements
		01 4200	References
		01 4300	Inspection of Work
		01 4339	Mockups
		01 4500	Quality Control
		01 4516	Contractor's Quality Control Program
		01 4520	Concrete Moisture Testing
		01 5100	Temporary Utilities
		01 5300	Temporary Construction

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		<b>01 5500</b>	<b>Vehicular Access and Parking</b>
		<b>01 5600</b>	<b>Temporary Barriers and Enclosures</b>
		<b>01 5639</b>	<b>Tree and Plant Protection</b>
		<b>01 5700</b>	<b>Temporary Controls</b>
		<b>01 5800</b>	<b>Temporary Signage</b>
		<b>01 6000</b>	<b>Product Requirements</b>
		<b>01 7100</b>	<b>Examination and Preparation</b>
		<b>01 7123</b>	<b>Field Engineering</b>
		<b>01 7329</b>	<b>Cutting and Patching</b>
		<b>01 7400</b>	<b>Cleaning and Waste Management</b>
		<b>01 7700</b>	<b>Contract Closeout</b>
		<b>01 7839</b>	<b>As-Built Documents</b>
		<b>01 9113</b>	<b>General Commissioning Requirements</b>
<b>Division 02 – Existing Conditions</b>			
		<b>02 4119</b>	<b>Selective Demolition</b>
<b>Division 03 – Concrete</b>			
		<b>03 3000</b>	<b>Cast In Place Concrete</b>
<b>Division 05 – Metals</b>			
		<b>05 1200</b>	<b>Structural Steel Framing</b>
		<b>05 5000</b>	<b>Metal Fabrications</b>
		<b>05 5213</b>	<b>Pipe and Tube Railings</b>
<b>Division 07 – Thermal and Moisture Protection</b>			
		<b>07 8100</b>	<b>Applied Fireproofing</b>
		<b>07 9200</b>	<b>Joint Sealants</b>
<b>Division 08 – Glass Glazing</b>			
		<b>08 1113</b>	<b>Hollow Metal Doors And Frames</b>

<u>Initial Issue</u>	<u>Revision</u>	<u>Section #</u>	<u>Title</u>
		<b>08 4113</b>	<b>Aluminum Framed Entrances</b>
		<b>08 4229 23</b>	<b>Sliding Automatic Entrances</b>
		<b>08 7100</b>	<b>Door Hardware</b>
		<b>08 8000</b>	<b>Glazing</b>
 <b>Division 09 – Finishes</b>			
		<b>09 3000</b>	<b>Tiling</b>
		<b>09 5100</b>	<b>Acoustical Ceilings</b>
		<b>09 6500</b>	<b>Resilient Flooring</b>
		<b>09 9000</b>	<b>Painting and Coating</b>
 <b>Division 26 – Electrical</b>			
		<b>26 0000</b>	<b>General Electrical Requirements</b>
 <b>Division 28 – Electronic Safety and Security</b>			
		<b>28 3111</b>	<b>Digital, Addressable Fire Alarm System</b>

END OF SPECIFICATIONS  
TABLE OF CONTENTS

**SECTION 01 6000  
PRODUCT REQUIREMENTS**

**PART 1 – GENERAL**

**1.1. SUMMARY**

A. This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project:

1. Quality Assurance
2. Product Delivery, Storage, and Handling
3. Product Selection
4. Product Installation

B. Definitions: The Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms are self-explanatory and have well-recognized meanings in the construction industry.

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

**1.2. QUALITY ASSURANCE**

A. Source Limitations: To the fullest extent possible, provide products of the same kind from a single source.

B. Compatibility of Options: When the Contractor is given the option of selecting between 2 or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

1. Each prime contractor is responsible for providing products and construction methods that are compatible with products and construction methods of other prime or separate contractors.
2. If a dispute arises between prime contractors over concurrently selectable, but incompatible products, the University's Representative will determine which products shall be retained and which are incompatible and must be replaced.

- C. Foreign Product Limitations: Except under one or more of the following conditions, provide domestic products, not foreign products, for inclusion in the Work:
  - 1. No available domestic product complies with the Contract Documents.
  - 2. Domestic products that comply with the Contract Documents are available only at prices or terms substantially higher than foreign products that comply with the Contract Documents.
- D. Nameplates: Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.
  - 1. Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.
  - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:
    - a. Name of product and manufacturer.
    - b. Model and serial number.
    - c. Capacity.
    - d. Speed.
    - e. Ratings.
  - 3. UL Label: Provide products bearing appropriate UL label as indicated.

### 1.3. PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Refer to Section 01 5200, Paragraph 1.5.

## PART 2 – PRODUCTS

### 2.1. PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, new at the time of installation, except where salvaged materials are indicated.
  - 1. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and the intended use and effect.
  - 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- B. Product Selection Procedures: The Contract Documents and governing regulations govern product selection. Procedures governing product selection include the following:
  - 1. Nonproprietary Specifications: When Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of these products only, the Contractor may propose any available product that complies with Contract requirements. Comply with Contract

- Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
2. Compliance with Standards, Codes, and Regulations: Where Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes, or regulations specified.
  3. Visual Matching: Where Specifications require matching an established Sample, the University Representative's decision will be final on whether a proposed product matches satisfactorily.
    - a. Where no product available within the specified category matches satisfactorily and complies with other specified requirements, comply with provisions of the Contract Documents concerning "substitutions" for selection of a matching product in another product category.
  4. Visual Selection: Where specified product requirements include the phrase "...as selected from manufacturer's standard colors, patterns, textures..." or a similar phrase, select a product and manufacturer that complies with other specified requirements. The University's Representative will select the color, pattern, and texture from the product line selected.

## PART 3 – EXECUTION

### 3.1 PRODUCT INSTALLATION

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

END OF SECTION

**SECTION 01 4339  
MOCKUPS**

**PART 1 – GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Design and Performance Requirements
2. Submittals
3. Quality Assurance
4. Materials
5. Examination
6. Construction
7. Review and Acceptance
8. Maintenance
9. Removal and Salvage
10. Mockup Schedule

**B. Mock-ups will be used to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, interface, testing, and operation of various building components.**

1. Construction of a free-standing, on-site, building wall mock-up on site.
2. Representative Residential Unit
3. Additional Material Mock-Ups: As required by the Specifications Sections.

**C. Related Requirements:**

1. Review requirements specified in other Sections for materials incorporated into the mock-ups.

**1.2 DESIGN AND PERFORMANCE REQUIREMENTS**

**A. Design Concept: Wall mock-up is intended to permit verification of workmanship and visual qualities of the final completed installation.**

**B. Include, as part of wall mock-up as applicable, required shoring and bracing to support mock-up.**

**C. Mock-ups may be subjected to inspections, but are not intended for formal performance testing unless specified.**

**D. Make necessary additions and modifications to the details shown on the Drawings as may be required to comply with specified performance requirements while maintaining the design concept.**

**E. Accepted mock-ups shall be used as a visual standard for the final installation and, to the extent tested, performance requirements specified.**

**1.3 SUBMITTALS**

**A. General:**

1. Review all Sections.
2. Procedures: In accordance with Section 01 3300, "Submittals."

B. Action Submittals:

1. Samples: Initial samples for materials to be incorporated into each mock-up shall be reviewed and approved prior to providing materials for mock-up and mock-up construction. Where actual final finished materials are not available for inclusion in mock-up, facsimile materials shall be submitted for approval.

C. Informational Submittals:

1. Although a temporary structure, Contractor shall submit documentation that building mock-up has been fabricated to meet structural requirements if requested by governing authorities.
2. Report of field testing on window elements of mock-up if testing is required.

1.4 QUALITY ASSURANCE

- A. Mock-up components shall be finished as required for completed installation including selected colors.
- B. Obtain approval from University's Representative of all mock-ups before starting work, fabrication or construction.
- C. Allow in Construction Schedule a minimum of 7 days for initial review and each re-review of each mock-up.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. General: Materials for the mock-up shall be as shown and specified in the Specification Sections.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine site and area established by the University's Representative to receive free standing mock-up and conditions under which mock-up is to be constructed. Deficiencies shall be brought to the attention of the University's Representative and corrected as directed.

3.2 CONSTRUCTION

- A. Mock-ups shall be erected on site within the limits of work at a location to be determined by the University's Representative.
- B. Construct mock-ups as shown on Drawings and in accordance with reviewed submittals, complete with all required fastenings, bracing, and other elements, plumb and true, firmly erected and anchored.
- C. Anchorage and assembly shall conform to code requirements including seismic stability. Retaining a licensed engineer to assure mock-ups meet code requirements is the responsibility of the Contractor.
- D. Coordinate mock-up construction with delivery and assembly of related materials and components to be included in the mock-up.

3.3 REVIEW AND ACCEPTANCE



- A. Upon completion of mock-up construction, notify University's Representative and make arrangements for review, evaluation, and any testing required by University's Representative.
  - B. Modify mock-ups, or construct new components if requested by University's Representative until final acceptance is obtained.
  - C. Following acceptance, mock-ups shall remain on site and shall be readily identifiable to serve as a visual standard of quality and appearance of the work it represents, including interface with adjacent materials and components.
- 3.4 MAINTENANCE
- A. Maintain mock-ups in a clean condition and as approved by University's Representative.
- 3.5 REMOVAL AND SALVAGE
- A. Remove mock-ups prior to completion of Project but not before the work they are being used to judge has been accepted by University's Representative.
  - B. Where appropriate, accepted mock-ups and field samples may be incorporated into the finished work subject to approval of University's Representative.
- 3.6 MOCK-UP SCHEDULE
- A. Erect the full-size, representative exterior building wall mock-up as shown on the Drawings. As a minimum, this mock-up shall show the following components and materials.
    - 1. All exterior finish materials included in cement plaster and cladding systems of fiber cement siding, sheet meal panels, and brick veneer.
    - 2. Storefront and single hung windows, including exterior sun control.
    - 3. Underlayments and flashings; reviewed before installation of finish materials and windows.
    - 4. Include, as part of wall mock-up as applicable, required shoring and bracing to support mock up.
  - B. Residential Unit:
    - 1. Typical unit components of kitchen, bath and vanity.
    - 2. Kitchen, bath and vanity casework.
    - 3. Appliances (actual or dummy)
  - C. Additional Mock-Ups and Field Samples: As specified in other Sections.

END OF SECTION

## SECTION 01 1100 SUMMARY OF WORK

### PART 1 – GENERAL

#### 1.1. SUMMARY

##### A. Section includes:

1. Work Covered by Contract Documents
2. Work Sequence
3. Work by University
4. University Furnished Products

##### B. In case any Sections contain conflicting requirements, refer to General Conditions, Paragraph 4.1.8.

#### 1.2. WORK COVERED BY CONTRACT DOCUMENTS

A. The University of California, Riverside (UCR) intends to procure the services of a General Contractor (Contractor) to construct an interior building renewal that includes abatement, demolition of existing seating and deskwork by the Contractor with some new O.F.C.I. fabrication, installation of new seating shall be by the University's Vendor O.F.O.I. to be incorporated into the project schedule. Refurbishment of finishes and treatments including flooring, walls, and ceilings. Accessibility improvements including approaches and path of travel with new aluminum storefront entrance at the foyer, exterior site improvement of stairs, ramps, handrails, guards, and new automated doors. Electrical with deferred submittal of fire alarm improvements, and minor Lutron lighting rewiring and reprogramming.

B. The Contract Time to complete the Work of this Contract is specified in the Supplemental Instructions to Bidders.

##### C. Project Location:

D. The University has specified that the requirements and procedures for compliance with certain U.S. Green Building Council's (USGBC) LEED (Leadership in Energy and Environment Design) New Construction (NC) Version 3 (v3) prerequisites and credits will be used to target the Project to obtain the goal of LEED Gold certification. See Section 01 8113 "Sustainability Design Requirements" for additional information.

#### 1.3. WORK SEQUENCE

A. Contractor to provide work sequence and Project schedule to University for review and approval.

#### 1.4. WORK BY UNIVERSITY- NOT USED

A. The work by the university is to install new seating and desk work per plan. The Contractor shall provide a schedule that allows for the installation by others during Aug 31 and September 18 2020.

#### 1.5. UNIVERSITY FURNISHED PRODUCTS- NOT USED

### PART 2 – PRODUCTS (Not Applicable)

### PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 1400  
WORK RESTRICTIONS**

**PART 1 – GENERAL**

**1.1. SUMMARY**

**A. Section includes:**

1. Access to Site
2. Coordination with Occupants
3. Use of Site
4. Scheduling of Work and Work Hours
5. Neighbor Complaint Hotline
6. Site Decorum

**1.2. ACCESS TO SITE**

**A. Special Requirements**

1. Existing Site Conditions and Restrictions:
  - a. Maintain access and code required exiting to and from surrounding buildings during construction.
2. Contractor shall be responsible for safely securing the work areas, with at a minimum, trench plates, fencing, signage, safety lighting, traffic and pedestrian coordinators.
3. Trench plates shall be provided and safely secured at all roadway, parking lots, and walkways.
4. Trenches shall be protected from vehicles by utilizing trench plates, and from pedestrians by utilizing fully installed galvanized fencing. Excavations and holes shall be protected by utilizing fully installed galvanized fencing, safety lighting, and other methods to safely secure the site. Establishment of the work area in any space requiring the University's vacating shall not commence before notification to University's Representative. Refer to Section 01 1400 - CONTRACTOR'S USE OF THE PROJECT SITE, Notifications.
5. Individual work areas shall not be established until Contractor has labor, materials and equipment ready to commence and complete the Work in that area.
6. Work shall not commence in any area until barriers and other protections are in place.

**B. Use of Public Thoroughfares and University Roads**

1. Contractor shall make its own investigation of the condition of available public thoroughfares and University roads, and of the clearances, restrictions, bridge load limits, and other limitations affecting transportation and ingress and egress at the Project site.
2. Where materials are transported in the prosecution of the Work, do not load vehicles beyond the capacity recommended by manufacturer of the vehicles or prescribed by any applicable state or local law or regulation.
3. Use only established roads on the campus; provided, however, that such temporary haul roads as may be required in the work shall be constructed and maintained by Contractor, subject to the approval of University's Representative. Refer to Section 01 3540 Environmental Mitigation for description of the approved haul route to and from the campus.

4. Provide protection against damage whenever it is necessary to cross existing sidewalks, curbs, and gutters in entering upon the University roads and public thoroughfares. Repair and make good immediately at the expense of Contractor all damages thereto, including damage to existing utilities and paving, arising from the operations under the Contract.
5. Truck staging is not allowed on campus or on any residential street surrounding the campus.

C. See also Section 01 5500, Vehicular Access and Parking.

### 1.3. COORDINATION WITH OCCUPANTS

- A. The University reserves the right to occupy and to place and install equipment in completed areas of the Work prior to Notice of Completion, provided such occupancy does not interfere with completion of the Work and subject to the General Conditions. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
  1. Partial occupancy of the Work may occur upon University's approval, in which case the University's Representative will prepare a Certificate of Beneficial Occupancy for each specific portion of the Work to be occupied prior to Final Completion of the entire Work.
  2. Refer to Article 9.6 of the General Conditions.

### 1.4. USE OF SITE

- A. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
  1. Driveways and Entrances: Keep driveways and entrances serving adjacent buildings clear and available to the University, and its employees, students, faculty, visitors, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for use of these areas.
  2. Contractor's use of the Project site for the work, staging, deliveries, and storage is restricted to the project limits on the Drawings, or as directed by the University's Representative.
  3. All material for construction operations shall be brought in and the work conducted so as to avoid any interference with existing University facilities or their normal operations.
  4. Noise from job equipment shall be kept to a minimum by use of adequate mufflers and other appropriate means.
  5. Delivery of Materials: Arrange for delivery of materials and equipment to minimize length of on-site storage prior to installation. Delivery route shall be from South Campus Circle Drive to Big Springs Road to the project site, or as designated by the University's Representative.
  6. The Contractor shall take appropriate steps throughout the term of the project to prevent airborne dust due to work under this contract. Water shall be applied wherever practical to settle and hold dust to a minimum, particularly during excavation and moving of materials. No chemical palliatives shall be used.

1.5. SCHEDULING OF WORK AND WORK HOURS

- A. Work outside of regular work hours, **7:00 a.m. to 3:30 p.m.**, "overtime", required to accomplish work of this contract, such as utility shutdowns, shall be included in the contract sum.

OR:

- A. **Restrict Construction Hours: All contractors, and overseen by the General Contractor, shall ensure that all construction contracts will limit exterior construction activities to occurring between 7:00 a.m. and 7:00 p.m. Monday through Friday, and 8 a.m. and 5 p.m. on Saturday. Construction will not be allowed on Sunday or federal holidays.**

- B. Overtime work requests must be submitted to the University's Representative three working days before the work is to commence.

1. Acceptable overtime hours are no earlier than 7:00 a.m. and no later than 7:00 p.m., Monday through Friday; and from 8:00 a.m. to 5:00 p.m. on Saturday. Work will not be allowed on Sunday and Holidays.
2. Work at other times may be permitted if it takes place within the enclosed building and the University's Representative determines that it is unlikely to affect University personnel, students, operations and the surrounding neighborhood.
3. Additional overtime operating hours may be approved at the University's Representative sole discretion and only without change to the contract sum.
4. Contractor shall pay all the inspectors (in-house inspectors and University's testing laboratory inspectors) and University's Representative's costs if the overtime request is approved by University's Representative.

1.6. NEIGHBOR COMPLAINT HOTLINE

- A. Contractor to provide a phone number monitored 24 hours a day for the public to use to lodge complaints about construction activities that may harm or degrade their quality of life. Refer to Section 01 5000 "Construction Controls and Temporary Facilities" for more detailed specifications.

- B. Neighbor Complaint Hotline Phone Number: Contractor shall provide signage described elsewhere in this section with the telephone number for the off-campus neighbors to use to notify the contractor and University about construction related issues affecting their persons and properties such as, but not limited to excessive noise, dust and construction vehicle traffic along Valencia Hill Drive which is not allowed under any circumstances.

1. The contractor shall contact a security service which shall provide an answering service for any calls, 24 hours a day and relay the call to a list of designated construction personnel on site for response. The contractor can contact Knight Security at (760) 745-3604 which provided service for the Phase 1 portion of the project for terms and conditions but is not obligated to use this firm and can choose to any service of a similar type.

1.7. SITE DECORUM

- A. Contractor shall control the conduct of its employees (including subcontractor's employees) so as to prevent unwanted interaction initiated by Contractor's employees with University of California Riverside (UCR) students, UCR staff, UCR Faculty or other individuals (except those associated with the Project), adjacent to the Project site. Without limitation, unwanted interaction by Contractor employees would include whistling at or initiating conversations with passersby. In the event that any Contractor employee initiates such unwanted interaction, or utilized profanity, Contractor shall, either upon request of University's Representative or on its own initiative, replace said employee with another of equivalent technical skill, at no additional cost to the University. No radios, other than two-way communication type, will be allowed on the Project site. No smoking is allowed in any University Building.
  
- B. Contractor shall control the conduct of its employees (including subcontractor's employees) to prevent unwanted interaction initiated by Contractor's employees with UCR students, staff, Faculty or other individuals, adjacent to the Project site. Unwanted interaction by Contractor employees includes whistling at, or initiating conversations with, passersby. If any contractor employee initiates such unwanted interaction, or utilizes profanity, Contractor shall, upon request of University's Representative or on its own initiative, replace said employee with another of equivalent technical skill, at no additional cost to University. No radios, other than two-way communication type, will be allowed on the Project site. No smoking is allowed in any existing University Building or University Building under Construction.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 2300  
ALTERNATES**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes:
  - 1. Procedures
  - 2. Alternate Descriptions
- B. This Section identifies each Alternate and describes basic changes to the Work only when that Alternate is made a part of the Work by specific provision in the Agreement.
- C. Definition: Refer to the Instructions to Bidders, 1.2 for the term “Alternate.”

**1.2. PROCEDURES**

- A. The Lump Sum Base Bid and Alternates shall include the costs of all supporting elements required, so that the combination of the Lump Sum Base Bid and any Alternates shall be complete. The scope of Work for all Alternates shall be in accordance with applicable Drawings and Specifications.
- B. Except as otherwise specifically provided by University, the Work described in Alternates shall be completed with no increase in Contract Time.
- C. This Section includes only the non-technical descriptions of the Alternates. Refer to the specific Sections of Divisions 2-33 of the Specifications for technical descriptions of the Alternates.
- D. Coordinate related Work and modify surrounding Work as required to properly and completely integrate the Alternates into the Work.

**1.3. ALTERNATE DESCRIPTIONS**

- A. Alternate No. 1: Add Projection Room Platform.

Description: In the middle of Lecture Room 49, there is a void in front of the Projection Room 49 windows. Fill in this void with steel-framed platforms in order to create additional stepped seating area, as shown on Drawing, Sheet A-011. Note that addition seats at this newly created stepped seating area will be Owner Furnished, Owner Install. (O.F.O.I.) as shown in Furniture Plan, Sheet 2.

No extension of the Contract Time will be granted if this Alternate is accepted.

University reserves the right to accept this Alternate within 10 calendar days after the commencement date per the Notice to Proceed.

**PART 2 – PRODUCTS (Not Applicable)**

**PART 3 – EXECUTION (Not Applicable)**

**END OF SECTION**



**SECTION 01 2500  
PRODUCT OPTIONS AND SUBSTITUTIONS**

PART 1 – GENERAL

1.1. SUMMARY

- A. This Section includes:
1. General Provisions
  2. Special Requirements for Other Than First-Named Product, Material or Equipment
  3. Special Requirements for Substitutions
  4. Material/Product Substitution Request Form

1.2. GENERAL PROVISIONS

- A. This subsection includes the general provisions regarding specification of products, material and equipment by brand or trade name.
- B. Products, material or equipment specified by both brand or trade name and model number are approved for use, provided that Contractor complies with all Contract requirements. Specification of a product, material or equipment by brand or trade name and model number is not a representation or warranty that the product, material or equipment can be used without modification, to meet the requirements of the plans and specifications; Contractor shall, at its sole cost, modify such products, material, or equipment so that they comply with all requirements of the plans and specifications.
- C. The **first-named** product, material or equipment specified by brand or trade name and model number is the **basis for the Project design** and the use of any item other than the first-named one may require modifications of that design. If Contractor uses any product, material or equipment other than the first-named one, Contractor shall, at its sole cost:
1. Make all revisions and modifications to the design and construction of the Work necessitated by the use of the product, material or equipment.
  2. Be responsible for all costs of any changes resulting from the use of the product, material or equipment including without limitation, costs or changes which affect other parts of the Work, the work of Separate Contractors, or any other property or operations of the University.
- D. When a product, material or equipment specified by brand or trade name is followed by the words "**or equal**," a **substitution** may be permitted if the substitution is equal to or superior to the first-named product, material or equipment in quality, utility and appearance and if the substitution complies with all other requirements of the plans and specifications.
- E. A product, material or equipment specified by brand or trade name followed by the words "**or equal, no known equal**," signifies that University does not have sufficient knowledge to specify a product, material or equipment, other than the one specified by brand or trade name, that is suitable for use on the Project. The use of the words "no known equal" is not intended to discourage substitution requests in accordance with the requirements specified herein.
- F. When catalog numbers and specific brands or trade names not followed by the designation "or equal" are used in conjunction with a product, material or equipment required by the specifications, **substitutions will NOT be allowed** and the named product, material or equipment must be used.

- G. Specification of a product, material or equipment by brand or trade name and model number is not a representation or warranty that the product, material or equipment is available; Contractor should confirm, prior to submitting its Bid, the availability of any product, material or equipment specified by brand or trade name and model number.
- 1.3. SPECIAL REQUIREMENTS FOR OTHER THAN FIRST-NAMED PRODUCT, MATERIAL OR EQUIPMENT
- A. This subsection includes special requirements for named products, material and equipment, other than the first-named product, material or equipment, specified by both brand or trade name and model number.
- B. In addition to complying with all other submittal requirements of the Contract, **submit within 70 days after the date of commencement specified in the Notice to Proceed**, for review and approval by the University's Representative, Contractor prepared specifications and drawings, including design and engineering calculations, prepared by an appropriate licensed professional, depicting all revisions and modifications to the design and construction of the Work necessitated by the use of the product, material or equipment. **If no revisions or modifications are necessary, submit within 70 days after the date of commencement specified in the Notice to Proceed**, a written representation that no revisions or modifications to the design or construction of the Work are necessitated by the use of the product, material or equipment. Contractor shall utilize the first-named product, material or equipment if Contractor fails to make the appropriate required submittal pursuant to this paragraph within the 70-day period.
- C. A product, material or equipment, other than the first-named product, material or equipment, specified by both brand or trade name and model number may be used if no revisions or modifications to the design or construction of the Work are necessitated by the use of the product, material or equipment. If such revisions or modifications are necessary, the product, material or equipment may be used only if the revisions or modifications are approved in writing by the University's Representative. Contractor has the burden of demonstrating, through the procedures specified herein, that any such revisions or modifications will not be detrimental to the quality, utility or appearance of the Project or any portion of the Project. The University's Representative may refuse to approve any such proposed revisions or modifications where, in the reasonable opinion of the University's Representative, Contractor has failed to demonstrate, through the procedures specified herein, that the revisions or modifications are not detrimental to the quality, utility or appearance of the Project or any portion of the Project.
- 1.4. SPECIAL REQUIREMENTS FOR SUBSTITUTIONS
- A. In addition to complying with all other submittal requirements of the Contract, submit written data demonstrating that the proposed substitution is equal to or superior to the first-named product, material or equipment in quality, utility, appearance, environmental performance criteria, and otherwise complies with all requirements of the plans and specifications, including:
1. Complete technical data including drawings, performance specifications, samples, and test reports of the article proposed for substitution.
  2. Statement by Contractor that the proposed substitution is in full compliance with the requirements of the Contract Documents and Applicable Code Requirements.
  3. List of Subcontractors, if any, that may be affected by the substitution.
  4. Contractor prepared specifications and drawings, including design and engineering calculations, prepared by an appropriately licensed professional, depicting all revisions and modifications to the design and construction of the Work necessitated by the use of the substitution. If no revisions or modifications are necessary, submit a written representation that no revisions or modifications to the design or construction of the Work are necessitated by the use of the product, material or equipment.

- B. Requests for substitutions will only be considered if Contractor completes and submits Material/Product Substitution Request Form and the above supporting data.
- C. At the request of and within the timeframes specified by the University's Representative:
  - 1. Submit samples as deemed necessary by the University's Representative to evaluate the proposed substitution.
  - 2. Submit proposed substitution to tests deemed necessary by the University's Representative to evaluate the proposed substitution. Such tests shall be made by an independent Testing Laboratory and at the sole expense of Contractor, after review and approval of the test procedures by University's Representative. If re-testing is deemed necessary by the University's Representative to evaluate the proposed substitution, such re-testing shall be made by an independent Testing Laboratory at the sole expense of the Contractor.
  - 3. Provide any additional information deemed necessary by the University's Representative to evaluate the proposed substitution.
- D. If University's Representative, in reviewing a proposed substitution, requires revisions or corrections to be made to previously accepted shop drawings and supplemental supporting data to be resubmitted, Contractor shall do so within the time period specified by the University's Representative. A proposed substitution may be rejected if Contractor fails to submit such revisions, corrections, or supplemental supporting data within the specified time period.
- E. Except for products, material or equipment designated in the Bidding Documents for evaluation of substitutions prior to award, **requests for substitution, including the data required by Paragraph 1.4.A., must be submitted to the University's Representative not later than 35 days after the date of commencement specified in the Notice to Proceed.** No requests for substitutions of products, material or equipment subject to the 35-day deadline shall be considered unless the request and supporting data is submitted on or before the deadline, except those deemed, in University's Representative's sole opinion, to be necessary because (i) previously specified or approved manufactured products, material or equipment are no longer manufactured, (ii) of University initiated change orders, or (iii) it is in the best interest of University to accept such substitution.
- F. If a product, material or equipment is designated in the Bidding Documents for evaluation of substitutions prior to award, then a request for substitution of the product, material or equipment, including the data required by Paragraph 1.4.A., must be submitted by the deadline specified in the Bidding Documents. Because of time constraints, only one submittal will be allowed for each such substitution request. Requests for substitutions of products, material or equipment designated for evaluation prior to award may not be made after the deadline specified in the Bidding Documents, and such requests be shall not be considered unless the request and supporting data is submitted on or before the deadline specified in the Bidding Documents. Notwithstanding the forgoing, the University may consider, after award of the Contract, requests for substitution of a product, material or equipment designated for evaluation prior to award where, in University's Representative's sole opinion, a substitution is necessary because (i) previously specified or approved manufactured products, material or equipment are no longer manufactured, (ii) of University initiated change orders, or (iii) it is in the best interest of University to accept such substitution.
- G. In reviewing the supporting data submitted for substitutions, University's Representative will use, for purposes of comparison, all the characteristics of the specified material or equipment as they appear in the manufacturer's published data even though all the characteristics may not have been particularly mentioned in the Specifications. If more than 2 submissions of supporting data are required, the cost of reviewing the additional supporting data shall be at Contractor's expense.
- H. Contractor has the burden of demonstrating, through the procedures specified herein, that its proposed substitution is equal to or superior to the first-named product, material or

equipment in quality, utility and appearance and complies with all other requirements of the plans and specifications. If revisions or modifications to the design or construction of the work are necessitated by the use of the substitution, Contractor also has the burden of demonstrating, through the procedures specified herein, that the use of the substitution will not be detrimental to the quality, utility or appearance of the Project or any portion of the Project.

- I. The University's Representative may refuse to approve any requested substitution where, in the reasonable opinion of the University's Representative, Contractor has failed to demonstrate, through the procedures specified herein, that the proposed substitution is equal to, or superior to, the first-named product, material or equipment, in quality, utility and appearance and that the proposed substitution complies with all other requirements of the plans and specifications.
- J. University's Representative may reject any substitution not proposed in the manner and within the time limits prescribed herein.
- K. Substitutions are not allowed unless approved in writing by the University's Representative. Any such approval shall not relieve Contractor from the requirements of the Contract Documents.
- L. The 35-day and 70-day submittal periods do not excuse Contractor from completing the Work within the Contract Time or excuse Contractor from paying liquidated damages if Final Completion is delayed.
- M. If revisions or modifications to the design or construction of the Work are necessitated by the use of a substitution, the substitution may be used only if the revisions and modifications are approved in writing by the University's Representative. The University's Representative may refuse to approve any such proposed revisions or modifications where, in the reasonable opinion of the University's Representative, Contractor has failed to demonstrate, through the procedures specified herein, that the revisions or modifications are not detrimental to the quality, utility and appearance of the Project or any portion of the Project.
- N. If a substitution request is finally rejected by the University's Representative, Contractor shall furnish and install:
  - 1. The first-named product, material or equipment; or
  - 2. A product, material, or equipment, other than the first-named product, material or equipment, specified by both brand or trade name and model number, provided Contractor complies with the submittal requirements (including deadlines) of this specification section 01 2500.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**(MATERIAL/PRODUCT SUBSTITUTION REQUEST FORM ON FOLLOWING PAGE)**

**MATERIAL/PRODUCT SUBSTITUTION REQUEST FORM**

**Date:** \_\_\_\_\_ **Material/Product Substitution Request No.** \_\_\_\_\_

**TO:** University's Representative **FROM:**

A. We hereby submit for your consideration the following product instead of the specified item:

1. Section: \_\_\_\_\_ Sub-Article: \_\_\_\_\_
2. Specified Item: \_\_\_\_\_
3. Proposed Substitution: (Mfg., Type, Model, etc. Attach a separate sheet if necessary.)

B. Complete all of the following:

1. Does this Substitution offer The Regents a cost credit (including costs for changes by other trades)?  Yes  No  
 If "Yes," state how much and attach an itemized breakdown of all costs: \$ \_\_\_\_\_
2. Does this Substitution offer earlier delivery or less construction time?  Yes  No  
 If "Yes," state the effect on the Contract Time: (Attach a separate sheet if necessary.)
3. Does this substitution affect any dimensions, layout, or details of other trades as shown on the drawings?  Yes  No  
 If "Yes," explain in the space below: (Attach a separate sheet if necessary.)
4. Describe the specific differences between this Substitution and the specified item in the space below: (Attach a separate sheet if necessary.)

C. Attach the following items as applicable: (Check if attached.)

1. Manufacturer's technical data.
2. Laboratory test or performance results.
3. Drawings and wiring diagrams of the proposed product.
4. Drawings and description of changes required by other trades.
5. Samples.
6. Manufacturer's guarantee and maintenance instructions.
7. Documentation of code compliance for all specific uses.

D. The undersigned agrees to pay for all additional review, design, testing, changes in the contract documents, and construction as a result of the acceptance of this substitution, at no cost to The Regents.

E. Submitted by Contractor: \_\_\_\_\_  
(Signed)  
 \_\_\_\_\_  
(Printed Name & Title)

**UNIVERSITY'S REPRESENTATIVE'S USE ONLY:**

Accepted  Revise and Resubmit  Rejected  See attachment dated \_\_\_\_\_



**LEFT BLANK**

**INTENTIONALLY**

**SECTION 01 2613  
REQUESTS FOR INFORMATION & INSTRUCTIONS (RFI) PROCEDURES**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section contains the procedures to be followed by Contractor upon discovery of any apparent conflicts, omissions, or errors in the Contract Documents or upon having any question concerning interpretation.

**1.2. PROCEDURES**

**A. Notification by Contractor:**

- 1. Submit all requests for clarification or additional information in writing to Design Professional and University's Representative concurrently using the **Request for Information (RFI) form attached to this Section.**
  - a. All RFI's, and any attachments thereto, must be submitted in PDF format with Optical Character Recognition (OCR) Text.
  - b. For any RFI for which Contractor has indicated a Cost Impact or Work/Time Impact, Contractor must also send a copy of the RFI to University's Responsible Administrator at Richard.Racicot@ucr.edu.
- 2. Limit each RFI to one subject and number RFI's sequentially. For each resubmission, follow the RFI number with suffix "R" sequentially numbered as necessary. For example, the first RFI would be "1." The second RFI would be "2." The first resubmittal of RFI "2" would be "2R1."
- 3. Submit a RFI if one of the following conditions occurs:
  - a. Contractor discovers an unforeseen condition or circumstance that is not described in the Contract Documents.
  - b. Contractor discovers an apparent conflict or discrepancy between portions of the Contract Documents that appears to be inconsistent or is not reasonably inferred from the intent of the Contract Documents.
  - c. Contractor discovers what appears to be an omission from the Contract Documents that cannot be reasonably inferred from the intent of the Contract Documents.
- 4. Contractor shall not submit a RFI:
  - a. As a request for substitution.
  - b. As a submittal.
  - c. Under the pretense of a Contract Documents discrepancy or omission without thorough review of the Contract Documents.
  - d. In a manner that suggests that specific portions of the Contract Documents are assumed to be excluded or by taking an isolated portion of the Contract Documents in part rather than whole.
  - e. In an untimely manner without proper coordination and scheduling of Work of related trades.



- f. As a request for approval of Contractor's means and methods.
  5. If Contractor submits a RFI contrary to 1.2. A.4. above, Contractor shall pay the cost of any review, which cost shall be deducted from the Contract Sum.
  6. Contractor shall submit a RFI immediately upon discovery. Contractor shall submit RFI's within a reasonable time frame so as not to delay the Contract Schedule while allowing the full response time described below.
- B. Response Time:
1. Design Professional shall send its RFI response to University's Representative within a reasonable time so that University's Representative can send a final RFI response to Contractor within the time frames in 1.2. B.2. below.
  2. University's Representative, or his/her designee, whose decision will be final and conclusive, shall resolve such questions and issue instructions or issue approval of instructions or information from Design Professional, to Contractor within a reasonable time frame. In most cases, RFI's will receive a response within **7 days for architectural issues and within 14 days for issues that require review and response from Design Professional's consultants**. In some cases, the response time may be lengthened for complex issues or shortened for emergencies as approved by University's Representative in writing. If in the opinion of University's Representative more than **14 days** is required to prepare a response to a RFI, Contractor will be notified in writing.
  3. Should Contractor proceed with the Work affected before receipt of a response from University's Representative within the response time described above, any portion of the Work which is not done in accordance with University's Representative's interpretations, clarifications, instructions, or decisions is subject to removal or replacement and Contractor shall be responsible for all resultant losses.
  4. Failure to Agree: In the event of failure to agree as to the scope of the Contract requirements, Contractor shall follow procedures set forth in Article 4 of the General Conditions.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**REQUEST FOR INFORMATION**

**DATE:**     mm/dd/yy    

**RFI #:**                     

**TO:**

**FROM:**

**Cc:**

**Subject/Title:**

- Architectural     Civil     Mechanical     Electrical     Plumbing     Structural
- Fire Protection     Landscape     Other:

**Reason(s) for RFI:**

<input type="checkbox"/> Clarification/Interpretation	<input type="checkbox"/> Conflict in CD's
<input type="checkbox"/> Coordination Issue	<input type="checkbox"/> Information Not Shown on CD's
<input type="checkbox"/> Cost Impact: <u>      </u>	<input type="checkbox"/> Safety
	<input type="checkbox"/> Work/Time Impact: <u>      </u>

**Issue/Question:**  
(Reference Attachments)

Specification #:            Paragraph #:            Sheet #:            Detail #:             
Other Reference:                                      Schedule Activity:                                     

**Proposed Solution:**  
(Reference Attachments)

**Signed by Contractor:**                                      **Response Required by Date:**     mm/dd/yy    

**RESPONSE TO CONTRACTOR:**

**From Design Professional:**  
(Reference Attachments)

**Date Received RFI:**     mm/dd/yy     **Response Date:**     mm/dd/yy     **Signed:**                     

**From University's Rep.:**  
(Reference Attachments)

**Date Received RFI:**     mm/dd/yy     **Response Date:**     mm/dd/yy     **Signed:**

**LEFT BLANK**

**INTENTIONALLY**

**SECTION 01 3113  
COORDINATION**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:
1. Administrative Requirements
  2. Facilities Services Coordination and Service Continuity

**1.2. ADMINISTRATIVE REQUIREMENTS**

- A. Coordinate construction operations including, but not limited to, the following:
1. Coordinate the Work and do not delegate responsibility for coordination to any Subcontractor.
  2. Anticipate the interrelationship of all Subcontractors and their relationship with the Work.
  3. Resolve differences or disputes between Subcontractors and their relationship with the Work.
  4. Coordinate the Work of Subcontractors so that portions of the Work are performed in a manner that minimizes interference with the progress of the Work.
  5. Do not obstruct spaces and installations that are required to be clear by Applicable Code Requirements.
  6. Do not cover any piping, wiring, ducts, or other installations until they have been inspected and approved and required certificates of inspection issued.
  7. Remove and replace all Work, which does not comply with the Contract Documents. Repair or replace any other Work or property damaged by these operations with no adjustment of Contract Sum.
- B. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation. Coordinate all portions of the Work requiring careful coordination in order to fit in space available. Before commencing such portions of the Work, prepare supplementary Drawings for review by University's Representative and Design Professional. Non-conformance of this task will result in the delay of applications for payment and the contractor responsibility for any remedial works requested by University Representative.
1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  3. Make provisions to accommodate items scheduled for later installation, including, but not limited to, coordination of furnishing and placing embedded items, sleeves, and block-outs with formwork and reinforcing steel for cast-in-place concrete.
  4. Resolve conflicts and coordinate access to, and utilization of, spaces available for construction activities on the site and within structures, and delivery, storage, and installation of materials and equipment.
  5. Implement a quality assurance program designed to ensure completion of the Work in accordance with requirements of the Contract Documents.

- C. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
  - 1. Prepare similar memoranda for the University and separate contractors where coordination of their work is required.
  
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of schedules.
  - 2. Installation and removal of temporary facilities.
  - 3. Delivery and processing of submittals.
  - 4. Progress meetings.
  - 5. Project closeout activities.
  - 6. Obtaining required permits and approvals from authorities having jurisdiction.
  - 7. Utility company approvals and installations.
  
- E. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.
  - 1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the Work.
  
- F. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
  
- G. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.

### 1.3. FACILITIES SERVICES COORDINATION AND SERVICE CONTINUITY

- A. Maintain continuous services to all existing facilities during the period of construction except for the following conditions:
  - 1. Perform Work that involves "shut-down" of existing facilities at such times as will cause the least inconvenience to the University activities, performing at night, on Saturdays, Sundays, holidays and at the discretion of University 's Representative. Furnish University 's Representative written notice of exact date and time of "shut-down" at least **thirty (30) working days** in advance, unless a longer period is specified or shown on the Drawings. On jobs with short performance time, Contractor shall verify with University 's Representative the number of days required in advance for shut-down.
  - 2. The University's preference would be for the contractor to try to coordinate the high voltage utility shut down simultaneously with the Student Recreation Center's shut down to avoid unnecessary inconvenience to the campus. However this preference is not a mandatory requirement if it doesn't fit in with the contractor's schedule.
  - 3. The Contractor's bid shall include the cost of overtime necessary for the Work. No extra payment will be allowed for overtime to meet this requirement or the Contract Schedule.

- B. Service Continuity:
    - 1. Within the areas of the Work, investigate and uncover all drainage lines, sewers, electrical ducts, and other piping in use or forming continuations or utility systems required for other buildings or improvements upon the campus, and maintain such services in operation during performance of the Work of the Contract.
  - C. Notify University's Representative at least 30 days in advance of all utility shutdowns including date, time and expected duration.
- 1.4.
- A.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 3119  
PROJECT MEETINGS**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes administrative and procedural requirements for the following project meetings:
  - 1. reconstruction Meeting
  - 2. Pre-Installation Meetings
  - 3. Progress Meetings
  - 4. Billing Meetings
  - 5. 11-Month Warranty Meeting

**1.2. PRECONSTRUCTION MEETING**

- A. The University's Representative will schedule a preconstruction conference before starting construction, at a time convenient to the University and the University's Representative, but no later than 10 days after execution of the Agreement. The conference will be held at the Project Site or another convenient location. The meeting will review responsibilities and personnel assignments.
  - 1. Distribute written notice of agenda, meeting time, and location a minimum of five calendar days in advance.
- B. Attendees: The University's Representative and authorized representatives of the Architect, and its consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; Contractor's designated safety manager; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda: Items of significance that could affect progress, including the following:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, Product Data, and Samples.
  - 8. Preparation of record documents.
  - 9. Use of the premises.
  - 10. Parking availability.
  - 11. Office, work, and storage areas.
  - 12. Equipment deliveries and priorities.
  - 13. Safety procedures, including emergency notification procedures.
  - 14. First Aid.
  - 15. Security.
  - 16. Housekeeping.
  - 17. Working hours.
  - 18. Sustainability requirements, including Contractor staffing.

**1.3. PRE-INSTALLATION MEETINGS**

- A. The Contractor shall conduct a pre-installation conference at the Project Site before each construction activity that requires coordination with other construction, and as required by other sections of the specifications.

1. The Contractor shall distribute written notice of agenda, meeting time, and location a minimum of five calendar days in advance.
- B. Attendees: The Installer and representatives of manufacturers and fabricators involved in or affected by the installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the University's Representative of scheduled meeting dates.
1. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for the following:
    - a. Contract Documents
    - b. Options
    - c. Related Change Orders
    - d. Purchases
    - e. Deliveries
    - f. Shop Drawings, Product Data, and quality-control samples
    - g. Possible conflicts
    - h. Compatibility problems
    - i. Time schedules
    - j. Weather limitations.
    - k. Manufacturer's recommendations
    - l. Warranty requirements
    - m. Compatibility of materials
    - n. Acceptability of substrates
    - o. Temporary facilities
    - p. Space and access limitations
    - q. Governing regulations
    - r. Safety
    - s. Inspecting and testing requirements
    - t. Required performance results
    - u. Recording requirements
    - v. Protection.
  2. Record significant discussions and agreements and disagreements of each conference, and the approved schedule. Promptly distribute the record of the meeting to everyone concerned, including the University and the University's Representative.
  3. Do not proceed with the installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

#### 1.4. PROGRESS MEETINGS

- A. The Contractor shall conduct progress meetings at the Project Site at regular intervals. Notify the University's Representative and the Design Professional of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request. Document meetings with meeting minutes to be distributed to the University's Representative, the Design Professional and all other attendees.
- B. Attendees: In addition to representatives of the University and the Architect, each subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.



- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the status of the Project.
    - 1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to insure that current and subsequent activities will be completed within the Contract Time.
    - 2. Review the present and future needs of each entity present, including the following:
      - a. Interface requirements
      - b. Time
      - c. Sequences
      - d. Status of submittals
      - e. Status of RFI's
      - f. Deliveries
      - g. Off-site fabrication problems
      - h. Access
      - i. Site utilization
      - j. Temporary facilities and services
      - k. Hours of work
      - l. Contractor's Safety Program (including any special hazards and risks)
      - m. Housekeeping
      - n. Quality and work standards
      - o. Contractor's two week "look ahead" schedule and issues
      - p. Change Orders
      - q. Documentation of information for payment requests
      - r. Sustainability review, including tracking and status.
  - D. Schedule Updating: Revise the Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.
- 1.5. BILLING MEETINGS
- A. Attend a meeting monthly 5 days prior to submittal of the Application for Payment, at a location acceptable to University's Representative.
  - B. Attendees:
    - 1. University's Representative.
    - 2. Design Professional and Consultants, as appropriate.
    - 3. Contractor's Project Manager.
    - 4. Superintendent.
    - 5. Others as directed by University's Representative.
  - C. Agenda:
    - 1. Determination of current schedule progress.
    - 2. Review of work completed based on the cost loaded schedule to be billed in the Application for Payment.
  - D. Schedule Updating: Revise the Contract Schedule prior to the meeting based on information determined at prior progress meetings. Review schedule revisions and prepare a final revised schedule for submission 10 days prior to the application for payment.

1.6. 11-MONTH WARRANTY MEETING

- A. Attend a meeting eleven months following the date of Notice of Completion.
- B. Attendees:
  - 1. University's Representative
  - 2. Design Professional and Consultants, as appropriate
  - 3. Contractor's Project Manager
  - 4. Subcontractors, as appropriate
  - 5. Others as directed by Responsible Administrator.
- C. Agenda: Review of guarantees, bonds, service and maintenance contracts for materials and equipment.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 3200  
DOCUMENT CONTROL**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes the requirements for Contractor provided electronic document control system(s):
  - 1. General Requirements
  - 2. Submittals
  - 3. Software
  - 4. System Maintenance

**1.2. GENERAL REQUIREMENTS**

- A. Contractor shall provide a web accessible system for electronic document control designed for use during pre-construction and construction to manage documents including RFIs and submittals.
- B. Contractor shall provide an electronic document control system(s) that is accessible via a web browser (including IE version 7.7) from any geographical location.
- C. Contractor shall provide access to University's Representative, University's Inspector of Record, Design Professional, and at least 7 other individuals identified by University's Representative.
- D. The electronic document control system must use the University numbering system specified in the applicable Specification Section.
- E. Hours of Operation: The electronic document control system shall be available 24 hours a day, 7 days a week except for short periods of planned system maintenance.

**1.3. SUBMITTALS**

- A. Contractor shall submit a narrative description and outline of the proposed electronic document control system for review and approval by University's Representative.
- B. Contractor shall submit an example of the electronic log for both RFIs and Submittals for review and approval by University's Representative.
- C. Contractor shall establish a commercially available web based RFI and submittal processing system capable of posting RFI's and submittals with the following capabilities:
  - 1. Password secured access with varying levels of "write" or action capability, with multiple user defined stamps for action taken.
  - 2. Accessible from any computer with Internet access, whether in the office or the field.
  - 3. Notification of submittal status based on user profile.
  - 4. Automatic Transmittal generation when submittal is released.
  - 5. Extensive and user friendly mark-up tools and capability.
  - 6. Ability to hide mark-up comments based on user profile.
  - 7. Status of submittal and responsible party.
  - 8. Download in PDF format based on user profile.
  - 9. Tracking of resubmittal process, including University designated numbering system.

## PART 2 – PRODUCTS

### 2.1. SOFTWARE

- A. Primavera, Prolog or equal is acceptable as the electronic document control system used for RFIs and submittals.

### 2.2. SYSTEM MAINTENANCE

- A. University shall be notified at least 48 hours in advance of planned system maintenance of the electronic document control system(s). Planned system maintenance should be scheduled not to interfere with construction activities whenever possible. The system uptime shall be at least 95% based on a rolling monthly average.
- B. Contractor is responsible for installation, maintenance, and backup activities of the electronic document control system(s).

## PART 3 – EXECUTION (Not Applicable)

### 1.1. UPDATES

- A. Every two (2) weeks, Contractor shall export or otherwise generate electronic logs of all RFIs and submittals that can be imported into the University's enterprise system. The format of the electronic logs shall be a spreadsheet in MS-Excel format of all the structured data from each RFI or submittals. The exported or otherwise generated log for RFIs shall be separate from the log for submittals. Samples shall be included in the log of submittals.
- B. Contractor shall also allow, at any time, the University's Representative or designee, to download electronic copies of such RFI and submittal documents in a format that is searchable such as printed PDFs. Scanned PDFs are not acceptable except in the case of drawings.
- C. At least 7 days before the date scheduled for Final Inspection, Contractor shall provide University's Representative a complete electronic copy of all electronic files from the electronic document control system for the project.
  - 1. The electronic files shall be executable on CD or DVD.
  - 2. Each disc shall be fully labeled with the project name, contract number, date, and the sequence number of the disc in the set. Files may be submitted compressed, but the decompression utility used (executable preferred) should be fully described with directions included on the transmittal as well as in digital form.

END OF SECTION

**SECTION 01 3216  
SCHEDULES**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes administrative and procedural requirements for the Critical Path Method (CPM) of scheduling and reporting progress of the Work:
  - 1. Preliminary Contract Schedule
  - 2. Contract Schedule
  - 3. Summary Schedule
  - 4. Narrative Report
  - 5. Variance Report
  - 6. Cash Flow Curve
  - 7. Manpower Curve
  - 8. Look-Ahead Schedule
  - 9. Final As-Built Schedule
  - 10. Responsibility for Completion
  - 11. Adjustment of Time for Completion
  
- B. Refer to the Agreement, General Conditions, and Notice to Proceed for definitions and specific dates of Contract Time.
  - 1. Contractor shall develop a network plan and schedule for the Project demonstrating complete fulfillment of all contract requirements, shall keep the network plans up-to-date and in accordance with the requirements of this Section and shall utilize the CPM in planning, coordination, performing and reporting the Work under this Contract, including all activities of subcontractors, equipment vendors, and suppliers and in assisting University's Representative in monitoring the progress of the Work.
  - 2. The Precedence Diagramming Method (PDM) shall be utilized in preparing the CPM Schedule network diagrams utilizing Primavera Scheduling Software (P6 or the latest version for Windows, MS Project (latest version for Windows), or equal which is 100% importable into Primavera.
  - 3. Contractor shall use Primavera Scheduling Software as a computerized critical path scheduling system for producing computer generated reports with the following minimum information:
    - a. Activity identification code keyed to summary and Contract Schedule activities.
    - b. Activity description.
    - c. Status date and remaining duration.
    - d. Activity percentage complete.
    - e. Activity duration.
    - f. Early start/finish and late start/finish.
    - g. Total float.
    - h. Free float.
    - i. The predecessor and successor activities for each individual activity.
    - j. A comparison between the current updated Contract Schedule and the Baseline Schedule.
    - k. Designation of the planned work day/work week for each activity.
    - l. A critical item list of activities with ten (10) working days or less total float.
    - m. Scheduled and actual manpower loading for each activity.
    - n. Scheduled and actual progress payment for each activity.

C. Definitions:

1. Critical Path activities are defined as Work activities that, if delayed or extended, will cause a critical delay as defined in Article 8 of the General Conditions. All other Work activities are defined as non-critical Work activities and are considered to have float.
2. Float is defined as the time that a non-critical Work activity can be delayed or extended without causing a critical delay as defined in Article 8 of the General Conditions. Neither Contractor nor University shall have an exclusive right to the use of float. Float is a shared resource available to Contractor and University.
  - a. Float for any Work Activity shall be calculated as the difference in days between the Latest Finish and its Earliest Finish. Any such calculated float that results in a negative number is considered Negative Float.

D. Submittals:

1. Preliminary Contract Schedule
2. Contract Schedule
3. Summary Schedule
4. Narrative Report
5. Variance Report
6. Cash Flow Curve
7. Manpower Curve
8. Look-Ahead Schedule
9. Final As-Built Schedule

1.2. PRELIMINARY CONTRACT SCHEDULE

A. Submittal

1. Submit the Preliminary Contract Schedule to University's Representative within the time specified in the Instructions to Bidders and Supplementary Instructions to Bidders.
2. Submit to University's Representative **1 hardcopy, 1 electronic copy** in PDF, and **1 electronic copy** in the computerized critical path scheduling system software per 1.1.A.2. above approved by University's Representative.
3. Use the form of a bar chart, GANT chart, or other system approved by University's Representative showing the Work from the construction start date through the final completion date, with the work activities involved and other information relative to the progress of the Work, in a continuous flow from left to right.
4. Show sufficient detail to demonstrate adequate planning for the Work and to show a practical plan to complete the Work within the Contract Time, and suitable for monitoring progress of the Work.

B. Approval

1. Within **5 days** after receipt of the Contract Schedule, University's Representative will notify Contractor of its acceptance or return with comments for resubmittal.

C. Activities and Milestones

1. Identify all Work activities which constitute the Critical Path.
2. Include submittals and lead times.

3. Identify the milestone for completion of the Project. At a minimum, identify the following milestones:

- Commencement Date
- Substantial Completion
- Final Completion

4. Identify all holidays and non-working days. Contractor shall perform no work that requires the University's observation or inspection on the following University holidays and campus closure days:

- a. Regular University Holidays and Campus Closure Days:

- New Year's Day
- Martin Luther King, Jr. Day (3<sup>rd</sup> Monday in January)
- Presidents' Day (3<sup>rd</sup> Monday in February)
- Cesar Chavez Day (Last Friday in March)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- Campus Closure: business days between Christmas Day and New Year's Eve
- New Year's Eve

Exception: A University Holiday that falls on a Saturday is observed on the preceding Friday, and a University Holiday that falls on a Sunday is observed on the following Monday, unless an alternate day to observe the University Holiday is designated by the University.

### 1.3. CONTRACT SCHEDULE

#### A. Submittal

1. Submit the Contract Schedule, or updated Contract Schedule as applicable, within **7 days** prior to submitting an Application For Payment.
  - a. The initial Contract Schedule submitted to and approved by University's Representative shall be known as the Baseline Schedule, and shall be used by Contractor to execute the Work of the Contract, including planning, organizing and directing the Work, and reporting its progress until subsequently updated.
  - b. In no event shall Contractor submit an updated Contract Schedule less than monthly.
  - c. If the commencement or completion of any Work activity on the critical path is more than 30 days behind the date set forth in the Contract Schedule for such Work activity, at University's Representative's sole discretion, University's Representative may require Contractor to submit an updated Contract Schedule at a more frequent interval without additional cost to the University.

If the Contract Time is less than 300 days, and if the commencement or completion of any Work activity on the critical path is more than 10% of the Contract Time behind the date set forth in the Contract Schedule for such Work activity, at University's Representative's sole discretion, University's Representative may require Contractor to submit an updated Contract Schedule at a more frequent interval without additional cost to the University.

2. Submit to University's Representative **1 hardcopy, 1 electronic copy** in PDF, and **1 electronic copy** in the computerized critical path scheduling system software per 1.1.A.2. above approved by University's Representative.
3. Submit the Contract Schedule or updated Contract Schedule in the same form as required in 1.2.A. above.
4. The presentation of each Work activity on the Contract Schedule or updated Contract Schedule shall include a brief description of the Work activity, the duration of the Work activity in days, and a responsibility code identifying the organization or trades performing the Work activity.
5. The Contract Schedule or updated Contract Schedule shall be a computerized, detailed, task level CPM diagram in PDM format. A clear delineation of construction activities shall be shown. This schedule shall be manpower and cost loaded and not extending beyond the Contract Time.
6. The work activities comprising the Contract Schedule shall be of sufficient detail to ensure adequate planning and execution of the Work to provide an appropriate basis for monitoring and evaluating the progress of the Work. A work activity is defined as an activity which requires time and resource (manpower, equipment, and/or material) to complete in a continuous operation. No activity shall be less than 1 day, no more than 14 days duration for any onsite operation.
7. Failure by Contractor to include any element of the Work required for the performance of this Contract and completion of the Project shall not excuse Contractor from completing all work required within the Contract Time, regardless of University's Representative's acceptance of the Contract Schedule or any updated Contract Schedule.
8. No more than 30% of the total number or activities shown shall be critical or near critical. Near critical is defined as float less than 10 days.
9. These schedules shall indicate the sequence and interdependency of work activities and shall be coordinated with all submittal, review and approval requirements.
10. Each approved Change Order and Field Order shall be listed and plotted as a separate and independent activity. Schedule components shall be organized into logical groupings by location, responsibility, Specification Section, etc.

**B. Approval**

1. Within **5 days** after receipt of the Contract Schedule or updated Contract Schedule, University's Representative will notify Contractor of its acceptance or return with comments for resubmittal.
  - a. Contractor shall participate in a review of the proposed Contract Schedule or updated Contract Schedule by University's Representative when requested.
  - b. Contractor shall resubmit any revisions within **3 days**.
2. The accepted Contract Schedule or updated Contract Schedule shall be the Contract Schedule of record for the period it is current and shall be the basis for payment during that period. Contractor shall perform the Work in accordance with the Contract Schedule or updated Contract Schedule as accepted.



3. No Application For Payment will be processed nor shall any progress payment become due for work performed until the Contract Schedule or updated Contract Schedule is accepted by University's Representative. University's Representative's acceptance of the Contract Schedule or updated Contract Schedule is a condition precedent to University making any progress payment for work performed.
4. Updating
  - a. Contractor shall meet with University's Representative at least **once per month**, or as directed by University's Representative, to review the latest approved Contract Schedule for actual progress made to date, activities started and completed to date, and the percentage of work completed to date on each activity started but not completed, and to incorporate in the Contract Schedule all changes in the progress, sequences, and scope of Work activities.
    - (1) The updated Contract Schedule shall accurately represent the as-built condition of all completed and in-progress Work activities as of the date of the updated Contract Schedule.
    - (2) The updated Contract Schedule shall incorporate all changes mutually agreed upon by Contractor and University during preceding periodic reviews and all changes resulting from Change Orders and Field Orders.
    - (3) Contractor shall document the effect on the updated Contract Schedule whenever float has been used.

C. Activities and Milestones

1. Identify all Work activities which constitute the critical path.
2. Identify all Work activities in correct sequence for the completion of the Work. Work activities shall include the following:
  - a. Major Contractor-furnished equipment, materials, and building elements, and scheduled activities requiring submittals or University's prior approval.
  - b. Show dates for the submission, review, and approval of each submittal. Dates shall be shown for the procurement, fabrication, delivery, and installation of major equipment, materials, and building elements, and for scheduled activities designated by University.
  - c. System test dates.
  - d. Scheduled overtime Work if required by Contract Documents.
  - e. Dates of Contractor requests for designated working spaces, storage areas, access, and other facilities to be provided by University.
  - f. Dates of Contractor requests for approvals and decisions from University on designated items.
  - g. Dates of Contractor requests for University-furnished equipment.
  - h. Dates of Contractor requests for University-furnished utilities.
  - i. Connection and relocation of existing utilities.
  - j. Connecting to or penetrating existing structures.
  - k. Inspections and testing.

I. Commissioning Sequence and activities for all building systems.

3. Include the milestones per 1.2.C.

4. Include all holidays and non-working days per 1.2.C.

#### 1.4. SUMMARY SCHEDULE

A. All activities in the Contract Schedule shall be grouped to enable “rollup” of the activities in the form of a Summary Schedule which shall be submitted along with the updated Contract Schedule within **7 days** prior to submitting Contractor’s next Application For Payment. A clear delineation of construction activities shall be shown on the summary schedule. The summary schedule shall be manpower and cost loaded.

B. Review and approval by University’s Representative of the Summary Schedule is a condition precedent to University making any progress payments for work performed.

#### 1.5. NARRATIVE REPORT

A. With each updated Contract Schedule, Contractor shall provide an accompanying Narrative Report within **7 days** prior to submitting its next Application For Payment.

B. The Narrative Report shall describe the progress achieved over the past period since the prior update, the progress anticipated during the upcoming period, critical activities, delays encountered during the prior period, delays anticipated during the upcoming period, and an audit of the Contract Time. The narrative shall also discuss the status of major project milestones. The audit shall show current days allowed by Contract, days used through the end of the period, days remaining, percent of time used to date, and percent complete as measured by a cost loaded schedule, and days ahead of or behind schedule. In the event that the Contractor was delayed by any occurrence during the prior period, the narrative report shall include a listing of all delays that affected the critical path and shall clearly explain the impact the claimed delay(s) had on the critical path and shall include an accounting of days lost or gained.

C. In the event the monthly update shows the Contractor to be behind schedule (negative float), the narrative shall include a description of actions needed to bring the project back on schedule.

D. Review and approval by University’s Representative of the Narrative Report is a condition precedent to University making any progress payments for work performed.

#### 1.6. VARIANCE REPORT

A. A variance report shall be submitted along with the updated Contract Schedule within **7 days** prior to submitting Contractor’s next Application For Payment.

B. The variance report shall compare the approved Baseline Schedule and the latest updated Contract Schedule. The report shall include a description of all activities completed during the preceding period (last approved updated Contract Schedule), a description of progress made and planned for activities listed as started but not completed on the updated Contract Schedule, and shall report noncritical activities which have been delayed 10 or more days and critical (8 days or less total float) activities that have incurred any delay. The format of this report shall include:

1. Activity code and description.
2. Baseline scheduled early start/finish dates.
3. Current anticipated early start/finish dates.
4. Days remaining to complete the activity.
5. Percentage complete of the activity.
6. Total float of the activity.

- C. Review and approval by University's Representative of the Variance Report is a condition precedent to University making any progress payments for work performed.

#### 1.7. CASH FLOW CURVE

- A. Contractor shall submit its Cash Flow Curve of expected progress payments over the time of the Project along with its Contract Schedule within **7 days** prior to submitting its first Application For Payment. The curve shall be plotted against the Contract Schedule using the Cost Breakdown approved by University's Representative.
- B. Contractor shall furnish costs for each Work activity that cumulatively equal the total Contract Sum. Mobilization costs may be shown separately; however, other costs, such as profit and bonds, shall be pro-rated throughout all activities.
- C. Contractor shall update the Cash Flow Curve with actuals from the approved progress payments and forecasted progress payments and submit it to University's Representative along with Contractor's updated Contract Schedule per 1.3. The total of approved progress payments and forecasted progress payments shall equal the Contract Sum plus approved Change Orders. The updated curve shall be plotted against the Baseline Schedule and updated Contract Schedule.
- D. Review and approval by University's Representative of the Cash Flow Curve is a condition precedent to University making any progress payments for work performed.

#### 1.8. MANPOWER CURVE

- A. Contractor shall submit a Manpower Curve of the labor requirements per calendar week over the time of the Project along with its Contract Schedule within **7 days** prior to submitting its first Application For Payment. The curve shall be plotted against the Baseline Schedule. The curve shall show the number of persons in each craft for each week.
- B. Contractor shall update the Manpower Curve with actual labor employed and forecasted labor requirements necessary to complete the Project within the Contract Time, and shall submit it to University's Representative along with Contractor's updated Contract Schedule per 1.3. The updated curve shall be plotted against the Baseline Schedule and updated Contract Schedule.
- C. Review and approval by University's Representative of the Manpower Curve is a condition precedent to University making any progress payments for work performed.

#### 1.9. LOOK-AHEAD SCHEDULE

- A. The Look-Ahead Schedule is a schedule derived from the Contract Schedule or updated Contract Schedule that indicates in detail all activities scheduled for work for the next 2 weeks and all activities scheduled to occur during the next 4 weeks.
- B. Submit in 11" x 17" Gantt chart format. Provide as many copies as requested by University's Representative.
- C. The Look-Ahead Schedule shall be generated from the then current Preliminary Contract Schedule, Contract Schedule, or updated Contract Schedule.

#### 1.10. FINAL AS-BUILT SCHEDULE

- A. A combined 2-week Look-Ahead Schedule with a 2-week As-Built Schedule for previous two weeks shall be submitted by Contractor for review and approval as often as requested by the University's Representative, at no additional cost.
- B. As a condition precedent to final acceptance of the Project, Contractor shall submit a final As-Built Schedule and all final reports which accurately reflect the manner in which the Project

was constructed and includes actual start and completion dates for all work activities on the last updated Contract Schedule.

- C. As a condition precedent to the release of retention, the last update of the Contract Schedule submitted shall be identified by the Contractor as the "As Built Schedule". The As-Built Schedule shall be submitted when all activities are 100 percent complete. The As-Built Schedule shall reflect the exact manner in which the Project was actually constructed (including start and completion dates, activities, sequences, and logic) and shall include a statement signed by the Contractor that the As Built Schedule accurately reflects the actual sequence and timing of the construction of the Project.

#### 1.11. RESPONSIBILITY FOR COMPLETION

- A. Delays of any non-critical Work activity shall not be the basis for an extension of Contract Time until the delays consume the float associated with that non-critical Work activity and cause the Work activity to become critical.
- B. Contractor shall not sequester float through strategies including extending activity duration estimates to consume available float, using preferential logic, using extensive or insufficient crew/resource loading, use of float suppression techniques, special lead/lag logic restraints or imposed dates. Use of float time disclosed or implied by the use of alternate float suppression techniques shall be shared for the benefit of both the University and contractor.
- C. It is acknowledged that University generated time savings (critical path submittal reviews returned in less time than allowed by the Contract Documents, approval of substitution requests which result in a savings of time for contractor) create shared float. Accordingly, University caused delays may be offset by University generated time savings.
- D. Contractor agrees that whenever it becomes apparent from the current updated Contract Schedule that the Contract completion date will not be met, it will take some or all of the following actions, with prior approval of University's Representative, at no additional cost.
  - 1. Increase construction manpower in such quantities and crafts as will eliminate, in the judgment of University's Representative, any delay.
  - 2. Increase the number of working hours per shift, shifts per working day, working days per week, or the amount of construction equipment, or any combination of the foregoing, sufficiently to eliminate, in the judgment of University's Representative, any delay. This paragraph shall not be construed to permit Contractor to violate the work hour restrictions specified in the Contract Documents.
  - 3. Reschedule activities to achieve maximum practical concurrent completion activities within the requirements of the specifications.

#### 1.12. ADJUSTMENT OF TIME FOR COMPLETION

- A. Contractor shall submit a detailed time impact analysis of the Contract Schedule to support an adjustment of the Contract Time for delay under Article 8 of the General Conditions or an adjustment of the Contract Sum for delay under Article 7 of the General Conditions.
- B. Each time impact analysis shall provide information justifying the request and stating the extent of the adjustment requested for each specific change or alleged delay. Each time impact analysis shall be in form and content acceptable to University's Representative, and shall include, but not be limited to the following:
  - 1. A fragmentary CPM type network (Fragnet) illustrating how Contractor proposes to incorporate the change or alleged delay into the current updated Contract Schedule.

2. Identification of activities in the current updated Contract Schedule which are proposed to be amended due to the change or alleged delay, together with engineering estimates and other appropriate data justifying the proposal.
- C. The time impact analysis shall be determined on the basis of the date when the change was issued, or the date when the alleged delay began. The status of completion of the Work and time impact analysis shall include event time computations for all affected activities.
- D. Contractor shall provide time impact analysis at no additional cost to demonstrate the time impact upon the Contract Time.
- E. If University's Representative finds, after review of the time impact analysis, that Contractor is entitled to any extension of time, the Contract Time will be adjusted per the General Conditions, and Contractor shall revise the updated Contract Schedule accordingly.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 3280  
ELECTRONIC DATA TRANSFER**

**PART 1 – GENERAL**

**1.1. SUMMARY**

A. Section includes Terms and Conditions for the transfer of Electronic Data to Contractor for use in preparation of Submittals, Record Documents, coordination drawings, and related documents to be produced by Contractor and submitted to University:

**1. CONTRACTOR'S ACCEPTANCE OF ELECTRONIC DATA IN ANY FORM SHALL CONSTITUTE ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS SECTION, INCLUDING PAYMENT OF INDICATED FEES.**

B. The University and the Contractor acknowledge that established administrative procedures for management of construction Projects anticipate paper documentation and methods for the exchange of such documents. To the extent the administrative and procedural requirements of the Contract Documents are predicated on established practices the University and the Contractor agree to accept reasonable modifications to certain procedural requirements to facilitate electronic exchange of information and the use of digital media.

C. Submittals: Only a material original stamped and signed by the University's Representative shall be acceptable as an official record of the processed submittal. When directed, quantities of document submittals specified in the Contract Documents may be adjusted as permitted to facilitate utilization of electronic transfer of information.

**1.2. TERMS AND CONDITIONS**

A. In consideration of Contractor's request to the University to deliver certain Electronic Data for use on the Project, Contractor agrees to the following:

1. Electronic Data includes but is not limited to, computer-aided design (CAD) files including native file formats (DWG) and drawing exchange formats (DXF), and files produced by word processing, spread sheet, scheduling, data base and other software programs. The Electronic Data may be provided in an original format produced by Design Professional or other University consultant, or an alternate, "translated" format as requested by other parties to this Agreement.

2. The means by which the Electronic Data is transferred may include but are not limited to, electronic mail, File Transfer Protocol (FTP) sites, project websites, and disk copies transmitted between the parties to this Agreement. Contractor acknowledges that Electronic Data transferred in any manner or translated from the system and format used by Design Professional or other University consultant, to an alternate system or format is subject to errors that may affect the accuracy and reliability of the data and that the data may be altered, whether inadvertently or otherwise. Accordingly, the University and Design Professional make no warranty, express or implied, as to the accuracy of the information transferred. The Electronic Data are not the Bidding Documents and differences may exist between these electronic files and corresponding hard-copy Bidding Documents. University reserves the right to retain hard copy originals in addition to electronic copies of the Electronic Data transferred, which originals shall be referred to and shall govern.

3. As consideration to University for the transfer of the Electronic Data, Contractor agrees that the University, University's Design Professional, and University's agents and consultants shall not be liable for and hereby waives all claims and agrees to indemnify and hold University harmless from all liabilities, losses, damages or expenses (including attorneys' fees) arising out of, or connected with: (1) the transfer of Electronic Data by any means; (2) the use, modification or misuse by parties other than University

and Design Professional of the Electronic Data; (3) the limited life expectancy and decline of accuracy or readability of the Electronic Data due to storage; (4) any use of the Electronic Data by any third parties receiving the data from other parties to this Agreement; or (5) the incompatibility of software or hardware used by University and Design Professional and the other parties participating in the Work.

4. The Electronic Data provided under the terms of this Agreement are the proprietary information of University. All Electronic Data shall be treated as confidential and shall not be disclosed to or shared with others without express, written consent from the University's.
5. The University shall issue the most current information available, but does not undertake the responsibility for providing updated information as the Project proceeds. Contractor may make a specific written request for such updated information as Contractor deems necessary, which University will then provide subject to the Terms and Conditions hereof.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION



**SECTION 01 3300  
SUBMITTALS**

PART 1 – GENERAL

1.1. SUMMARY

A. Section includes:

1. Certificates
2. Shop Drawings, Product Data, and Samples
3. LEED Documentation
4. Refrigerant Management Documentation
5. Contractor Certification Form
6. Subcontractor Certification Form
7. Submittal Schedule

B. Definitions:

1. Mockups are full-size assemblies for review of construction, coordination, testing, or operation, appearance, and finish by which the Work will be judged; they are not Samples.
2. The terms "Shop Drawings" and Product Data" are defined in Article 3.12 of the General Conditions.
3. As used herein, the term "manufactured" applies to standard units usually mass-produced. The term "fabricated" means items specifically assembled or made out of selected materials to meet individual design requirements. Shop drawings shall establish the actual detail of all manufactured or fabricated items, indicate proper relation to adjoining Work, and amplify design details of mechanical and electrical equipment in proper relation to physical spaces in the structure.
4. The terms "Shop Drawings" and "Product Data" are defined in Article 3.12 of the General Conditions.

C. Manufacturers' Instructions: Where any item of Work is required by the Contract Documents to be furnished, installed, or performed in accordance with a specified product manufacturer's instruction, Contractor shall procure and distribute the necessary copies of such instructions to University's Representative and all other concerned parties, and Contractor shall furnish, install, or perform the Work in strict accordance therewith.

OR

Manufacturer's Instructions: Where it is required in the specifications that materials, products, processes, equipment or the like to be installed or applied in accordance with manufacturer's instructions, directions or specification, or words to this effect, it shall be construed to mean that said application or installation shall be in strict accordance with printed instructions furnished by the manufacturer of the material concerned for use under conditions similar to those at the job site. Three (3) copies of such instructions shall be furnished to the University's Representative and his/her approval thereof obtained before work is begun.

- D. The University's Representative or its Design Professional reserves the right to review and request the removal or redesign of manufacturers' trade marks and names on items of materials and equipment which will be exposed to view in the completed Work. Such removal or redesign shall be at no increase in Contract Sum.
- E. Materials and equipment, for which Underwriters' Laboratories, Inc. standards have been established and their label service is available, shall bear the appropriate UL label.



## 1.2. CERTIFICATES

- A. Certifications of Review and Coordination: Within 10 days of Notice to Proceed, submit completed Contractor Certification of Review and Coordination and all Subcontractor Certifications of Review and Coordination.
- B. Certifications of Review and Coordination: As required by the General Conditions, perform a thorough review of the Contract Documents prior to commencing the Work. If there are no exceptions, write "NO EXCEPTIONS" in the space provided.
  - 1. Complete a copy of the Contractor Certification of Review and Coordination Form following this Section.
  - 2. Require all subcontractors to perform a thorough review of the Contract Documents and complete a copy of the Subcontractor Certification of Review and Coordination Form following this Section.
  - 3. Review all completed Forms and resolve conflicting comments, if any, among the various parties so as to present a clear, concise view of items noted.
  - 4. Submitting the required certifications does not relieve the Contractor from responsibility to continue to immediately report new discrepancies, errors, omissions, conflicts, code violations, and improper use of materials discovered in the Contract Documents during the course of construction.
  - 5. Applications for Payment will not be processed by the University's Representative until all certificates have been received.

## 1.3. SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- A. Shop drawings, product data, and samples, other than in connection with proposed substitutions, shall be submitted to University's Representative only when specifically required; and University's Representative will not review any other such submittals. Product data and samples for proposed substitutions shall be submitted to University's Representative in accordance with Section 01 2500. Contractor shall be responsible for obtaining such copies of shop drawings, product data, and samples as it may require for its own use. Submittals Not Required: No shop drawings of supplemental data are required unless specifically requested by the University or specified herein. No shop drawings shall be submitted unless specifically requested.
  - 1. Submittal Schedule:
    - a. Refer to Specific Specification Sections for the list of submittals required under each section and indicate the required submittals on the attached Submittal Schedule for review by University's Design Professional. A schedule of submission of shop drawings, product data, and samples by Contractor ("Submittal Schedule"), and their processing and return by the University's Design Professional shall be agreed upon by both parties in order that the items covered by these submittals will be available when needed by the construction process and so that each party can plan its workload in an orderly manner. Submit Submittal Schedule no later than 30 days after Award of Contract.
    - b. Contractor shall prepare the Submittal Schedule in the form as attached or similar form acceptable to the University's Representative, and coordinate it with the Contract Schedule. No submittals will be processed before the Submittal Schedule has been submitted to and accepted by University's Representative, except in such cases where the processing of submittals is required to maintain job progress before the acceptance of the Submittal Schedule.
    - c. In preparing the Submittal Schedule, Contractor must first determine from the Contract Schedule the date a particular item is needed for the Work. Working backwards, Contractor will establish the number of days required for fabrication, shipment, placement, and similar activities to determine the date required for the first submittal.

- d. Allow 14-28 day duration for the University's Design Professional's initial review of submittals depending on the submittal/shop drawing and specification section. Allow 7 days for Design Professional to re-review revised or unapproved submittal/shop drawings.
  - e. Contractor to indicate whether the submittal is a "Full" or "Partial" submittal on the schedule and on the submittal.
2. Material List: Provide complete material list of products proposed for use. Submit Material Safety Data Sheets (MSDS) for Owner's use. Neither the University Representative nor its Design Professional will review MSDS.
  3. Contractor's Review:
    - a. Contractor Review: The shop drawings and supplemental data, when called for, shall be submitted as the instruments of the Contractor, even though they may have been prepared by a subcontractor, supplier, dealer, manufacturer, or by any other person, firm or organization. Prior to submission, the Contractor shall undertake his/her own review and stamp with his/her acceptance those shop drawings and supplemental data he/she is requested to submit to the University's Architect/Design Professional for his/her review. By accepting and submitting shop drawings and supplemental data, the Contractor represents that the Contractor has determined and verified all field measurements, the physical construction, the quality of materials, the applicability of catalog numbers, and similar data, or will do so, and that the Contractor has checked and coordinated each shop drawing with the requirements of the work and of the Contract Documents. Conflicts with other trades shall be resolved by the Contractor in the shop drawings, if possible, but in any event prior to the actual construction. Drawings submitted in response to a request of the University's Architect shall show rearrangements, if any, made necessary by the use of materials or equipment other than those specified. Review, mark-up as appropriate, and stamp show drawings, product data, and samples prior to submission. Submittals shall clearly show that they have been reviewed and approved by Contractor for conformance with the requirements of the Contract Documents and for coordination with other Sections.
    - b. Submittals not stamped and signed by Contractor will be returned without review.
    - c. Determine and verify:
      - (1) Field measurements.
      - (2) Field construction criteria.
      - (3) Catalog numbers and similar data.
      - (4) Conformance with Contract Documents.
    - d. Coordinate each submittal with requirements of the Work and of the Contract Documents.
    - e. Notify University's Representative and its Design Professional in writing, at time of submission, of any changes in the submittals from requirements of the Contract Documents. Contractor is responsible to correct the deficiencies from the requirements of the contract documents when any changes are not made in writing to the University Representative or its Design Professional at the time of submission. The approval of submittals will be deemed null and void.
    - f. Begin no fabrication or Work which requires submittals until the return of the University's Design Professional's final reviewed submittals.

4. Coordination Drawings: Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities as specified in Section 01 3300. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
  - a. Show the relationship of components shown on separate Shop Drawings.
  - b. Indicate required installation sequences.
  - c. Comply with requirements contained in this Section.
  
5. BIM Procedures:
  - a. Contractor shall establish procedures for coordinating work using BIM methods and protocols.
  - b. Format and Development: Prepare coordination drawings according to the following requirements:
    - (1) Prepare BIM files for the project based on original hard copy documents as received from the University.
    - (2) Prepare all files using BIM software program, version, and operating system as approved by University.
    - (3) Prepare BIM Execution Plan establishing BIM protocols for project, including standards, responsibilities of Contractor and sub-contractors, schedules, clash detection, and quality control.
    - (4) Designate a specific staff person as Contractor's BIM Coordinator.
    - (5) Submit or post coordination drawing files using format same as file preparation format or Portable Data File (PDF) format.
  - c. Clash Detection:
    - (1) Using BIM procedures perform clash detection as part of preparation of coordination drawings.
    - (2) Include clash detection protocol in the BIM execution plan.
    - (3) BIM Coordinator will review and assemble the various design and trade models, create clash reports and conduct coordination meetings with University's Representative as defined by the BIM execution plan.
    - (4) Run Parameters: Clash detection, at minimum, shall be set to report any hard clashes within a 1 /4 inch tolerance. Clearance tolerances shall be used to account for additional material applied to modeled elements, such as fire proofing or required clearances.
    - (5) At a minimum, review Clash Detection documents on a weekly basis. Identify conflicts requiring document modifications and review with University's Representative.
    - (6) Update model elements based on field verification of dimensions and orientation.
  - d. Following resolution of conflicts and clash detection, prepare coordination drawings for review as follows:
    - (1) Comply with shop drawing requirements for sheet size and submittal methods specified in Section 01 3300 "Submittals".
    - (2) Refer to Specifications in Divisions 2-33 technical specification sections for specific Coordination Drawing requirements.
    - (3) Provide composite coordination drawings for equipment and system installations in mechanical and electrical rooms and spaces where two or more entities will provide the work.
    - (4) Provide composite coordination drawings showing planned locations of core cuts, sleeves, and other penetrations intended for placement in

- concrete decks, slabs, and structural components. Indicate intended use such as openings for conduit, piping, ducts, and utility services.
- (5) Provide composite coordination drawings showing planned locations of fire and sound rated wall penetrations, including dampers. Indicate intended use such as openings for conduit, piping, ducts, and utility services.
  - (6) Prepare above-ceiling coordination drawings showing all above-ceiling work including structural members and required clearances and dimensions.
- e. At the end of the project as part of the close out submittals the Contractor shall provide an “as-built” BIM model to be given to the University in addition to the hard copy as built drawings.
6. Submission Requirements:
- a. Make submittals promptly in accordance with the Specifications and in such sequence as to cause no delay in the Work.
    - (1) Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
      - (a) Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
      - (b) Coordinate transmittal of different types of submittals for related elements of the work so processing will not be delayed by the need to review submittals concurrently for coordination.
      - (c) The University's Representative reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
    - (2) Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals.
      - (a) Allow sufficient time from receipt by University's Representative, for initial review and comment. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. The University's Representative will promptly advise the Contractor when a submittal being processing must be delayed for coordination.
      - (b) If an intermediate submittal is necessary, process the same as the initial submittal.
      - (c) Allow additional time for reprocessing each submittal.
      - (d) No extension of Contract Time will be authorized because of failure to transmit submittals to the University's Representative sufficiently in advance of the Work to permit processing.
  - b. Number of Submittals Required: Refer to Specification Section 01 3500 “Document Control” for distribution of Shop Drawings and Product Data submittals. After each submittal has been reviewed by the Design Professional and returned to the Contractor. The Contractor shall make (two) 2 hard copies of all approved submittals and shall submit the hard copies to the University's Representative for project record filing.
    - (1) Samples: Contractor to submit a minimum of (five) 5 physical samples each of products and or samples for Design Professional's review and approval. After review and approval one sample will be retained by the architect, two (2) for

the contractor and its subcontractor and two (2) for the University's Representative.

- (2) Shop drawings and supplemental data, where called for, shall be prepared and submitted as per General Conditions. Final corrected copies of schedules and shop drawings or supplemental data to University's Design Professional for review shall be such as to provide one (1) for University's Architect's files, two (2) for the University and two (2) to the Contractor's job files and for distribution by the Contractor to subcontractors or vendors. Exceptions shall be as noted in Specifications sections.

c. Submittals shall contain:

- (1) Identification data number assigned by the Contractor, consisting of the specification section number followed with the number 001 and continuing in sequence.
  - (a) Resubmittals: Add a letter to the previous identification, for instance 01 3400/005/R1 would be a first resubmittal.
  - (b) Use a separate number for each product, assembly, or system. Similar or related items may be grouped only if compatible with review process as approved.
- (2) Date of submission and dates of any previous submissions.
- (3) Project name and number, and contract identification.
- (4) Names of Contractor, Subcontractor, Supplier and Manufacturer.
- (5) Identification of item, with Specification Section number and article/paragraph references.
- (6) Field dimensions, clearly identified as such.
- (7) Relation to adjacent or critical features of the Work or materials.
- (8) Reference standards, such as ASTM or Federal Specification numbers.
- (9) Identification of changes from requirements of the Contract Documents.
- (10) Identification of revisions on resubmittals.
- (11) An 8-inch x 3 inch blank space for review stamps, as necessary.
- (12) Contractor's stamp, initialed or signed, certifying to the review of the submittal; verification of materials and field measurements and conditions; and compliance of the information within the submittal with requirements of the Work and of the Contract Documents.

d. Interpretation of Terms:

- (1) "As directed", "as required", "as permitted", "acceptable", "satisfactory", means by or to the University's Architect. The term "equal" means "equal in the opinion of the University's Architect after submittal data is reviewed". The term "favorable review" means that the submittals for material list, shop drawings, material substitutions, schedules, etc., will be reviewed by the University's Architect and copies returned to the Contractor marked as "Review Completed", "No Exceptions Taken" or "Make Corrections Noted" in which case no further submittals are needed.
- (2) Submittals returned marked "Resubmit", "Amend and Resubmit" or "Rejected - Resubmit" shall be corrected to comply with project requirements and shall be resubmitted for review

7. Resubmission Requirements:

a. Shop Drawings and Product Data:

- (1) Revise shop drawings or product data, and resubmit as specified for the initial submittal, only if required by University's Design Professional.
- (2) Identify any changes which have been made other than those requested.

- (3) Note any departures from the Contract Documents or changes in previously reviewed submittals which were not commented upon by University's Design Professional.
  - b. Samples: Submit new samples as required for initial submittal.
  - c. University's Design Professional's Review: The University's Design Professional will review shop drawings and supplemental data submitted by the Contractor only for general design conformance with the concept of the Project and compliance with the information given in the Contract Documents. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of Contractor as required by the Contract Documents.
8. Distribution:
- a. Reproduce and distribute copies of Submittals including Shop Drawings and Product Data, which carry the University's Design Professional's review stamp, to the following locations:
    - (3) Contractor's Project site file.
    - (4) Record documents file maintained by Contractor.
    - (5) Separate Contractors.
    - (6) Subcontractors.
    - (7) Supplier or manufacturer.
    - (8) Other involved parties as directed by University's Representative.
9. Design Professional's or Design Professional's designee's or University Representative's Review will be under the following conditions.
- a. Review of submittals is only for general conformance with the design concept of the Project and general compliance with the information given in the Contract Documents. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instruction for installation for performance or equipment or systems, all of which remain the responsibility of contractor as required by the Contract Documents.
  - b. The review does not affect the Contractor's responsibility to perform all Contract requirements with no change in Contract Sum or Contract Time. Any actions shown are subject to the requirements of the Drawings, Specifications and other Contract Documents. The Contractor is responsible to confirm and correlate dimensions at the site, for information that pertains to the fabrication processes, for the means, methods, techniques, procedures, sequences and quantities necessary to complete the Contract and for coordination of the work of all trades and satisfactory performance of his work. The review is undertaken solely to satisfy Consultant's obligations, if any to the University and shall not give rise to any claim by the Contractor or other parties against the University's Representative, his/her Consultants or University.

#### B. Shop Drawings

1. Present information required on shop drawings in a clear and thorough manner. Identify details by reference to drawings and detail, schedule, or room numbers shown and specified.
2. Shop drawings shall be original drawings by the Contractor. Direct reproductions of the Contract Drawings will not be acceptable as shop drawings.



3. Shop Drawings Delineation: The Shop Drawings shall be drawn to scale and shall be completely dimensioned, giving the plan together with such sections as are necessary to clearly show construction detail.
4. Responsibility: These Shop Drawings and all supporting data, catalogs, etc., shall be prepared by the Contractor or his/her suppliers, but shall be submitted as the instruments of the Contractor. Therefore, the Contractor shall review and approve the drawings of his/her suppliers as well as his/her own drawings before submitting them to the University's Representative. In particular, the Contractor shall ascertain that the drawings meet all requirements of the Drawings and Specifications and also conform to the structural and space conditions. Each Shop Drawing submitted for review shall bear a stamp certifying that it has been reviewed and approved by the Contractor in accordance with the Contract Documents. If such Shop Drawings show variations from Contract Documents, whether because of standard shop practice or other reasons, the Contractor shall make special mention thereof in his/her letter of transmittal. The Contractor shall be fully responsible for observing the need for and making any changes in the arrangement of piping, connections, wiring, manner of installation, etc., which may be required by the equipment he/she proposes to supply both as pertains to his/her own work and any work affected under other parts, heading or divisions of Drawings and Specifications.
5. Identification: Shop Drawings shall be entitled with the name of the project on each sheet and shall otherwise be identified by listing the particular division, section, article or reference of the work pertaining. Submit different items on separate sheets. All submittals shall be numbered sequentially.
6. Manner: Furnish for University's Design Professional's approval separate sheets of submittal of each specialty item in the following manner:
  - a. Catalog cuts shall be photocopied or reproduced in some other acceptable manner and submitted on one (1) side only of an 8-1/2" x 11" sheet, noting only the items in question, together with the descriptive (specification) data complete. Once the Design Professional has reviewed the submittal provide two (2) hard copies of each approved, stamped shop drawing and other supporting data to the on-site University's Representative.
  - b. Each sheet shall be identified with the division, section, article or reference in the Contract Documents which covers the item submitted for approval.
  - c. Each sheet shall be identified with the project name, the University's Representative and the project's Design Professional.
  - d. Each sheet shall bear the Contractor's stamp and signature of approval.
7. All shop drawings shall be drawn accurately suitable for duplicate copying by black line, blue line printing processes or photocopy.
8. Supplemental Data: Supplemental data shall include information as noted in the specification paragraphs requiring them, or as requested by the University.
9. Review Required: Shop drawings, if requested, must be submitted to and favorably reviewed by the University's Architect/Design Professional before being used by the Contractor on the job.

#### C. Product Data

1. Clearly mark each copy to identify pertinent Products or models.
2. Show performance data consisting of capabilities, rpm, kw pressure drops, design and operating pressures, temperatures, performance curves, noise level curves, power characteristics and consumption; conforming as closely as possible to the test methods referenced in the plan and specifications.

3. Show dimensions, weights and clearances required.
4. Show wiring or piping diagrams and controls.
5. Modify the standard schematic drawings and other diagrams to delete information, which is not applicable to the Work.
6. Supplement standard information to provide information specifically applicable to the Work.

#### D. Samples

1. Office samples shall be of sufficient size and quality to clearly illustrate the following:
  - a. Functional characteristics of the products, with integrally related parts and attachment devices.
  - b. Full ranges of color, texture, and pattern.
  - c. Provide a minimum of 5 samples plus any additional number for Contractor needs.
2. Samples herein referred to shall include all materials, equipment, surface textures, colors, fabrics, etc., as required by Drawings and Specifications or as requested by the University's Design Representative. They shall be submitted as required by the Specifications or requested by the University's Representative or its Design Professional.
3. Submittal: Samples, properly identified and described, shall be submitted as noted herein, or as may be required by the University's Representative. They shall be submitted and resubmitted until approved. No approval of a sample shall be taken in itself to change or modify any contract requirement. Finishes, materials, or workmanship in the completed building shall match the approved samples.
4. Manner: Contractor shall forward all samples under cover letter in five (5) copies, including a complete listing of such samples designated for use on the project, with complete identification on each sample by project name, ultimate destination of material, manufacturer, brand, lot, style, model, etc., Contract Document reference as well as the names of the Contractor, Supplier, Project, Design Professional and University's Representative. All submittals shall be numbered sequentially.
5. Return: Samples of value will be returned to the Contractor for use in the project after review, analysis, comparison and/or testing as may be required by the University's Architect.
6. Test Sample: Test samples, as the University's Representative designates, will be selected from the materials or equipment delivered by the Contractor for use in the work. If any test sample fails to meet the specification requirements, all previous approvals will be withdrawn and such materials or equipment which fail the testing shall be subject to removal and replacement by the Contractor with materials or equipment meeting the specification requirements.

#### E. Mockups

1. Provide mock-ups as described in Specification Section 01 4339 and on the following drawings:
2. Material List: Provide complete material list of products proposed for use. Submit Material Safety Data Sheets (MSDS) for Owner's use. Neither the University Representative nor its Design Professional will review MSDS.
3. Contractor's Review: Review, mark-up as appropriate, and stamp show drawings, product data, and samples prior to submission. Submittals shall clearly show that they have been reviewed and approved by Contractor for conformance with the requirements of the Contract Documents and for coordination with other Sections.



1.4. LEED DOCUMENTATION

- A. Sustainable Design and LEED submittals are in addition to other submittals. If submittal item is identical to that submitted to comply with other requirements, submit duplicate electronic copies as a separate submittal to verify compliance. Any discrepancies shall be referred to the Universities Representative for clarification.
- B. LEED documentation submittals shall be prepared and submitted using the LEED-Online credit website.
- C. Refer to Section 01 8113 "Sustainability Design Requirements" item 1.5 Submittals; for the complete listing of all LEED documentation and submittals required for the project.

1.5. REFRIGERANT MANAGEMENT DOCUMENTATION

- A. UCR has instituted a requirement to comply with end-of-year refrigerant inventory for reporting to UCOP and with the South Coast Air Quality Management District's policies to account for the use of refrigerant gas delivery, recovery and charging installed with new HVAC and any other equipment using gas refrigerant on UCR projects.
- B. To provide accurate accounting for the reporting of the refrigerant charge in a mechanical system and/or equipment, the actual quantity must be known in order to document gas lost from leaks etc. when repairs are done.
- C. HVAC and other equipment utilizing gas refrigerant that are delivered to the site intact with the factory charge quantity listed on the nameplate or in literature submitted for the design professional's review, can sometimes be charged in the field according to various indications. Therefore the contractor who delivers and installs any system and/or equipment which uses refrigerant shall provide startup reports that list the exact quantity of gas charged into each system and submit these reports to the University's Representative who will provide to UCR EH&S.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

## CONTRACTOR CERTIFICATION

COMPLETE THIS CERTIFICATE, INCLUDING SIGNATURE BY PERSON DIRECTLY RESPONSIBLE FOR WORK ON THIS PROJECT. REVIEW EACH SUBCONTRACTOR CERTIFICATION FOR COMPLETENESS AND COORDINATION WITH COMMENTS MADE ON THIS CERTIFICATE AND OTHER SUBCONTRACTOR CERTIFICATES. SUBMIT THIS CERTIFICATE AND ALL SUBCONTRACTOR CERTIFICATES TO THE UNIVERSITY'S REPRESENTATIVE WITHIN 10 DAYS OF RECEIVING NOTICE TO PROCEED.

1. As required by the General Conditions of the Contract for Construction, the undersigned certifies that a thorough review has been made of all of the Contract Documents, including, but not limited to the Agreement, General and Supplementary conditions, Drawings, specifications, and Addenda (if any) for the Work. The undersigned also acknowledges each subcontractor has been required to perform a similar thorough review and that Contractor and subcontractors have related and coordinated requirements of individual units of Work to requirements for the entire Work.
2. The undersigned acknowledges his/her obligation to identify below discrepancies, errors, omissions, conflicts, code violations, and improper use of materials discovered in the Contract Documents. Except as noted below and on subcontractor certificates, the undersigned certifies, to the best of his/her knowledge, information, and belief that the Work can be completed in a workmanlike manner without extensive modifications or additional expense.

EXCEPTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME, ADDRESS, TELEPHONE OF  
CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED CLEARLY OR TYPED): \_\_\_\_\_

TITLE: \_\_\_\_\_

END OF CONTRACTOR CERTIFICATION



**LEFT BLANK**

**INTENTIONALLY**

### SUBCONTRACTOR CERTIFICATION

COMPLETE THIS CERTIFICATE, INCLUDING SIGNATURE BY PERSON DIRECTLY RESPONSIBLE FOR WORK ON THIS PROJECT, AND SUBMIT TO THE GENERAL CONTRACTOR WITHIN 5 DAYS OF RECEIVING NOTICE TO PROCEED FROM GENERAL CONTRACTOR.

1. As required by the General Conditions of the Contract FOR construction, the undersigned certifies that a thorough review has been made of all of the Contract Documents, including, but not limited to the Agreement, General and Supplementary Conditions, Drawings, Specifications, and Addenda (if any) for the Work. The undersigned also certifies that Contractor and subcontractor have related and coordinated requirements for the entire Work.
2. The undersigned acknowledges his/her obligation to identify below discrepancies, errors, omissions, conflicts, code violations, and improper use of materials discovered in the Contract Documents. Except as noted below, the undersigned certifies, to the best of his/her knowledge, information, and belief that no such discrepancies, errors, omissions, conflicts, code violations, or improper use of materials occur in the Contract Documents.
3. Except as noted below, the undersigned has no objection to, or reservation about, the materials to be furnished or the conditions under which they will be installed, and is satisfied that contractual responsibilities for units of Work for which undersigned is responsible can be completed in a workmanlike manner without extensive modifications or additional expense.

EXCEPTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UNITS OF WORK FOR WHICH UNDERSIGNED IS RESPONSIBLE:  
\_\_\_\_\_  
\_\_\_\_\_

NAME, ADDRESS, TELEPHONE OF  
SUBCONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PRINTED CLEARLY OR TYPED) \_\_\_\_\_

TITLE: \_\_\_\_\_

END OF SUBCONTRACTOR CERTIFICATION



**LEFT BLANK  
INTENTIONALLY**

**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
01 1100									
01 1400									
01 2300									
01 2500									
01 2613									
01 3100									
01 3119									
01 3200									
01 3300									
01 3520									
01 3540									
01 4100									
01 4200									
01 4300									
01 4339									
01 4500									
01 4520									
01 5000									
01 5739									
01 6000									
01 7123									
01 7329									
01 7419									
01 7423									
01 7700									
01 7836									
01 7839									
01 8113									
01 9113									
02 4000									
03 3000									
03 3600									
03 3816									
03 4816									
03 4819									
03 4830									
03 4900									
03 5415									
03 5600									



**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
04 2113									
04 2200									
05 1200									
05 1213									
05 3100									
05 4000									
05 5000									
05 5010									
05 5100									
05 5813									
05 7000									
06 1643									
06 2013									
06 4023									
06 4100									
06 6420									
07 1416									
07 1716									
07 1900									
07 2114									
07 2129									
07 2616									
07 2620									
07 4646									
07 5300									
07 5400									
07 5565									
07 6113									
07 6200									
07 6500									
07 7723									
07 8400									
07 8720									
07 9200									
07 9513									
08 1113									
08 1216									
08 1316									
08 1400									
08 3100									

**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
08 3213									
08 3323									
08 3816									
08 4213									
08 4313									
08 4330									
08 4413									
08 4500									
08 5113									
08 6200									
08 7100									
08 7113									
08 8000									
08 9110									
09 2116									
09 2216									
09 2400									
09 2900									
09 3000									
09 5113									
09 5426									
09 6453									
09 6500									
09 6813									
09 6816									
09 7200									
09 8200									
09 9000									
10 1400									
10 2213									
10 2226									
10 2813									
10 4400									
10 5113									
10 5500									
10 7113									
10 8214									
11 1200									
11 1300									
11 1630									

**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
11 3100									
11 4000									
11 5200									
11 8226									
12 2116									
12 2400									
12 3623									
12 3661									
12 5219									
12 9300									
12 9313									
13 1101									
13 1102									
13 1103									
13 1104									
13 1105									
13 1106									
13 1107									
13 1108									
14 2100									
14 2400									
14 9182									
20 0548									
21 0517									
21 0518									
21 0548									
21 1313									
22 0553									
22 0719									
22 0800									
22 1116									
22 1119									
22 1123									
22 1316									
22 1319									
22 1323									
22 1413									
22 1423									
22 3400									
22 3450									

**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
22 4000									
22 4613									
23 0500									
23 0513									
23 0514									
23 0516									
23 0519									
23 0523									
23 0529									
23 0548									
23 0553									
23 0593									
23 0713									
23 0719									
23 0800									
23 0900									
23 0993									
23 2113									
23 2123									
23 2300									
23 2500									
23 2516									
23 3113									
23 3300									
23 3416									
23 3423									
23 3433									
23 3713									
23 3723									
23 4100									
23 5100									
23 5216									
23 6500									
23 8119									
23 8126									
23 8127									
23 8128									
23 8146									
26 0501									
26 0519									

**SUBMITTAL SCHEDULE**

Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
26 0524									
26 0526									
26 0529									
26 0533									
26 0543									
26 0553									
26 0570									
26 0573									
26 0800									
26 1219									
26 2213									
26 2413									
26 2416									
26 2716									
26 2726									
26 2811									
26 2816									
26 3100									
26 3214									
26 3623									
26 5110									
26 5610									
27 0000									
28 3100									
31 1000									
31 2000									
31 2333									
32 0513									
32 1100									
32 1216									
32 1300									
32 1316									
32 1413									
32 1723									
32 3210									
32 3236									
32 3400									
32 8200									
32 9000									
32 9010									

<b>SUBMITTAL SCHEDULE</b>									
Section	Shop Dwgs	Prod. Data/List	Samples Mock-ups	Extend. Guarantee	Op/Maint. Manuals	Tests	Extra Mat'l	Certs.	Other
32 9020									
32 9030									
32 9040									
33 1100									
33 3100									
33 4000									

NOTE: Should a discrepancy arise between this schedule's requirements and individual requirements, the most stringent requirement shall prevail.

END OF SECTION

Standard Specification

SECTION 01 33 29.08 BUY CLEAN CALIFORNIA REPORTING

PART 1 - GENERAL

1.1 WORK INCLUDED

- A. Section includes general requirements and procedures for compliance with Buy Clean California Act per California Public Contract Code, Sections 3500-3505.
- B. Contractor is requested to submit current facility-specific environmental product declaration for each eligible material proposed to be used on the Project.

1.2 DEFINITIONS

- A. Environmental Product Declaration (EPD): Type III environmental impact label, as defined by the International Organization for Standardization (ISO) standard 14025, or similarly robust life cycle assessment methods that have uniform standards in data collection consistent with ISO standard 14025, industry acceptance, and integrity.
- B. Eligible Materials: Any of the following:
  - 1. Carbon steel rebar.
  - 2. Flat glass.
  - 3. Mineral wool board insulation.
  - 4. Structural steel.

1.3 SUBMITTALS

- A. General: Buy Clean California submittals are requested to be submitted along with other required submittal items for eligible materials as described in the Specifications.
- B. Facility-specific Environmental Product Declaration: For each eligible material proposed to be used on the Project.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 33 29.08

## SECTION 01 3520 DESIGN ASSIST PROCEDURES

### 1.1 SUMMARY

A. Section includes requirements of Contractor for design-assist work including, but not necessarily limited to, those identified in the various Sections of the Specifications and the following:

1. Contractor's Responsibility
2. Coordination with Architectural Design Intent

B. The following require design assistance:

1. Pre-Fabricated metal stairs including guardrails and the application of concrete filled metal pans and precast treads.
2. Pedestrian Bridges.
3. Other railing and guardrails.
4. Fixed sunshades.
5. Fiber reinforced cementitious wall siding and furring rain screen system.
6. Translucent canopy system.
7. Storefronts and curtain walls.
8. Fire sprinkler system.
9. Fire alarm system.

B. Design-assist procedures are specified to assist Contractor in coordinating design-assist work.

### 1.2 CONTRACTOR'S RESPONSIBILITY

A. Contractor acknowledges that it shall be responsible for the design, method of construction, and coordination and integration with other trades to achieve the architectural design intent of the Contract Documents, of those portions of the design-assist work including sizing, sequence, placement and details of construction.

B. Contractor guarantees the following:

1. Design-assist work shall be constructed in compliance with building codes and ordinances in effect and shall be fit and proper for its intended use.
2. Where relevant, design and method of construction of the design-assist work shall not incorporate or employ the use of any product, process or technique which may be protected by common law or statutory patent, copyright or trade secret rights unless Contractor or subcontractor shall be the lawful owner or licensee of same.

C. Contractor shall indemnify and hold harmless University, University's Representative, Architect and it's consultants, and agents and employees of any of them from and against claims, damages and expenses resulting from breach or failure by Contractor to perform fully any of the forgoing obligations and specifically agrees to indemnify and hold University harmless from any and all claims of the Contractor's employees, agents, subcontractors, suppliers or third parties and to make good any damages to the Work, and attorneys' fees



and costs of additional work by University's Design Professional resulting from the inadequacies of the design, techniques or methods of construction of the design-assist Work.

- D. The design and the drawings and specifications for the techniques and method of construction of the design-assist work shall be prepared and shall result in work which is fit to perform its intended purpose.
- E. For design-assist work, Contractor shall provide plans, specifications, and calculations that are prepared, stamped, and signed by qualified, registered, licensed engineers authorized to practice their professions under the laws of the State of California. The plans, specifications, and calculations shall be acceptable to the University's Representative.
- F. Prior to commencement of the design-assist work at the Project Site, Contractor shall provide the University with copies of current insurance policies covering the errors or omissions of persons designing the design-assist work with maximum deductibles and limits per occurrence as mutually agreed by the University and Contractor, together with an endorsement providing for a 30-day notice to University prior to cancellation or material reduction in coverage.

- G. Maintain insurance at least the period equal to the applicable statute of limitations for claims arising out of latent defects in works of improvement to real property, if such insurance is not written on an "occurrence" basis during the time the design-assist work is designed and constructed.

### 1.3 COORDINATION WITH ARCHITECTURAL DESIGN INTENT

#### A. Ceilings:

1. Coordinate the work of all trades involved to ensure clearances for fixtures, ducts, piping, ceiling suspension systems and other above-ceiling work as necessary to maintain finished ceiling heights.
2. Paint all exposed items at ceilings. Paint air grilles to match adjacent ceiling finish.
3. Locate light fixtures, sprinkler heads, and diffuser grilles in the center of ceiling panels.

#### B. Areas Where Structure Is Exposed:

1. Install sprinkler lines, ductwork, conduit, plumbing, process piping, lighting and all other overhead items at regular intervals, parallel to and/or perpendicular with building column grid lines.
2. Align all hangers, wires, braces, struts, chains, junction boxes, etc. in any given line aligned with one another, and install in the same fashion, for a neat, uniform appearance.

- C. Review proposed layouts with University's Representative and other trades in the field prior to commencing work. Layouts which have not been so reviewed will be subject to change at no additional expense to the University if found unsatisfactory. Areas subject to such review include but are not necessarily limited to exposed structure areas.

- D. Do not locate sprinkler lines, piping, ductwork, conduit, access panels, and cleanouts in "Special Feature Areas" and finishes, including walls and ceilings, except as otherwise specifically shown on the Drawings.

1. Engineering design and construction shall be by alternative route and not necessarily direct route method.
2. Special Feature Areas include:
  - a. Reception and Lobby areas:
    - Building J public areas
    - Building H public areas
    - Building K public areas
    - Building N public areas
  - b. Open stairways and special building pedestrian circulation routes.

END OF SECTION

## University of California - Approved TSDFs

This document is a list of permitted treatment, storage, and disposal facilities (TSDFs) that have been deemed acceptable for use in managing hazardous waste generated by the University of California (UC) or at UC facilities. Neither UC nor any of its employees makes any warranty, express or implied, as to the merchantability or fitness for a particular purpose of the goods or services provided by the TSDFs listed above. Except as stated above, reference to the TSDFs in this document does not necessarily constitute or imply its endorsement or recommendation by UC and UC expresses no opinion as to any TSDF that does not appear in this document. This document shall not be used for advertising or product endorsement purposes or for any other use not expressly authorized in writing by UC.

TSDF name	Street	City	State	Zip phone	EPA ID
Altamont Landfill	10840 Altamont Pass Road	Livermore	CA	94550 (925) 455-7306	CAD981382732
AERC INC (MTI)	30677 Huntwood Avenue	Hayward	CA	94544 (510) 429-1129	CAD982411993
Azusa Land Reclamation Co.	1201 W. Gladstone	Azusa	CA	91702 (626) 334-0719	CAD009007626
Bethlehem Apparatus	890 Front Street	Hellertown	PA	18055 (610) 838-7034	PAD002390961
Chemical Waste Management (CWM) - Kettleman Hills	35251 Old Skyline Roac	Kettleman	CA	93239 (559) 386-9711	CAT000646117
Chemical Waste Management (CWM) - TWI	7 Mobile Drive	Sauget	IL	62201 (618)271-2804	ILD098642424
Chem-Nuclear Systems, Inc (Barnwell)	140 Stoneridge Drive	Columbia	SC	29210 (803) 758-1826	SCD048372429
Clean Harbors (Aragonite), LOC Inc.	P.O. Box 22890	Aragonite	UT	84122 (801) 323-8100	UTD981552177
Clean Harbors (Chicago)	11800 S. Stony Island Ave.	Chicago	IL	60617 (800)678-4844	ILD000608471
Clean Harbors (Deer park), Inc	2027 Battleground Road	Deer Park	TX	77536 (713) 930-2300	TXD055141378
Clean Harbors (Kimball, Incinerator Facility)	2247 S. Highway 71	Kimball	NE	69145 (308)235-4012	NED981723513
Clean Harbors (Lokern)	2500 West Lokern Rd.	Buttonwillow	CA	93206 (805) 762-6200	CAD980675276
Clean Harbors (Los Angeles), Inc.	5756 Alba Street	Los Angeles	CA	90058 (213) 585-5063	CAD050806850
Clean Harbors (Phoenix)	1340 West Lincoln Street	Phoenix	AZ	85007 (602)258-6155	AZD049318009
Clean Harbors (Sacramento)	6000 - 88th Street	Sacramento	CA	95828 (916) 386-4999	CAD000084517
Clean Harbors (San Jose)	1040 Commercial St. Suite 109	San Jose	CA	95112 (408) 453-6046	CAD059494310
Clean Harbors (Spring Grove Resources Recovery)	4829 Spring Grove Ave.	Cincinnati	OH	45232 (513)681-5738	OHD000816629
Crosby & Overton, Inc.	1630 W 17th Street	Long Beach	CA	98013 (562) 432-5445	CAD028409019
DeMenno/Kerdoon	22000 N. Alameda Street	Compton	CA	90222 (310)537-7100	CAT080013352
Diversified Scientific Services (DSSI)	P.O. Box 863	Kinston	TN	37831 (615) 376-0084	TND982109142
Duratek	1560 Bear Creek Road	Oak Ridge	TN	37831 (423) 481-0222	TND982157570
ENSCO	309 American Circle	El Dorado	AR	71730 (870) 862-0272	ARD069748192
ENSCO West	1737 East Denni Street	Wilmington	CA	90744 (310) 835-9997	CAD044429835
Envirocare of Utah, Inc	US I-80, Exit 49	Clive	UT	84029 (801) 532-1330	UTD982598898
Environmental Management & Controls (EMC)	3106 South Faith Home Road	Turlock	CA	95380 (209)-667-1102	Radioactive Material License # 3546-5C
Envirosafe	hwy 78 Missile Base Roac	Grand View	ID	82624 (208)834-2275	IDD073114654
Heritage Environmental Services, Inc	7901 West Morris Street	Indianapolis	IN	46231 (317) 243-0811	IND093219012
Heritage Environmental Services, LLC	5122 East Story Road	Coolidge	AZ	85228 (520)723-4167	AZD081705402
Heritage Landfill	4370 W.CR 1275N	Roachdale	IN	46172 (317)243-0811	IND980503890
Kinsbursky Brothers Incorporated	1314 Lemon Street	Anaheim	CA	92801 (714)738-8516	CAD088504881
Mercury Waste Solutions, Inc.	21211 Durand Avenue	Union Grove	WI	53182 414-878-2599	WIR 000 000 356
Merry X-Ray	131 South Maple #1	S. San Fran	CA	94080 (650)6742-6630	CAL000512065
ONYX (formerly AETS)	1125 Hensley Street	Richmond	CA	94801 (510) 233-8001	CAT080014079
Onyx (formerly CWM OSCO)	1704 W. First Street	Azusa	CA	91702 (626) 815-2215	CAD008302903
Onyx (Superior Special Services, Inc.)	5736 West Jefferson	Phoenix	AZ	85043 (602) 233-2955	AZD983473539
Perma-Fix (Quadrex)	1940 NW 67th Street	Gainesville	FL	32653 (405) 468-2000	FLD980711071
Philip Environmental (Burlington)	20245 - 77th Avenue, south	Kent	WA	98032 (206) 872-8030	WAD991281767
Philip Environmental (Georgetown)	734 Lucile Street	Seattle	WA	98108 (206) 762-3362	WAD000812909
Philip Environmental (Rho-Chem)	425 Isis Avenue	Inglewood	CA	90301 (213) 776-6233	CAD008364432
Photo Waste Recycling Co., Inc.	2980 Kerner Boulevard	San Rafael	CA	94901 (415)459-8807	CAD981429673
Photo Waste Recycling Co., Inc.	12898 Bradley Avenue, Suite B	Sylmar	CA	91342 (818)362-0668	CAD000121946
Ramos Environmental Services Inc.	1515 South River Road	W. Sacramento	CA	95691 (916)-371-5747	CAD044003556
Romic Environmental Technologies Corp	2081 Bay Road	East Palo Alto	CA	94303 (650)-324-1638	CAD009452657
Romic Environmental Technologies Corp (Southwest)	6760 West Allison Road	Chandler	AZ	85226 (602) 796-1040	AZD009015389
Ross Environmental Services	36790 Giles Road	Grafton	OH	44044 (440) 748-5800	OHD 048415665
Stericycle, Inc. (Formerly BFI)	4135 West Swift Avenue	Fresno	CA	93722 (559)275-0991	None
Stericycle, Inc. (Formerly BFI)	90 North 1100 West	North Salt Lake	UT	84054 (801) 295-1555	UTD988078150
Systech Environmental Corp.	South Cement Road	Fedonia	KS	66736 (316) 378-4451	KSD980633259
SET Environmental INC. (Treatment One)	5743 Chestwood	Houston	TX	77087 (713)645-8710	TXD055735388
U.S. Filter Recovery Services (Norris Environmental)	5375 South Boyle Ave.	Los Angeles	CA	90058 (213) 277-1500	CAD097030993
Von Roll America (WTI)	1250 Saint George Street	East Liverpool	OH	43920 (800) 403-4888	OHD980613541
Waste Control Specialists (WCS)	1710 West Broadway	Andrews	TX	79714 (713) 944-5900	TXD988088464

Pacific Resource Recovery Services Big Bear CA CAD008252405  
 Yellow Highlight indicates TSDF pending approval.

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

PART 1 – GENERAL

1.1. SUMMARY

A. This Section includes:

1. Hazardous Materials Procedures
2. Toxic Materials Procedures
3. University of California – Approved TSDFs (Attached to end of Section.)

B. Submittals:

1. Submit Material Safety Data Sheets (MSDS) for all materials, whether existing or incorporated into the work, which are identified as potentially hazardous but not required to be abated.

1.2. HAZARDOUS MATERIALS PROCEDURES

A. Except as otherwise specified, in the event Contractor encounters on the Project site material reasonably believed to be asbestos, polychlorinated biphenyl (PCB), or other hazardous materials which have not been rendered harmless, Contractor shall immediately stop Work in the area affected and report the condition to University and University's Representative in writing. The Work in the affected area shall not thereafter be resumed except by written agreement of University and Contractor if in fact the material is asbestos, PCB, or other hazardous materials and has not been rendered harmless. The Work in the affected area shall be resumed in the absence of asbestos, PCB, or other hazardous materials, or when such materials have been rendered harmless.

B. If material has been encountered on site and the Contractor has reported the condition to the University's Representative, then the University Representative shall contact UCR Environmental Health and Safety office (EH&S) and **Ambient Environmental**, the University's hazardous material consultant to conduct an on-site assessment of the material and if it is found to be hazardous then **Ambient Environmental** shall prepare a plan to remove it off site and dispose of it at a University of California approved Treatment, Storage, and Disposal Facility (TSDF). See the list of University of California – Approved TSDFs attached to the end of this Section.

1.3. TOXIC MATERIALS PROCEDURES- NOT USED

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 3546  
INDOOR AIR QUALITY (IAQ) PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. This Section includes, without limitation, the following:
  - 1. IAQ Submittals
  - 2. Quality Assurance
  - 3. IAQ Management During Construction
  - 4. Sequence of Finish Installation
  
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Indoor Air Quality Procedures include:
  - 1. IAQ Management Plan During Construction:
    - a. Prepare plan to comply with the requirements for LEED EQ 3.1 as specified in Section 01 8113, "Sustainable Design Requirements" and in this Section.
    - b. Procedures to prevent indoor air quality problems resulting from the construction/renovation process in order to help sustain the comfort and well-being of construction workers and building occupants.
  - 2. Sequence of Finish Installation: Scheduling/sequencing requirements and procedures necessary to optimize Indoor Air Quality (IAQ) levels for the completed Project.
  
- B. Related Work Specified in Other Sections:
  - 1. Section 01 8113, "Sustainable Design Requirements (for LEED Certification)" for additional requirements.
  - 2. Section 01 5000, "Construction Facilities and Temporary Controls" for environmental-protection measures during construction and location of waste containers at Project site.
  - 3. Section 01 7419, "Construction Waste Management" for handling requirements of construction waste.
  - 4. Application Sections for indoor air sampling prior to occupancy. (Sections to be identified)

**1.3 IAQ SUBMITTALS**

- A. IAQ Construction Management Plan. Submit 5 copies of plan within 30 days of date established for commencement of the Work.
  - 1. Include a schedule of all IAQ-related construction activities in the IAQ Construction Management Plan submittal.
  - 2. Update plan as required during the construction process to reflect Project conditions.
  
- B. Meeting Minutes: Submit minutes from Contractor meetings related to the execution and verification of the IAQ Construction Management Plan.
  
- C. Project Photographs: Submit to document IAQ measures implemented.
  
- D. Product Data: Submit cut sheets of filtration media proposed for use.

- E. LEED Submittal: LEED letter template for Credit EQ 3.1, signed by Contractor, with copy of plan and a statement that requirements for the credit have been met.
- 1.4 QUALITY ASSURANCE
- A. Comply with the requirements of LEED Credit EQ 3.1, "Construction IAQ Management Plan During Construction."
  - B. Contractor's Plan shall meet or exceed the recommended design approaches of SMACNA's "IAQ Guidelines for Occupied Buildings Under Construction," (1995 Edition, Chapter 3).
  - C. IAQ Management Conference: Conduct conference at Project site to comply with requirements in Division 1 Section "Project Management and Coordination."
    - 1. Review methods and procedures related to IAQ management during construction.
    - 2. Review IAQ management requirements for each trade.

## PART 2 - PRODUCTS

## PART 3 - EXECUTION

### 3.1 IAQ MANAGEMENT DURING CONSTRUCTION

- A. General: Contractor's IAQ Construction Management Plan shall include procedures to prevent indoor air quality problems resulting from the construction/renovation process in order to help sustain the comfort and well-being of construction workers and building occupants.
  - 1. Prepare and submit an Indoor Air Quality (IAQ) Management Plan to comply with the requirements for LEED EQ 3.1, as specified in Section 01 81 13, "Sustainable Design Requirements" and in this Section.
  - 2. Contractor's detailed plan shall be based on the particular characteristics of the Project, and include the items listed in this Section as a minimum.
  - 3. The IAQ Management Plan shall highlight the five requirements of the Sheet Metal and Air Conditioning National Design/Builders Association (SMACNA), "IAQ Guidelines for Occupied Buildings Under Construction," 1995, Chapter 3 and shall embody the principles and practices set forth hereinafter.
  - 4. Subcontractors and their employees shall be provided instruction and training in the IAQ Management Plan.
- B. Plan Implementation:
  - 1. Implement waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
  - 2. Comply with Section 01 5000 for operation, termination, and removal requirements.

C. Monitoring of IAQ Plan:

1. Hold weekly Contractor Site Co-ordination Meetings with the superintendents of all trade contractors. Review the appropriate components of the IAQ Construction Management Plan as a regular action topic at these meetings, and update the Plan as required. Document the implementation of the Plan in the meeting minutes. As a recording format, use SMACNA IAQ Guidelines Appendix C (Planning Checklist) and Appendix D (Inspection Checklist) as a guide.
2. Take a specific series of record photographs at the appropriate stages to document adherence with the IAQ requirements. Submit at least 18 photographs (six photos taken on three different occasions during construction) along with identification of the SMACNA approach featured by each photo, in order to show consistent adherence to the LEED Credit requirements.

D. HVAC Protection:

1. Store HVAC equipment in a clean, dry location. Until HVAC equipment (ducting, registers, air handler VAV boxes components, fans, and motors) has been installed, it shall be kept covered and secured with plastic film or in a location where it will not be exposed to moisture, dust, or other contaminants.
2. Seal off all louvers and air intake/discharge points to prevent construction dust and debris from entering.
3. Seal off all ductwork openings and air outlets with plastic sheeting to protect the duct system from dust and debris. Do not re-open until the end of activities that produce dust or pollution, such as drywall sanding, concrete cutting, masonry work, wood sawing, and so forth.
4. Seal all HVAC inlets and outlets. Use of the HVAC system shall be avoided during construction until drywall construction is complete. Temporary ventilation may be installed to remove contaminants. All air inlets and outlets shall be sealed securely with tape during construction. These include, but not limited to, outside air inlets, grilles, diffusers, supply ducts, return ducts, ceiling plenums, VAV (variable-air volume) plenum intakes, exhaust ducts, and window ventilator or air conditioning units. Openings shall be sealed with plastic film and tape that can be removed cleanly.
5. Seal HVAC components during installation. For ducting runs that require several days to install, sections shall be sealed off as they are completed. Seals shall be removed prior to continuing the ducting run. Other components of the HVAC system shall be subjected to the same requirements to protect them from contamination.
6. Use temporary filtration media. If the HVAC system is to be used while construction work is being done, temporary filtration media shall be installed on all intakes. Such filtration media shall have a minimum filtration efficiency (Minimum Efficiency Reporting Value-MERV per ASHRAE 52.2) of 8 or higher. For air intakes into parts of a building that are very sensitive to dust contamination, such as computer rooms, filtration media with a MERV rating of 13 or higher is required. New filtration with a MERV rating of 13 or higher shall be installed after construction.
7. If, for some unforeseen reason, there should arise a circumstance wherein the return air system is required to be used during the construction phase, install temporary MERV 8 filters or higher (as determined by ASHRAE Standard 52.2-1999) at each return air opening and provide frequent inspection and maintenance. If inspections by University Representatives reveal that the ductwork has become contaminated due to inadequate protection, the ductwork shall be cleaned professionally prior to the first phase of occupancy, using procedures established in ACR 2005 published by the National Air Duct Cleaners Association.
8. Under no circumstances shall air be returned from a construction area and then re-circulated through the permanent supply ductwork, unless and until the level of construction in the relevant area involves final finishes and trim and the construction has reached a point of complete building dry-in with no sanding and is free from dust, debris, and contaminants.
9. Do not use fan rooms to store construction or waste materials, and keep them clean and neat.



10. Inspect filters regularly. When the HVAC system is being used during construction and temporary filters are installed, filters shall be inspected weekly and replaced as needed.
11. Avoid contaminated air entry into enclosed parts of the building. When outdoor construction activities generate dust, combustion emissions, or other contaminants, operable windows and outside air supplies to enclosed portions of the building shall be closed.

E. Source Control:

1. Limit construction traffic and motor idling in the vicinity of air intake louvers when the HVAC systems are activated. Restrict motor vehicles to the loading dock area, well-removed from air intakes, preventing emissions from being drawn into the building.
2. Use electric or natural gas alternatives for gasoline and diesel equipment where possible and practical.
3. Cycle equipment off when not being used or needed.
4. Avoid the use of materials and products with high VOC and/or particulate levels. Use products and installation methods with low VOCs such as paints, sealers, sealants, filler materials, insulation, adhesives, caulking and cleaners. Comply with the requirements in other specification sections.
5. Keep containers of wet products closed as much as possible. Cover and seal waste materials which can release odor or dust.
6. Protect all materials, especially absorbent materials such as insulated ductwork, against moisture during delivery to and storage at the job site. Store materials inside the structure in a dry and clean environment pending installation. Building materials shall be kept dry to avoid the introduction of moisture into the building interior.
7. Avoid the use of moisture-damaged materials. Any porous materials that have been wetted shall be dried thoroughly before installation. Any porous materials that have been damaged, remained wet longer than 48 hours, or show signs of visible mold shall be discarded.
8. Ensure that the construction process will not result in moisture intrusion. In the event of rain or groundwater gaining entry to the building interior during construction, notify the University.
9. Avoid tracking pollutants into work areas.
  - a. Once the framing and mechanical system installation starts, access to the building interior shall be controlled to minimize the tracking in of contaminants.
  - b. Material deliveries and construction waste removal shall be routed via the most direct route to the building exterior of the building rather than through the space.
  - c. Provide rough track-off grates or matting at the entryway to remove moisture and contaminants from workers shoes.
  - d. Prevent the ingress of rodents and pests.
  - e. Use procedures to ensure that there is no smoking inside the building.

F. Pathway Interruption:

1. Use dust curtains or temporary enclosures to prevent dust from migrating to other areas when applicable. During construction, isolate areas of work to prevent contamination of clean or occupied areas.
2. Keep pollutant sources as far away as possible from ductwork and areas occupied by workers when feasible.
3. Isolate work areas and/or create pressure differentials to prevent the migration of contaminants.
4. Use portable fan systems to exhaust contaminated air directly to the outside of the building, and discharge the air in a means to prevent it from re-entering.

G. Housekeeping:

1. Minimize accumulation of dust and other contaminants. Construction practices shall be used that minimize the production of dust and other contaminants from construction activities. Use integral dust-collection systems on drywall sanders, cut-off saws, and



- routers. Confine dust-generation activities to areas where clean-up can be carried out easily and contaminants will not be tracked to other areas.
- 2. Suppress Dirt. Wetting agents or sweeping compounds shall be used to deep dust from becoming airborne.
- 3. Clean up dust. Wet clothes, damp mops, wet scrubbers, and vacuum cleaners with high-efficiency particulate (HEPA) filters shall be used to clean up dust generated by construction activities.
  - a. Cleaning frequency shall be increased when dust accumulation is noted.
  - b. Institute cleaning activities of building areas on a daily basis, and of HVAC equipment as required.
- 4. Keep all coils, air filters, dampers, fans, and ductwork clean during installation, and clean them as required prior to performing the testing, adjusting and balancing of the systems.
- 5. Clean up spills. All spills and excess applications of solvent-containing products should be cleaned up using approved methods as soon as practicable. Water spills shall be mopped up promptly.
- 6. Keep work area dry. Avoid accumulations of water inside the building, and promptly remove any that may occur.
  - a. Especially protect porous materials such as insulation and ceiling tiles from exposure to moisture.
  - b. The entire area shall be kept as dry as practicable by promptly repairing any leaks that allow rainwater entry and mopping up any water accumulation.
  - c. Use dehumidification if necessary for prompt drying of wetted spaces. Unvented combustion (e.g., propane or diesel "salamander" space heaters) shall not be used.
- 7. Seal containers containing volatile liquids. Containers of fuel, paints, finishes, and solvents shall be kept tightly sealed and preferably stored outside of the building when not in use.

H. Scheduling:

- 1. Comply with the scheduling requirements of Article, "Sequence of Finish Installation" of this Section.
  - a. Schedule the installation of porous materials only after closing in building.
  - b. Porous materials, such as insulation, fireproofing, and drywall shall not be installed in a building open to the weather.
  - c. To avoid potential contamination of porous or absorbent materials such as ceiling tiles, install furnishings after interior finishes (drywall, paint, and floor finishing) have cured.
- 2. Phased Completion: Implement IAQ control measures in each tenant area until construction in that area is complete. Do not allow contaminants from an area under construction to enter the HVAC ductwork systems or to migrate to completed areas.
- 3. Filters:
  - a. Install new MERV 13 filters at the central fan system, immediately prior to the first phase of building occupancy.
  - b. Install new MERV 13 filters at fan systems serving limited areas immediately prior to occupancy for each respective area.

I. Ventilation:

- 1. Provide adequate ventilation during curing period. To aid in curing of interior finishes and other products used during construction and to remove pollutants after drywall installation is complete, provide adequate ventilation with 100% outside air, and proper filtration. In humid periods or when very high-moisture materials are present, supplementary dehumidification may be required during this curing period.
- 2. Flush-Out: Comply with the requirements of LEED credit EA 3.2.

### 3.2 SEQUENCE OF FINISH INSTALLATION

- A. Sequence of Finish Installation: Project schedule shall address construction scheduling/sequencing requirements and procedures necessary to optimize Indoor Air Quality (IAQ) levels for the completed Project.
1. Scheduling: Contractor's Project Schedule for finish applications should allow for:
    - a. Dissipation of high emissions from finishes that off-gas perceptible quantities of deleterious material during curing.
    - b. Separation of off-gassing effects from the installation of adsorptive materials that would act as a "sink" for storage and subsequent release of these unwanted substances into building spaces and mechanical systems after project occupancy.
  2. When Contractor's "Project Schedule" requires less than optimal sequencing of finish installation, related to IAQ, provide supplemental filtered "fresh air" ventilation of work areas during construction and restrict / control the use of permanent building mechanical systems prior to Owner acceptance of building to prevent contamination of systems by construction wastes and other deleterious substances.
- B. Finish Types:
1. Type 1 Finishes: Materials and finishes which have a potential for short-term levels of off-gassing from chemicals inherent in their manufacturing process, or which are applied in a form requiring vehicles or carriers for spreading which release a high level of particulate matter in the process of installation and/or curing. Type 1 Finishes include, but are not limited to the following:
    - a. Composite wood products, specifically including particleboard from which millwork, wood paneling, doors or furniture may be fabricated.
    - b. Adhesives, sealants, and glazing compounds, specifically those with petrochemical vehicles or carriers.
    - c. Wood preservatives, finishes, and paint.
    - d. Control and/or expansion joint fillers.
    - e. All hard finishes requiring adhesive installation.
    - f. Gypsum board and associated finish processes.
    - g. Sealants and associated filler materials.
  2. Type 2 Finishes: "Fuzzy" materials and finishes which are woven, fibrous, or porous in nature and tend to adsorb chemicals off-gassed by Type 1 finishes or may be adversely affected by particulates. These materials become "sinks" for deleterious substances which may be released much later, or collectors of contaminants that may promote subsequent bacterial growth. Type 2 Finishes include, but are not limited to the following:
    - a. Carpet and padding.
    - b. Fabric wallcovering.
    - c. Insulation exposed to the airstream.
    - d. Acoustic ceiling materials.
    - e. Fabric covered acoustic wall panels.
    - f. Upholstered furnishings.
  3. Materials that can be categorized as both Type 1 and Type 2 materials shall be considered to be Type 1 materials.
- C. Optimal Order of Installation: Apply all Type 1 interior finishes throughout the entire controlled air zone of each enclosed building or building segment and allow such finishes to completely cure according to intervals and times stated in respective finish manufacturer's printed instructions before commencing installation of any Type 2 materials in the same area.
1. Do not store any Type 2 materials in areas where installation or curing of Type 1 materials is in progress.

D. Materials Test Data - Required For Substitutions Only:

1. All manufacturers/producers of materials listed below that are proposed for substitution on this Project are required to provide test data for their materials which show permanent, in-place Indoor Air Quality performance in accordance with requirements of this Specification.
2. Material Safety Data Sheets: Review all MSDS's of materials to be submitted for testing as well as MSDS's for other products where specifically requested in this Project Manual and identify those classified as "Prohibited Materials".
3. Prohibited Materials:
  - a. Any building materials or products that emit pollutants included on the International Agency for Research on Cancer (IARC) "List of Chemical Carcinogens", the "Carcinogen List" of the National Toxicology Program, and the "Reproductive Toxin List" of the "Catalog of Teratogenic Agents" must have approval in writing from the Owner's Representative before that building material or product may be used on this Project.
  - b. Carcinogens: Use of materials emitting carcinogens will not be permitted unless a suitable substitute is not available. Do not proceed with procurement of any carcinogen emitting product or material without prior review and written approval of the University's Representative.

END OF SECTION

**SECTION 01 4100  
REGULATORY REQUIREMENTS**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. Section includes:
  - 1. Applicable Codes, Regulations, and Authorities
  - 2. Regulatory Notifications
  - 3. Permit Requirements, Notifications, and Certificates
  - 4. Fees
  
- B. References in the Specifications to "code" or to "building code," not otherwise identified, shall mean the foregoing specified codes, together with the additions, changes, amendments, and interpretations adopted by the enforcing agency and in effect on the date of these Contract Documents. Nothing on the Drawings or in the Specifications shall be interpreted as requiring or permitting work that is contrary to these rules, regulations, and codes.
  
- C. Where other regulatory requirements are referenced in these Specifications, the affected work shall meet or exceed the applicable requirements of such references.
  
- D. Nothing stated in this Section of the Specifications or other Sections of the Specifications, the other Contract Documents or shown on the Drawings shall be construed as allowing Work that is not in strict compliance with all applicable Federal, State, regional, and local statutes, laws, regulations, rules, ordinances, codes and standards.
  
- E. Regulatory requirements referred to shall have full force and effect as though printed in these Specifications.
  
- F. Discrepancies between these codes/rules/etc. and the Contract Documents shall be brought to the attention of the University's Representative for resolution. Unless otherwise directed by the University's Representative, if a conflict exists between referenced regulatory requirements and the Contract Documents, comply with the one establishing the more stringent requirements.

**1.2. APPLICABLE CODES, REGULATIONS, AND AUTHORITIES**

- A. All applicable federal, state, and local laws and the rules and regulations of governing utility districts and the various other authorities having jurisdiction over the construction and completion of the Project, including the latest rules and regulations of the state fire marshal, OSHA, and the California Labor Code, shall apply to the Contract throughout, and they shall be deemed to be included in the Contract the same as though printed in these Specifications.
  
- B. Codes and regulations that apply to this Project include, but are not limited to, the following including additions, changes, and interpretations adopted by the enforcing agency in effect as of the date of these Contract Documents.
  - 1. California Code of Regulations (CCR):
    - a. Title 8, Industrial Relations
    - b. Title 17, Public Health
    - c. Title 19, Public Safety
    - d. Title 20, Public Utilities and Energy
    - e. Title 21, Public Works

- f. Title 22, Environmental Health
  - g. Title 24: Building Standards Code
    - (1) Part 2, California Building Code
    - (2) Part 3, California Electric Code
    - (3) Part 4, California Mechanical Code
    - (4) Part 5, California Plumbing Code
    - (5) Part 6, California Energy Code
    - (6) Part 7, California Elevator Safety Construction Code
    - (7) Part 9, California Fire Code
    - (8) Part 11, California Green Building Standards Code
    - (9) Part 12, California State Reference Standards
2. In addition to the above, work shall comply with the following:
- a. California Environmental Quality Act (CEQA).
  - b. California Health and Safety Code.
  - c. California Occupational Safety and Health Act Standards (Cal-OSHA).
  - d. California Department of Transportation (Caltrans): Standard Specifications, latest edition.
  - e. National Fire Protection Association (NFPA): Standards 13, 24, 72, and 80.
  - f. Americans with Disabilities Act - Title II (ADA).
  - g. Federal Occupational Safety and Health Act (OSHA).
  - h. Federal Environmental Protection Agency – Clean Air Act.
  - i. Storm Water Pollution Prevention Act.
3. All work shall meet or exceed code and regulatory requirements.
- C. Copies of Regulations: Obtain copies of the following regulations and retain at the Project site to be available for reference by parties who have a reasonable need:
- 1. California Code of Regulations, Title 8, 9 and 19
  - 2. California Code of Regulations, Title 24, including:
    - a. Part 1, California Administrative Code
    - b. Part 2, California Building Code, Volumes 1 and 2
    - c. Part 3, California Electrical Code
    - d. Part 4, California Mechanical Code
    - e. Part 5, California Plumbing Code
    - f. Part 6, California Energy Code
    - g. Part 7, California Elevator Safety Construction Code
    - h. Part 9, California Fire Code
    - i. Part 11, California Green Building Standards Code
    - i. Part 12, California Referenced Building Standards Code
  - 2. California Health and Safety Code regulations as referenced in the specifications.
  - 1. CAL/OSHA Construction Safety Orders.
  - 2. City of Riverside "Department of Public Works Standards and Specifications.
  - 3. ~~National Electrical Code.~~ Covered by Part 3
  - 4. National Fire Protection Association standards as referenced within the specifications
  - 5. State of California, Department of Transportation, Division of Highways, "Materials Specifications." [should keep this in]
  - 6. State of California, Department of Transportation, Division of Highways, "Standard Specifications." [should keep this in]
  - 7. ~~State of California, Office of State Fire Marshal~~ Covered by Title 19 and Part 9
  - 8. California Industrial Accident Commission, Safety Bulletins .
  - 9. ~~Uniform Building Code~~
  - 10. ~~Uniform Mechanical Code~~
  - 14. ~~Uniform Plumbing Code~~
  - 12. Standard Specifications for Public Works, (Greenbook), with local agency amendments.

D. 2010 ADA Accessibility Standards for Accessible Design

1.3. REGULATORY NOTIFICATIONS

- A. Submit all required notifications to Federal, State of California, State in which disposal facility is located if not in California, regional, and local agencies with regulatory responsibilities associated with the Work activities that are included in the Contract. All notifications shall be served in writing, in the form required by the agency requiring notification, and in a timely manner so as not to negatively impact the Project schedule. Serve notifications at least 10 business days in advance (or earlier if required by agency) of activity requiring notice. The Contractor shall serve all required notifications in writing to all governmental and quasi-government agencies having notification requirements pertaining to any portion of the Work included in the Project.
- B. Contractor shall file a Notice of Intent for coverage under State General Construction Activity Storm water Permit National Pollutant Discharge Eliminate System (NPDES). Contractor shall comply with applicable permit requirements including the project Storm Water Pollution Prevention Plan.

1.4. PERMIT REQUIREMENTS, NOTIFICATIONS, AND CERTIFICATES

- A. Permits, Licenses, and Certificates: For the University's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgment, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.
- B. Underground Service Alert (USA) Notifications: Prior to commencing clearing, excavation and trenching, coordinate with Underground Service Alert of Southern California for field verification and marking of utilities within the limits of Project site. Contractor shall be responsible for outlining limits of excavation with white chalk paint prior to coordination with USA. Coordination shall require 2 business days advance notification prior to start of excavation work. Provide USA notification permit number to the University's Representative prior to starting site Work.
- C. In no event, shall the Contractor install materials that contain asbestos, PCB, lead or other known hazardous materials unless prior approval is obtained from the University.
- D. Regulated Carcinogens by Title 8 California Code of Regulations (CCR), Subchapter 7, Group 16 (Control of Hazardous Substances), Article 110 (Regulated Carcinogens).
  - 1. Products containing chemicals regulated as carcinogens by the State of California are not allowed for use on University projects.
  - 2. Case-by-case exceptions may be considered for products containing the following Cal/OSHA recognized carcinogens:
    - Methylene Chloride, 5202
    - Cadmium, 1532, 5207
    - Inorganic Arsenic, 5214
    - Formaldehyde, 5217
    - Benzene, 5218

3. Case-by-case exceptions may only be made when suitable alternative products are not available. Such exceptions are subject to written approval by the University's Representative.
4. Exceptions require that the Contractor shall have an established carcinogen program as required by Cal/OSHA (§5203. Carcinogen Report of Use Requirements) and shall submit to University's Representative, a copy of the Cal/OSHA Confirmation of Report for Cal/OSHA carcinogens.
5. When exceptions are granted, the Contractor is responsible for providing to the University's Representative a copy of the semi-annual Confirmation of Report received from Cal/OSHA or, in lieu of that, a copy of the Contractor's semi-annual report as submitted to Cal/OSHA at periods not to exceed 6 months, or at project closeout, whichever occurs first.

E. Fire Department and Additional Notifications, Manifests, and Requirements: As required by University and coordinated by Contractor with the University's Representative.

1.5. FEES – Not Used

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION



**SECTION 01 4200  
REFERENCES**

**PART 1 – GENERAL**

**1.1. SUMMARY**

A. Section includes:

1. Specification Format and Content Explanation
2. Definitions
3. Reference Standards
4. Abbreviations and Acronyms

**1.2. SPECIFICATION FORMAT AND CONTENT EXPLANATION**

A. Specification Format: These Specifications are organized into Divisions and Sections based on the 49-division format and CSI/CSC's "Master Format" numbering system.

B. Specification Content: These 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. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be interpolated as the sense requires. Singular words shall be interpreted as plural and plural words interpreted as singular where applicable as the context of the Contract Documents indicates.
2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarity to describe responsibilities that must be fulfilled indirectly by the Contractor or by others when so noted.

- a. 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.

**1.3. DEFINITIONS**

A. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on the Drawings; or to other paragraphs or schedules in the Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," "detailed" and "specified" are used to help the user locate the reference. Location is not limited.

B. "Directed": Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed by the University's Representative or University, requested by the University's Representative or University, and similar phrases.

C. "Approved": The term "approved," when used in conjunction with the University Representative's action on the Contractor's submittals, applications, and requests, is limited to the University Representative's duties and responsibilities as stated in the Conditions of the Contract.

D. "Regulations," "building code," "code": The terms "regulations," "building code", and "code" include laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work.



- E. "Furnish": The term "furnish" means to supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
  - F. "Install": The term "install" describes operations at the Project site including the actual unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing protecting, cleaning, and similar operations.
  - G. "Provide": The term "provide" means to furnish and install, complete in place, operating, tested, approved, and ready for the intended use.
  - H. "Installer": An installer is the Contractor or another entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, to perform a particular construction activity, including installation, erection, application, or similar operations. Installers are required to be experienced in the operations they are engaged to perform.
    - 1. Unless specified otherwise in other Sections, the term "experienced," when used with the term "installer," means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction.
    - 2. Trades: Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.
  - I. "Project site" is the space available to the Contractor for performing construction activities, either exclusively or in conjunction with others performing other work as part of 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 on which the Project is to be built.
  - J. "Testing Agencies": A testing agency is an independent entity engaged to perform specific inspections or tests, either at the Project site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.
  - K. "Similar": The term "similar" means in the general sense and not necessarily identical.
  - L. See also the Instructions to Bidders and General Conditions.
- 1.4. REFERENCE 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.
    - 1. Requirements for packaging, packing, marking, and preparation for shipment or delivery included in referenced federal specifications are not mandatory for products provided for this Work.
  - B. Publication Dates: Comply with the standards in effect as of the date of the Contract Documents except where a specific publication date or issue is included with the reference in other Sections of these Specifications.
    - 1. When a named or proposed product complies with a referenced standard of different publication date or issue than required by these Specifications, submit the product as a substitute under provisions of Division 1 Section "Substitutes." Provide a detailed written summary of changes in product or workmanship quality and performance as a

result of the product complying with a different version of a standard from the version referenced.

- C. **Conflicting Requirements:** Where compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer uncertainties and requirements that are different but apparently equal to the University’s Representative for a decision before proceeding.
  - 1. **Minimum Quantity or Quality Levels:** The quantity or quality level shown or specified shall be 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, indicate numeric values are minimum or maximum, as appropriate, for the context of the requirements. Refer uncertainties to the University’s Representative for a decision before proceeding.
  - 2. Where a product is specified by both brand name and reference to 1 or more standards, provide that product only if it actually complies with the required standards. Listing of a product by brand or trade name in these Specifications is not a warranty that the product complies with the standards which may also be listed. If a named product does not comply with 1 or more of the required standards and no alternative product is listed which does comply, submit a substitute product under provisions of Division 1 Section “Substitutes” which complies with the required standards.
  
- D. **Copies of Standards:** Each entity engaged in construction on the Project must 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, the Contractor shall obtain copies directly from the publication source and make them available on request.

1.5. **ABBREVIATIONS AND ACRONYMS**

- A. **Trade Abbreviations and Association Names:** Trade association names and titles of general standards are frequently abbreviated. The following abbreviations and acronyms, as referenced in the Contract Documents, mean the associated names. Names and addresses are subject to change and are believed, but not assured, to be accurate and up-to-date as the date of the Contract Documents.
  
- B. **Federal Government Agencies:** Names and titles of Federal Government standards- or specification-producing agencies are often abbreviated. The following abbreviations and acronyms referenced in the Contract Documents indicate names of standards-or specification-producing agencies of the Federal Government. Names and addresses are subject to change and are believed, but are not assured, to be accurate and up-to-date as of the date of the Contract Documents.
  
- C. The following are commonly used abbreviations which may appear in the Project Manual. Refer to Construction Specifications Institute Document TD-2-4 “Abbreviations” for explanation of other abbreviations.

C	degree Centigrade
Co.	Company
Corp.	Corporation
F	degree Fahrenheit
ft.	foot (feet)
ga.	gage or gauge
gal.	gallon(s)

in.	inch(es)
Inc.	Incorporated
HVAC	Heating, Ventilating and Air Conditioning
lb(s).	pound(s)
o.c.	on center
psi	pounds per square inch
psf	pounds per square foot
sq.	square
yd.	yard(s)

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 4300  
INSPECTION OF WORK**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes, without limitation, the following:
  - 1. Access to the Work
  - 2. Testing and Approval
  - 3. University's Inspectors
  - 4. Inspection Requests
  - 5. Inspection Request Form
  - 6. Nonconforming Work Notice
- B. The University will provide a Project Inspector or Inspector of Record (IOR) for this project. Contractor shall not cover any work requiring inspection until the IOR has inspected and approved the subject work. For uncovering of work, refer to General Conditions, Article 12.

**1.2 ACCESS TO THE WORK**

- A. In addition to the requirements of the General Conditions, University, University's Representative and their representatives shall at all times have access to the Work wherever it is in preparation or progress and Contractor shall provide safe and proper facilities for such access and for inspection. The inspection and written acceptance of material and workmanship, unless otherwise stated in these Specifications, shall be final except as provided in Article 12.2 of the General Conditions.

**1.3 TESTING AND APPROVAL**

- A. In addition to the requirements of the General Conditions, if any law, ordinance or public authority or the Specifications or University's Representative's instructions require any work to be specially tested or approved (including use of ionizing radiation for radiography), Contractor shall give University's Representative timely notice of its readiness for inspection, and if the inspection is by another authority, other than University's Representative, of the date fixed for such inspection.
- B. Re-examination of questioned work may be ordered by University's Representative.

**1.4 UNIVERSITY'S INSPECTORS**

- A. The IOR shall report to University's Representative. The IOR shall observe construction in progress and shall have the following responsibilities and limitations on authority.
  - 1. Act under the direction of University's Representative.
  - 2. Observe installation and work in progress as a basis for determining conformance of the work, materials and equipment with the Contract Documents. IOR will report any discrepancies observed to University's Representative and Contractor. Only University's Representative has the final authority to make approvals or rejections.
  - 3. Only University's Representative shall interpret the requirements of the Contract Documents. If any item is ambiguous, University's Representative shall make a written interpretation. If Contractor requests changes or modifications to the Contract Documents, University's Representative shall make a written determination on the requested changes or modifications.
  - 4. Prepare and submit an inspection report to University's Representative for each

inspection performed.

5. Review application for payments.
  6. Assist University's Representative in reviewing the test and inspection results of testing laboratories.
  7. The IOR is not authorized to permit deviations from the requirements of the Contract Documents unless such deviation has been approved by University's Representative in writing.
  8. The IOR shall not supervise, coordinate, or direct the Work. The IOR has no responsibility or control over Contractor's construction means, methods, techniques, sequences, procedures, or coordination of any portions of the Work, or over any safety programs in connection with the Project.
- B. The failure of University, University's Representative and its representatives and consultants, or University's IOR to observe or inspect the Work, or to detect deficiencies in the Work, or to inform Contractor of any deficiencies which may be discovered, shall not relieve Contractor, its subcontractors regardless of tier, or suppliers from their responsibility for construction means, methods, techniques, sequences and procedures, construction safety, nor from their responsibilities to carry out the work in accordance with the Contract Documents and to detect and correct defective work as defined in the General Conditions.

#### 1.5 INSPECTION REQUESTS

- A. Contractor shall request inspection of completed portions of the Work through University's Representative. Contractor shall submit a request for inspection using University's Inspection Request Form attached to the end of this Section.
1. Contractor shall submit an Inspection Request **at least 3 working days prior** to the time the work will be ready for inspection.
  2. For work to be inspected by a third party testing laboratory, whether Contractor's or University's, Contractor shall submit an Inspection Request **at least 3 working days prior** to the time the work will be ready for inspection.
  3. For work not in conformance with the Contract Documents, the IOR shall submit to the Contractor a Nonconforming Work Notice.

#### PART 2 - PRODUCTS (NOT USED)

#### PART 3 - EXECUTION

- 2.1 Refer to the Inspection Request Form attached at the end of this Section.
- 2.2 Refer to the Nonconforming Work Notice form attached at the end of this Section.

END OF SECTION

**NONCONFORMING WORK NOTICE**  
**NUMBER:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**TO:**

**FROM:**

---

SPEC. SEC. REF.: \_\_\_\_\_ PARA: \_\_\_\_\_ DWG REF: \_\_\_\_\_ DETAIL: \_\_\_\_\_

**DESCRIPTION OF DEFECTIVE CONDITION (IOR):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REPORTED BY (IOR):** \_\_\_\_\_

---

CORRECTIVE ACTION SHOULD BE TAKEN AS SOON AS POSSIBLE AND COORDINATED WITH THE INSPECTOR OF RECORD (IOR). IF FURTHER INFORMATION IS NEEDED, ADVISE THE UNIVERSITY'S REPRESENTATIVE IMMEDIATELY.

**DESCRIPTION OF CORRECTIVE ACTION TAKEN (CONTRACTOR):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTED BY (CONTRACTOR):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**UCR USE ONLY**

**ACCEPTANCE OF CORRECTED DEFECTIVE CONDITION (IOR):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTED BY (IOR):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

COPIES:  UNIVERSITY  CONSULTANT  CONTRACTOR

**LEFT BLANK**

**INTENTIONALLY**

## INSPECTION REQUEST

### INSPECTION REQUEST INSTRUCTIONS USING CFORMS

---

1. \*Log into <http://ucr.cforms.net>
2. Complete Automated Inspection Request Form
3. Select your Permit # from the drop down menu and request the inspection you are in need of
4. An e-mail will be sent to the IOR for that project, advising them that you are requesting inspection
5. Once that inspection is conducted, the IOR will input the disposition into CForms (approved, disapproved, corrections, etc.) and may add photos, documents, etc.
6. Results of the inspection is known immediately by those assigned to the project via email. Inspectors can also upload photos and other documents and attach them to the inspection file in CForms
7. Completed "As-Built" plans of project shall be provided to Inspector of Record (IOR) prior to final inspection signature
8. Once the work is completed, request a final inspection and a final inspection will be conducted. If approved, the permit will be signed as approved and complete.

\*Access to CForms must be granted by Inspection Group prior to accessing CForms.



**SECTION 01 4500  
QUALITY CONTROL**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes administrative and procedural requirements for quality-control services, without limitation, the following:
  - 1. Contractor's Responsibilities
  - 2. Tests and Inspections
  - 3. Test Reports
  - 4. Geotechnical Engineer and Other Inspection and Testing
  - 5. Repair and Protection
  
- B. Quality-control services include inspections, tests, and related actions, including reports performed by Contractor, by independent agencies, and by governing authorities. They do not include contract enforcement activities performed by University's Representative.
  
- C. Inspection and testing services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.
  
- D. Requirements of this Section relate to customized fabrication and installation procedures, not production of standard products.
  - 1. Specific quality-control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
  - 2. Specified inspections, tests, and related actions do not limit Contractor's quality-control procedures that facilitate compliance with Contract Document requirements.
  - 3. Requirements for Contractor to provide quality-control services, required by University's Representative, are not limited by provisions of this Section.
  
- E. Related Sections: The following Sections contain requirements that relate to this Section:
  - 1. Division 1 Section "Cutting and Patching" specifies requirements for repair and restoration of construction disturbed by inspection and testing activities.

**1.2 DEFINITIONS**

- A. The term "University's Testing Laboratory" means a testing laboratory retained and paid for by the University for the purpose of performing the testing services required by the Contract Documents except where specifically noted to be done by contractor, reviewing material and product reports, and performing other services as determined by University's Representative.
  
- B. The term "Contractor's Testing Laboratory" means a testing laboratory retained and paid for by Contractor to perform the testing services which are required by the Contract Documents to be performed by Contractor. Contractor's Testing Laboratory shall be an organization other than University's Testing Laboratory and shall be acceptable to University's Representative. It may be a commercial testing organization or the testing laboratory of a trade association. Contractor's Testing Laboratory shall have performed testing of the type specified for at least five (5) years and shall maintain a separate General and Professional Liability Insurance, (Errors and Omissions,) in amount not less than one million dollars (\$1,000,000) each.

- C. Tests, inspections, and acceptances of portions of the Work required by the Contract Documents or by Applicable Code Requirements shall be made at the appropriate times. Contractor shall give University's Representative timely notice of when and where tests and inspections are to be made and/or required regardless whose Testing Laboratory will perform the tests and inspections.
- D. If such procedures for testing, inspection, or acceptance reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, Contractor shall bear all costs made necessary by such failure including those of repeated procedures and compensation for University's Representative's services and expenses.
- E. If University's Representative is to observe tests, inspections, or make acceptances required by the Contract Documents, University's Representative will do so promptly upon 3 days advance written notice and, where practicable, at the normal place of testing.
- F. Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

### 1.3 CONTRACTOR'S RESPONSIBILITIES

- A. Secure and deliver to Contractor's Testing Laboratory adequate quantities of representative samples of materials proposed for use as specified.
- B. Submit to University's Testing Laboratory the preliminary design mixes proposed to be used for concrete and other materials which require review by University's Testing Laboratory.
- C. Submit copies of product test reports as specified.
- D. Furnish incidental labor and facilities, as required:
  - 1. To provide University's Testing Laboratory access to the Work to be tested.
  - 2. To obtain and handle samples at the Project site or at the source of the product to be tested.
  - 3. To facilitate inspections and tests.
  - 4. For storage and curing of test samples.
- E. Provide written notice to University's Representative sufficiently in advance (a minimum of 3 days) of operations to allow for University's Testing Laboratory assignment of personnel and scheduling of tests.
- F. When tests or inspections are not performed after such notice, Contractor shall reimburse University for University's Testing Laboratory personnel and travel expenses incurred.

### 1.4 TESTS AND INSPECTIONS

- A. Certain portions of the Work will be tested, inspected, or both, at various stages. Nothing in any prior acceptance or satisfactory test result shall govern, if at any subsequent time the Work, or portion thereof, is found not to conform to the requirements of the Contract Documents.
- B. If initial tests or inspections made by University's Testing Laboratory's Geotechnical Engineer reveal that any portion of the Work does not comply with Contract Documents, or if University's Representative determines that any portion of the Work requires additional testing or inspection, additional tests and inspections shall be made as directed.
- C. If such additional tests or inspections establish that such portion of the Work fails to comply with the Contract Documents, all costs of such additional tests and inspections, and all

other costs resulting from such failure, including compensation for University's Representative and University Representative's Consultants shall be deducted from the Contract Sum.

- D. Fixtures, equipment, materials, and other items removed, demolished, abandoned, or capped and left in place, shall be tested to verify that there is no damage caused after the items have been covered by construction.

#### 1.5 TEST REPORTS

- A. University's Testing Laboratory and Contractor's Testing Laboratory shall submit five (5) copies of all reports to University's Representative, indicating observations and results of tests and indicating compliance or non-compliance with the Contract Documents.

#### 1.6 GEOTECHNICAL ENGINEER AND OTHER INSPECTION AND TESTING

- A. The University shall retain and pay the expenses of a Geotechnical Engineer and materials testing, inspection and observation services consultant ("TIO Consultant") to perform inspection, testing, and observation functions specified by the University. Geotechnical Engineer and such other TIO Consultant shall communicate only with University and University's Representative. University's Representative shall then give notice to Contractor, with a copy to the University, of any action required of Contractor.

### PART 2 - PRODUCTS (Not Applicable)

### PART 3 - EXECUTION

#### 3.1 REPAIR AND PROTECTION

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

END OF SECTION

**SECTION 01 4516  
CONTRACTOR'S QUALITY CONTROL PROGRAM**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. This Section includes, without limitation, the following:
  - 1. Quality Control Program
  - 2. Submittals
  - 3. Qualifications of Quality Control Manager
  - 4. Reporting Procedures
  - 5. Implementation
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section describes the requirements for implementation of a Quality Control Program by the Contractor to assure performance of the Work in conformance with the provisions of the Contract Documents.
- B. Related Work Specified Elsewhere:
  - 1. Testing and Inspection Services of Quality Control are specified in Section 01 4500, "Quality Control."

**1.3 QUALITY CONTROL PROGRAM**

- A. The Contractor shall prepare and submit within thirty (30) days after the issuance of Notice to Proceed, the Quality Control Program (QCP) they intend to implement for the Work for approval by the University. This Program shall be tailored to the specific requirements of the Work and shall become an active part of the construction procedures. The Quality Control Program shall include the procedures, instructions, reports and forms to be used throughout the performance of the Work. The University reserves the right to review and reject all or part of the Quality Control Program as proposed by the Contractor. The Contractor shall revise and resubmit as appropriate until satisfactory to the University. The basic objectives of the Quality Control Program are as follows:
  - 1. To ensure that all Work adheres strictly to all provisions of the Contract Documents and governing agencies.
  - 2. To produce good quality workmanship.
  - 3. To prevent deficiencies through pre-construction quality control coordination.
  - 4. To detect and correct deficiencies in a timely manner.
  - 5. To provide an auditable record of all tests, inspections, procedures, non-compliance and corrections, and any other pertinent data as required by the University.
- B. The Contractor shall notify the University in writing of any proposed change to their Quality Control system and changes shall not be permitted if they would, in the opinion of the University, result in nonconformance with the Contract requirements.
- C. The Contractor may select either an outside "agency" or in-house personnel to administer the program. In either case, the Quality Control staff on-site shall be responsible only for Quality Control and the Quality Control Manager shall report directly to the Contractor's highest ranking Corporate Officer involved in the Work. Quality Control staff members shall interface with the University, its Inspectors and Consultants, as required and appropriate.

#### 1.4 SUBMITTALS

- A. The Quality Control Program submittal shall include, as a minimum, the following:
1. The Quality Control organization chart, beginning with the Quality Control Manager, shall include Quality Control personnel as may be necessary to accomplish complete and adequate inspection of the Work.
  2. Names and qualifications of personnel and firms selected to implement the Quality Control Program on-site and off-site.
  3. Authority and responsibility of the Quality Control Staff.
  4. Methods of Quality Control inspection including subcontractor's work and describing name of qualified testing laboratory to be used, if applicable.
  5. Documents to be used to record inspections and tests, including those specified in the Contract.
  6. Formats for documentation and reports.
  7. Model agenda for Quality Control Meetings
  8. A letter signed by the Responsible Managing Officer of the Contractor's firm outlining the authority of the Quality Control Manager to include, among other things, the authority as described herein. Clerical personnel sufficient to accomplish timely submittal of Quality Control Reports and other required documentation shall be provided.

#### 1.5 QUALIFICATION OF QUALITY CONTROL MANAGER

- A. The minimum qualifications required of the Quality Control Manager are as follows:
1. Has recent construction experience in projects of similar size and nature.
  2. Has ten (10) years' experience performing construction-related work on Type I or II buildings.
  3. Has seven (7) years' experience performing Quality Control services on Type I or II multi story projects. At least 3 years must be on projects in California.
- OR
4. Has recent construction experience in projects of similar size and nature.
  5. Possess current certification issued by State of California OSHPD Class A level or DSA Class 1 level.
  6. Has seven (7) years' experience performing Quality Control work or inspection services on multi story Type I or II projects. At least 3 years must be on projects in California.
- OR
7. Possess an undergraduate degree in architecture, civil engineering or construction management.
  8. Has five years (5) performing Quality Control services or inspection experience on Type I or II multi story buildings. At least 3 years must be on projects in California.
  9. Possess at least four special inspector current certifications issued by ICC.
- B. Responsibilities and Duties of the Quality Control Staff:
1. The Quality Control Manager shall have the authority to stop work, reject work, order work removed, initiate remedial work, propose solutions, and reject material not in compliance with the Contract Documents.
  2. Responsibilities of the Quality Control Manager shall include, but are not limited to the following:
    - a. Present on-site during all working hours and assigned "full time" to this Project. Contractor shall designate alternate individual(s) to assume responsibilities in the temporary absence of the Quality Control Manager or when overtime work is being performed.
    - b. Have complete familiarity with the Drawings and Specifications.
    - c. Establish and implement Quality Control Programs for the Contractor and with the various Subcontractors and monitor their conformance.
    - d. Present samples, mock-ups and test panels to be used as standards of quality for review by the University and their Consultants.
    - e. Inspect existing conditions prior to the start of new work segments.

- f. Perform in-progress and follow-up inspections on each work segment to ensure compliance with the Contract Documents. Accompany the University and their Consultants on such inspections.
- g. Coordinate required tests, inspections, and demonstrations with the University's IOR inspectors, consultants and any other authority having jurisdiction.
- h. Inspect all materials and equipment arriving at the job site to ensure conformance to the provisions of the Contract Documents. Prepare and submit to the University written reports as required by the Contract Documents.
- i. Identify, report and reject defective Work or Work not in conformance with the Contract Documents. Monitor the repair or reconstruction of rejected Work.
- j. Develop checklists to be used for the inspection of each Division of the Work.
- k. Retain specialists or outside firms for inspection of Work in areas where additional technical knowledge is required (mechanical, electrical, electronics, controls, communications, security, welding, structural, security hardware, etc.).
- l. Schedule additional site visits where appropriate.
- m. Verify and report that all materials and equipment manufactured off-site are in conformance with the Contract Documents.
- n. Prior to the start of each Division, Section and/or major item of Work required by the Contract Documents, conduct a preconstruction Quality Control meeting with responsible field and office representative and the University and their Consultants. Provide the University and their Consultants minutes of these meetings within forty-eight (48) hours.
- o. Work closely with the University to ensure optimum Quality Control. Attend Project meetings as required by the University.

## 1.6 REPORTING PROCEDURES

- A. As a minimum, develop forms, logs and reporting procedures consisting of the following:
  1. A Quality Control meeting shall be held at least monthly between the University, Consultants and the Quality Control Manager during which only Quality related topics will be reviewed.
  2. A monthly written report published at month end providing an overview of Quality Control activities, problems found and/or solved, status of remedial work, status of mock-ups, anticipated problems and planned activities for the coming month, etc.
  3. Deficiency reports: Plan of action by the Contractor for correcting any known contract deficiencies including delay in scheduled progress.
  4. Weekly reports (including reports from Contractor and Subcontractors) to the University describing:
    - a. Equipment and material received.
    - b. Tests and inspections performed with submittal information.
    - c. Deficiencies noted and/or corrected.
    - d. Quality Control concerns and problems.
    - e. Record keeping (as required).

## 1.7 IMPLEMENTATION

- A. The Contractor's Quality Control program shall be adequate to cover all operations, including both on-site and off-site and will be keyed to the proposed sequence of work and shall include as a minimum at least three (3) phases of inspection for all definable items or segments of work, as follows:
  1. Preparatory inspection shall be performed prior to beginning any work on any definable segment of the Work and shall include a review of Contract requirements; verification that all materials and/or equipment have been tested, submitted, and accepted; verification that provisions have been made to provide required control testing; examination of the work area to ascertain that all preliminary work has been completed; and a physical examination of materials and equipment to assure that they conform to accepted shop drawings or submittal data and that all material and/or equipment are available. As a part of this preparatory work, Contractor's Quality Control organization will review and verify that all



- documents, including but not limited to; shop drawings, submittal data, method of Quality Control, product data sheets, test reports, affidavits, certification and manufacturer's instructions have been submitted and accepted by the University as required herein. Each submittal to the University shall bear the date and the signature of the Contractor's Quality Control Manager indicating that he has reviewed the submittal and certified it to be in compliance with Drawings and Specifications or showing the required changes.
2. Initial Inspection: To be performed as soon as a representative segment of the particular item of work has been accomplished and to include examination of the quality or workmanship and a review of control testing for compliance with Contract requirements, exclusion of defective or damaged materials, omissions, and dimensional requirements.
  3. Follow-up Inspection: To be performed daily or as frequently as necessary to ensure continuing compliance with Contract requirements, including control testing, until completion.
  4. The Contractor shall maintain daily current records with information as described above, in an appropriate format of all inspections and tests that the required inspection or tests have been performed. These records must cover both conforming and defective items and must include a statement that all supplies and materials, incorporated in the Work, are in full compliance with the terms of the Contract. Two legible copies must be furnished to the University. The report will cover all work performed or completed subsequent to the previous report.

END OF SECTION

**SECTION 01 4520  
CONCRETE MOISTURE TESTING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Administrative Requirements
2. Information Submittals
3. Quality Assurance
4. Field Conditions
5. Materials for Test Procedures
6. Preparation
7. Testing: Testing for moisture vapor emission at concrete floors scheduled to receive applied floor coverings. Testing required at:
  - a. New concrete floor slabs on grade.
  - b. New elevated concrete floors where floor coverings are to be installed.
  - c. New wood flooring over concrete sub floor.
8. Installation Control Measures

**1.2 ADMINISTRATIVE REQUIREMENTS**

- A. Submittal Procedures:** In accordance with Section 01 3300, "Submittals."

**1.3 INFORMATIONAL SUBMITTALS**

**A. Quality Control:**

1. Qualifications of personnel or laboratory to perform testing.
2. Results of substrate moisture testing for each location and maximum allowable levels specified in respective Specification Sections for the intended floor finish.

**1.4 QUALITY ASSURANCE**

- A.** If areas of concrete are not within the floor covering manufacturer's maximum allowable emission rate and slab area fails the moisture test, do not proceed with installation and notify the University's Representative.

**1.5 FIELD CONDITIONS**

**A. Ambient Conditions:**

1. Area to be tested shall match that of the finished floor covering.
9. Doors, windows, and roofing shall be installed and the temperature of the building interior environment shall be controlled.
10. Interior temperature shall be 75 degrees F, plus or minus 10 degrees F (23.9 degrees C plus or minus 5.5 degrees C).
4. Relative humidity shall be 50 percent, plus or minus 10 percent.
5. Maintain the above conditions for 48 hours prior to and throughout the duration of the tests.

**PART 2 - PRODUCTS**

**2.1 MATERIALS FOR TEST PROCEDURES**

**A. Acceptable MVER Tests:**



1. Calcium chloride test kits shall be pre-packaged and of commercial consistency; American Moisture Test, Inc., Tustin, CA, or equal. Kit shall include sealed dish of anhydrous calcium chloride, a metering dome with gasket, and instructions.
2. Relative humidity (RH) probe that has been verified for accuracy within the past year.

B. Alkalinity Tests: Test kit by American Moisture Test, Inc., Tustin, CA, or equal pH meter.

## PART 3 – EXECUTION

### 3.1 PREPARATION

- A. Clean concrete surfaces of any residues resulting from pour of concrete which will affect the moisture vapor drive.
- B. Plastic dome of test kit shall be sealed airtight to prevent ambient humidity from influencing the test results.

### 3.2 TESTING

- A. Perform tests on concrete slabs to determine moisture vapor emission based on the Moisture Vapor Emission Rate (MVER) content in accordance with ASTM F1869 or F2170, and alkalinity in accordance with ASTM F710. No testing shall be performed during non-acclimated periods. Results of these tests will be used to determine suitability of substrate to receive flooring materials. Perform two sets of tests, at 60 days and again at 14 days before the start of flooring installation.
- B. Test Kit: Comply with ASTM F1869 and the following.
  1. Verify temperature of slab is up to service temperature.
  2. Duration of MVER test shall be 60 to 72 hours.
  3. Dish shall be measured one-hour before and one-hour after testing with weight calculated within 0.1 grams.
- C. RH Probe: Comply with ASTM F2170 and the following.
  1. Verify concrete slabs are up to service temperature at least 48 hours prior to testing.
  2. Depth of probes shall be 40 percent on slabs drying from the top only and 20 percent for slabs drying from both sides.
  3. Probe shall be allowed to acclimate and checked for drift less than 1 percent relative humidity over a 5 minute period.
  4. Elapsed time for test shall be 72 hours.
- D. Alkalinity Testing: Comply with ASTM F710 and the following.
  1. Verify that concrete surfaces are clean and that curing and sealing compounds have been removed.
  2. Place a 1 inch diameter amount of manufacturer's recommended liquid on concrete surface and allow to settle for 60 seconds.
  3. Insert meter into liquid and allow to calculate results.
- E. Unless otherwise approved in writing by University's Representative, tests shall be performed by an independent testing agency.
- F. Number of test kits shall be determined by the square footage of each flooring material. Provide minimum of three test kits for the first 1,000 square feet (93 square meters), and one test kit per each additional 1,000 square feet (93 square meters), with consideration to separation of test

areas. At slab on grade conditions test within 2 feet of toilet rough-in's to determine any piping penetration failures.

- G. Where calcium chloride test results are satisfactory but there is reason to suspect that unacceptable moisture levels below the upper two centimeters of the concrete may still exist, a relative humidity probe shall be used to test the full depth of the slab.

### 3.3 INSTALLATION OF CONTROL MATERIALS

- A. If areas of concrete are not within the floor covering manufacturer's maximum allowable emission rate and slab area fails the moisture test, comply with the requirements specified in Section 07 2620, "Concrete Vapor Emission Control".

END OF SECTION

**SECTION 01 5100  
TEMPORARY UTILITIES**

**PART 1 – GENERAL**

**1.1. SUMMARY**

**A. Section includes:**

1. Installation
2. Temporary Electricity
3. Temporary Water
4. Temporary Lighting
5. Temporary Heating, Cooling, and Ventilating
6. Temporary Telecommunications

**1.2. INSTALLATION**

- A.** Use qualified personnel for installation of temporary utilities. Locate utilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify utilities as required.
- B.** Provide each utility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until utilities are no longer needed or are replaced by authorized use of completed permanent facilities.
- C.** Utility Service Connection: Engage the appropriate local utility company to install temporary service or connect to existing service. Where company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with company recommendations.
1. Arrange with company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
  2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
  3. Obtain easements to bring temporary utilities to the site where the University's easements cannot be used for that purpose.
  4. Use Charges: Cost or use charges for temporary facilities are not chargeable to the University or University's Representative. Neither the University nor University's Representative will accept cost or use charges as a basis of claims for Change Orders.
- D.** Submittals:
1. Submit reports of tests, inspections, meter readings, and similar procedures performed on temporary utilities.
  2. Implementation and Termination Schedule: Within 15 days of the date established for commencement of the Work, submit a schedule indicating implementation and termination of each temporary utility. Temporary Utilities: Prepare a schedule indicating dates for taking over the responsibility of the existing temporary utilities that the University already has in place from the first phase and termination of each temporary utility. At the earliest feasible time, when acceptable to the University, change over from use of temporary service to use of permanent service.
- E.** Quality Assurance:

1. Comply with industry standards and applicable laws and regulations of the University including, but not limited to, the following:
  - a. Potentially hazardous materials.
  - b. Health and safety regulations.
  - c. Utility company regulations.
  - d. Police, fire department, and rescue squad rules.
  - e. Environmental protection regulations.
2. Standards: Comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."
  - a. Electrical Service: Comply with NEMA, NECA, and UL standards and regulations for temporary electric service. Install service in compliance with NFPA 70 "National Electric Code."
3. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.
4. Construction Facilities and general construction activities shall comply with the energy use guidelines in Title 24 of the California Administrative Code.

### 1.3. TEMPORARY ELECTRICITY

- A. Temporary Electric Power Service: Electric power will be furnished by the University at cost of \$0.087/KWH. Provide weatherproof, grounded electric power service and distributions system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload-protected disconnects, automatic ground-fault interrupters, and main distribution switch gear.
  1. Contractor Responsibilities:
    - a. The University is providing temporary power equipment for the Contractor's use at the management trailer compound. The equipment includes; power skid, meter, quad-plex wire, panel board and Nema enclosure. Install project site electric power service with a meter at the point of connection designated by the University's Representative. Refer to the diagram for locating temporary power connections at the end of this section.
    - b. Maintain connections and extensions in a safe manner and utilize so as to not constitute a hazard to persons or property.
    - c. Connections and extensions will be subject to OSHA regulatory requirements. Immediately remove or remedy connections and extensions that represent safety hazards or cause undue interruption of University's normal operations.

### 1.4. TEMPORARY WATER

- A. Water Service: Water for use in construction, testing, and irrigation will be furnished by the University at a cost of \$1.12/CCF (748 gallons).
  1. Contractor Responsibilities:
    - a. Provide meter and all connections and extensions required.
    - b. Maintain connections and extensions in a safe manner and utilize so as to not constitute a hazard to persons or property.
    - c. Connections and extensions will be subject to approval of the University. Immediately remove or remedy connections and extensions that represent

safety hazards or cause undue interruption of University's normal operations.

1.5. TEMPORARY LIGHTING

- A. Temporary Lighting: Provide temporary lighting with local switching as required to supplement existing lighting.
- B. Temporary Exterior Lighting: Install exterior yard and sign lights so signs are visible when Work is being performed.

1.6. TEMPORARY HEATING, COOLING, AND VENTILATING

- A. Temporary Heat: Provide temporary heat required by construction activities. Select safe equipment that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce the ambient condition required and minimize consumption of energy.
- B. Maintain temperature at less than 60 degrees F (16 degrees C) in permanently enclosed portions of the building and areas where finished Work has been installed.
- C. Heating Facilities: Except where the University's Representative authorizes use of the permanent system, provide vented, self-contained, LP-gas or fuel-oil heaters with individual space thermostatic control. Use of gasoline-burning space heaters, open flame, or salamander heating units is prohibited.

1.7. TEMPORARY TELECOMMUNICATIONS- NOT USED

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 5300  
TEMPORARY CONSTRUCTION**

**PART 1 – GENERAL**

**1.1. SUMMARY**

**A. Section includes:**

1. Temporary Stairs, Scaffold, and Runways
2. Trenching and Shoring
3. Temporary Bridges
4. Temporary Decking
5. Temporary Overpasses
6. Temporary Ramps
7. Temporary Runarounds

**1.2. TEMPORARY STAIRS, SCAFFOLD, AND RUNWAYS**

- A. Provide all scaffolds, stairs, hoist plant, runways, platforms, and similar temporary construction as may be necessary for the performance of the Contract. Such facilities shall be of the type and arrangement as required for their specific use, substantially constructed throughout and strongly supported, well secured and complying with all applicable rules and regulations of the Industrial Accident Commission of the State of California and all applicable laws and ordinances. Refer to Section 01 41002, Regulatory Requirements.
- B. Arrange for construction equipment access to areas which may be partly blocked by existing obstructions.

**1.3. TRENCHING AND SHORING**

- A. All Work shall be in full accordance, but not necessarily limited to the following codes and regulations: Titles 8, 19, 21, 22 and 24, State of California, California Code of Regulations (CCR), California Occupational Safety and Health Administration (OSHA).
- B. Protection. Pursuant to Labor Code Sections 6705 and 6707, Contractor shall include in its base bid all costs incident to the provision of adequate sheeting, shoring, bracing or equivalent method for the protection of Life and Limb which shall conform to the applicable Federal and State Safety Orders.
- C. Before beginning excavation five feet or more in depth, Contractor shall submit to University's Representative a detailed plan showing the design or shoring, bracing, sloping, or other provisions to be made for worker protection from the hazards of caving ground during the excavation. The proposed plan shall comply with the State of California Construction Safety Orders, Title 8 and Title 24 of the California Code of Regulations (CCR). If the detailed plan varies from such shoring system standards, it shall be prepared by a registered civil or structural engineer registered in the State of California, University's Representative's determination of the matter shall be final and conclusive on Contractor. The cost of required engineering services shall be borne by Contractor and shall be deemed to have been included in the amount bid for the Work as stated in the Agreement.
- D. Neither the review nor approval of any plan showing the design of shoring, bracing, sloping, or other provisions for worker protection, shall relieve Contractor from its obligation to comply with Construction Safety Orders Standards and Title 24 CCR for the design and construction of such protective Work, and Contractor shall indemnify University and University's Representative from any and all claims, liability, costs, action and causes of action arising out of or related to the failure of such protective systems.

Contractor shall defend University, its officers, employees, and agents and University's Representative in any litigation of proceeding brought with respect to the failure of such protective systems.

- E. Comply with State of California Construction Safety Orders, Article 6 - Excavations, Trenches, Earthwork - whether or not the excavation, trench, or earthwork is five feet or more in depth.

1.4. TEMPORARY BRIDGES- NOT REQUIRED

1.5. TEMPORARY DECKING- NOT REQUIRED

1.6. TEMPORARY OVERPASSES- NOT REQUIRED

1.7. TEMPORARY RAMPS- NOT REQUIRED

1.8. TEMPORARY RUNAROUNDS- NOT REQUIRED

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 5500  
VEHICULAR ACCESS AND PARKING**

**PART 1 – GENERAL**

**1.1. SUMMARY**

**A. Section includes:**

1. Temporary Access Roads
2. Haul Routes
3. Temporary Parking Areas
4. Temporary Roads
5. Traffic Control
6. Staging Areas

**B. Submittals:**

1. Submittals shall be submitted in accordance with Section 01 3300, "Submittals."
  - a. Submit Traffic Control Plan for Project Construction prior to the start of construction activities for approval by University's Representative.
  - b. Submit Pedestrian Access Plan for Project Construction prior to the start of construction activities for approval by University's Representative.

**1.2. TEMPORARY ACCESS ROADS**

- A. Per the University's Representative.

**1.3. HAUL ROUTES**

- A. Per the University's Representative.

**1.4. TEMPORARY PARKING AREAS**

- A. Parking: Limited parking for workers employed on the Work may be provided on the Project Site to the extent that space for that purpose is available without interference with activities of University or activities related to performance of the Work. Refer to Section 01 3540 "Environmental Mitigation".

1. All vehicles are required to display a parking permit while parked on campus. Transportation and Parking Services will sell parking permits to contractors, their employees and sub-contractors in parking lots where spaces are currently available for purchase. 2014-15 monthly permit rates are \$40/Gold, \$47/Blue and \$64/Red. All rates are subject to change. Monthly permits are available at the Parking Service Building located at 683 Linden Street. Daily permits can be purchased in the Parking Service Building, at information kiosks at campus entrances, and in posted visitor parking lots. Parking permits are lot specific. All vehicles entering the campus are required to adhere to the University's parking policies and the California Vehicle Code. .
2. Contractor may use available space within its Project Site fence limits for parking without a permit.
3. Provide 3 parking spaces within Contractor's Project Site fence limits for University's Representative and its Consultants use.

**1.5. TEMPORARY ROADS- NOT USED**



## 1.6. TRAFFIC CONTROL

A. Prior to the start of construction activities, determine the routing of construction vehicles and the measures necessary to control traffic during construction. Provide measures including, but not limited to, the following:

1. Contractor is responsible for controlling construction traffic on and adjacent to the site, including public right-of-ways. Comply with requirements of authorities having jurisdiction for traffic controls in public right-of-ways.
  - a. Provide necessary measures including, but not limited to, flag personnel, barricades, sufficient lights, reflectors, warning signals, warning signs indicating closures, directional, and detour instructions.
2. Route construction equipment, trucks, and similar vehicles through the campus to Big Springs Road and existing public streets to and from the site as approved by the University's Representative and as specified in Section 01 3540 Environmental Mitigation.
3. Schedule deliveries to minimize disruption of University traffic and duration of on-site storage.

B. Traffic Control Plan for Project Construction.

1. Contractor and all subcontractors shall ensure that the construction site and access road speed limits are established and enforced during the Contract Time until Substantial Completion. Post and enforce traffic speed limits of 15 miles per hour or less on all unpaved roads.
2. Contractor and all subcontractors shall comply with the Traffic Control Plan for project construction prepared by Contractor and approved by University's Representative prior to the commencement of construction activities.
3. To the extent reasonable, Contractor and all subcontractors shall maintain at least one unobstructed lane in both directions on campus roadways. At any time only a single lane is available, Contractor and all subcontractors shall provide a temporary traffic signal, signal carriers (i.e., flag persons), or other appropriate traffic controls, as approved by University's Representative, to allow travel in both directions. If construction activities require the complete closure of a roadway segment, contractor and all subcontractors shall provide appropriate signage indicating alternative routes as approved by University's Representative.
4. To maintain adequate access for emergency vehicles when construction activities would result in roadway closures, Contractor shall give 14-days notice to the University's Representative, so that the University's Representative can consult with the UCPD, EH&S, and Riverside Fire Dept. as appropriate to disclose closures and identify alternative travel routes.
5. The hauling and disposal of any excess clean soil excavated from or already stockpiled on the site will be the responsibility of the contractor to transport and stockpile it at the UCR Ag Ops area located near Lot 13 as directed by the University Representative. Refer to Section 31 2000 Earth Moving for additional information regarding the collection and disposal of unsatisfactory material and debris.
6. All construction traffic will access the Project Site from the west and through the campus. Construction traffic will avoid using Valencia Hill Drive, Watkins Drive and Big Springs Road. There are two existing, posted construction traffic warning signs at the corner of Watkins Drive and Valencia Hill Drive which shall remain in place and maintained by the Contractor for the duration of the Project and will be the Contractor's responsibility to remove and dispose of the signs at the completion of the Work.

C. Pedestrian Access Plan for Project Construction.

1. Contractor and all subcontractors shall comply with the Pedestrian Access Plan for project construction prepared by the Contractor and approved by University's Representative, prior to the commencement of construction activities.

1.7. STAGING AREAS

- A. Per the University's Representative

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 5600  
TEMPORARY BARRIERS AND ENCLOSURES****PART 1 – GENERAL****1.1. SUMMARY**

A. This Section includes:

1. General Cleaning and Protection
2. Temporary Fire Protection
3. Temporary Barricades, Warning Signs, Signals and Lights
4. Temporary Fencing
5. Temporary Protective Walkways

**1.2. GENERAL CLEANING AND PROTECTION**

- A. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
- B. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to assure operability without damaging effects.
- C. Limiting Exposures: Supervise construction operations to assure that no part of the construction completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:
1. Excessive static or dynamic loading.
  2. Excessive internal or external pressures.
  3. Excessively high or low temperatures.
  4. Thermal shock.
  5. Excessively high or low humidity.
  6. Air contamination or pollution.
  7. Water or ice.
  8. Solvents.
  9. Chemicals.
  10. Light.
  11. Radiation.
  12. Puncture.
  13. Abrasion.
  14. Heavy traffic.
  15. Soiling, staining, and corrosion.
  16. Bacteria.
  17. Rodent and insect infestation.
  18. Combustion.
  19. Electrical current.
  20. High-speed operation.
  21. Improper lubrication.
  22. Unusual wear or other misuse.
  23. Contact between incompatible materials.
  24. Destructive testing.
  25. Misalignment.
  26. Excessive weathering.

- 27. Unprotected storage.
- 28. Improper shipping or handling.
- 29. Theft.
- 30. Vandalism.

### 1.3. TEMPORARY FIRE PROTECTION

- A. Except for use of permanent fire protection as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer, as requested by the University's Representative.
- B. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10 "Standard for Portable Fire Extinguishers," NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," and requirements of the University.
  - 1. Locate fire extinguishers where convenient and effective for their intended purpose.
  - 2. Store combustible materials in containers in fire-safe locations.
  - 3. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways, and other access routes for fighting fires. Prohibit smoking in all buildings and anywhere on site.
  - 4. Provide supervision of welding operations, combustion-type temporary heating units, and similar sources of fire ignition.

### 1.4. TEMPORARY BARRICADES, WARNING SIGNS, SIGNALS AND LIGHTS

- A. Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics, and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.
  - 1. Enclose excavations and openings with proper barricades.
  - 2. Clearly identify hazards on and adjacent to the Project site. Maintain clearly visible and, if applicable, audible identification on a continuous 24-hour-per-day basis.
  - 3. Illuminate barricades, warning signs, obstructions, and other hazards at night. Provide adequate light for clear visibility from sunset to sunrise.
  - 4. Where appropriate, provide audible warning signals.

### 1.5. TEMPORARY FENCING

- A. Shall be included by the Contractor and shall encircle the entire building.

### 1.6. TEMPORARY PROTECTIVE WALKWAYS

- A. Not included.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 5639  
TREE AND PLANT PROTECTION**

**PART 1 – GENERAL**

**1.1. SUMMARY**

A. Provide all labor, materials, equipment, tools, services and miscellaneous and incidental work to provide all tree and plant protection as indicated on the drawings and as specified including:

1. Quality Assurance.
2. Job Conditions.
3. Guarantee.
4. Protection of Trees and Plants: Protection and welfare of all existing trees and plants within and adjacent to the Contract Limits which are noted to remain, including trimming, cabling, and repair of such and plants as necessary on the Drawings and as specified.
5. Trimming of Trees.
6. Irrigation System: Protection of any existing irrigation system servicing trees and plants to remain.
7. Repair Compensation.
8. Maintenance: Contractor shall submit tree maintenance plan for University's Representative approval.

B. Definitions

1. "Injury" is defined, without limitation, as any bruising, scarring, tearing, or breaking of roots, branches, or trunk.
2. "Drip line" is defined as the outermost limits of the tree canopy.

**1.2. QUALITY ASSURANCE**

- A. General Responsibility: The Contractor shall be directly responsible for protection and welfare of existing trees and plants within the Contract Limits which are noted to remain. This responsibility shall continue throughout the full construction period until the entire project is completed and accepted by the University's Representative and through completion of the guarantee period. Completely coordinate with all work.
- B. Qualifications of workmen: Trimming shall be performed only by a licensed arborist. Provide at least one person approved by the University's Representative who shall be present at all times during tree protection and trimming operations, who shall be thoroughly familiar with the type of work involved, and who shall direct all protection and trimming work.
- C. Reference Standards: Published specifications, standards, tests, or recommended methods of trade, industry, or governmental organizations apply to work of this section.
- D. International Society of Arboriculture (ISA) "Guide for Establishing Values of Trees and Other Plants," prepared by the Council of Tree and Landscape Appraisers (CTLA).

- E. "Cabling, Bracing and Guying Standards for Shade Trees", as published by the National Arborist Association (NAA), 174 RT 101, Bedford, New Hampshire, 03102.

### 1.3. JOB CONDITIONS

- A. Prior to performing any work of this Contract, Contractor shall call for a site meeting with the University's Representative and University's Representative's Consultant. This meeting shall occur prior to construction of any nature on site. The purpose of the meeting shall be to establish the conditions of all existing trees to be preserved or relocated upon receipt of the site by the Contractor. Failure to call for said meeting implies acceptance by the Contractor of trees to be preserved in their existing condition.
- B. Sequencing Schedule: Coordinate and cooperate with other trades to enable the work to proceed as rapidly and efficiently as possible.

### 1.4. GUARANTEE

- A. Contractor shall guarantee that all plants covered by the provisions of this Section will be healthy and in flourishing condition of active growth 1 year from the date of Final Completion.
- B. During the warranty period the Contractor shall be liable for damages to all trees covered by the provisions of this Section and shall pay compensation to the University.
- C. Contractor will not be held responsible for failures due to neglect by the University, vandalism, etc., during the warranty period. Report such conditions to the University's Representative.

## PART 2 – PRODUCTS (Not Applicable)

## PART 3 – EXECUTION

### 3.1 PROTECTION OF TREES AND PLANTS

- A. Water: Provide ample water supply of potable quality and sufficient quantity for all operations required under this Section.
- B. The existing trees to be preserved presently are in excellent condition. Trees and plants shall not be allowed to deteriorate and shall be maintained in a healthy and vigorous condition during the course of construction and maintenance period.
- C. During the course of construction the Contractor shall take all necessary precautions, as outlined herein, to protect the existing trees to be preserved from injury or death. Protection shall be given to the roots, trunk, and foliage of all existing trees to remain.
- D. Trees and plants, subject to the provisions of this Section, which have been injured shall be repaired immediately by an approved, certified arborist. Repair shall include removal of rough edges and sprung bark and severely injured branches as directed by the University's Representative.
- E. Tree protection fencing shall be installed for the protection of existing trees to be preserved. No construction, demolition, or work of any nature will be allowed within the fenced area without prior written approval by the University's Representative.
  - 1. Tree Protection Fence: 8-foot high chain link fence, sturdy and capable of acting as a barrier against objects, vehicles, etc., and designed so as to allow for relocations as required and shall have gate access to inside for care of tree. It shall be continuously maintained and repaired as necessary. Metal shall be galvanized.
  - 2. Install tree protection fencing around trees to be preserved at a distance required from the base of the trunk to the drip line of the tree. Fencing shall remain until landscape

- work has commenced, and it shall then be removed as directed by the University's Representative.
3. During the course of construction, relocation of the fence may be required to facilitate construction. The Contractor shall do so as directed by the University's Representative at no additional expense to the University.
  4. Approval by the University's Representative for work within the fenced area shall not release the Contractor from any of the provisions specified herein for the protection of existing trees and plants to be preserved.
  5. During the course of construction of approved work within the fenced area, no roots larger than two inches in diameter shall be cut without prior written approval by the University's Representative.
- F. During construction the existing site surface drainage patterns shall not be altered within the area of drip line.
- G. Contractor shall not alter the existing water table within area of drip line.
- H. Take necessary measures to maintain healthy living conditions for existing trees and plants to be preserved. Such measures shall include but not be limited to periodic washing of leaves for the removal of dust, irrigation, etc.
- I. Do not permit the following within drip line of any existing tree to be preserved.
1. Storage or parking of automobiles or other vehicles.
  2. Stockpiling of building materials or refuse of excavated materials.
  3. Skinning or bruising of bark.
  4. Use of trees as support posts, power poles, or signposts; anchorage for ropes, guy wires, or power lines; or other similar functions.
  5. Dumping of poisonous materials on or around trees and roots. Such material includes but is not limited to paint, petroleum products, contaminated water, or other deleterious materials.
  6. Cutting of tree roots by utility trenching, foundation digging, placement of curbs and trenches, and other miscellaneous excavation without prior written approval by the University's Representative.
  7. Damage to trunk, limbs, or foliage caused by maneuvering vehicles or stacking material or equipment too close to the tree.
  8. Compaction of the root area by movement of trucks or grading machines; storage of equipment, gravel, earth fill, or construction supplies; etc.
  9. Excessive water or heat from equipment, utility line construction, or burning of trash under or near shrubs or trees.
  10. Damage to root system from flooding, erosion, and excessive wetting and drying resulting from dewatering and other operations.
- J. Excavation Around Trees and Plants:
1. Excavation within drip lines of trees and plants shall be done only where absolutely necessary.
  2. Where trenching for utilities is required within drip lines, tunneling under and around roots shall be by hand digging. Main lateral roots and taproots shall not be cut. Smaller roots that interfere with installation of new work may be cut with prior approval.
  3. Where excavation for new construction is required within drip line of trees, hand excavation shall be employed to minimize damage to root system. Roots shall be relocated in backfill areas wherever possible. If large, main lateral roots are encountered, they shall be exposed beyond excavation limits as required to bend and relocate without breaking. If encountered immediately adjacent to location or new construction and relocation is not practical, roots shall be cut approximately 6 inches back from new construction.



4. Exposed roots shall not be allowed to dry out before permanent backfill is placed. Temporary earth cover shall be provided, or roots shall be packed with wet peat moss or four layers of wet, untreated burlap and temporarily supported and protected from damage until permanently relocated and covered with backfill. The cover over the roots shall be wetted to the point of runoff daily.
5. Branching structure shall be thinned in accordance with NAA "Pruning Standards and Practices" to balance loss to root system. Thinning shall not exceed 30 percent of existing branching structure.

### 3.2 TRIMMING OF TREES

- A. In company with the University's Representative and registered arborist ascertain the limbs and roots which are to be trimmed, and clearly mark them to designate the approved point of cutting.
- B. A consulting arborist, registered by the American Society of Consulting Arborists (ASCA), shall be engaged to direct removal of branches from trees and large shrubs which are to remain if required to clear for new construction.
- C. Dead and damaged trees that are determined by the University's Representative and arborist to be incapable of restoration to normal growth pattern shall be removed.
- D. Cut evenly, using proper tools and skilled workmen, to achieve neat severance with the least possible damage to the tree.
- E. In the case of root cuts, apply wet burlap or other protection, approved as noted herein, to prevent drying out, and maintain in a wet condition as long as necessary for temporary protection.

### 3.3 IRRIGATION SYSTEM

- A. Protect the existing, temporary irrigation system from damage. Conduct weekly inspections throughout the term of the project to test the irrigation system timers, lines and spray heads and make any repairs and or improvements as necessary to maintain the health of the existing grass and trees. Contractor shall remove any and all trash, debris, tumbleweeds, etc., which may accumulate within the protected areas of the existing landscape areas along Valencia Hill and Big Springs Rd.
- B. Contractor to provide regular lawn mowing and edging of all protected areas inside construction fencing every two weeks.

### 3.4 REPAIR COMPENSATION

- A. Damage to existing tree crowns or roots over 1-inch in diameter shall be immediately reported to University's Representative in writing, and, at the direction of the University's Representative, repaired immediately at the Contractor's expense by an approved certified arborist.
- B. A certified arborist shall direct repair of trees damaged by construction operations. Repairs shall be made promptly after damage occurs to prevent progressive deterioration of damaged trees.
- C. Any tree to remain which is damaged or destroyed owing to the Contractor's negligence or failure to provide adequate protection shall be compensated for in accordance with the following schedule of values using "tree caliper" method (greatest trunk diameter, measured 18 inches above ground):
  1. For trees and shrubs with diameters up to and including 6 inches, compensation shall be the actual cost of replacement with item similar in species, size, and shape, including:



- a. Actual cost of item boxed out of ground.
  - b. Transportation or delivery of boxed item to site.
  - c. Planting and staking.
  - d. Maintenance, including watering, fertilizing, pruning, pest control, and other care to bring replacement to same general condition of original item.
2. For trunks up to:
- |   |         |
|---|---------|
| 7".....   | \$1,500 |
| 8".....   | \$2,000 |
| 9".....   | \$2,500 |
| 10".....  | \$3,000 |
| 11".....  | \$3,500 |
| 12".....  | \$4,000 |
| 13".....  | \$4,500 |
| 14".....  | \$5,000 |
| 15".....  | \$5,500 |
| 16".....  | \$6,000 |
| 17".....  | \$6,500 |
| 18" and over, add for each<br>caliper inch..... | \$ 700  |

D. Damaged tree limbs or trees which have died as a result of injury during construction shall remain the property of the University and shall remain or be removed by the Contractor as directed by the University's Representative.

**3.5 MAINTENANCE**

- A. Contractor shall be responsible to perform periodic inspections of existing trees to be preserved and submit written proposals to the University's Representative for additional maintenance work as may be required to ensure the health and general well-being of the trees. Contractor shall retain, at the direction of the University's Representative additional specialists as may be required to perform this work.
- B. Root Hormone: Apply as follows:
  - 1. Construct tree basins at rims or outer edge of the tree box so that applied water will remain on top of the root-ball.
  - 2. Apply root hormone at the rate of 2 ounces of root hormone dissolved in a 2-gallon bucket of water, poured on top of the root-ball and contained thereon by the basin rims. Immediately after root hormone application, fill the tree basin with water and allow it to settle within the soil. Repeat application, fill the tree basin with water and allow it to settle within the soil. Repeat application of water twice.
- C. Mulching: Trees shall be mulched with 1-inch nitrolized fir bark immediately after completion of the root hormone application and its irrigation into the rootball.
- D. Irrigation: During construction the existing trees to be preserved shall, at the direction of the University's Representative, be given deep watering (be irrigated). Quantities and lengths of time are variable and shall depend upon seasonal rainfall.

END OF SECTION

**SECTION 01 5700  
TEMPORARY CONTROLS**

**PART 1 – GENERAL**

**1.1. SUMMARY**

**A. This Section Includes:**

1. Control of Construction Water
2. Dust Control, Air Pollution, and Odor Control
3. Noise Control
4. Temporary Erosion and Sediment Control (SWPPP)
5. Temporary Environmental Controls
6. Temporary Pest Control
7. Biological Resources
8. Cultural Resources
9. Aesthetics
10. Air Quality

**1.2. CONTROL OF CONSTRUCTION WATER**

- A. Provide impermeable floor coverings and suitable dams to prevent damage by water used for the Work. Immediately clean up and remove all surplus water and water spilled in non-working areas. Do not allow water to overflow gutters, flood streets or parking lots.**

**1.3. DUST CONTROL, AIR POLLUTION, AND ODOR CONTROL**

**A. The Contractor shall employ measures to prevent the creation of dust, air pollution and odors.**

1. Unpaved areas where vehicles are operated shall be periodically wetted down or given an equivalent form of treatment as defined in South Coast Air Quality Management District (SCAQMD) Rule 403 to eliminate dust formation.
2. All volatile liquids including fuels or solvents shall be stored in closed containers.
3. No open burning of debris, lumber or other scrap will be permitted.
4. Equipment shall be maintained in a manner to reduce gaseous emission.
5. Low sulfur fuel shall be used for construction equipment.
6. Stockpiles of excavated materials shall be covered with material approved by University's Representative.
7. Contractor shall provide street sweeping whenever silt from construction site is carried over to adjacent streets.

**B. Provide measures, including regular watering, necessary to minimize air-borne dust.**

1. Exposed surfaces should be watered twice daily.
2. Stockpiles of excavated materials should be covered.
3. A berm shall be erected on the downslope of the project site to prevent silt-laden water from running off site.
4. Trucks carrying excavated materials from the site shall be covered and shall have their tires and undercarriages washed prior to exiting the site as required to remove material that may fall or blow off later.
5. Paving of exposed dirt surfaces should be done as quickly as is reasonably possible.

6. Streets affected by fugitive dust shall be swept regularly.
  7. The Contractor shall assign a person to be responsible for monitoring dust levels, reviewing conditions with the University's Representative, and suggesting appropriate additional control measures when required.
  8. Uncovered soil shall be bound by grass or similar ground cover as soon as is reasonably possible.
  9. Excavation should not be conducted when surface winds exceed 11 miles per hour.
  10. Unnecessary idling of construction vehicles and equipment shall be avoided.
- C. All contractors, and overseen by the General Contractor, shall implement dust control measures consistent with South Coast Air management District (SCAQMD) Rule 403 – Fugitive Dust during the construction phases on the project development.
1. Apply water and/or non-toxic chemical soil stabilizers according to manufacturer's specifications to all inactive construction areas (previously graded areas that have been inactive for 10 or more days).
  2. Replace ground cover in disturbed areas as quickly as possible.
  3. Enclose, cover, water twice daily, or apply approved chemical soil binders to exposed piles with 5 percent or greater silt content.
  4. Water active grading sites at least twice daily.
  5. Suspend all excavating and grading operations when wind speeds (as instantaneous gusts) exceed over 25 mile per hour over a 30-minute period.
  6. All trucks hauling dirt, sand, soil, or other loose material are to be covered or should maintain at least two feet of freeboard (i.e., minimum vertical distance between top of the load and top of the trailer) in accordance with section 23114 of the California Vehicle Code.
  7. Sweep streets at the end of the day if visible soil material is carried over to adjacent roads.
  8. Install wheel washers where vehicles enter and exit unpaved roads onto paved roads, or wash off trucks and any equipment leaving project site for each trip.
  9. Apply water three times daily of chemical soil stabilizers according to manufacturer's specifications to all unpaved parking or staging areas or unpaved road surfaces.

#### 1.4. NOISE CONTROL

- A. ~~Noise control shall be maintained by the contractor in all areas of construction, guarding against any undue noise which may impair proper use of existing facilities. Activities with the highest noise potential shall be scheduled for the times when background ambient noise levels are highest (i.e., during peak commute hours). Contractor shall use noise suppressed equipment available and/or shall muffle/control noise on equipment to the maximum extent possible. Noisy construction-related operations (e.g. mixing concrete) shall be accomplished on-site to the extent feasible. Those noisy, construction-related operations shall be performed on those areas of the site furthest from noise sensitive receptors i.e. residence halls, off-site community, etc."~~

**OR**

Noise control shall be maintained by the contractor in all areas of construction, guarding against any undue noise, which may impair proper use of existing facilities. Contractor shall use noise suppressed equipment available and control noise on equipment to the maximum extent possible.

B. The following noise control procedures shall be employed:

1. ~~Maximum Noise: The Contractor shall use equipment and methods during the course of this work that are least disruptive to adjacent offices or residences. Noise levels for trenchers, graders, trucks and pile drivers shall not exceed 90 dBA at 50 feet as measured under the noisiest operating conditions. For all other equipment, noise levels shall not exceed 85 dBA at 50 feet.~~

**OR**

Noise control shall be maintained by the contractor in all areas of construction, guarding against any undue noise, which may impair proper use of existing facilities. Contractor shall use noise suppressed equipment available and control noise on equipment to the maximum extent possible.

2. ~~Equipment: Jack hammers shall be equipped with exhaust mufflers and steel muffling sleeves. All diesel equipment shall have exhaust muffled. Air compressors shall be of a quiet type such as a "whisperized" compressor.~~

**OR**

Equipment: Jack hammers shall be equipped with exhaust mufflers and steel muffling sleeves. All diesel equipment shall have exhaust muffled. Air compressors shall be of a quiet type such as a "whisperized" compressor. Require contractors to use the quietest among alternative equipment or to muffle/control noise from available equipment to the maximum extent possible.

AND/OR

~~Require Mufflers and Other Noise Attenuators on Project Construction Equipment: All contractors, and overseen by the General Contractor, shall ensure that noise-producing construction equipment and vehicles using internal combustion engines will be equipped with mufflers; air-inlet silencers where appropriate; and any other shrouds, shields, or other noise-reducing features in good operating condition that meet or exceed original factory specification. Mobile or fixed "package" equipment (e.g., arc welders, air compressors) will be equipped with shrouds and noise-control features that are readily available for that type of equipment. Stationary construction equipment, material and vehicle staging shall be placed to direct noise away from sensitive receptors.~~

AND OR

Require Use of Electrically Powered Equipment: All contractors, and overseen by the General Contractor, shall ensure that work use electrically powered equipment instead of pneumatic or internal combustion-powered equipment, where feasible.

3. Operations: Machines shall not be left idling. Electric power shall be used in lieu of internal combustion engine power wherever possible. Equipment shall be maintained to reduce noise from vibration, faulty mufflers, or other sources.

**OR**

~~Operations: Machines shall not be left idling. Electric power shall be used in lieu of internal combustion engine power wherever possible. Equipment shall be maintained to reduce noise from vibration, faulty mufflers, or other sources.~~

4. Scheduling: ~~Noisy operations shall be scheduled so as to minimize the disturbance and duration to adjacent neighborhoods and nearby student Housing complexes.~~

OR

Scheduling: Noisy operations shall be scheduled so as to minimum their disturbance to occupied adjacent areas and duration at any given location. Schedule activities with highest noise potential for times when background ambient noise levels are highest.

5. ~~Location: Consider noise sensitive areas around the site when planning locations of operations which cause higher levels of noise, and perform those tasks in less sensitive areas when possible. Schedule work that will generate vibrations, uncontrolled dust, noise levels in excess of 65 dBA, interior 85 dBA, exterior and potentially hazardous conditions for time periods that are the least disruptive to the University and the surrounding residential neighborhood.~~

6. Use of High Vibration Construction Equipment near **Lothian Residence Hall**

a. ~~All contractors, and overseen by the General Contractor, shall schedule construction activity entailing use of high-vibration generating equipment within 75 feet of Residence Halls during periods when students are not in residence, to the extent feasible.~~

**Prohibit Noise-producing Signals: All contractors, and overseen by the General Contractor, shall prohibit the use of noise producing signals, including horns, whistles, alarms, and bells, except for safety purposes only. Public address or music systems will also be prohibited.**

1.5. TEMPORARY EROSION AND SEDIMENT CONTROL

- A. Exposed earth surfaces shall be watered to minimize dust generation as necessary according to weather conditions.
- B. During winter construction, an erosion and sediment-transport control plan incorporating standard erosion control practices shall be implemented prior to the first day of earth moving activities.

- 1. Erosion control shall include retaining sediments within project site by the use of catch basins; using interceptor ditches and benches to prevent gulying of slopes; and preparing and implementing erosion control plans.

C. Storm Water Pollution Prevention Plan (SWPPP):

- 1. ~~This project has an active SWPPP permit and the university has retained a SWPPP management consultant for this project. The contractor shall take over the contract of the SWPPP consultant for the SWPPP management of the project for the duration of the schedule until substantial completion. Contact David Beckwith, President, David Beckwith & Associates at (714) 349-7007. The details of the SWPPP for Glen Mor 2 and its implementation can be viewed online at the California State Water Resources Board's SMARTS website (type "University of California, Riverside").~~

- 2. Refer to Section 01 2100 Allowances for the description of the SWPPP allowance.

- 3. For additional information see Section 31 1000 "Site Clearing".

- 4. ~~Protection Against Inclement Weather: Brace, secure, and cover all parts of the Work to prevent damage by inclement weather. Refer to Section 3.9 Storm Water Control for SWPPP information.~~

- 5. ~~Protect the Work from damage due to nuisance water such as rainwater, surface runoff, and irrigation water. Comply with requirements of the University's Representative regarding routing and disposal of nuisance water.~~

- ~~D. Storm Water Control~~
- ~~1. This project already has an open SWPPP permit on file. Refer to Section 01 1400 "Contractor's Use of the Project Site" for more detailed SWPPP information.~~
    - ~~a. Provide engineering, drawings, etc., to meet the requirements.~~
  - ~~2. Erect berm and other appropriate measures to prevent water from running off site and staging area.~~
  - ~~3. Erect berm and other appropriate measures to prevent water from entering the site and staging area.~~
  - ~~4. Temporary Storm Water Pollution Control: Provide earthen embankments and similar barriers in and around excavations and subgrade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.~~
- 1.6. TEMPORARY ENVIRONMENTAL CONTROLS
- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid use of tools and equipment that produce levels of harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons or firms near the site.
  - B. See also Section 01 3543, Environmental Procedures.
- 1.7. TEMPORARY PEST CONTROL
- A. The Owner shall be responsible for pest control.
- 1.8. BIOLOGICAL RESOURCES
- A. Pre-Construction Surveys for Burrowing Owls will be conducted (by University representatives) **not more than 30 days prior to ground disturbance and/or construction related activities.** No ground disturbance and/or construction related activities shall begin until survey complete and any avoidance measures identified and implemented.
  - B. Pre-Construction Nesting Bird Surveys will be conducted (by University representatives) **within a maximum of 7 days prior to initiation of ground disturbance activities** when vegetation removal will occur between February 15 and September 15. No ground disturbance activities shall occur until survey complete and any avoidance measures identified and implemented.
    1. Prior to initiation of ground disturbance activities, disturbance limits adjacent to or within the Arroyo shall be clearly staked by University representatives, including disturbance limits associated with Arroyo improvements. Access to the Arroyo shall be limited to existing roads and shall be fenced to ensure unnecessary encroachment to the Arroyo does not occur.
  - C. Minimize Temporary Impacts
    1. Biological Resources to be avoided during construction, include identified California Dept. of Fish and Game (CDFG) jurisdictional streambeds and riparian habitats, and shall be

avoided if practicable. No impacts on the Arroyo shall occur outside of staked disturbance limits.

2. At a minimum, the following areas shall be avoided:
  - a. Riparian vegetation adjacent to the path/culvert removal.
  - b. Riparian vegetation located at the northwest side of the south abutment temporary work area for Bridge 2.
  - c. CDFG jurisdictional streambed located on the south side of the bank re-contouring area.
  - d. The mature cottonwood tree near the Valencia Hill culvert extension work limit.
    - (1) The following measures will be implemented to minimize disturbance to the cottonwood tree at the Valencia Hill culvert work area:
    - (2) Establishment and demarcation of a tree protection zone. This should be accomplished under the guidance of an International Society of Arboriculture (ISA) certified arborist and employ a protective barrier consisting of 3-foot- high orange construction fencing. The preferred protection zone shall encompass a buffer of 5 feet beyond the drip line, or 15 feet from trunks, whichever is greater. Where the proposed improvements extend into the preferred protection zone, placement of the protective barrier shall minimize encroachment into the preferred protection zone to the maximum extent practical.
    - (3) Pruning of tree roots, limbs and canopy prior to start of construction, under the guidance of an ISA certified arborist and in accordance with ISA pruning standards (for instance, cuts made clean and to the bark collar of the closest joint on the branch). Pruning should occur during the dormant period (approximately November to March).
    - (4) Construction of the Valencia Hill culvert extension shall be monitored by an ISA certified arborist. The arborist may require implementation of best management practices to minimize disturbance within the work limits, including but not limited to padding of vehicles, minimizing soil removal or addition, and use of protective matting.
    - (5) Upon completion of construction, the tree shall be evaluated by an ISA certified arborist. Evaluations shall occur quarterly for one full year to monitor for signs of failure (including canopy dieback, reduced size or number of leaves, premature fall color). If in the opinion of the arborist, the tree is not showing signs of failure, it shall be determined that the avoidance measures have been successful and no further action shall be required.
    - (6) If post-construction monitoring indicates the tree has failed, the measures provided for below shall be implemented to replace the lost functions and values:
    - (7) In the event the mature cottonwood tree at the Valencia Hill culvert extension is determined to have failed the re-vegetation plan shall include the following measures to replace the lost functions and values:



- (8) Replacement planting of three coast live oaks on the upper bank within the removed canopy area. Replacement trees shall be at least 6 inch caliper and 10 feet in height.
- (9) Replacement planting of Fremont's cottonwood (15 gallon minimum) along the stream channel within the area immediately downstream of the extended culvert. The total number of replacement trees (live oak and cottonwood) shall provide a minimum 1:1 replacement ratio based on the 85-inch diameter at breast height (DBH) measurement of the existing cottonwood tree. It is expected compliance with this measure would require planting of approximately 25 to 30 cottonwood trees.

e. To reduce disturbance of Natural and Naturalistic Open Space areas:

- (1) Unnecessary driving in sensitive or otherwise undisturbed areas shall be avoided. New roads or construction access roads would not be created where adequate access already exists.
- (2) Removal of native shrub or brush shall be avoided, except where necessary.
- (3) Drainages shall be avoided, except where required for construction. Limit activity to crossing drainages rather than using the lengths of drainage courses for access.
- (4) Excess fill or construction waste shall not be dumped in washes.
- (5) Vehicles or other equipment shall not be parked in washes or other drainages.
- (6) Overwatering shall be avoided in washes and other drainages.
- (7) Wildlife including species such as fox, coyote, snakes, etc. shall not be harassed. Harassment includes shooting, throwing rocks, etc.

D. Worker Education Program

- 1. All contractors, and overseen by the General Contractor, shall participate in a worker education program for all construction personnel prior to personnel initiating ground disturbance activities, which will include a discussion of the importance of the Arroyo and areas within the Arroyo to be avoided (including parking and staging of equipment), a discussion of native wildlife with the potential to occur, and education on not harassing native wildlife.

E. Biological Monitoring During Construction

- 1. All contractors, and overseen by the General Contractor, shall cooperate with and follow required direction from the qualified biologist who shall monitor the project for compliance with best management practices.

F. Exotic species



1. Any exotic species removed shall be properly handled to prevent sprouting or re-growth. Construction equipment shall be cleaned of mud or other debris that may contain invasive plants and/or seeds and inspected to reduce the potential of spreading noxious weeds before mobilizing to the work of construction. Cleaning of any equipment shall occur at least 300 feet from the Arroyo area and before leaving the work area during the course of construction.

#### 1.9. CULTURAL RESOURCES

##### A. Protection and Recovery of Buried Artifacts

1. If an archaeological resource is discovered during construction, all soil-disturbing work within 100 feet of the find shall cease and the University Representative shall be notified and shall contact a qualified archaeologist within 24 hours of discovery to inspect the site. If a resource within the project area of potential effect is determined to qualify as a unique archaeological resource (as defined by CEQA), the University shall devote adequate time and funding to salvage the material. Any archaeologically important artifacts recovered during monitoring shall be cleaned, catalogued, and analyzed, with the results presented in a report of finding that meets professional standards.
2. In the event of the discovery of a burial, human bone, or suspected human bone, all excavation or grading in the vicinity of the find shall halt immediately and the area of the find shall be protected and the University immediately shall notify the Riverside County Coroner of the find and comply with the provisions of P.R.C. Section 5097 with respect to Native American involvement, burial treatment, and re-burial, if necessary.

#### 1.10. AESTHETICS

- A. Strict adherence to the approved Detailed Planting Plans to Maintain Existing View Corridors.

#### 1.11. AIR QUALITY

- A. All construction vehicles and equipment containing an internal combustion engine and operating on the project site shall meet EPA-certified Tier 2 emission standards or higher. Contractor shall maintain on-going verification records of equipment certification as new equipment is delivered to the site for University Representatives to review for compliance.
- B. Low NOx diesel fuel and construction equipment shall be used to the extent that is readily available at the time of construction. Contractor shall maintain on-going, updated records for University Representatives to review for compliance.
- C. The following Air Quality reduction procedures shall be implemented throughout the construction process:
  - a. Compliance with all SCAQMD rules and regulations.
  - b. Maintenance programs to assure vehicles remain in good operating condition.
  - c. Avoid unnecessary idling of construction vehicles and equipment.
  - d. Use of alternative fuel vehicles.
  - e. Provision of electrical power to site to eliminate the need for on-site generators.
- D. All off-road equipment operating on project site, as well as on-road heavy-duty vehicles (including hauling and material delivery trucks) traveling to and from the project site will be fitted with an oxides catalyst. Contractor shall maintain on-going verification records of equipment

certification as equipment is delivered to the site for University Representatives to review for compliance.

- E. Limited on-campus parking outside the project site boundaries will be made available for construction workers. The University will provide contractors' workers with limited, free, on-campus parking in a designated portion of Lot 13 across Big Springs Rd from the project site.
  - 1. Confine parking to the construction site or specifically designated areas of Lot 13. Vehicles parked elsewhere are subject to Campus parking fees or fines. Campus parking permits are available through Parking Services of **\$56.00** per month (check with Parking Services for daily and weekly rates) per vehicle. Rate is subject to change.
  - 2. Contractor may use available space within its Project fence limits for parking without a permit.
  - 3. Provide 3 parking spaces within the staging area for University's Representative and its Consultants use.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 5800  
TEMPORARY SIGNAGE**

PART 1 – GENERAL

1.1. SUMMARY

A. This Section includes:

1. Temporary Project Signage.
2. Temporary Interior Signage.

1.2. TEMPORARY PROJECT SIGNAGE

- A. Project Identification: Two (2) 8' x 4' post mounted temporary project identification signs are already in place at two locations on the site. The Contractor shall make minor text revisions of the name of the UCR Vice Chancellor, the project's construction firm and the time of occupancy. Verify the actual copy with University Representative.
- B. Contractor shall make minor changes to the required text on the (2) Project identification signs. The text shall match the existing (black times Roman) font and dimensions on the sign. **All Stars Signs of Escondido** is a pre-approved supplier to UC Riverside project signs although any vendor can be used. Contractor to change the name of the Vice Chancellor, change the name of the project construction firm and change the time of occupancy. Verify the actual copy with University Representative.
- C. Provide signs for traffic direction and warnings such as "Construction Project" and "Keep Out" to facilitate control of personnel and vehicles. Use only the minimum number necessary, to 2' x 4' maximum size.
- D. ~~Provide 3 signs along the construction fence facing \_\_\_\_\_ and 3 signs along \_\_\_\_\_ with the telephone number for the Neighbor Complaint HotLine.~~
- E. After text changes have been made, reinstall signs securely on existing wood posts. Maintain in good condition throughout the construction period and remove upon completion, including concrete footings, if any.
- F. Contractor shall submit all name and title changes on the existing signs to University's Representative for approval prior to installation. Contractor shall review completed project sign with University Representative, prior to installation.

1.3. TEMPORARY INTERIOR SIGNAGE- NOT REQUIRED

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 7100  
EXAMINATION AND PREPARATION**

**PART 1 – GENERAL**

**1.1. SUMMARY**

A. This Section includes:

1. Mobilization
2. Acceptance of Conditions
3. Construction Layout
4. Construction Surveying
5. Protection of Adjacent Construction
6. Non-Destructive Concrete Examination

**1.2. MOBILIZATION- NOT USED**

**1.3. ACCEPTANCE OF CONDITIONS**

1. Prior to commencing the Work, the Contractor and University's Representative shall tour together the Project site (and areas immediately surrounding the site) to examine and record damage to existing buildings and improvements constructed under a prior contract. As such the Contractor accepts the work constructed on site "as-is" and must finish what is installed into a complete and functional system.
2. This record shall serve as a basis for determination of subsequent damage due to Contractor's operations and shall be signed by all parties making the tour. Any cracks, sags, or damage to the adjacent buildings, improvements and landscaping elements not noted in the original survey, but subsequently discovered, shall be reported to University's Representative within 15 days from Notice to Proceed.
3. The Contractor shall prepare a report of the survey, including:
  - a. DVD recording of existing conditions.
  - b. 8" x 10" glossy photographs of significant features requested by University's Representative.
  - c. Key plan with references to video/photographs
4. The Contractor and University Representative shall periodically monitor conditions of existing buildings and installations for signs of movement, settlement, or other damage related to construction.
5. Contractor is solely responsible for repairing damage to existing construction and finishes and for replacing damaged components, which cannot be repaired.
6. Contractor is solely responsible for maintaining and watering existing landscaping within the Project site and for replacing landscaping elements, which are damaged or destroyed during the course of the Work.

**1.4. CONSTRUCTION LAYOUT**

**1.5. CONSTRUCTION SURVEYING**

**1.6. PROTECTION OF ADJACENT CONSTRUCTION**

1.7. NON-DESTRUCTIVE CONCRETE EXAMINATION

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION

**SECTION 01 7123  
FIELD ENGINEERING**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section specifies administrative and procedural requirements for field-engineering services including, but not limited to, the following:
1. Surveys, Lines, and Levels Examination.
  2. Surveys, Lines, and Levels Performance.

**PART 2 – PRODUCTS (Not Applicable)**

**PART 3 – EXECUTION**

**3.1 EXAMINATION**

- A. Identification: The University's Design Professional or its designee will identify existing control points including horizontal and vertical control points.
- B. Verify layout information shown on the Drawings, in relation to the property survey and existing benchmarks, before proceeding to lay out the Work. Locate and protect existing benchmarks and control points. Preserve permanent reference points during construction.
1. Do not change or relocate benchmarks or control points without prior written approval. Promptly report lost and destroyed reference points or requirements to relocate reference points because of necessary changes in grades or locations.
  2. Promptly replace lost or destroyed Project control points. Base replacements on the original survey control points.
- C. Establish and maintain a minimum of 2 permanent benchmarks on the site, referenced to data established by survey control points.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
- D. Existing Utilities and Equipment: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work Contractor shall employ and pay for underground utilities service company to investigate and verify the existence and location of all underground utilities and other construction.
1. Prior to construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping.
  2. The Drawings show, if applicable, existing above and below grade structures, drainage lines, storm drains, sewers, water, gas, electrical, hot water and other utilities, which are known to the University.
  3. Existing installations shall be kept in service where possible and damage to them shall be repaired with no adjustment of Contract Sum.
  4. If any other structures or utilities are encountered, request University's Representative to provide direction on how to proceed with the Work.

5. If any structure or utility is damaged, take appropriate action to ensure the safety of persons and property. Repair damage and restore utility to service at no cost to the University.
6. Obtain University Representative approval at least 30 days prior to any service shutdown or cutover. All utility shut downs shall be kept to a minimum. Contractor shall coordinate for all shut downs to occur during weekend hours without change to the contract sum. Identify date, time and expected duration (no more than 8 hours duration) of all utility shutdowns. There will be no shut downs for sewer services, must do bypass.

### 3.2 PERFORMANCE

- A. Work from lines and levels established by the property survey. Establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to locate each element of the Project. Calculate and measure required dimensions within indicated or recognized tolerances. Do not scale Drawings to determine dimensions.
  1. Advise entities engaged in construction activities of marked lines and levels provided for their use.
  2. As construction proceeds, check every major element for line, level, plumb, movement, settlement, or other damage.
- B. Site Improvements: Locate and lay out site improvements, including pavements, stakes for grading, fill and topsoil placement, utility slopes, and invert elevations.
- C. Existing Utilities: Furnish information necessary to adjust, move, or relocate existing structures, utility poles, lines, services, or other appurtenances located in or affected by construction. Coordinate with, and obtain required approvals from University's Representative.

END OF SECTION

**SECTION 01 7329  
CUTTING AND PATCHING**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes general administrative and procedural requirements for cutting and patching, including without limitation, the following:
  - 1. Submittals
  - 2. Quality Assurance
  - 3. Warranty
  - 4. Materials
  - 5. Inspection
  - 6. Preparation
  - 7. Performance
  - 8. Cleaning
  
- B. Requirements of this Section apply to mechanical and electrical installations. Refer to Specification Divisions 20-28 for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.
  
- C. Refer to other applicable Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
  
- D. Cutting and Patching, in addition to requirements of the General Conditions, includes removing, altering, and repairing portions of the Work as required to accomplish the following:
  - 1. Make several parts fit properly.
  - 2. Uncover work to provide for installation of ill-timed work.
  - 3. Remove and replace defective work.
  - 4. Remove samples of installed work as specified or requested by the University's Representative for testing.
  - 5. Install new construction penetrations of or connections to existing construction.

**1.2. SUBMITTALS**

- A. Cutting and Patching Proposal: Submit written notice to the University's Representative requesting permission to proceed with cutting which could affect structural safety of the project 10 days in advance of starting cutting. Request approval to proceed. Include the following information, as applicable, in the proposal:
  - 1. Describe the extent of cutting and patching required. Show how it will be performed and indicate why it cannot be avoided.
  - 2. 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.
  - 3. List products to be used and firms or entities that will perform Work.
  - 4. Indicate dates when cutting and patching will be performed.
  - 5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out-of-service. All utility shut downs shall be kept to a minimum. Contractor shall coordinate for all shut downs to occur during weekend hours without change to the contract sum. Identify date, time and expected duration (no more than 8 hours duration) of all utility shutdowns. There will be no shut downs for sewer services, must do bypass.



6. Approval by the University's Representative to proceed with cutting and patching does not waive the University's Representative right to later require complete removal and replacement of unsatisfactory work.

B. Changed Conditions Notice: Submit written recommendations to the University's Representative should conditions of work or schedule indicate change of materials or methods, including the following:

1. Conditions indicating change.
2. Recommendations for alternative materials and methods.
3. Information required for substitution.

### 1.3. QUALITY ASSURANCE

A. Requirements for Structural Work:

1. Obtain approval of the cutting and patching proposal before cutting and patching structural elements including, but not limited to, the following:

- a. Foundation construction.
- b. Structural concrete.
- c. Miscellaneous structural metals.
- d. Piping and equipment.

B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.

1. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems

- a. Primary operational systems and equipment.
- b. Fire protection systems.
- c. Communication systems.
- d. Electrical wiring systems.
- e. Security systems

C. Visual Requirements: Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patch in a visually unsatisfactory manner.

### 1.4. WARRANTY

A. Existing Warranties: Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any warranties required or existing.

## PART 2 – PRODUCTS

### 2.1. MATERIALS

A. Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible if identical materials are unavailable or cannot be used. Use materials whose installed performance will equal or surpass that of existing materials.

## PART 3 – EXECUTION

### 3.1 INSPECTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action and notify University's Representative before proceeding.
  - 1. Before proceeding, meet at the Project Site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
  - 2. Provide drawings and calculations signed by a licensed California Structural Engineer for shoring, bracing and support to maintain structural integrity.
  - 3. Protect other portions of the Project.
  - 4. Protect Project from the element.

### 3.2 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.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. 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.

### 3.3 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.
  - 1. 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 retained or adjoining construction. Where possible, review proposed procedures with the original Installer; comply with the original Installer's recommendations.
  - 1. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Cut through concrete and masonry using a cutting machine, such as a Carborundum saw or a diamond-core drill.
  - 4. Comply with requirements applicable Division 2 Sections where cutting and patching requires excavating and backfilling.
  - 5. Where services are required to be removed, relocated, or abandoned, by-pass utility services, such as pipe or conduit, before cutting. 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.

- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
    - 1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.
    - 2. 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.
    - 3. Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.
- 3.4 CLEANING
- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.

END OF SECTION

**SECTION 01 7400  
CLEANING AND WASTE MANAGEMENT**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes:
  - 1. Progress Cleaning and Site Maintenance
  - 2. Construction Waste Management and Disposal
  - 3. Final Cleaning
  - 4. Contractor C&D Waste Monitoring Form and Green Waste Monitoring Form, copies of which are attached at the end of this Section.
  
- B. Cleaning Agents: Use cleaning materials and agents recommended by the 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.
  
- C. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and antipollution regulations.
  - 1. Do not dispose of volatile wastes, such as mineral spirits, oil, or paint thinner, in streams, storm or sanitary drains.
  - 2. Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.
  - 3. Comply with requirements of Southern California Air Quality Management District in effect at the time of construction.
  - 4. Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.
  
- D. Submittal: Prior to requesting inspection for Substantial Completion and Final Completion, submit written certification to the University's Representative that final cleaning has been performed in accordance with the Contract Documents.

**1.2. PROGRESS CLEANING AND SITE MAINTENANCE**

- A. Collection and Disposal of Waste: Contractor shall furnish all labor, equipment, containers, transportation, materials, supplies and related expenses to provide the University with comprehensive waste collection and waste recycling services for the Project. Contractor shall collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 degrees F (27 degrees C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly.
  - 1. Do not burn waste materials. Do not bury debris or excess materials on the University's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems or streams. Remove waste materials from the site and dispose of lawfully.
  - 2. Where extra materials of value remain after completion of associated Work, they become the University's property. Dispose of these materials as directed by the University's Representative.
  - 3. Provide on-site containers for collection of waste materials, debris, and rubbish, and empty at least weekly. Maintain containers in such condition so as to ensure

they are clean and sanitary, to prevent odor and insect infestation, and ensure no unsightly presentation. Perform maintenance on the containers as required to ensure proper function for the intended purpose.

4. Handle waste materials in a controlled manner. Do not drop or throw materials from heights.
  5. Remove combustible debris from the building daily and store in covered, non-combustible containers located not less than 40 feet from any building.
- B. Cleaning During Construction Period: Comply with regulations of the University and safety standards for cleaning.
1. Schedule cleaning operations so that dust and other contaminants resulting from cleaning operations will not settle on wet paint, or other coatings or finishes during their cure period.
  2. Comply with manufacturer's instructions for cleaning the surfaces and parts of finishes and equipment. Use only those cleaning materials and procedures recommended by the manufacturer of the item to be cleaned.
  3. Provide cleaning during construction as necessary to ensure operations can proceed on schedule and that finish materials can be installed properly and viewed for determination of aesthetic characteristics.

### 1.3. CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

- A. The University has established that this Project shall generate the least amount of waste possible and that processes that ensure the generation of as little waste as possible shall be employed to enable the University to meet a minimum 95% percent diversion of construction and demolition (C&D) waste (including green waste) from the landfill.
- B. Contractor shall be responsible for monitoring and maintaining a written log using the C&D Waste Monitoring Form and Green Waste Monitoring Form, copies of which are attached at the end of this Section, to report when actual container deliveries and waste pickups occur, the types of C&D waste material included, weight of each type (in Tons) diverted or landfilled and total percentage of waste diverted from landfill, and any other data required to be reported on the respective forms. Contractor shall submit completed forms with the required data to University's Representative, or designee, **with each Application for Payment**. Such written information shall be used as backup to support payment of Contractor's scheduled value for Division 1, General Requirements.
- C. C&D waste is a combination of concrete, lumber, plaster, cardboard, glass, various metals, paper, PVC, ABS, HDPE, PP, PDPE, PET, white foam, paint buckets, carpet, green waste, and dirt.
1. C&D waste accepted for recycling:
    - a. Card Board.
    - b. Mixed metals.
    - c. PVC Pipe.
    - d. ABS Pipe.
    - e. H.D.P.E. Pipe.
    - f. Carpet.
    - g. Carpet Pad.
    - h. Mixed Plastics.
    - i. Glass.
    - j. Bottles & Cans – CRV.
    - k. H.D.P.E Plastics.
    - l. H.D.P.E Pipe.

- m. Foam – White.
- n. Paper – Mixed.
- o. Plastic Buckets – Paint (empty) & Landscapers.
- p. Drywall.
- q. Wood.
- r. Particle Board.
- s. Green Waste:
  - (1) Green Waste refers to waste resulting from removal of vegetation; it is a combination of brush, branches, leaves, flowers, shrubs and small trees and other items listed on the Green Waste Monitoring Form.
  - (2) Green Waste accepted for recycling and/or compost:
    - (a) Grass Clippings.
    - (b) Trees – Tree trunks shall be cut into 4' and 10" pieces.
    - (c) Branches – Branches shall be cut into 4' and 10" pieces.
    - (d) Tree Trimmings – All other material other than trunks, branches, and leaves.
    - (e) Wood.
    - (f) Mulch.
    - (g) Brush.
    - (h) Leaves.
    - (i) Flowers.
    - (j) Shrubs.
    - (k) Palm Fronds.
- t. Inert Material – Soil, Asphalt, Brick, Concrete

#### 1.4. FINAL CLEANING

- A. This Section includes the administrative and procedural requirements for final cleaning at Substantial Completion and Final Inspection.
- B. Provide final-cleaning operations when indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial cleaning and maintenance program. Comply with manufacturer's instructions.
- C. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or a portion of the Project.
  - 1. Clean the Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and foreign substances.
  - 2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
  - 3. Remove petrochemical spills, stains, and other foreign deposits.
  - 4. Remove tools, construction equipment, machinery, and surplus material from the site.
  - 5. Remove snow and ice, if any, to provide safe access to the building.
  - 6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
  - 7. Remove debris and surface dust from limited access spaces, including trenches, equipment vaults, manholes and similar spaces.

8. Broom clean concrete floors in unoccupied spaces.
  9. Remove labels that are not permanent labels.
  10. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
    - a. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
  11. Wipe surfaces of electrical equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  12. Remove grease, dust, dirt, stains, and other marks from surfaces exposed-to-view.
  13. Leave the Project clean.
- D. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests. Comply with regulations of local authorities.
- E. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
- F. Where extra materials of value remain after completion of associated Work, they become the University's property. Dispose of these materials as directed by the University's Representative at no additional cost to the University.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION





# Contractor C&D Waste Monitoring Form

Project Name & No.:

Contractor:

Prepared by:

Date/Time of Pick up	Size of Bin	R/L <sup>1</sup>	Bin Makeup: Recycled or Landfill Materials (Provide quantity of each in Tons.)											
			Concrete	Metals	Wood	Glass	Clay/Brick	Paper	Gypsum	Paint	Insulation	Green Waste <sup>2</sup>	Dirt <sup>2</sup>	Other
<b>Column Totals:</b>														
<b>Total C&amp;D Waste to Landfill:</b>														
<b>% of C&amp;D Waste Recycled:</b>														

<sup>1</sup> Indicate whether R=Recycled or L=Landfill.

<sup>2</sup> For waste diversion numbers, Green Waste and dirt are not included. Complete Green Waste Monitoring Form.

**LEFT BLANK  
INTENTIONALLY**

**SECTION 01 7700  
CONTRACT CLOSEOUT**

**PART 1 – GENERAL**

**1.1. SUMMARY**

- A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
  - 1. Substantial Completion
  - 2. Final Inspection Acceptance
  - 3. Closeout Procedures
  - 4. Instruction and Evaluation of University's Personnel
  - 5. Training Tools and Materials
  - 6. Qualifications of Instructors
  - 7. Operation and Maintenance Manuals and Instructions
  - 8. Spare Parts and Extra Stock Materials
  - 9. Warranties
  
- B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 33.

**1.2. SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.
  - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete.
    - a. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
    - b. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
  - 2. Advise the University of pending insurance changeover requirements.
  - 3. Submit specific warranties, workmanship bonds, maintenance and service agreements, final certifications, and similar documents.
  - 4. Obtain and submit releases enabling the University unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 5. Submit record drawings, operation and maintenance manuals, final project photographs, damage or settlement surveys, property surveys, and similar final record information.
  - 6. Deliver tools, spare parts, extra stock, and similar items.
  - 7. Make final changeover of permanent locks and transmit keys and key schedule to the University. Advise the University's personnel of changeover in security provisions.
  - 8. Complete startup testing of systems and instruction of the University's operation and maintenance personnel. Discontinue and remove temporary facilities from the site, along with mockups, construction tools, and similar elements.
  - 9. Complete final cleanup requirements, including touchup painting.
  - 10. Touch up and otherwise repair and restore marred, exposed finishes.
  - 11. Adjust and balance all systems and adjust all valves.
  - 12. Check fluid and gas carrying pipe systems, roofs, flashings, gutters, and

- downspouts for leaks. Repair or replace as necessary.
- 13. Lubricate all moving parts of machinery and equipment as recommended by the manufacturers of the machinery and equipment.
- 14. Submit certification required in Section 01 7400 for "Final Cleaning."

B. Inspection Procedures: On receipt of a request for inspection, the University's Representative will either proceed with inspection or advise the Contractor of incomplete or incorrect work. The University's Representative will prepare the Punchlist following inspection or advise the Contractor of what must be completed or corrected before the certificate will be issued.

- 1. The University's Representative will repeat inspection when requested and assured that the Work is substantially complete.
- 2. Results of the completed inspection will form the basis of requirements for final acceptance.
- 3. Allow 3 weeks for the University's Representative to prepare the list of items to be corrected.

### 1.3. FINAL INSPECTION ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following. List exceptions in the request.

- 1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and completed operations where required.
- 2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
- 3. Submit a certified copy of the University Representative's final inspection list of items to be completed or corrected, endorsed and dated by the University's Representative. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the University's Representative.
- 4. Submit final meter readings for utilities, a measured record of stored fuel, and similar data as of the date of Substantial Completion or when the University took possession of and assumed responsibility for corresponding elements of the Work.
- 5. Submit consent of surety to final payment.
- 6. Submit a final liquidated damages settlement statement.
- 7. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- 8. Completed Punchlist.

B. Reinspection Procedure: The University's Representative will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the University's Representative.

- 1. Upon completion of reinspection, the University's Representative will prepare a certificate of final acceptance. If the Work is incomplete, the University's Representative will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
- 2. If necessary, reinspection will be repeated and related costs of University's Representative and University Representative's Consultants will be deducted from final retention payment.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

### 3.1 CLOSEOUT PROCEDURES

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

### 3.2 INSTRUCTION AND EVALUATION OF UNIVERSITY'S PERSONNEL

- A. Perform hands-on demonstrations and instruction for University's designated personnel in the operation, adjustment and maintenance of products, equipment, and systems, as required and at agreed upon times.
  
- B. Instruction Before Final Inspection: Before Final Inspection, and after work under this contract is completed, tested and prior to acceptance by the University; and not less than five (5) days after submittal of the Operation and Maintenance Data, operate all the systems for a period of three (3) 8-hour periods during which time a qualified factory trained representative familiar with the items installed shall instruct and supervise the University's Personnel in the operation and maintenance of the equipment and systems. This instruction period is in addition and subsequent to any period of operation, testing and adjustment called for elsewhere in these specifications.
  
- C. Instruction by Manufacturer's Representatives: Any instructions from manufacturer's representatives required under other sections of this specification shall be conducted during this period. This instruction period shall be conducted after completion of all piping and equipment labeling required by the Contract.
  
- D. Time of Instructions: Make all arrangements and notices for operation and instruction periods through the University's Representative.
  
- E. Seasonal Operation: For equipment requiring seasonal operation, perform demonstrations and instructions for each required season and at agreed upon times.
  
- F. Evaluation: During and after demonstrations and instructions for University's designated personnel, evaluate their ability to perform the necessary maintenance and operation

functions required to properly operate and maintain each piece of equipment. Make sure that at the end of the training session, the University's designated personnel are reasonably proficient in the operations and maintenance of products, systems, and equipment.

### 3.3 TRAINING TOOLS AND MATERIALS

- A. Use operation and maintenance manuals as basis for instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance. For all systems requiring operation and maintenance training from factory representative, written authorization from the University is required. All systems of more than one manufacturer, a factory representative from each will be required.
- B. Prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

### 3.4 QUALIFICATIONS OF INSTRUCTORS

- A. Instructions for the University's Personnel. For instruction of the University's operating and maintenance personnel, use experienced instructors thoroughly trained and experienced in the operation and maintenance of the building equipment or system involved.

### 3.5 OPERATION AND MAINTENANCE MANUALS AND INSTRUCTIONS

- A. Assemble and furnish a minimum of 3 complete sets (unless otherwise indicated in a specific section) of all mechanical and electrical systems data, except that noted to be mounted in frames, in three-ring loose-leaf binders, complete with index, with indexed dividers permanently attached and exterior labels on cover and back of binders.
- B. Data Required:
  1. Manufacturers' Manuals: Provide complete installation, operation, maintenance, and service manuals and printed instructions and parts lists for all materials and equipment, where such printed matter is regularly available from the manufacturer. This includes but is not limited to such service manuals as may be sold by the manufacturer covering the operation and maintenance of items, and complete replacement parts lists sufficiently detailed for parts replacement ordering to manufacturer. Bound publications need not be assembled in binders.
  2. Equipment Nameplate Data: A typewritten list of all mechanical and electrical equipment showing all equipment nameplate data exactly. Identify equipment by means of names, symbols, and numbers used in the Contract Documents.
  3. System Operating Instructions: Typewritten instructions covering operation of the entire system as installed (not duplicating manufacturers' instructions for operating individual components). Include schematic flow and control diagrams as appropriate and show, locate, or list system valves, control-elements, and equipment components using identification symbols and numbers. List rooms, area of equipment served, and show proper settings for valves, controls, and switches.
  4. System Maintenance Instructions: Typewritten instructions covering routine maintenance of systems. List each item of equipment requiring inspection, lubrication, or service and briefly describe such maintenance, including types of lubricants and frequency of service. It is not intended that these instructions duplicate manufacturers' detailed instructions. Give name, address, and phone number of nearest firm authorized or qualified to service equipment or provide parts.
  5. Warranty, Bonds, and Service Contracts: Provide a copy of each warranty, bond, and service contract issued. These should be accompanied by a sheet which outlines procedures to take in the event of failure and the circumstances which might affect the validity of warranties or bonds.

6. Wall Mounted Data: Frame one set of typewritten system instructions and diagrams as required under Paragraphs 3. and 4. above, covered with plexiglass and mount in locations as directed by the University's Representative.

### 3.6 SPARE PARTS AND EXTRA STOCK MATERIALS

A.

### 3.7 WARRANTIES

A. General Provisions:

1. This subsection includes administrative and procedural requirements for warranties required by the Contract Documents, including manufacturers' standard warranties on products and special warranties.
  - a. Refer to the General Conditions for terms of the Contractor's period for correction of the Work.
  - b. Refer to Divisions 2 through 33 for specific requirements for warranties on products and installations specified to be warranted.
  - c. Certifications and other commitments and agreements for continuing services to University are specified elsewhere in the Contract Documents.
2. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products. Manufacturer's disclaimers and limitations on product warranties do not relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with the Contractor.
3. Effective Date: Warranties shall begin on the date of Final Acceptance unless specifically designated differently or a different date is mutually agreed upon in writing by the parties involved.
4. General Conditions require all items to be under warranty for a period of one (1) year from date of final completion (Notice of Completion) unless otherwise indicated. Warranties for more than one year required by individual Sections require a written warranty by Contractor and Subcontractor. Refer to individual Section of the Specifications to verify if longer warranties are required.

B. Definitions:

1. Standard product warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the University.
2. Special warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the University.

C. Warranty Requirements

1. Related Damages and Losses: When correcting failed or damaged warranted construction, remove and replace construction that has been damaged as a result of such failure or must be removed and replaced to provide access for correction of warranted construction.



2. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
3. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with requirements of the Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Regents have benefited from use of the Work through a portion of its anticipated useful service life.
4. Regents' Recourse: Expressed warranties made to the Regents are in addition to implied warranties and shall not limit the duties, obligations, rights, and remedies otherwise available under the law. Expressed warranty periods shall not be interpreted as limitations on the time in which the Regents can enforce such other duties, obligations, rights, or remedies.
  - a. Rejection of Warranties: The Regents reserve the right to reject warranties and to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
  - b. The Regents reserve the right to refuse to accept Work for the Project where a special guarantee, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented so that entities required to countersign such commitments are willing to do so.
5. Where the Contract Documents require a special warranty, or similar commitment on the Work or part of the Work, the University reserves the right to refuse to accept the Work, until the Contractor presents evidence that entities required to countersign such commitments are willing to do so.
6. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on standard product warranties shall not relieve the Contractor of the Contractor's warranty on the Work that incorporates the products, and shall also not relieve suppliers, manufacturers, and subcontractors required to counter-sign special warranties with the Contractor.

#### D. Warranty Submittals

1. Submit written warranties to the University's Representative prior to the date certified for Substantial Completion. If the University Representative's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion, or a designated portion of the Work, submit written warranties upon request of the University's Representative.
  - a. When a designated portion of the Work is completed and occupied or used by the University, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the University's Representative within 10 days of completion of that designated portion of the Work.
2. Forms for special warranties are included at the end of this Section. Prepare a written document utilizing the appropriate form, ready for execution by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer. Submit a draft to the University, through the University's Representative, for approval prior to final execution.
  - a. Refer to Divisions 2 through 33 for specific content requirements and particular requirements for submitting special warranties.
3. Form of Submittal: At Final Completion compile 3 copies of each required warranty, in the form included at the end of this Section, properly executed by the Contractor, or by the



Contractor, subcontractor, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.

4. Assemble required guarantees, bonds, and service and maintenance contracts.
5. Number of original signed copies required: Three (3) sets, each on 8-1/2 inch x 11 inch sheets, 3-hole punched in 3-ring binders. Fold larger sheets to fit into binders. Submit in commercial quality, 3-ring binders, with durable, cleanable plastic covers. Each set of binders shall include:
  - a. Cover: Identify each binder on the cover with typed or printed title, "WARRANTIES", University's Project Name and Number, Name of General Contractor, and binder number, such as "Set 1, Volume 1 of 2", etc.
  - b. Table of Contents: in a spreadsheet/table format, neatly typed and in orderly sequence by CSI number, based on Specifications Table of Contents in the Bidding-Contract Documents, with the following information:
    - (1) CSI Number.
    - (2) Name of Product or Work item.
    - (3) Brief Scope Description.
    - (4) Firm name, address, telephone number, and name of principal with email address.
    - (5) Date of beginning of guarantee, bond, or service and maintenance contract.
    - (6) Duration and expiration date of warranty or service and maintenance contract.
  - c. When warranted, construction requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.
  - d. Except when a special warranty is required by the provisions of a specific Section of these Specifications, or a standard warranty is not offered as a matter of record by the manufacturer of a specified product, submit the manufacturer's standard warranty for each product incorporated in the Work.
  - e. When a manufacturer does not offer a standard warranty, provide a written form listing the product and indicating "Standard Product Warranty Not Available."
6. Special Warranty Forms: Attached at the end of this Section.

END OF SECTION

**GUARANTEE**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Number: \_\_\_\_\_

GUARANTEE FOR \_\_\_\_\_ (the "Contract"), between  
The (Specification SECTION and Contract No.)

The Regents of the University of California ("University") and

\_\_\_\_\_  
("Contractor")  
\_\_\_\_\_  
(Name of Contractor or Subcontractor)

hereby guarantees to University that the portion of the Work described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which it has provided for the above referenced Project, is of good quality; free from defects; free from any liens, claims, and security interests; and has been completed in accordance with Specification SECTION and the other requirements of the Contract.

The undersigned further agrees that, if at any time within \_\_\_\_\_ months after the date of the guarantee the undersigned receives notice from University that the aforesaid portion of the Work is unsatisfactory, faulty, deficient, incomplete, or not in conformance with the requirements of the Contract, the undersigned will, within 10 days after receipt of such notice, correct, repair, or replace such portion of the Work, together with any other parts of the Work and any other property which is damaged or destroyed as a result of such defective portion of the Work or the correction, repair, or replacement thereof; and that it shall diligently and continuously prosecute such correction, repair, or replacement to completion.

In the event the undersigned fails to commence such correction, repair, or replacement within 10 days after such notice, or to diligently and continuously prosecute the same to completion, the undersigned, collectively and separately, do hereby authorize University to undertake such correction, repair, or replacement at the expense of the undersigned; and Contractor will pay to University promptly upon demand all costs and expenses incurred by University in connection therewith.

**SUBCONTRACTOR**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Contractor License Classification and Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**CONTRACTOR**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_

**LEFT BLANK  
INTENTIONALLY**

**SPECIAL WARRANTY FORM**

When required in Sections of the Specifications, Special Warranties shall be in the following form and written on Contractor's own letterhead:

"Warrant \_\_\_\_\_  
(portion of work warranted)

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

We, the undersigned hereby warrant to the Regents of the University of California ("Regents") that the portion of the work identified, which we have installed in the above-named Project has been performed in accordance with the Contract Documents and that the work, as installed, will fulfill the requirements of the warranty included in this Specification. We agree to repair or replace any or all of our work, together with any other work which may be damaged or displaced by so doing, that may prove to be defective in its workmanship, materials, operation, or failure to conform to Contract provisions and requirements within a period of year(s) from date of Substantial Completion of the stipulated below for the above-named Project, without any expense whatever to the said Regents, ordinary wear and tear and unusual abuse or neglect excepted. In the event of our failure to comply with the above-mentioned conditions within ten (10) calendar days after being notified in writing by the Regents, we collectively or separately do hereby authorize the Regents to proceed to have said defects repaired and made good at our expense, including all collection cost and reasonable attorney fees, and we will honor and pay the costs and charges therefore upon demand."

WARRANTY PERIOD: \_\_\_\_\_ STARTING: \_\_\_\_\_ TERMINATING \_\_\_\_\_

Name of General Contractor  
\_\_\_\_\_

Name of Subcontractor  
\_\_\_\_\_

Signature of General Contractor  
\_\_\_\_\_

Signature of Subcontractor  
\_\_\_\_\_

Address  
\_\_\_\_\_

Address  
\_\_\_\_\_

Phone Number  
\_\_\_\_\_

Phone Number  
\_\_\_\_\_

State License Number  
\_\_\_\_\_

State License Number  
\_\_\_\_\_

Name of Manufacturer  
\_\_\_\_\_

Manufacturer Phone Number  
\_\_\_\_\_

Signature of Manufacturer  
\_\_\_\_\_

**LEFT BLANK**

**INTENTIONALLY**

**SECTION 01 7839  
AS-BUILT DOCUMENTS****PART 1 – GENERAL****1.1. SUMMARY**

- A. This Section includes administrative and procedural requirements for As-Built Documents, including without limitation, the following:
1. As-Built Drawings
  2. As-Built Specifications
  3. As-Built Product Data
  4. As-Built Sample Submittal
  5. Miscellaneous As-Built Submittals
  6. Recording
- B. As-Built Documents required include the following:
1. Marked-up copies of Drawings.
  2. Marked-up copies of Shop Drawings.
  3. Newly prepared drawings.
  4. Marked-up copies of Specifications, Addenda, and Change Orders.
  5. Marked-up Product Data submittals.
  6. Samples.
  7. Field records for variable and concealed conditions.
  8. Record information on Work that is recorded only schematically.
  9. Operation and Maintenance Data submittals.
  10. Miscellaneous submittals.
- C. Maintenance of Documents and Samples: Store As-Built Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use As-Built Documents for construction purposes. Maintain As-Built Documents in good order, legible condition, and in a clean, dry, secure, fire-safe location. Make As-Built Documents and Samples available at all times for the University's Representative's inspections.
1. Maintain 1 set of all As-Built Documents at the Project site for the entire duration of construction.
  2. Clearly label each document or item "AS-BUILT DRAWING," "AS-BUILT SAMPLE," "AS-BUILT SPECIFICATION," or similarly as appropriate and applicable.
- D. Do not conceal Work requiring verification for As-Built Documents until such information has been verified and recorded.

## 1.2. AS-BUILT DRAWINGS

- A. Markup Procedure: During construction, maintain a clean, undamaged set of blue- or black-line white prints of Contract Drawings and Shop Drawings for As-Built Document purposes.
1. Mark these Drawings to show the actual installation where the installation varies from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Items required to be marked include, but are not limited to, the following:
    - a. Dimensional changes to the Drawings.
    - b. Revisions to details shown on the Drawings.
    - c. Depths of foundations below the first floor. Indicate foundation elevations relative to first floor elevation.
    - d. Horizontal locations and vertical depths of underground utilities and appurtenances, including both site utilities and those under buildings and structures, referenced to permanent surface improvements.
    - e. Revisions to routing of piping and conduits.
    - f. Revisions to electrical circuitry.
    - g. Changes made by change order or field order.
    - h. Changes made following the University Representative's written orders and pertinent graphic and written responses to RFI's.
    - i. Details not on original Contract Drawings.
  2. Mark As-Built prints of Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings location.
  3. Mark As-Built sets with red erasable colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
  4. Mark important additional information that was either shown schematically or omitted from original Drawings. Mark new information that is important to the University but was not shown on Contract Drawings or Shop Drawings.
  5. Note field order numbers, alternate numbers, change order numbers, RFI numbers, ASI numbers, and similar identification.
  6. Identify and date each drawing; include the printed designation "AS-BUILT DRAWING" in a prominent location on each drawing
- B. Responsibility for Markup: The individual or entity who obtained As-Built data, whether the individual or entity is the installer, subcontractor, or similar entity, shall prepare the markup on As-Built drawings.
1. Accurately information in an understandable drawing technique.
  2. Record data as soon as possible after obtaining it, but within 24 hours maximum. Record and check the markup prior to enclosing concealed installations.
  3. At time of Substantial Completion, submit As-Built drawings to the University's Representative for the University's records. Organize into sets and bind and label sets for the University's continued use. Bind each set with durable-paper cover sheets. Include appropriate identification, including titles, dates, and other information on the cover sheets.
- C. Newly Prepared As-Built Drawings: Prepare new drawings instead of following procedures specified for preparing As-Built drawings where new drawings are required, and the University's

Representative determines that neither original Contract Drawings nor Shop Drawings are suitable to show the actual installation.

- D. Consult with the University's Representative for the proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. When completed and accepted, integrate newly prepared Drawings with procedures specified for organizing, copying, binding and submittal of As-Built drawings.

### 1.3. AS-BUILT SPECIFICATIONS

- A. During the construction period, maintain 3 copies of the Specifications, including addenda and modifications issued, for As-Built Document purposes.
  - 1. Mark the Specifications to indicate the actual installation where the installation varies from that indicated in Specifications and modifications issued. Note related project record drawing information, where applicable. Give particular attention to substitutions, selection of product options, and information on concealed installations that would be difficult to identify or measure and record later.
    - a. In each Specification Section where products, materials, or units of equipment are specified or scheduled, mark the copy with the proprietary name and model number of the product furnished.
    - b. Record the name of the manufacturer, supplier, installer, and other information necessary to provide a record of selections made and to document coordination with As-Built Product Data submittals and maintenance manuals.
    - c. Note related As-Built Product Data, where applicable. For each principal product specified, indicate whether As-Built Product Data has been submitted in maintenance manual instead of submitted as As-Built Product Data.
    - d. Use pen and black ink so marks will reproduce clearly.
  - 2. Upon completion of markup, submit As-Built Specifications to the University's Representative for the University's records.

### 1.4. AS-BUILT PRODUCT DATA

- A. During the construction period, maintain one copy of each Product Data submittal for As-Built Document purposes.
  - 1. Mark Product Data to indicate the actual product installation where the installation varies substantially from that indicated in Product Data submitted. Include significant changes in the product delivered to the site and changes in manufacturer's instructions and recommendations for installation.
  - 2. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  - 3. Note related change orders and markup of As-Built Drawings, where applicable.
  - 4. Upon completion of markup, submit a complete set of As-Built Product Data to the University's Representative for the University's records.
  - 5. Where As-Built Product Data is required as part of maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as As-Built Product Data.



1.5. AS-BUILT SAMPLE SUBMITTAL

- A. Immediately prior to date of Substantial Completion meet with the University's Representative and the University's personnel at the site to determine which of the Samples maintained during the construction period shall be transmitted to the University for record purposes. Comply with the University Representative's instructions for packaging, identification marking, and delivery to the University's Sample storage space. Dispose of other Samples in a manner specified for disposing surplus and waste materials.

1.6. MISCELLANEOUS AS-BUILT SUBMITTALS

- A. Refer to other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Immediately prior to Substantial Completion, complete miscellaneous As-Built records and place in good order, properly identified and bound or filed, ready for use and reference. Submit to the University's Representative for the University's records.

- 1. Categories of requirements resulting in miscellaneous As-Built Documents include, but are not limited to, the following:
  - a. Field records on excavations and foundations.
  - b. Field records on underground construction and similar work.
  - c. Survey showing locations and elevations of underground lines.
  - d. Invert elevations of drainage piping.
  - e. Surveys establishing building lines and levels.
  - f. Authorized measurements utilizing unit prices or allowances.
  - g. Records of plant treatment.
  - h. Ambient and substrate condition tests.
  - i. Certifications received in lieu of labels on bulk products.
  - j. Batch mixing and bulk delivery records.
  - k. Testing and qualification of tradesmen.
  - l. Documented qualification of installation firms.
  - m. Load and performance testing.
  - n. Inspections and certifications by governing authorities.
  - o. Leakage and water-penetration tests.
  - p. Final inspection and correction procedures.
  - q. Field test reports.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

3.1 RECORDING

- A. Post changes and modifications to the As-Built Documents as they occur. Do not wait until the end of the Project. The University's Representative and IOR will periodically review As-Built Documents to determine compliance with this requirement.
- B. Current updated As-Built Documents shall be made available to the University's Representative and IOR for review at the time of submitting applications for payment.
- C. Per the General Conditions, the University has the right to withhold payment until As-Built Documents are completed and current to date as of the latest application for payment

END OF SECTION

**SECTION 01 9113  
GENERAL COMMISSIONING REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

A. This Section includes general requirements that apply to implementation of commissioning without regard to systems, subsystems, and equipment being commissioned:

1. Commissioning Team
2. University's Responsibilities
3. Contractor's Responsibilities
4. CxA's Responsibilities
5. Commissioning Documentation
6. Submittals
7. Quality Assurance
8. Title 24 Acceptance Testing
9. Start-up, Pre-Functional Checklists and Initial Checkout
10. Functional Performance Testing
11. Operation and Maintenance Training Requirements
12. Costs of Commissioning Work
13. Equipment and System Schedule

B. Related Sections:

- a. Division 1 Section "Sustainable Design Requirements" for LEED Documentation related to commissioning.
- b. Audio visual equipment
- c. Fire suppression systems
- d. Plumbing systems
- e. HVAC systems, including Controls or Integrated Automation.
- f. Lighting and other electrical systems.
- g. Communications and Data systems.
- h. Safety and security systems.

C. Basis of Design (BOD) and Owner's Project Requirements (OPR) documentation prepared by University contains requirements that apply to this Section. This information is available to Bidders upon request.

D. Comply with the Acceptance Testing requirements of Title 24 Energy Code and ACM (Alternative Calculation Method) Approval Manual. Additional requirements are given in Part 3 of this Section.

**1.2 DEFINITIONS**

A. Commissioning Process: The basic purpose of building commissioning is to provide documented confirmation that building systems function in compliance with criteria set forth in the Project Documents to satisfy the owner's operational needs.

B. Basis of Design (BOD) document: A document that records concepts, calculations, decisions, product selections used to meet the OPR and to satisfy applicable regulatory requirements, standards, and guidelines. The document includes both narrative descriptions and lists of individual items that support the design process.

C. CxA: Commissioning Authority.

- D. University Project Requirements (OPR): A written document, prepared by the University, that details the functional requirements of Project and expectations of how it will be used and operated. This document includes Project and design goals, measurable performance criteria, budgets, schedules, success criteria, and supporting information.
- E. Systems, Subsystems, and Equipment: Where these terms are used together or separately, they shall mean "as-built" systems, subsystems, and equipment.
- F. TAB: Testing, Adjusting, and Balancing.
- G. Title 24: California Code of Regulations, Title 24, Part 1 - Building Energy Efficiency Standards (latest edition).

### 1.3 COMMISSIONING TEAM

- A. Members Appointed by Contractor: Individuals, each having authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated actions. The commissioning team shall consist of, but not be limited to, representatives of Contractor, including Project superintendent and subcontractors, installers, suppliers, and specialists deemed appropriate by the CxA.
- B. Members Appointed by University:
  - 1. CxA: The designated person, company, or entity that plans, schedules, and coordinates the commissioning team to implement the commissioning process. Owner may engage the independent CxA under a separate contract.
  - 2. Representatives of the facility user and operation and maintenance personnel.
  - 3. Architect and engineering design professionals.

### 1.4 UNIVERSITY'S RESPONSIBILITIES

- A. Provide the OPR documentation to the CxA and Contractor for use in developing the commissioning plan; systems manual; operation and maintenance training plan; and testing plans and checklists.
- B. Assign operation and maintenance personnel and schedule them to participate in commissioning team activities including, but not limited to the following:
  - 1. Coordination meetings.
  - 2. Training in operation and maintenance of systems, subsystems, and equipment.
  - 3. Testing meetings.
  - 14. Demonstration of operation of systems, subsystems, and equipment.
- B. Provide the BOD documents, prepared by University or its consultants, to the CxA and Contractor for use in developing the commissioning plan, systems manual, and operation and maintenance training plan.

### 1.5 CONTRACTOR'S RESPONSIBILITIES

- A. Provide utility services required for the commissioning process.
- B. Contractor is responsible for construction means, methods, job safety, and/or management function related to commissioning on the job site.
- C. Contractor shall assign representatives with expertise and authority to act on behalf of the Contractor and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
  - 1. Participate in construction-phase coordination meetings.

2. Participate in maintenance orientation and inspection.
  3. Participate in operation and maintenance training sessions.
  4. Participate in final review at acceptance meeting.
  5. Certify that Work is complete and systems are operational according to the Contract Documents, including calibration of instrumentation and controls.
  6. Evaluate performance deficiencies identified in test reports and, in collaboration with entity responsible for system and equipment installation, recommend corrective action.
  7. Review and comment on final commissioning documentation.
- D. Contractor shall integrate all commissioning activities into Contractor's master construction schedule.
- E. Subcontractors shall assign representatives with expertise and authority to act on behalf of subcontractors and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
1. Participate in construction-phase coordination meetings.
  2. Participate in maintenance orientation and inspection.
  3. Participate in procedures meeting for testing.
  4. Participate in final review at acceptance meeting.
  5. Provide schedule for operation and maintenance data submittals, equipment startup, and testing to CxA for incorporation into the commissioning plan. Update schedule on a weekly basis throughout the construction period.
  6. Provide information to the CxA for developing construction-phase commissioning plan.
  7. Participate in training sessions for University's operation and maintenance personnel.
  8. Provide updated Project Record Documents to the CxA on a daily basis.
  9. Gather and submit operation and maintenance data for systems, subsystems, and equipment to the CxA, as specified in Division 01 Section "Operation and Maintenance Data."
  10. Provide technicians who are familiar with the construction and operation of installed systems, who shall execute the test procedures developed by the CxA, and who shall participate in testing of installed systems, subsystems, and equipment.

#### 1.6 CxA'S RESPONSIBILITIES

- A. Organize and lead the commissioning team.
- B. Conduct a commissioning design review of the OPR, BOD, and design documents prior to mid-construction documents phase and back-check the review comments in the subsequent design submissions, in accordance with LEED credit EA3 "Enhanced Commissioning".
- C. Prepare a construction-phase commissioning plan. Collaborate with design team, University, Contractor and with subcontractors to develop test and inspection procedures. Include design changes and scheduled commissioning activities coordinated with overall Project schedule. Identify commissioning team member responsibilities, by name, firm, and trade specialty, for performance of each commissioning task.
- D. Work with the University to schedule commissioning activities. All parties will address scheduling issues in a timely manner in order to expedite the commissioning process.
- E. Review and comment on submittals from Contractor for compliance with the OPR, BOD, Contract Documents, and construction-phase commissioning plan. Review and comment on performance expectations of systems and equipment and interfaces between systems relating to the OPR and BOD.

- F. Convene commissioning team meetings on a monthly basis for the purpose of coordination, communication, and conflict resolution; discuss progress of the commissioning processes. Responsibilities include arranging for facilities, preparing agenda and attendance lists, and notifying participants. The CxA shall prepare and distribute minutes to commissioning team members and attendees within five (5) workdays of the commissioning meeting.
- G. At the beginning of the construction phase, conduct an initial construction-phase coordination meeting for the purpose of reviewing the commissioning activities and establishing tentative schedules for operation and maintenance submittals; operation and maintenance training sessions; TAB Work; and Project completion.
- F. Observe and inspect construction and report progress and deficiencies. In addition to compliance with the OPR, BOD, and Contract Documents, inspect systems and equipment installation for adequate accessibility for maintenance and component replacement or repair.
- G. Prepare Project-specific test and inspection procedures and checklists.
- H. Schedule, direct, witness, and document tests, inspections, and systems startup.
- I. Compile test data, inspection reports, and certificates and include them in the systems manual and commissioning report.
- J. Certify date of acceptance and startup for each item of equipment for start of warranty periods.
- K. Review Project Record Documents for accuracy. Request revisions from Contractor to achieve accuracy. Project Record Documents requirements are specified in Division 01 Section "Project Record Documents."
- L. Review and comment on operation and maintenance documentation and systems manual outline for compliance with the OPR, BoD, and Contract Documents. Operation and maintenance documentation requirements are specified in Division 01 Section "Operation and Maintenance Data."
- M. Review Contractor's operation and maintenance training program. Operation and maintenance training is specified in Division 01 Section "Demonstration and Training."
- N. Obtain the services of a professional agency to video the training sessions where required by individual Specification Sections.
- O. Video construction progress including hidden shafts.
- P. Prepare commissioning reports.
- Q. Assemble the final commissioning documentation, including the commissioning report and Project Record Documents.

#### 1.7 COMMISSIONING DOCUMENTATION

- A. Index of Commissioning Documents: CxA shall prepare an index to include storage location of each document.
- B. Commissioning Plan: A document, prepared by CxA, that outlines the schedule, allocation of resources, documentation requirements of the commissioning process, and shall include, but is not limited to the following:

1. Plan for delivery and review of submittals, systems manuals, and other documents and reports. Identification of the relationship of these documents to other functions and a detailed description of submittals that are required to support the commissioning processes. Submittal dates shall include the latest date approved submittals must be received without adversely affecting commissioning plan.
  2. Description of the organization, layout, and content of commissioning documentation (including systems manual) and a detailed description of documents to be provided along with identification of responsible parties.
  3. Identification of systems and equipment to be commissioned.
  4. Description of schedules for testing procedures along with identification of parties involved in performing and verifying tests.
  5. Identification of items that must be completed before the next operation can proceed.
  6. Description of responsibilities of commissioning team members.
  7. Description of observations to be made.
  8. Description of requirements for operation and maintenance training, including required training materials.
  9. Description of expected performance for systems, subsystems, equipment, and controls.
  10. Schedule for commissioning activities with specific dates coordinated with overall construction schedule.
  11. Identification of installed systems, subsystems, and equipment, including design changes that occurred during the construction phase.
  12. Process and schedule for documenting changes on a continuous basis to appear in Project Record Documents.
  13. Process and schedule for completing prestart and startup checklists for systems, subsystems, and equipment to be verified and tested.
  14. Step-by-step procedures for testing systems, subsystems, and equipment with descriptions for methods of verifying relevant data, recording the results obtained, and listing parties involved in performing and verifying tests.
- C. Pre-Functional Checklists: CxA shall develop pre-functional checklists for all equipment to be commissioned. Further requirements are specified in Part 3 of this Section.
- D. Functional Performance Testing: CxA shall develop functional performance test procedures for all equipment and systems to be commissioned. Further requirements are specified in Part 3 of this Section.
- E. Certificate of Readiness: Certificate of Readiness shall be signed by Contractor, Subcontractor(s), and installer(s) certifying that systems, subsystems, equipment, and associated controls are ready for testing. Completed test checklists signed by the responsible parties shall accompany this certificate.
- F. Test and Inspection Reports: CxA shall record test data, observations, and measurements on test checklists. Photographs, forms, and other means appropriate for the application shall be included with data. CxA shall compile test and inspection reports and test and inspection certificates and include them in systems manual and commissioning report.
- G. Corrective Action Documents: CxA shall document corrective action taken for systems and equipment that fail tests. Include required modifications to systems and equipment and revisions to test procedures, if any. Retest systems and equipment requiring corrective action and document retest results.
- H. Issues Log: CxA shall prepare and maintain an issues log that describes design, installation, and performance issues that are at variance with the OPR, BoD, and Contract Documents. Identify and track issues as they are encountered, documenting the status of unresolved and resolved issues.



1. Creating an Issues Log Entry:
  - a. Identify the issue with unique numeric or alphanumeric identifier by which the issue may be tracked.
  - b. Assign a descriptive title of the issue.
  - c. Identify date and time of the issue.
  - d. Identify test number of test being performed at the time of the observation, if applicable, for cross-reference.
  - e. Identify system, subsystem, and equipment to which the issue applies.
  - f. Identify location of system, subsystem, and equipment.
  - g. Include information that may be helpful in diagnosing or evaluating the issue.
  - h. Note recommended corrective action.
  - i. Identify commissioning team member responsible for corrective action.
  - j. Identify expected date of correction.
  - k. Identify person documenting the issue.
  
2. Documenting Issue Resolution:
  - a. Log date correction is completed or the issue is resolved.
  - b. Describe corrective action or resolution taken. Include description of diagnostic steps taken to determine root cause of the issue, if any.
  - c. Identify changes to the OPR, BOD, or Contract Documents that may require action.
  - d. State that correction was completed and system, subsystem, and equipment is ready for retest, if applicable.
  - e. Identify person(s) who corrected or resolved the issue.
  - f. Identify person(s) documenting the issue resolution.
  
- I. Commissioning Report: CxA shall document results of the commissioning process including unresolved issues and performance of systems, subsystems, and equipment. The commissioning report shall indicate whether systems, subsystems, and equipment have been completed and are performing according to the OPR, BOD, and Contract Documents. The commissioning report shall include, but is not limited to, the following:
  1. Lists and explanations of substitutions; compromises; variances in the OPR, BOD, and Contract Documents; record of conditions; and, if appropriate, recommendations for resolution. This report shall be used to evaluate systems, subsystems, and equipment and shall serve as a future reference document during University occupancy and operation. It shall describe components and performance that exceed requirements of the OPR, BOD, and Contract Documents and those that do not meet requirements of the OPR, BOD, and Contract Documents. It may also include a recommendation for accepting or rejecting systems, subsystems, and equipment.
  2. OPR and BOD documentation.
  3. Commissioning plan.
  4. Testing plans and reports.
  5. Corrective modification documentation.
  6. Issues log.
  7. Completed test checklists.
  8. Listing of off-season test(s) not performed and a schedule for their completion.
  
- J. Systems Manual: CxA shall gather required information and compile systems manual. Systems manual shall include, but is not limited to, the following:
  1. OPR and BOD, including system narratives, schematics, and changes made throughout the Project.
  2. Project Record Documents as specified in Division 01 Section "Project Record Documents."

3. Final commissioning plan.
4. Commissioning report.
5. Operation and maintenance data as specified in Division 01 Section "Operation and Maintenance Data."

## 1.8 SUBMITTALS

The CxA shall submit the following:

- A. Commissioning Plan Prefinal Submittal: Submit three (3) hard copies of pre-final commissioning plan. Deliver one copy to Contractor, one to Owner, and one to University Consultant. Present submittal in sufficient detail to evaluate data collection and arrangement process. One copy, with review comments, will be returned to the CxA for preparation of the final construction-phase commissioning plan.
- B. Commissioning Plan Final Submittal: Submit three (3) hard copies and two sets of electronically formatted information of final commissioning plan. Deliver one hard copy and one set of discs to University, and one copy to University Consultant. The final submittal must address previous review comments. The final submittal shall include a copy of the pre-final submittal review comments along with a response to each item.
- C. Test Checklists and Report Forms: Submit sample checklists and forms to Contractor quality-control manager and subcontractors for review and comment. Submit three (3) copies of each checklist and report form.
- D. Certificates of Readiness.
- E. Test and Inspection Reports.
- F. Corrective Action Documents.
- G. Pre-final Commissioning Report Submittal: Submit three (3) hard copies of the pre-final commissioning report. Include a copy of the preliminary submittal review comments along with CxA's response to each item. CxA shall deliver one copy to University and one copy to University Consultant. One copy, with review comments, will be returned to the CxA for preparation of final submittal.
- H. Final Commissioning Report Submittal and LEED™ Documentation: Submit three (3) hard copies and three (3) sets of electronically formatted information of the final commissioning report. The final submittal must address previous review comments and shall include a copy of the pre-final submittal review comments along with a response to each item.
- I. Recommissioning Management Manual: Develop an indexed Recommissioning Management Manual to be delivered to the Owner with the final commissioning report. Include all components listed in the LEED Reference Guide.
- J. LEED™ Documentation. Compile LEED™ Documentation. Format as required by USGBC for submittal under LEED™ rating system.

## 1.9 QUALITY ASSURANCE

- A. Training Instructor Qualifications: Contractor shall provide factory-authorized service representatives, experienced in training, operation, and maintenance procedures for installed systems, subsystems, and equipment.
- B. Test Equipment Calibration: Comply with test equipment manufacturer's calibration procedures and intervals. Recalibrate test instruments (per NIST requirements if applicable) immediately whenever instruments have been repaired following damage or



dropping. Affix calibration tags to test instruments. Instruments shall have been calibrated within six months prior to use.

CxA shall coordinate the following:

- A. **Coordinating Meetings:** Conduct regular coordination meetings of the commissioning team at least monthly to review progress on the commissioning plan, to discuss scheduling conflicts, and to discuss upcoming commissioning process activities.
- B. **Pretesting Meetings:** Conduct pretest meetings of the commissioning team to review startup reports, pretest inspection results, testing procedures, testing personnel and instrumentation requirements, and manufacturers' authorized service representative services for each system, subsystem, equipment, and component to be tested.
- C. **Testing Coordination:** Coordinate sequence of testing activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
  - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

### 1.2 TITLE 24 ACCEPTANCE TESTING

- A. Comply with the requirements of Title 24, and Appendix NJ of the Nonresidential Alternative Calculation Method (ACM) Approval Manual.
  - 1. The installing Contractor shall be responsible for reviewing the plans and specifications to assure they conform to the Acceptance Requirements. This is typically done prior to signing a Certificate of Compliance.
  - 2. The installing Contractor shall be responsible for providing all necessary instrumentation, measurement and monitoring, and undertaking all required acceptance requirement procedures. They shall be responsible for correcting all performance deficiencies and again implementing the acceptance requirement procedures until all specified systems and equipment are performing in accordance with the Standards.
  - 3. The installing Contractor shall be responsible for documenting the results of the acceptance requirement procedures including paper and electronic copies of all measurement and monitoring results. They shall be responsible for performing data analysis, calculation of performance indices and crosschecking results with the requirements of the Standard. They shall be responsible for issuing a Certificate of Acceptance. The University shall not release a final Certificate of Occupancy until a Certificate of Acceptance is submitted that demonstrates that the specified systems and equipment have been shown to be performing in accordance with the Standards.
  - 4. The installing Contractor upon completion of undertaking all required acceptance requirement procedures shall record their State of California Contractor's License number or their State of California Professional Registration License Number on each Certificate of Acceptance that they issue.

### 1.3 START-UP, PRE-FUNCTIONAL CHECKLISTS AND INITIAL CHECKOUT

- A. The following procedures apply to all equipment to be commissioned.
- B. **General.** Pre-functional Checklists are developed and completed for all major equipment and systems being commissioned. The checklist captures equipment nameplate and

characteristics data, confirming the as-built status of the equipment or system. These checklists also ensure that the systems are complete and operational, so that the functional performance testing can be scheduled. The checklists are created by the CxA and completed (filled out) by the installing Contractor.

- C. Start-up and Initial Checkout Plan. The CxA shall assist the commissioning team members responsible for startup of any equipment in developing detailed start-up plans for all equipment. The primary role of the CxA in this process is to ensure that there is written documentation that each of the manufacturer-recommended procedures have been completed.
- D. Pre-functional Checklists. The CxA shall create pre-functional checklists, based primarily on the manufacturer's startup and initial checkout procedures are created. Each checkout item shall have a place to document that proper installation has occurred. Once the pre-functional checklist is completed by the installing Contractor, this signifies that the equipment is properly installed per manufacturer's procedures, and the controls and TAB are complete and the equipment is ready for final functional performance testing. The Contractor determines which Sub-contractor is responsible for executing and documenting each of the line item tasks.
- E. Sensor Calibration. Calibration of all sensors shall be included as part of the pre-functional checklists performed by the Contractors.
- F. Execution of Pre-functional Checklists and Startup.
  - 1. Sub-contractors and vendors schedule startup and checkout with the University, Contractor, and CxA.
  - 2. The CxA shall observe, at minimum, the procedures for each piece of primary equipment, unless there are repetitive multiple units, (in which case a sampling strategy may be used as approved by the University).
  - 3. For lower-level components of equipment in non-sensitive areas of the Project, (e.g., VAV boxes, reheat coils), the CxA shall observe a sampling of the pre-functional and start-up procedures.
  - 4. The Contractor and vendors shall execute startup and provide the CxA with a signed and dated copy of the completed start-up and pre-functional checklists.
  - 5. Only individuals that have direct knowledge and witnessed that a line item task on the pre-functional checklist was actually performed shall initial or check that item off.
- G. Deficiencies, Non-Conformance and Approval in Checklists and Startup.
  - 1. The Contractor shall clearly list any outstanding items of the initial start-up and pre-functional procedures that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies are provided to the CxA within two days of test completion.
  - 2. The CxA reviews the report and recommends approval to the University. The CxA shall work with the Contractor and vendors to correct and retest deficiencies or uncompleted items. The CxA will involve the University and others as necessary.

#### 1.4 FUNCTIONAL PERFORMANCE TESTING

- A. Objectives and Scope. The objective of functional performance testing is to demonstrate that each system is operating according to the documented design intent and Contract Documents. In general, each system should be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load) where there is a specified system response. Verifying each sequence in the sequences of operation is required. Proper responses to such modes and conditions as power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.

- B. **Development of Test Procedures.** Before test procedures are written, the CxA shall obtain all requested documentation and a current list of change orders affecting equipment or systems, including an updated points list, program code, control sequences and parameters. The CxA shall develop specific test procedures and forms to verify and document proper operation of each piece of equipment and system. Prior to execution, the CxA shall provide a copy of the test procedures to the Contractor who shall review the tests for feasibility, safety, equipment and warranty protection. The CxA shall review University-contracted or factory testing which the CxA is not responsible to oversee and shall determine what further testing may be required to comply with the Contract Documents. Redundancy of testing shall be minimized.

The test procedure forms developed by the CxA shall include the following information:

1. System and equipment or component name(s).
2. Equipment location and ID number.
3. Date.
4. Project name and University Project Number.
5. Participating parties.
6. Reference to the specification section describing the test requirements.
7. A copy of the specific sequence of operations.
8. Instructions for setting up the test.
9. Special cautions, alarm limits, etc.
10. Specific step-by-step procedures to execute the test.
11. Acceptance criteria of proper performance with a Yes / No check box.
12. A section for comments.
13. Signatures and date block for the CxA.

- C. **Test Methods.**

1. Functional performance testing and verification may be achieved by manual testing (persons manipulate the equipment and observe performance) or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by stand-alone data loggers. The CxA will determine which method is most appropriate.
2. Setup. Each function and test shall be performed under conditions that simulate actual conditions as close as is practically possible. The Contractor executing the test shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At completion of the test, the Contractor shall return all affected building equipment and systems, due to these temporary modifications, to their pre-test condition.
3. Sampling. Multiple identical pieces of non-life-safety or non-critical equipment may be functionally tested using a sampling strategy. The sampling strategy will be developed by the CxA and approved by the University. If, after three attempts at testing the specified sample percentage, failures are still present, then all remaining units are tested at the Contractor's expense.

- D. **Coordination and Scheduling.** The Contractor shall provide sufficient notice to the CxA regarding their completion schedule for the pre-functional checklists and startup of all equipment and systems. The CxA will schedule functional tests through the University Representative and Contractor. The CxA shall direct, witness and document the functional testing of all equipment and systems. The Contractor shall execute the tests.

- E. **Problem Solving.** The CxA will recommend solutions to problems found; however the burden of responsibility to solve, correct and retest problems is with the Contractor and University consultants.

1.5 OPERATION AND MAINTENANCE TRAINING REQUIREMENTS

- A. Training Preparation Conference: Before operation and maintenance training, CxA shall convene a training preparation conference to include Owner's operation and maintenance personnel, Contractor, and subcontractors. In addition to requirements specified in Division 01 Section "Demonstration and Training," perform the following:
1. Review the OPR and BoD.
  2. Review installed systems, subsystems, and equipment.
  3. Review instructor qualifications.
  4. Review instructional methods and procedures.
  5. Review training module outlines and contents.
  6. Review course materials (including operation and maintenance manuals).
  7. Inspect and discuss locations and other facilities required for instruction.
  8. Review and finalize training schedule and verify availability of educational materials, instructors, audiovisual equipment, and facilities needed to avoid delays.
  9. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.
- B. Training Modules: Develop an instruction program that includes individual training modules for each system, subsystem, and equipment as specified in Division 01 Section "Demonstration and Training."

1.6 COSTS OF COMMISSIONING WORK

- A. The cost of the CxA shall be borne by the University.
- B. The cost to the Contractor and Subcontractors to comply with the specified requirements and to support the work of the CxA shall be included in the Contractor's and Subcontractor's bid price.
- C. If a device, piece of equipment, sequence, or system fails a test, corrections shall be made and a second test shall be performed. If the second test is not successful, then the CxA's cost for a third test or subsequent tests shall be reimbursed to the CxA by the Contractor.

1.7 EQUIPMENT & SYSTEM SCHEDULE

- A. The following equipment shall be commissioned in this Project.

System	Equipment	Note	Req'd by LEED
HVAC System	Chillers		X
	Boilers		X
	Pumps		X
	Cooling towers		X
	Variable frequency drives		X
	Air handlers		X
	Packaged AC units		X
	Terminal units for Court Rooms and other high occupancy rooms		X
	Terminal units for Office areas	2	X
System	Equipment	Note	Req'd by LEED
HVAC System	Unit heaters		X
	Heat exchangers		X
	Exhaust fans		X
	Supply fans		X
	Return fans		X
	Chilled beams		X

Building Energy Management System (EMS)	Sequences of Operation, Monitored Points, Control Points, and Alarms		X
	Metering/Monitoring Devices and Equipment		X
	Software Commissioning, GUI presentation commissioning, system access performance criteria, software tools/source code commissioning, instrument data sheets, middleware commissioning, Internet Protocol commissioning		
Lighting and Shade Control System	Sequences of Operation, Monitored points, control points, user controls		X
Electrical System	Sweep or scheduled lighting controls	2	X
	Daylight dimming controls		X
	Lighting occupancy sensors		X
	Electrical grounding		
Plumbing System	Domestic water heaters		X
Security Alarm Systems	Security cameras and monitoring system personal duress alarm system; Intercom system; Paging System.		
Security Electronics	Security plumbing fixture water management system.		
Seminar/Conference Rooms	Door Controls.		
	Fire alarm system.		
	Distributed radio antenna system.		
	Access control system.		
	Room acoustics.		
Fire/Life Safety Systems	Sound masking system.		
	Assisted listening.		
	Video projection.		
	Audio system.		
	Lighting and lighting controls.		X
Communication System	All devices		
	Alarm drivers		
	HVAC/Fire System Integration		
	Event Notifying and Reporting Systems		

Notes:

1. Centralized equipment should be fully commissioned.

PART 2 - Items which represent multiple, identical repetitive equipment may be tested on a "sampling" or "spot-check" basis, 20% of total.

END OF SECTION