INSTRUCTION TO BIDDERS — SECTION 00100

AIA DOCUMENT A701, INSTRUCTIONS TO BIDDERS, 1997 EDITION IS THE FORM BEING USED. COPIES OF THIS DOCUMENT MAY BE OBTAINED FROM THE OFFICE OF THE ARCHITECT BEFORE PROCEEDING WITH WORK.

SUPPLEMENT TO THE INSTRUCTIONS TO BIDDERS 1. AT THE END OF SUBPARAGRAPH 32.1. ADD:

3.2.1.1. THE CONTRACTOR SHALL VERIFY ALL MEASUREMENTS AT THE SITE AS HE SHALL BE RESPONSIBLE FOR ADAPTING THE PLAN TO EXISTING CONDITIONS. IN THE CASE OF DISCREPANCIES BETWEEN THE DRAWINGS AND THE EXISTING CONDITIONS, THEY SHALL BE REPORTED TO THE ARCHITECT.

GENERAL CONDITIONS — SECTION 00700

AIA DOCUMENT A 201–2007 EDITION: "GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION" IS HEREBY INCLUDED AS A PART OF THE CONTRACT DOCUMENTS BY REFERENCE.

SUPPLEMENTS TO THE "GENERAL CONDITIONS" AS REQUIRED, WILL BE WRITTEN BY THE ARCHITECT OF RECORD.

ERRORS AND OMISSIONS

ERRORS, INCONSISTENCIES, AND OR AMBIGUITIES SHALL BE BROUGHT TO THE ARCHITECTS ATTENTION IMMEDIATELY, AND SHALL NOT BE CONSIDERED SUFFICIENT REASON TO DEPART FROM THE DESIGN INTENT OF THE CONSTRUCTION DOCUMENTS.

SUMMARY OF WORK — SECTION 01010

THE WORK CONSISTS OF A **2** STORY RESIDENCE INCLUDING ALL ITS APPURTENANCES, SITE WORK AND ANY OFF SITE IMPROVEMENT REQUIRED OR NECESSARY, SHOWN ON THE DRAWINGS, EXCLUDING ONLY THOSE ITEMS SPECIFICALLY SHOWN, NOTED OR SPECIFIED AS NOT IN CONTRACT (NIC).

CONSTRUCTION SCHEDULE:

THE CONTRACTOR SHALL PREPARE AND SUBMIT TO THE OWNER AND ARCHITECT, A BAR CHART TYPE PROGRESS SCHEDULE FOR THE ENTIRE PROJECT, WITHIN THREE (3) DAYS AFTER AWARD OF CONTRACT. PROVIDE A SEPARATE BAR FOR EACH WORK ITEM LISTED IN THE SCHEDULE OF VALUES. INCLUDE APPROPRIATE TIME FOR PROJECT MOBILIZATION PROCUREMENT OF PRODUCTS, REVIEW AND RETURN OF SHOP DRAWINGS, FABRICATION INSTALLATION, TESTING, FINAL CLEANUP AND INSTALLATION TIME FOR WORK UNDER SEPARATE CONTRACTS. IDENTIFY EACH CALENDAR DAY THROUGH–OUT THE SCHEDULE. HIGHLIGHT "CRITICAL PATH" ELEMENTS OF THE SCHEDULE THAT ARE IMPORTANT TO COMPLETE THE WORK ON TIME. CORRELATE THE ORGANIZATION OF THE SCHEDULE WITH THE DATE OF SUBSTANTIAL COMPLETION INDICATED IN THE OWNER–CONTRACTOR AGREEMENT.

PROJECT COORDINATION & ADMINISTRATION:

COORDINATE THE WORK OF THE COMPLETE PROJECT TO ASSURE AN EFFICIENT AND ORDERLY SEQUENCE OF INSTALLATION OF CONSTRUCTION ELEMENTS, AND FOR INSTALLATION OF ITEMS FURNISHED AND INSTALLED BY OTHERS, WITH PROVISIONS FOR ACCOMMODATING OTHER ITEMS TO BE INSTALLED LATER. COORDINATE SPACE REQUIREMENTS AND INSTALLATION OF MECHANICAL AND ELECTRICAL WORK WHICH ARE INDICATED ON THE DRAWINGS. UTILIZE SPACE EFFICIENTLY TO MAXIMIZE ACCESSIBILITY FOR OTHER INSTALLATIONS, AND FOR MAINTENANCE.

MAINTENANCE OF CONSTRUCTION DOCUMENTS: THE CONTRACTOR SHALL MAINTAIN AT THE PROJECT SITE, A "RECORD" SET OF CONSTRUCTION DOCUMENTS AND THE FOLLOWING RELATED DRAWINGS OR DOCUMENTS PREPARED BY OTHERS: CASEWORK SHOP DRAWINGS PREPARED BY THE CASEWORK FABRICATOR INTERIOR AND EXTERIOR SIGNAGE SHOP DRAWINGS, BY THE SIGNAGE CONTRACTOR, AND ANY OTHER SHOP DRAWINGS REQUIRED TO PERFORM WORK.

DO NOT CONSTRUCT ANY PORTION OF THE WORK RELATED TO THESE DRAWINGS AT ANY TIME WITHOUT SUCH DRAWINGS BEING AVAILABLE AT THE PROJECT SITE, AND ONLY AFTER REVIEW BY ARCHITECTS OFFICE.

APPLICATION FOR PAYMENT — SECTION 01025

PAYMENT REQUESTS: THE PAYMENT REQUEST CYCLE IS TO BE REGULAR. EACH APPLICATION MUST BE CONSISTENT WITH PREVIOUS APPLICATIONS AND PAYMENTS. CERTAIN APPLICATIONS FOR PAYMENT, SUCH AS THE INITIAL APPLICATION, THE APPLICATION AT SUBSTANTIAL COMPLETION, AND THE FINAL PAYMENT APPLICATION INVOLVE ADDITIONAL REQUIREMENTS.

PRIOR TO SUBMITTAL OF INITIAL APPLICATION FOR PAYMENT, THE FOLLOWING ITEMS SHALL BE SUBMITTED: (1) LISTING OF SUBCONTRACTORS AND PRINCIPAL SUPPLIERS AND FABRICATORS, (2) THE PROGRESS SCHEDULE, (3) PRELIMINARY SCHEDULE OF VALUES, (4) PERFORMANCE AND/OR PAYMENT BONDS, IF REQUIRED, AND (5) COPIES OF ACQUIRED BUILDING PERMITS FOR PERFORMANCE OF THE WORK.

FORM AND QUANTITY APPLICATION: SUBMIT THREE (3) EXECUTED COPIES OF AIA DOCUMENT G702, APPLICATION AND CERTIFICATION FOR PAYMENT, SUPPORTED BY AIA DOCUMENT G703, CONTINUATION SHEET.

SUBMIT CONDITIONAL LIEN RELEASES WITH EACH APPLICATION FOR PAYMENT CONTINGENT UPON RECEIPT AND BANK CLEARANCE OF THE CURRENT INVOICED AMOUNT.

SUBMIT UNCONDITIONAL LIEN RELEASES COVERING THE PREVIOUSLY PAID AMOUNT RECEIVED BY THE GENERAL CONTRACTOR AND ALL SUB–CONTRACTORS OR MATERIAL SUPPLIERS, WITH SUBSEQUENT APPLICATIONS FOR PAYMENT.

PRELIMINARY SCHEDULE OF VALUES: BEFORE START OF CONSTRUCTION, SUBMIT A PRELIMINARY SCHEDULE OF VALUES. SUPPORT WITH BACK–UP DATA TO SUBSTANTIATE ITS ACCURACY UPON REQUEST.

FINAL SCHEDULE OF VALUES: AT THE COMPLETION OF THE WORK, AS AN A CONDITION OF FINAL COMPLETION, SUBMIT A REVISED SCHEDULE OF VALUES, REFLECTING THE FINAL COST OF THE WORK, INCLUDING ALL REVISIONS OR CHANGES MADE DURING CONSTRUCTION. ARRANGE SCHEDULE IN ORDER OF WORK ITEMS LISTED ABOVE, AND SUPPORT SCHEDULE WITH BACKUP DATA IF REQUESTED.

MODIFICATION PROCEDURES — SECTION 01250

1. CHANGE ORDER REQUESTS
   - A. OWNER–INITIATED: THE ARCHITECT WILL ISSUE A DETAILED DESCRIPTION WITH ATTACHMENTS FOR THE MODIFICATION OF SCOPE, TIME AND BUDGET. THIS PROPOSAL IS FOR INFORMATION ONLY. WITHIN 20 DAYS THE CONTRACTOR SHALL SUBMIT A PROPOSAL FOR THE OWNERS REVIEW IN COMPLIANCE WITH THE ARCHITECT'S PROPOSAL.
   - B. CONTRACTOR–INITIATED: WHEN NECCESSARY CONDITIONS REQUIRE MODIFICATIONS TO THE CONTRACT, THE CONTRACTOR MAY PROPOSE CHANGES BY SUBMITTING A REQUEST FOR A CHANGE TO THE ARCHITECT. THIS REQUEST IS REQUIRED TO BE A COMPLETE DETAILED DESCRIPTION FOR THE MODIFICATION OF SCOPE, TIME AND BUDGET, AND IN COMFORMANCE WITH AIA DOCUMENT G709.
2. CONSTRUCTION CHANGE DIRECTIVE:
   WHEN NECCESSARY, THE ARCHITECT MAY ISSUE A CONSTRUCTION CHANGE DIRECTIVE TO THE CONTRACTOR UTILIZING FORM AIA DOCUMENT G714.
3. CHANGE ORDER PROCEDURES:
   UPON OWNERS APPROVAL OF THE PROPOSAL REQUEST, THE ARCHITECT WILL ISSUE A CHANGE ORDER UTILIZING AIA DOCUMENT G701.

CONSTRUCTION PROGRESS — SECTION 01320

1. MEETINGS:
   - A. PRE–CONSTRUCTION CONFERENCE SHALL BE SCHEDULED NO LATER THAN 15 DAYS AFTER THE EXECUTION OF THE AGREEMENT. AGENDA WILL BE PROVIDED BY THE ARCHITECT.
   - B. PROGRESS MEETINGS WILL BE CONDUCTED AT THE SITE AT REGULAR INTERVALS AND COORDINATED WITH THE PREPARATION FOR PAYMENT REQUESTS.
   - C. PROVIDE SPECIAL MEETINGS AT THE SITE AS REQUIRED FOR THE PROPER COORDINATION OF THE WORK.
   - D. PRE–INSTALLATION CONFERENCES SHALL BE SCHEDULED FOR ALL MANUFACTURERS AND FABRICATORS OF EQUIPMENT THAT REQUIRES COORDINATION WITH OTHER CONSTRUCTION OR FIXTURES.
2. SCHEDULE:
   THE CONSTRUCTION SCHEDULE AS REQUIRED IN SUMMARY OF WORK SHALL BE UPDATED AT REGULAR INTERVALS AND MADE AVAILABLE AT THE REGULAR PROGRESS MEETINGS.
3. REPORTS:
   - A. PROGRESS REPORTS OF THE CONSTRUCTION SHALL BE MAINTAINED AT REGULAR INTERVALS AND MADE AVAILABLE AT THE PROGRESS MEETINGS
   - B. PROVIDE SPECIAL REPORTS FOR ANY UNUSUAL EVENTS AND MAKE THEM AVAILABLE AT SPECIAL OR PROGRESS MEETINGS.

SHOP DRAWINGS — SECTION 01350

CONTRACTOR SHALL PROVIDE THE ARCHITECT WITH SHOP DRAWINGS, PRODUCT DATA AND SAMPLES FOR REVIEW. SHOP DRAWINGS WILL REQUIRE A MINIMUM OF 15 WORKING DAYS FOR REVIEW AND RETURN TO CONTRACTOR.

TEMPORARY FACILITIES/CONTROL — SECTION 01500

CONTRACTOR SHALL CONNECT TO EXISTING SYSTEMS AT THE PROJECT SITE, AND COORDINATE WITH APPLICABLE UTILITY SERVICE COMPANIES, TO PROVIDE FOR WATER, ELECTRICAL POWER, LIGHTING AND PHONE SERVICE COSTS FOR SUCH SERVICES SHALL BE INCLUDED IN THE BASE BID AMOUNT, UNLESS OTHERWISE INDICATED BY CONTRACTUAL AGREEMENT BETWEEN THE OWNER AND THE CONTRACT.

TEMPORARY ELECTRICAL POWER: PROVIDE A GROUNDED POWER DISTRIBUTION SYSTEM WITH OVERLOAD PROTECTION, SUFFICIENT TO ACCOMMODATE CONSTRUCTION OPERATIONS REQUIRING POWER, USE OF POWER TOOLS, ELECTRICAL HEATING, LIGHTING, AND START–UP TESTING OF PERMANENT ELECTRIC – POWERED EQUIPMENT PRIOR TO ITS PERMANENT CONNECTION TO ELECTRICAL SYSTEM. LOCATE MULTIPLE OUTLETS (MINIMUM OF 4–GANG) SPACED SO THAT THE ENTIRE AREA OF CONSTRUCTION CAN BE REACHED BY POWER TOOLS ON A SINGLE EXTENSION CORD OF 50' MAXIMUM LENGTH.

TEMPORARY LIGHTING: PROVIDE TEMPORARY LIGHTING FIXTURES AS REQUIRED.

SANITARY FACILITIES: PROVIDE ON–SITE TOILET FACILITY FOR THE USE OF ALL WORKMEN ON THE JOB SITE, UNTIL NEW FACILITIES ARE IN SERVICE. PROVIDE SEPARATE FACILITIES FOR MALE AND FEMALE PERSONNEL WHEN BOTH SEXES ARE WORKING AT PROJECT SITE.

TEMPORARY PHONE SERVICE: SHALL BE PROVIDED BY THE GENERAL CONTRACTOR. THE TEMPORARY TELEPHONE SHALL BE MADE AVAILABLE TO SUB–CONTRACTORS, AND THE ARCHITECT OR CONSTRUCTION MANAGER OR HIS REPRESENTATIVE FOR LOCAL TELEPHONE CALLS. LONG DISTANCE SHALL BE PAID FOR BY THE PARTY MAKING SUCH CALLS.

SCAFFOLDING: PROVIDE ALL SCAFFOLDING AND CONSTRUCTION AIDS REQUIRED, INCLUDING GUARD RAILS, LIGHTS AND PLATFORMS NECESSARY FOR THE COMPLETION OF THE WORKMEN AND THE PUBLIC.

PROGRESS CLEANING: AT ALL TIMES, KEEP THE PROJECT SITE FREE FROM ACCUMULATION OF WASTE MATERIALS OR RUBBISH CAUSED BY CONSTRUCTION DEBRIS, AND ARRANGE FOR TRANSPORTATION AND LEGAL DISPOSAL OF MATERIALS OFF SITE.

CONSTRUCTION WASTE MANAGEMENT — SECTION 01505

1.01 WASTE MANAGEMENT GOALS FOR THE PROJECT
THE OWNER HAS ESTABLISHED THAT THIS PROJECT SHALL MINIMIZE THE CREATION OF CONSTRUCTION AND DEMOLITION WASTE ON THE JOB SITE. [CONTRIBUTING FACTORS INCLUDE OVER–PACKAGING, ORDERING ERROR, POOR PLANNING, IMPROPER STORAGE, BREAKAGE, MISHANDLING, AND CONTAMINATION.]
RECYCLE AS MANY OF THE WASTE MATERIALS AS ECONOMICALLY FEASIBLE. MINIMIZE WASTE SENT TO LANDFILLS.

1.02 RELATED SECTIONS
A. SECTION 01736– DEMOLITION/DISMANTLING/SALVAGE

PART 2–SERVICES
2.01 PRE–QUALIFIED CONSTRUCTION WASTE RECYCLING SERVICES
A. SUN RECYCLING (954) 428–4190
B. UHEL POLLY HAULING (954) 971–3870

PART 3–EXECUTION
3.01 WASTE MANAGEMENT PLAN IMPLEMENTATION
A. COORDINATE WASTE MATERIALS HANDLING AND SEPARATION FOR ALL TRADES, AND DOCUMENT RESULTS OF THE WASTE MANAGEMENT PLAN.

B. PROVIDE SEPARATION, HANDLING, TRANSPORTATION, RECYCLING, SALVAGE, AND LANDFILLING FOR ALL DEMOLITION AND WASTE MATERIALS.

C. DESIGNATE A SPECIFIC AREA FOR SEPARATION OF MATERIAL FOR SALVAGE AND RECYCLING. RECYCLING AND WASTE BIN AREAS ARE TO BE KEPT NEAT AND CLEAN AND CLEARLY MARKED IN ORDER TO AVOID CONTAMINATION OR MIXING MATERIALS.

D. DO NOT HANDLE, SEPARATE, STORE, SALVAGE, OR RECYCLE HAZARDOUS MATERIALS WITH OTHER MATERIALS. FOLLOW MATERIAL–SPECIFIC INSTRUCTIONS ANY HAZARDOUS MATERIALS. CONTACT PROJECT MANAGER IF NO INSTRUCTIONS ARE EVIDENT.

PRODUCTS & SUBSTITUTIONS — SECTION 01600

PRODUCTS OPTIONS: PRODUCTS SPECIFIED BY REFERENCE STANDARDS OR BY DESCRIPTION ONLY. ANY PRODUCT MEETING THOSE STANDARDS OR DESCRIPTION PRODUCTS SPECIFIED BY NAMING ONE OR MORE MANUFACTURERS: PRODUCTS OF MANUFACTURER NAMED AND MEETING SPECIFICATIONS, NO OPTIONS OR SUBSTITUTIONS ALLOWED. PRODUCTS SPECIFIED BY NAMING ONE OR MORE MANUFACTURERS WITH A PROVISION FOR SUBSTITUTIONS.

CONTRACTOR'S SUBSTITUTION REPRESENTATION: BY SUBSTITUTION OF A MATERIAL, PRODUCT, EQUIPMENT ITEM OR SYSTEM, THE CONTRACTOR: (1) REPRESENTS THAT HE HAS PERSONALLY INVESTIGATED THE PROPOSED SUBSTITUTE PRODUCT AND DETERMINED THAT IT IS EQUAL OR SUPERIOR IN ALL RESPECTS TO THAT SPECIFIED, (2) WILL PROVIDE THE SAME WARRANTY FOR THE SUBSTITUTION THAT THE CONTRACTOR WOULD HAVE PROVIDED FOR THE SPECIFIED PRODUCT, (3) WAIVES ALL CLAIMS FOR ADDITIONAL COSTS RELATED TO THE SUBSTITUTION OF THE ACCEPTED SUBSTITUTE MAKING SUCH CHANGES AS MAY BE REQUIRED FOR THE WORK TO BE COMPLETE IN ALL RESPECTS."

APPLICATION/ACCEPTANCE: APPLICATION OF A MATERIAL OR EQUIPMENT ITEM TO WORK INSTALLED BY OTHERS CONSTITUTES ACCEPTANCE BY G.C. OF THAT WORK AND ASSUMPTION OF FULL RESPONSIBILITY FOR SATISFACTORY INSTALLATION.

PRODUCTS IN QUANTITIES SHALL BE ALIKE AND INTERCHANGEABLE. WHERE ADDITIONAL AMOUNTS OF A PRODUCT ARE LIKELY TO BE NEEDED BY THE OWNER AT A LATER DATE FOR MAINTENANCE AND REPAIR, PROVIDE STANDARD, DOMESTICALLY PRODUCED PRODUCTS WHICH ARE LIKELY TO BE AVAILABLE TO THE OWNER AT SUCH LATER DATE.

SUPPLY PRODUCTS COMPLETE WITH ALL STANDARD DEVICES, TRIM FINISH, AND ALL ACCESSORIES INDICATED IN THE LATEST EDITION OF THE MANUFACTURER'S CATALOG OR BROCHURE PUBLISHED AT THE DATE OF THE AWARD OF THE CONTRACT. FURNISH SUCH ITEMS COMPLETE WITH COMPONENT PARTS NECCESSARY FOR THE OBVIOUS AND INTENDED USE AND INSTALLATION, WHETHER OR NOT DESCRIPTIONS OR CATALOG NUMBERS CONTAIN ALL SUPPLEMENTED INFORMATION AND/OR NUMBERS OF SUCH COMPONENTS.

EQUIPMENT NAMEPLATES: PROVIDE PERMANENT NAMEPLATES ON EACH ITEM OF SERVICE–CONNECTED OR POWER OPERATED EQUIPMENT. INDICATE MANUFACTURER, PRODUCT NAME, MODEL NUMBER, SERIAL NUMBER, CAPACITY, SPEED, RATING, AND SIMILAR ESSENTIAL OPERATING DATA. LOCATE NAMEPLATES ON AN EASILY ACCESSIBLE SURFACE. LOCATE REQUIRED LABELS AND STAMPS ON AN ACCESSIBLE SURFACE WHICH, IN OCCUPIED SPACES, IS NOT CONSPICUOUS.

MANUFACTURER'S INSTRUCTIONS: WHENEVER PRODUCTS ARE REQUIRED TO BE INSTALLED AND/OR PERFORM IN ACCORDANCE WITH A SPECIFIED MANUFACTURER'S INSTRUCTION OR PROCEDURE, PROCURE, DISTRIBUTE AND MAINTAIN AT THE SITE COPIES OF SUCH INFORMATION.

NO ALLOWANCE OR CONSIDERATION WILL BE MADE FOR CLAIMED IGNORANCE AS TO WHAT A CITED REFERENCE STANDARD CONTAINS, AS EACH TRADESMAN IS CONSIDERED TO BE EXPERIENCED AND FAMILAR WITH THE PUBLISHED STANDARDS OF QUALITY AND WORKMANSHIP FOR HIS OWN TRADE. IT IS THE RESPONSIBILITY OF THE G.C. TO DISTRIBUTE AND INFORM ALL SUBCONTRACTORS OF THESE SPECIFICATIONS AND ALL APPLICABLE GENERAL NOTES IN THESE CONTRACT DOCUMENTS

INSTALLERS INSPECTIONS: BEFORE INSTALLATION, INSPECT SUBSTRATE MATERIAL AND THE CONDITIONS UNDER WHICH THE WORK WILL BE PERFORMED. DO NOT PROCEED UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. APPLICATION OF A MATERIAL OR EQUIPMENT ITEM TO WORK INSTALLED BY OTHERS CONSTITUTES ACCEPTANCE OF THAT WORK BY G.C. AND ASSUMPTION OF RESPONSIBILITY FOR SATISFACTORY INSTALLATION. INSPECT EACH ITEM OF MATERIAL OR EQUIPMENT IMMEDIATELY PRIOR TO INSTALLATION – REJECT DAMAGED AN DEFECTIVE ITEMS.

PERFORM INSTALLATION WORK BY PERSONS QUALIFIED TO PRODUCE WORKMANSHIP OF SPECIFIED QUALITY, IN ACCORDANCE WITH MANUFACTURER'S PRINTED INSTRUCTIONS. INSTALL WORK DURING CONDITIONS OF TEMPERATURE, EXPOSURE, FORECASTED WEATHER, AND STATUS OF THE PROJECT COMPLETION WHICH WILL ENSURE THE BEST POSSIBLE RESULTS FOR EACH UNIT OF WORK.

ISOLATE EACH UNIT OF WORK FROM NON–COMPATIBLE WORK, AS REQUIRED TO PREVENT DETERIORATION. MAKE ALLOWANCES FOR EXPANSION, CONTRACTION, AND BUILDING MOVEMENTS. PROVIDE ATTACHMENT AND CONNECTION DEVICES AND METHODS FOR SECURING THE WORK PROPERLY AS IT IS INSTALLED, TRUE TO LINE AND LEVEL. PROVIDE UNIFORM JOINT WIDTHS IN EXPOSED WORK, ORGANIZED FOR BEST POSSIBLE VISUAL EFFECT.

COORDINATE CLOSING–IN OF WORK WITH REQUIRED INSPECTIONS AND TESTS, SO AS TO MINIMIZE THE NECESSITY OF UNCOVERING COMPLETED WORK.

PROTECTION: AFTER INSTALLATION, PROVIDE COVERINGS TO PROTECT INSTALLED PRODUCTS FROM DAMAGE FROM TRAFFIC AND CONSTRUCTION OPERATIONS, REMOVE WHEN NO LONGER REQUIRED.

REPAIR AND REPLACE DAMAGED ITEMS, AT NO ADDITIONAL COST TO THE OWNER. ADDITIONAL TIME REQUIRED TO SECURE REPLACEMENTS AND TO MAKE REPAIRS WILL NOT BE CONSIDERED TO JUSTIFY AN EXTENSION OF TIME TO COMPLETE THE WORK.

PROJECT CLOSEOUT — SECTION 01700

FINAL CLEANING PRIOR TO OWNER OCCUPANCY. CLEAN ALL SURFACES INCLUDING FIXTURES AND EQUIPMENT, INCLUDING OWNER SUPPLIED EQUIPMENT. REMOVE ALL TRACES OF SOIL, STAINS, DIRT, WASTE MATERIALS, SMUDGES, AND OTHER FOREIGN MATTER FROM ALL FINISHED SURFACES. CLEAN ALL EQUIPMENT AND FIXTURES TO A SANITARY CONDITION. CLEAN TRANSPARENT MATERIALS, INCLUDING MIRRORS AND GLASS IN DOORS WINDOWS, AND CASEWORK, TO A POLISHED CONDITION, FREE OF DUST, PUTTY, FILMS, OR SIMILAR SUBSTANCES WHICH ARE NOTICEABLE AS VISION–OBSCURING.

SUBSTANTIAL COMPLETION: AFTER FINAL CLEANING OPERATIONS HAVE BEEN COMPLETED, AND WHEN THE PROJECT IS READY FOR OWNER OCCUPANCY, OBTAIN AN OCCUPANCY PERMIT ON BEHALF OF THE OWNER, AND APPROVAL BY ANY OTHER GOVERNMENTAL AUTHORITIES HAVING JURISDICTION OVER THE PROJECT. SUBMIT ORIGINALS OF SUCH APPROVALS TO THE OWNER FOR HIS RECORDS.

CERTIFICATE OF OCCUPANCY: CONTRACTOR SHALL OBTAIN CERTIFICATE OF OCCUPANCY, WHICH IS TO REMAIN IN THE POSSESSION OF THE OWNER.

PUNCH LIST: THE GENERAL CONTRACTOR SHALL PREPARE A LIST OF WORK ITEMS YET TO BE COMPLETED OR CORRECTED COMPLETE WITH SCHEDULED DATES FOR COMPLETION. SUBMIT THIS LIST TO THE ARCHITECT AND OWNER FOR REVIEW AND COMMENTS. THE ARCHITECT WILL THEN PERFORM A FINAL INSPECTION, AND WILL PREPARE A PUNCH LIST OF ITEMS WHICH ARE INCOMPLETE, DAMAGED, OR OTHERWISE NOT IN CONFORMANCE WITH THE REQUIREMENTS OF THE CONSTRUCTION DOCUMENTS. THE FAILURE TO INCLUDE ANY ITEM ON SUCH LIST DOES NOT ALTER THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE ALL THE WORK REQUIRED BY THE CONSTRUCTION DOCUMENTS.

INSTRUCTION TO PERSONNEL: FULLY INSTRUCT THE OWNER'S DESIGNATED PERSONNEL IN THE OPERATION, ADJUSTMENT, AND MAINTENANCE OF MECHANICAL, PLUMBING, AND ELECTRICAL SYSTEMS.

OPERATION AND MAINTENANCE DATA: ORGANIZE TWO (2) SETS OF OPERATING AND MAINTENANCE DATA, BIND DATA IN HEAVY DUTY 3–INCH, 3–RING VINYL–COVERED BINDERS, PROPERLY IDENTIFIED AND INDEXED. INCLUDE THE FOLLOWING TYPES OF INFORMATION IN OPERATING AND MAINTENANCE MANUALS: PAINT MATERIALS AND COLOR FORMULAS USED, MATERIAL SUPPLIERS AND PRODUCT IDENTIFICATIONS FOR FUTURE REPLACEMENT OF INTERIOR FINISHES, OPERATING MANUALS AND EMERGENCY INSTRUCTIONS FOR HVAC EQUIPMENT FURNISHED (ID APPLICABLE), SPARE PARTS LISTINGS, COPIES OF WARRANTIES, WIRING DIAGRAMS, INSPECTION PROCEDURES, AIR TESTING AND BALANCING REPORTS, SUB–CONTRACTOR LISTING AND SIMILAR APPROPRIATE ITEMS.

COMPLETE ALL WORK ITEMS AS EXPEDITIOUSLY AS POSSIBLE, PROVIDING LABOR AT TIMES WHEN THE PROJECT IS NOT IN OPERATION, IF NECESSARY. COORDINATE WITH THE OWNER'S MANAGER AND PERFORM THE WORK SO THAT IT WILL NOT INTERFERE WITH THE OWNER'S OPERATIONS.

FINAL PAYMENT – CLOSEOUT SUBMITTALS: SUBMIT THE FOLLOWING ITEMS TO THE OWNER, UPON APPLICATION FOR FINAL PAYMENT: (1) FINAL OCCUPANCY PERMIT AND HEALTH DEPARTMENT APPROVAL, WHEN REQUIRED; (2) LIEN WAIVERS; (3) FINAL SCHEDULE OF VALUES; (4) EXTRA CONSTRUCTION DOCUMENT SETS, (5) MARKED–UP SET OF "RECORD DOCUMENTS"; (6) EXTRA STOCK OF FINISH MATERIAL ITEMS; AND (7) THE PUNCH–LIST OF INCOMPLETE WORK ITEMS, PREPARED AT SUBSTANTIAL COMPLETION, INDICATING ACTUAL COMPLETION DATES FOR EACH ITEM LISTED HEREIN.

SITE WORK — SECTION 02000

ALL DEMOLITION, CLEARING AND GRUBBING, EARTHWORK, ASPHALT PAVING SITE DRAINAGE WORK SHALL AS A MINIMUM, CONFORM TO ALL LOCAL CODES METHODS, STANDARDS AND SPECIFICATIONS.

SIGNIFICANT LANDSCAPE FEATURES IDENTIFIED ON DRAWINGS SHALL BE IDENTIFIED ON SITE BY APPROPRIATE TAGS AND PROTECTED BY CONSTRUCTION FENCING. A LIST OF SIGNIFICANT LANDSCAPE FEATURES AND PENALTIES FOR DAMAGE SHALL BE POSTED AT THE JOB–SITE CONSTRUCTION OFFICE.

CLEARING AND GRUBBING — SECTION 02110

REFER TO ALL TRASH, RUBBISH, SHRUBS, TREES AND STUMPS FROM ENTIRE LOT UNLESS NOTED OTHERWISE ON SITE PLAN, TO 6" BELOW FINISH GRADE MINIMUM. IN AREAS TO BE OCCUPIED BY IMPROVEMENTS GREATER THEN 6" STUMPS SHALL BE ENTIRELY REMOVED.

REMOVE THE ENTIRE DEPTH OF TOPSOIL FROM AREAS TO BE OCCUPIED BY BUILDINGS, ROAD, PARKING AREAS AND WALKS, AND PLACE IN A DESINATED AREA FOR RE–USE ON THE SITE.

PROTECT DESIGNATED AGAINST DAMAGE TO ANY LAWNS, SHRUBS, TREES, ROADS, WALKS, PONDS AND OTHER WORK THAT IS TO REMAIN IN PLACE.

EARTHWORK — SECTION 02200

CONTRACTOR SHALL ESTABLISH TWO BENCH MARKS OFF SITE PRIOR TO EXCAVATION. ELEVATION OF BENCH MARKS SHALL BE COORDINATED WITH BENCH MARK LISTED ON SITE PLAN.

EXCAVATE FOR BUILDINGS, STRUCTURES AND ADJACENT AREAS TO GRADES AND LEVELS AS INDICATED OR REQUIRED FOR FOUNDATION ON PLANS. INCLUDE MISCELLANEOUS EXCAVATION AS INDICATED ON DRAWINGS OR IN SPECIFICATIONS FOR FOOTINGS, UNDERGROUND UTILITIES, STEPS, TAMPS, RETAINING WALLS, LIGHT POLES, POST HOLES, DRYWELLS, AREA DRAINS ETC.

MATERIALS TO BE EXCAVATED ARE ASSUMED TO BE EARTH OR OTHER MATERIALS THAT CAN BE REMOVED BY POWER SHOVEL OR OTHER NORMAL EXCAVATING EQUIPMENT, BUT NOT REQUIRING THE USE OF EXPLOSIVES OR DRILLS. IF OTHER IS ENCOUNTERED WITHIN THE LIMITS OF THE EXCAVATION, NOTIFY THE ARCHITECT IMMEDIATELY.

MATERIALS:
A. SUB–BASE FILL MATERIAL: CLASS 2 OR 3 MATERIAL CONSISTING OF NATURALLY OR ARTIFICIALLY GRADED MIXTURE OF ROCK, CRUSHED CONCRETE, CONCRETE BLOCK, OR CRUSHED SLAG FREE OF VEGETATION AND DEBRIS.
1. ON–SITE MATERIAL GENERATED FROM GRADING AND DEMOLITION OPERATIONS
2. OFF–SITE MATERIAL FROM GRADING AND DEMOLITION OPERATIONS
B. ENGINEERED FILL MATERIAL
1. ON–SITE MATERIAL
2. IMPORTED FILL MATERIAL FROM CLOSEST AVAILABLE SOURCE.

PRODUCTS:

A. SLOPE PROTECTION AND EROSION CONTROL:
1. CELLULAR CONFINEMENT SYSTEM:
a. EXPANDABLE PLASTIC CELLS: MINIMUM 50% RECYCLED CONTENT
b. PLASTIC RING AND GRID MOLDED TO GEOTEXTILE FABRIC: 100% RECYCLED CONTENT
2. EROSION–CONTROL NETTING/MATTING:
a. NATURAL FIBER BIODEGRADABLE NETTING: COIR OR JUTE
3. EROSION–CONTROL BLANKET:
a. WOOD EXCELSIOR CONTAINED IN A PHOTO DEGRADABLE MESH
b. NATURAL FIBERS SEWN TOGETHER WITH COTTON THREAD
4. EROSION–CONTROL MEMBRANE:
a. NEEDLE–PUNCHED POLYESTER GEOTEXTILE: MINIMUM 75% RECYCLED CONTENT
3. CONTAINMENT MAT: MINIMUM 90% RECYCLED CONTENT
5. SILT FENCING:
a. WOOD AND BURLAP FENCING
6. RETAINING WALL SYSTEMS:
a. RUBBER BLOCK: 100% RECYCLED RUBBER
b. PLASTIC BLOCK / PLANK: 100% RECYCLED PLASTIC
c. GABION SYSTEMS: DEBRIS FROM HOUSE
7. SOIL STABILIZATION:
a. SPRAY–APPLIED MULCH: 100% RECYCLED CELLULOSE WITH OR WITHOUT GRASS SEED MIX
b. NATIVE GRASS SEED MIX

EXECUTION

SITE CLEARING:
A. PLAN EQUIPMENT ACCESS TO MINIMIZE AND CONFINE SOIL DISTURBANCE AND COMPACTION TO AS MINIMAL AREAS AS POSSIBLE
B. DO NOT DISTURB TOPSOIL AND VEGETATION IN AREAS OUTSIDE THOSE INDICATED ON DRAWINGS
C.PROTECT TREES, VEGETATION, AND OTHER DESIGNATED FEATURES BY ERECTING A HIGH–VISIBILITY, REUSABLE CONSTRUCTION FENCE. LIMIT ACCESS OF PEOPLE, EQUIPMENT AND SUPPLIES INSIDE FENCING. LOCATE FENCE NO CLOSER THAN THE DRIP LINE.
D. PROVIDE ON–SITE LOCATIONS FOR STORING EXCAVATED ROCK, SOIL, AND VEGETATION.
E. PROVIDE EROSION CONTROL AND SEEDING TO PROTECT SLOPES. USE NATIVE SEED MIXES.

MAINTAIN TEMPORARY BARRICADES, FENCES AND BRIDGES AROUND EXCAVATED AREAS WITH WARNING SIGNS AND/OR LIGHTS AS REQUIRED BY CODE, TO PROTECT PUBLIC AND WORKMEN FROM INJURY DURING WORK CARRIED OUT UNDER THIS CONTRACT.

SUITABLE BEARING FOR FOUNDATIONS: REFER TO STRUCTURAL DRAWINGS

COMPACTION CERTIFICATES ARE MANDATORY FOR DRIVEWAYS, BUILDING SLAB AND FOUNDATIONS SUB–GRADE.

FILL FOR UNPAVED AREAS SHALL BE CLEAN EARTH, FREE OF ALL OBJECTIONABLE FOREIGN OBJECTS.

IF SUITABLE BEARING IS NOT ENCOUNTERED AT THE DEPTH INDICATED ON DRAWINGS FOR FOUNDATIONS, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT IN WRITING. DO NOT PROCEED FURTHER UNTIL INSTRUCTIONS ARE GIVEN BY AUTHORIZED REPRESENTATIVE OF THE ARCHITECT.

FINISH GRADING: SPREAD STOCKPILED AND/OR TOPSOIL EVENLY OVER LAWN AND PLANTING AREAS. BRING TO FINISH GRADES ALLOWING FOR SETTLEMENT.

ROUGH GRADE ENTIRE AREAS OF PROPERTY TO REASONABLY TRUE AND EVEN SURFACES. SLOPE GROUND AWAY FROM BUILDING WALLS TO FACILITATE DRAINAGE. PAVING AND WALKS SHALL BE GRADED TO THE UNDER SIDE OF PAVEMENT, PLANTING AREAS TO BE 8" BELOW FINISH GRADE AND LAWN AREAS TO BE 4" BELOW FINISH GRADES.

SOIL TREATMENT — SECTION 02280

CONTRACTOR SHALL PROVIDE A CONCENTRATE MIXTURE OF EPA APPROVED TOXIC CHEMICAL MIXTURES TO 5'–0" OUTSIDE BUILDING LIMITS.

CONTRACTOR SHALL PROVIDE A ONE–YEAR WARRANTY OF TERMITE TREATMENT BY AN APPLICATOR APPROVED BY THE ARCHITECT.

SITE UTILITIES — SECTION 02800

WATER SEWER, GAS, DATACOMM AND ELECTRIC SERVICE SHALL BE CONNECTED TO EXISTING UTILITIES BY C