ATASCADERO CITY HALL
FEMA Repair and Hazard Mitigation
ATASCADERO, CALIFORNIA

PACKAGE 1 - UPPER ROTUNDA
DISASSEMBLY AND INTERIOR DEMOLITION

August 1, 2009
HISTORY

The Atascadero City Hall was originally designed and constructed to be the centerpiece of the Atascadero Colony, a utopian planned community by Edward Gardner Lewis. With the desire to have a city administration building to attract attention to the community, Lewis commissioned Bliss and Faville, a prominent San Francisco architectural firm to design the building. After completion of the design process, construction began in 1914 and was completed in 1918 by the F.O. Engstrom Company of Los Angeles utilizing local resources including bricks made from local clay.

The building layout is based on a Greek-Cross plan with a central space and four equal extensions. The central of the building houses two separate and distinct rotundas on the first and fourth floors. Offices ring the perimeter in each of the extensions of the cross. The forty foot tall rotunda space on the first floor was designed to be a museum to showcase agricultural and mineral products of the colony. It is far more ornate than the fourth floor rotunda due to the decorative plaster, coffered dome, clerestory windows and elaborate chandelier. The forty-four foot tall rotunda on the fourth floor was originally planned to be the community library and is currently used as city council chambers. This rotunda is more subdued than the first floor space due to the original space plan for the building. Ornate plaster column capitals are the most decorative elements and the original skylight at the top of the dome has long been eliminated on the exterior of the building and re-roofed with a metal cap.

The building functioned as the headquarters of the Colony Holding Corporation until the Colony's bankruptcy in the mid 1920's. After that, the building housed many functions including real estate offices, a bank, and a number of different schools. The County of San Luis Obispo acquired the building in 1950 as a Veteran's Memorial and leased out portions to a local school. In 1952 the county moved its offices into the building and when the City of Atascadero incorporated in 1979 the building was returned to the City to function as an administration building.

The building was listed on the National Register of Historic Places (#77000336) in 1977 and was made a California Registered Historical Landmark (#958) in 1984.
DOCUMENT 000110

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Atascadero City Hall
FEMA Repair and Hazard Mitigation
Package 1
Project #5961.00

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August 1, 2009
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1.1 SUMMARY OF WORK
A. Work covered by Contract Documents comprises Phase I FEMA deconstruction and repair and Hazard Mitigation to the existing City Hall in Atascadero, California, which was damaged in the earthquake of December 2003. The City Hall is an existing 4 story concrete and masonry building with basement and two separate rotundas.
   1. Due to the refurbishment requirements of this project, field verification of actual shapes and sizes of items requiring replication for new placements prior to fabricating new item will be mandatory.
B. Work consists of providing labor, materials, equipment, services, and administration required in conjunction with or properly incidental to Project construction.
C. Contractor has reviewed Documents and site and has determined that the level of detail and dimensioning shown on Documents is generally sufficient for construction of Project.

1.2 CONSTRUCTION CONTRACT
A. Construct Project under single lump-sum contract.

1.3 WORK UNDER OTHER CONTRACTS (NIC)
A. Work on Project which may be executed prior to, along with, or after completion of Work of this Contract, and which is excluded from this Contract include:
   2. Deferred Maintenance.

1.4 WORK RESTRICTIONS
A. Contractor Use Of Premises: Contractor shall have full use of premises for construction operations, including use of site.
B. Assume responsibility for protection and safekeeping of products stored on site under this Contract.
C. Move stored products which interfere with operations of Owner or separate contractors.
D. Conduct operations to ensure least inconvenience to public and to occupied areas.
E. Obtain and pay for use of additional storage or staging areas needed for operations.
F. Do not load structure with weight that would jeopardize its safety.
G. Should it be necessary to use portions of existing streets, sidewalks or right of ways for operations, obtain approval and pay for use of such areas in accordance with requirements of authorities having jurisdiction.

PART 2 - PRODUCTS
NOT USED

PART 3 - EXECUTION
NOT USED

END OF SECTION
SECTION 011500
GENERAL REQUIREMENTS FOR WORK ON HISTORIC BUILDINGS

PART 1 – GENERAL

1.1 DESCRIPTION
A. The requirements of all other sections of the specifications apply to this section. This Section covers the general requirements for special project procedures pertaining to the Work.

B. Historic Significance:
1. Existing building is “Qualified Historical Landmark”.
2. Due to its unique historical significance, special procedures and precautions must be used in selective demolition.
3. Original historical construction and products are to be maintained and duplicated.

1.2 DEFINITIONS:
A. Conservation: Activities performed by the Contractor to assure compliance with those portions of the contract documents relating to historic structures or materials.

B. Quality Control: Activities performed by the Contractor to assure compliance with Contract Documents.

C. Quality Assurance: Activities performed by Contractor, testing agencies or other persons or firms employed and paid by them to assure compliance with the Contract Documents.

D. Conservation Standards: Comply with Secretary of Interior's Standards for Historic Preservation with Guidelines for Applying Standards.

E. Historic: The designation "HF" and words such as "historic", "historic fabric", "historic materials", "historic building materials", or words of similar meaning shall be understood to mean that the material or feature is considered to have aspects that require preservation and all work impacting the material or feature shall conform to the Secretary of the Interior's Standards for Historic Preservation.

F. Historic Structure: The term "historic structure" shall be understood to include all objects and materials contained within, attached to, or used in a construction assembly. Each object, component or material associated with a historic structure shall be handled, stored, treated, and removed in accordance with the specifications for historic fabric - HF unless stated otherwise.

G. Non-historic: The term "non-historic" shall be understood to mean that the material, component or feature does not require treatment in accordance with that for historic building materials and may be modified in accordance with standard alteration procedures as indicated or specified.

H. Equal: Words such as "equal", "approved equal", "equivalent", and terms of similar meaning shall be understood to mean the same in visible appearance, texture, shade, physical dimension, and/or material composition and be followed by the phrase "in opinion of the Architect" unless stated otherwise.

I. Match: Words such as "match", "matching", "match existing", "match adjacent", and terms of similar meaning shall be understood to mean the same in visible appearance, texture, shade, physical dimension, and material composition and be followed by the phrase "in opinion of the Architect" unless stated otherwise. Where matching materials are used adjacent to each other the work shall be executed such that no visible difference is apparent.

J. Approval: The words "approved", "approval", "acceptable", "acceptance", and words of similar meaning shall be understood to mean that approval or acceptance of the Architect is intended unless stated otherwise.

K. Review: The word "review" and words of similar meaning shall be understood to mean the review of the Architect is intended unless stated otherwise.
L. Perform: The words "perform", "execute", and words of similar meaning shall mean that the Contractor, at Contractor's expense, shall perform all the operations necessary to complete the Work or the mentioned portions of the Work, including furnishing and installing materials as are indicated, specified, or required to complete such performance.

1.3 CONSERVATION PLAN

A. Contractor shall establish Conservation Plan that includes procedures to assure that construction, and all components thereof, conform to Contract Documents and Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

B. The Contractors' Conservation Plan shall encompass management and supervisory actions required to ensure the quality of the completed construction work including:
   1. Procedures for preparing the Removals Plans.
   3. Procedures for Documentary Photography as required by this and other Specification Sections.
   4. Procedures for review and certification of mock-ups as required by this and other Specification Sections and of proposed matches of historic materials and finishes as required under other Sections.
   5. Procedures for review and certification of cleaning methods as required under other Sections.
   6. Procedures for labeling, tagging, and storage of historic materials as required under other Sections.
   7. Procedures for regular field observations and field reports as required in this Section.
   8. Procedures for review and certification of existing conditions where indicated or as required under other Sections.
   10. Procedures for meeting Secretary of Interior's Standards for Historic Preservation and all applicable conservation standards.

C. Contractor shall be responsible for ensuring that activities and work of its suppliers and subcontractors meet contractual quality control requirements.

D. Nonconformance Control: Contractor shall control Conservation non-conformances discovered by Contractor, subcontractors, or Architect to prevent their continued use and to correct deficient operations. Contractor shall correct deficient operations.

E. Contractor shall be responsible for maintaining Conservation Records at site including:
   1. Inspection and conservation test data
   2. Removals certification
   3. Copies of approved Protection Plans
   4. Copies of approved Removals Plans
   5. Qualifications of all restoration specialists for Project

F. Emergency Response:
   1. Contractor shall be responsible for preparing, maintaining, and executing Emergency Response Plan in event of damage to historic items.
   2. Plan shall include means anticipated to stabilize and protect damaged materials, contact information of persons to be contacted in the event of an emergency.

1.4 SUBMITTALS

A. Conservation Plan: Describe Conservation Plan and procedures that will be implemented to meet project conservation requirements of specifications.

B. Conservation Records: Records shall be submitted upon completion of Project.

C. Project Schedules: Include in Project Schedules information required in other Sections:
   1. Schedule for conservation, removal, and protection of each existing material.
   2. Schedule for mock-ups and their review.
D. Access Diagrams: Submit diagrams of proposed entrance and exit locations, paths of travel, and proposed security and protection procedures that safeguard historic materials.

E. Existing Conditions Documentation: Submit documentation required by Article 1.8.

F. Emergency Response Plan: Submit documentation required by Paragraph 1.3 F.

1.5 REFERENCE STANDARDS

A. Specifying by reference to a reference standard type specification document or to another portion of Contract Documents shall be same as if referenced document or portion of Contract Documents referred to were exactly repeated at place where such reference is made. In case of conflict between requirements of regulatory agencies and referenced standard type specification documents, Contractor shall bring discrepancy to attention of Architect for clarification prior to proceeding with Work.

1.6 SPECIAL REQUIREMENTS FOR WORK ON HISTORIC STRUCTURES

A. All work on or with materials, features, or structures designated as historic in Contract Documents shall comply with following:
   1. All work shall comply with United States Secretary of Interior's Standards for Historic Preservation.
   2. Subcontractors and personnel working in areas of Historic Fabric shall demonstrate FEMA experience by having worked on a minimum of one (1) FEMA funded historic building and have worked on at least 5 other historic buildings.
   3. All work is to comply with these specifications - whether stated explicitly in Contract Documents, implied by scope of work, or otherwise required in course of construction.
   4. All existing building materials and components shall be considered very fragile and must be dismantled, removed, worked-on, transported, and in general handled with special care. Protection of existing materials, surfaces and finishes is of great importance.
   5. Contractor shall repair, replace, or otherwise acceptable make good any historic fabric and art works under Contractor's care, custody, and protection that is damaged, lost, or stolen until building is accepted by Owner. Historic materials and art works may not be available for replacement. Owner will require Restoration or re-creation to approved level of authenticity. Costs of such restoration or re-creation may be significant and shall be borne by Contractor.

1.7 DOCUMENTARY PHOTOGRAPHY

A. Where indicated under other Specification sections, provide Documentary Photography. Digital photographic documentation shall be in .jpg format. Color card chart, scale ruler, date, and item identification number (IIN) shall be visible in the photograph. All slides shall be labeled with date, item identification number (IIN), location, and orientation. The subject of the documentation shall be cleared of debris, and illuminated to show all surface details clearly. Photographs shall be sharply focused and shot with as great a depth of field as possible. Black and white photographs shall be considered supplemental. Prints shall be on archival quality, 100 percent cotton, acid free paper.

B. Documentary photography shall conform to American Institute for Conservation (AIC) Guidelines.

C. Photographs shall be keyed to floor plan or elevation drawings and include, as minimum, color slides for all overall and detail views of following:
   1. Two (2) overall views and five (5) detailed views prior to start of work
   2. Two (2) overall views and five (5) detailed views as required during removals to document:
      a. process for labeling and tagging historic elements
      b. condition of adjacent surfaces prior to installation of protection
      c. process for removing historic elements
      d. procedures for packing and storage of historic elements
   3. Two (2) overall views and five (5) detailed views as required during repair and re-installation to document:
      a. unpacking of stored or salvaged historic elements
      b. process for repair of historic elements
c. process for re-installation of historic elements
4. Two (2) overall views and five (5) detailed views as required to document:
a. process for final cleaning of historic elements
b. condition of adjacent surfaces after removal of protection

1.8 DOCUMENTATION OF EXISTING CONDITIONS
A. Create narrated, VHS or DVD format, video photography surveys of all existing conditions at commencement of Work and prior to altering existing conditions.
B. Where indicated in other Specification sections, provide documentation of existing conditions, including following unless otherwise indicated:
   1. Archival quality measured drawings of historic element(s) including dimensions, method of attachment and/or construction assembly.
   2. Written description, photographs and archival quality color slides showing color, finishes, textures, and overall layout of historic element(s).
   3. Test data, where applicable, describing composition of historic material(s).

1.9 JOB CONDITIONS:
A. Coordinate work of other sections to assure correct sequence, limits, methods, and times of performance. Arrange work to impose minimum of hardship on operation and use of facilities.
B. Verification of Existing Conditions: Intent of Contract Documents is to show existing site and building conditions with information developed from original construction documents, field surveys, and records from the Owner, and to generally show amount and types of removals required to prepare existing areas for new work. Perform detailed survey of existing site and building conditions pertaining to work before starting work. Report to Owner discrepancies or conflicts between drawings and actual conditions in writing and with sufficient detail including dimensions, limitations and other documentation, to enable Owner to request necessary modifications. Do not perform work where such discrepancies or conflicts occur prior to receipt of Owner’s instructions.
C. Access:
   1. Confine entrance and exit operations to access routes indicated on approved access diagrams.
   2. Historic building components that may be exposed to traffic, bumping, marring, excessive operation, temporary locking mechanisms or otherwise impacted by entrance and exit operations shall be removed and stored for protection and reinstallation. Include such removal and reinstallation in Removals Plan and Conservation Plan.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 RESTORATION
A. Basic Requirements:
   1. Restore and refinish new and existing construction and improvements that are cut into, altered, damaged, relocated, reinstalled or left unfinished by removals to original condition or to match adjoining work and finishes unless otherwise indicated.
   2. Provide new fasteners, connectors, adhesives, and other accessory materials as required to fully complete approved reinstallations and restorations.
   3. Where restorations and re-finishing are defective or are otherwise not acceptable to Architect, remove defective or rejected materials and provide new acceptable materials and finish at no cost to project.
   4. Additional requirements at historic structures or where materials are designated as historic: All workmanship and materials shall conform to applicable provisions for specific historic material. If there is no provision, provide new acceptable materials and finishes that conform to Secretary of Interior’s Standards and as accepted by Architect.
B. Cutting, Removals, and Demolition:
   1. Execute cutting, excavation, fitting to make parts fit properly, removal and replacement of
defective work, and removal and replacement of non-conforming work to extent necessary to
install specified work in existing construction.
   2. Give notices and comply with regulatory agencies. If it is necessary to cut work that affects
the structural safety of project, or which affects the work of separate contractor, submit
written request to Architect for consent to proceed with cutting.
   3. Additional requirements at historic structures or where materials are designated as historic:
provide Removals Plan prepared in accordance with provisions of specification.

C. Disposal:
   1. Removed material that is not designated as historic, or otherwise indicated to be saved, shall
become property of the City. Remove from project property, and locate material to be saved
to designated storage area, and unwanted material shall be disposed of in legal manner.
   2. Debris shall be cleaned up and disposed of promptly and continuously as Work progresses,
and not allowed to accumulate. Sprinkle debris with water to prevent dust nuisance. Secure
and/or pay for required hauling permits and dumping fees.
   3. Comply with National Pollutant Discharge Elimination System (NPDES) requirements.
   4. Additional requirements at historic structures or where materials are designated as historic:
Removed material shall be reviewed by Architect and appropriately saved or disposed of in
accordance with Removals Plan. Saved items that are not designated for re-installment shall
be documented, inventoried, and stored off site in Owner designated secure location.

D. Patching, Repairing and Finishing: Restore work that has been cut or removed, install new
products to provide completed work in accordance with Contract Documents. Where existing
surfaces are shown or required to receive new finish materials, and where such surfaces have
cracks, holes, depressions, ridges, foreign materials, or other conditions that preclude proper
installation of new finish materials, existing surfaces shall be reconditioned. Refinish patched, new
and existing surfaces to match adjacent, undisturbed construction. Where repainting is necessary,
the painting shall be carried out to natural breaks or natural terminations as approved, such as
change in material or corner.

3.2 PROTECTION
A. Protection:
  1. Provide shoring, bracing, and covering as required to maintain structural integrity and
provide protection. Obtain necessary permits.
  2. Use care to protect adjacent surfaces and improvements, including all floor surfaces and
coverings, from damage.
  3. Equip mobile equipment with pneumatic tires.
  4. Maintain weather protection at all times to protect interior finishes and all equipment.
  5. Additional requirements at historic structures or where materials are designated as historic:
provide Protection Plan prepared as specified in other sections.

END OF SECTION
SECTION 012500
SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 QUALITY ASSURANCE
A. Contract is based upon products and standards established in Contract Documents without consideration of proposed substitutions.
B. Products specified define standard of quality, type, function, dimension, appearance and performance required.
C. Substitution proposals are permitted for specified products, except where specified otherwise.
D. Do not substitute products unless substitution has been accepted and approved in writing by Architect/Owner.

1.2 TIME OF SUBSTITUTION REQUESTS
A. Substitution requests must be submitted at time of bid; requests will not be considered if submitted at another time. Refer to Bid Form for provisions of submitting and listing proposed substitutions.
B. After receipt of bid, 3 lowest qualified bidders will be requested to submit supporting data for each proposed substitution. Submit supporting data to Architect within 7 days of receipt of request; comply with specified substitution procedures and use attached “Substitution Request Form.”
C. Acceptance or rejection of proposed substitutions will be determined prior to award of Contract. Approved substitutions will be identified in Contract.
D. No additional substitutions will be considered after this initial process unless a substitution is required due to specified product being removed from or unavailable in market place.

1.3 SUBSTITUTION PROCEDURES
A. Limit each request to one proposed substitution.
B. Submit substitution requests on attached form complete with attachments necessary to fully document proposed substitution. Submit in number of copies required for Contractor’s use and distribution, plus one copy to be retained by Architect.
C. Copy of required form is bound after last page of this Section. Remove form for making additional copies or request an original copy from Architect.
D. Document each request with supporting data substantiating compliance of proposed substitution with Contract Documents, including:
   1. Manufacturer's name and address, product, trade name, model, or catalog number, performance and test data, and reference standards.
   2. Itemized point-by-point comparison of proposed substitution with specified product, listing variations in quality, performance and other pertinent characteristics.
   3. Reference to article and paragraph numbers in Specification section.
   4. Cost data comparing proposed substitution with specified product and amount of net change to Contract Sum.
   5. Changes required in other Work.
   6. Availability of maintenance service and source of replacement parts, as applicable.
   7. Certified test data to show compliance with performance characteristics specified.
   8. Samples, when applicable or requested.
   9. Other information as necessary to assist Architect's evaluation.
E. A request for substitution for an equivalent product constitutes a representation that Contractor:
   1. Has investigated proposed product and determined that it is equal or superior in all respects to specified product.
   2. Will provide warranty as required for specified product.
   3. Will coordinate installation and make changes to other Work which may be required.
   4. Waives claims for additional costs or time extension which may subsequently become apparent.
5. Certifies that proposed product will not affect or delay Construction Progress Schedule.
6. Will pay for changes to building design, including architectural or engineering design, detailing, and construction costs caused by the requested substitution.

F. Substitutions will not be considered when:
   1. Indicated or implied on shop drawings or product data submittals without formal request submitted in accord with this Section.
   2. Submittal for substitution request has not been reviewed and approved by Contractor.
   3. Acceptance will require substantial revision of Contract Documents or other items of the Work, unless substitution is required to bring Project into GMP compliance.
   4. Submittal for substitution request does not include point-by-point comparison of proposed substitution with specified product.

1.4 OWNER AND ARCHITECT’S REVIEW
   A. Architect will review requests for proposed substitutions and make recommendations to Owner on Substitution Request Form with reasonable promptness.
   B. Considerations for acceptance will be based on conformance with Contract Documents, including following as applicable:
      1. Physical dimension and clearance requirements to satisfy space limitations.
      2. Static and dynamic weight limitations; structural properties.
      3. Audible noise levels.
      5. Interchangeability of parts or components.
      6. Accessibility for maintenance to allow possible removal or replacement.
      7. Design.
      8. Colors, textures, and finishes.
      9. Compatibility with other materials, products, assemblies, and components.
   C. Owner’s decision to approve or reject requested substitution will be indicated on Substitution Request Form. Approval of substitution not valid without Owner’s signature.
   D. Rejection of proposed substitution by Owner requires use of specified product.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION

Attachment: Substitution Request Form, 2 pages.
Contractor:

SUBSTITUTION REQUEST FORM

TO: Architect Date: Request Number:
FROM: Contractor Subcontractor Supplier Manufacturer

Specified Item:
Section: Page: Paragraph:

Proposed Substitution:
Manufacturer: Address: Phone Number:
Trade Name: Address: Model Number:
Installer: Address: Phone Number:
History: New product 2 to 5 years old 5 to 10 years old More than 10 years old

Differences between proposed substitution and specified product:

☐ Point by point comparison data attached - REQUIRED BY ARCHITECT

Reason for Not Providing Specified Item:

Similar Installations:
Project: Architect: Address:
Architect: Owner: Date Installed:
Project: Address:
Architect: Owner: Date Installed:

Proposed substitution affects other parts of Work: ☐No ☐Yes; explain

Savings to Owner for accepting substitution: $(

Proposed substitution changes Contract Time: ☐ No Yes; Add/Deduct days.

Supporting Data Attached:
☐ Product Data ☐ Drawings ☐ Tests ☐ Reports ☐ Samples ☐

Atascadero City Hall
FEMA Repair and Hazard Mitigation
Project #5961.00

Substitution Procedures
Pfeiffer Partners Inc.
August 1, 2009
Undersigned certifies:
- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable is available.
- Proposed substitution will not affect or delay Construction Progress Schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including architectural or engineering design, detailing, and construction costs caused by the requested substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by:

Signature: 

Firm: 

Address: 

Telephone: 

Attachments: 


ARCHITECT'S REVIEW AND ACTION

☐ Approve Substitution - Make submittals in accordance with Specification Section 013300.
☐ Approve Substitution as noted – Make submittals in accordance with Specification Section 013300.
☐ Reject Substitution - Use specified products. Architect shall not have responsibility for performance of substitution approved by Owner and rejected by Architect.
☐ Substitution Request received too late - Use specified products.

Signed by: 

Comments: 


OWNER'S REVIEW AND ACTION (Approval of Substitution not valid without Owner's signature)

☐ Substitution approved - Make submittals in accordance with Specification Section 013300.
☐ Substitution approved as noted - Make submittals in accordance with Specification Section 013300.
☐ Substitution rejected - Use specified products.

Signed by: 

Comments: 


END OF FORM

Atascadero City Hall
FEMA Repair and Hazard Mitigation
Project #5961.00

012500-4

Substitution Procedures
Pfeiffer Partners Inc.
August 1, 2009
SECTION 012600
CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
A. Related Sections:
   1. Section 012500 - Substitution Procedures
   2. Section 012800 - Payment Procedures.
   3. Section 013300 - Submittal Procedures.
   4. Section 016000 - Product Requirements.
   5. Section 017700 - Closeout Procedures.

1.2 SUBMITTALS
A. General:
   1. Submit names of individuals authorized to receive Contract modification documents.
   2. Submit names of individuals responsible for informing Contractor's employees and affected subcontractors of Contract clarifications and modifications.

1.3 CHANGE PROCEDURES
A. General: Change procedures are written instructions issued after execution of Contract Agreement.
B. Minor Changes in the Work:
   2. Description: Written instructions, clarifications, or interpretations of Contract Documents not involving adjustment to Contract Sum or Contract Time. Instructions or interpretations are binding on Owner and Contractor.
   3. Procedure: Document is prepared and signed by Architect and distributed to Owner and Contractor. Architect's Supplemental Instructions are effective upon receipt.
C. Proposal Request:
   2. Description: Written proposed change of Work within Contract scope consisting of additions, deletions, and other revisions. Proposal Request is for information only and does not authorize changes in Contract Sum or Contract Time. Contractor evaluates proposal for pricing and scheduling impact.
   3. Procedure:
      a. Document is prepared and signed by Architect. Copies are sent to Owner and Contractor.
      b. Contractor shall review Proposal Request and submit Change Order Request and Proposal Worksheet Detail and Summary Forms with proposed changes in Contract Sum and Contract Time.
      c. Prepare and submit Change Order Request and Proposal Worksheet Detail and Summary Forms within 20 days of Proposal Request receipt. Proposed Contract Sum and Contract Time changes quoted by Contractor shall remain valid for 30 days from receipt by Architect.
D. Change Order Request:
   1. Attached Forms:
      b. Proposal Worksheet Summary: Summarizes labor, materials, overhead and profit, bonds, insurance, and tax of proposed Contract additions and deductions.
      c. Proposal Worksheet Detail: Summarizes labor and material costs of each subcontractor involved in proposed change.

3. Procedure:
   a. Proposed changes are documented by Contractor on Change Order Request, Proposal Worksheet Summary, and Proposal Worksheet Detail forms. Documents include description of proposed changes and summary of changes in Contract Sum and Contract Time are prepared and signed by Contractor. Send copies to Owner and Architect.
   b. Comply with requirements of Section 012500 - Product Substitution Procedures for proposed changes in Work which include products or systems not contained in Contract Documents.
   c. Architect and Owner will review Change Order Request and evaluate proposed changes. Architect and Owner may accept or reject Change Order Request. Upon acceptance Architect will prepare Change Order to document Contract change.

E. Change Order:
   1. Form: AIA Document G701, Change Order.
   2. Description: Written change of Work within Contract scope consisting of additions, deletions, product substitutions, and other revisions, including proposed basis for adjustment to Contract Sum and Contract Time. Change Orders are signed by Owner, Contractor, and Architect. Owner’s signature authorizes change.
   3. Procedure: Document is prepared and signed by Architect; sent to Contractor for acceptance and signature; approved and signed by Owner; distributed to Architect and Contractor. Contractor shall perform changes upon receipt.

F. Construction Change Directive:
   2. Description: Written change of Work within Contract scope consisting of additions, deletions, and other revisions, including a proposed basis for adjustment to Contract Sum and Contract Time. Document is used in absence of agreement on terms of Change Orders.
   3. Procedure:
      a. Document is prepared and signed by Architect and Owner. Contractor shall perform changes upon receipt.
      b. Adjustments to Contract Sum should be one of following:
         1) Lump sum.
         2) Unit price.
         3) Mutually accepted method.
         4) As provided in AIA Document A201 Subparagraph 7.3.6; maintain detailed records on time and material basis of Construction Change Directive Work.
      c. Architect will determine proposed method, time, and amount of Contract adjustment based on reasonable expenditures, and allowance for overhead, profit, and time.
      d. Contractor’s signing of Construction Change Directive acknowledges agreement with proposed method for adjusting Contract Sum and Contract Time and is recorded as Change Order.
      e. Contractor disagreement or no response to proposed method for adjusting Contract Sum or Contract Time does not relieve Contractor from responsibility to perform Work.
      f. Payment for Construction Change Directives will be made in accordance with AIA Document A201 Subparagraph 9.3.1.1.

PART 2 - PRODUCTS
NOT USED

PART 3 - EXECUTION
NOT USED

END OF SECTION
CHANGE ORDER REQUEST (PROPOSAL)

Project: ___________________________  COR Number: ___________________________

__________________________________________________________________________  From (Contractor): ___________________________

To: ___________________________________  Date: ___________________________

__________________________________________________________________________  A/E Project Number: ___________________________

RE: ___________________________________  Contract For: ___________________________

This Change Order Request (COR) contains an itemized quotation for changes in the Contract Sum
and/or Time in response to proposed modifications to the Contract Documents base on Proposal Request
Number ___________________________

Description of Proposed Change:

☐ Attachment

Reason For Change:

Does Proposed Change involve a change in Contract Sum or Contract Time?  ☐ Yes  ☐ No
If Yes:  Proposed Change in Contract Sum ___________________________

Proposed Change in Contract Time ___________________________

Attached Pages:

Proposed Worksheet Summary

Proposed Worksheet Detail(s)

Signed by: ____________________________________________

☐ Attached is supporting information from  ☐ Subcontractor  ☐ Supplier  ☐  ☐

Copies:  ☐ Owner  ☐ Contractor  ☐ Consultants  ☐ Field  ☐  ☐
# PROPOSAL WORKSHEET SUMMARY

Project: ___________________________  COR Number: ___________________________

_______________________________  From (Contractor): ___________________________

To: _____________________________  Date: _____________________________

Proposal Request Number: ___________  A/E Project Number: ___________________________

Complete and attach Proposal Worksheet Detail for each Subcontractor. Enter Work Sheet Information below.

## SUBCONTRACTORS’ ADDITIONS:

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Sub-Total

Subcontractors' Net: 
Subcontractors' OH&P: 
Subcontractors' Bond: 
Subcontractors' Total: 
General Contractor OH&P: 
General Contractor Bond: 
Insurance: 
Tax: 
WORKSHEET TOTAL: 

Atascadero City Hall  
FEMA Repair and Hazard Mitigation  
Project #5961.00  
012600-5

Contract Modification Procedures  
Pfeiffer Partners Inc.  
August 1, 2009
## PROPOSAL WORKSHEET DETAIL

**Project Name:** ____________  
**COR Number:** ____________

**Project Number:** ____________  
**Detail Sheet Number:** ____________

**Subcontractor Name:** ____________  
**Date:** ____________

**Phone Number/Contact Person:** ____________  
**DO NOT MARK IN SHADED AREAS.**

### ADDITIONS

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Sub-Total (Enter this number on Work Sheet Summary.)

### DEDUCTIONS

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Sub-Total (Enter this number on Work Sheet Summary.)

Contract Modification Procedures
PART 1 - GENERAL

1.1 SUMMARY
A. Coordinate Schedule of Values and Applications for Payment with Construction Progress Schedule, Submittal Schedule, and List of Subcontracts.

1.2 SCHEDULE OF VALUES
A. General: Refer to Section 013200.

1.3 APPLICATIONS FOR PAYMENT
A. General:
1. Maintain consistency with previous applications for payments as certified by Architect and paid by Owner.
2. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
3. Payment application times:
   a. Each progress payment date is as indicated in Agreement.
   b. Work covered by each Application for Payment is period indicated in Agreement.

B. Application Preparation:
1. Complete every entry on form, including notarization and execution by person authorized to sign legal documents on behalf of Contractor.
2. Incomplete applications will be returned without action.
3. Match data entries on Schedule of Values and Construction Progress Schedule. Use updated schedules if revisions have been made.
4. Include amounts of Change Orders and Construction Change Directives issued prior to last day of construction period covered by application.

C. Transmittal:
1. Submit 3 executed copies of each Application for Payment to Architect by date required for receipt; include waivers of lien and similar attachments with one copy.
2. Transmit each copy with transmittal form listing attachments, and recording appropriate information related to application in manner acceptable to Architect.

D. Waivers of Mechanics Lien:
1. With each Application for Payment submit waivers of mechanics liens from subcontractors and suppliers for construction period covered by previous application.
2. Submit partial waivers on each item for amount requested, prior to deduction for retainage, on each item.
3. When application shows completion of item, submit final or full waivers.
4. Owner reserves right to designate which entities involved in Work must submit waivers.

E. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include following:
1. List of subcontractors.
2. List of principal suppliers and fabricators.
3. Schedule of Values.
4. Construction Progress Schedule (preliminary if not final).
5. Submittal schedule.
7. Schedule of unit prices.
8. List of Contractor's staff assignments.
12. Initial progress report.
14. Certificates of insurance and insurance policies.
15. Performance and payment bonds (if required).

F. Application for Payment at Substantial Completion:
   1. Following issuance of Certificate of Substantial Completion, submit Application for Payment
      reflecting Certificates of Partial Substantial Completion issued previously for Owner
      occupancy of designated portions of Work.
   2. Required administrative actions and submittals that precede or coincide with this application
      include:
      a. Occupancy permits and similar approvals.
      b. Warranties and maintenance agreements (dated to commence on date of Substantial
         Completion).
      c. Test/adjust/balance records.
      d. Maintenance instructions.
      e. Meter readings.
      f. Start-up performance reports.
      g. Change-over information related to Owner's occupancy, use, operation, and
         maintenance.
      h. Application for reduction of retainage, and consent of surety, AIA Document G707A,
         Consent of Surety to Reduction in or Partial Release of Retainage.
      i. Advice on shifting insurance coverages.
      j. Final progress photographs.
      k. Comprehensive list of incomplete or non-complying Work (initial punch list).

G. Final Payment Application: Required administrative actions and submittals which precede or
   coincide with submittal of final payment Application for Payment include following:
   1. Completion of Project Closeout requirements.
   2. Completion of items specified for completion after Substantial Completion.
   3. Assurance that unsettled claims will be settled.
   5. Assurance that Work not complete and accepted will be completed without undue delay.
   6. Final cleaning.
   7. Transmittal of required Project construction records to Owner.
   8. Certified property survey.
   9. Proof that taxes, fees and similar obligations have been paid.
  10. Removal of temporary facilities and services.
  12. Change of door locks to Owner's access.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION
SECTION 013100
PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 GENERAL COORDINATION PROVISIONS

A. Carefully study and compare Contract Documents before proceeding with fabrication and installation of Work. Promptly advise Architect of any error, inconsistency, omission, or apparent discrepancy discovered.

B. Allot time in construction scheduling for liaison with Architect; establish procedures for handling queries and clarifications. Use "Request for Interpretation" form for requesting information. Copy of form is bound after last page of this Section. Remove form for making additional copies or request an original copy from Architect. Limit each RFI to a single issue or a group of related issues.

1. If Architect is able to respond to a request for interpretation by making specific reference to Drawing sheet or Specification Section, Contractor shall reimburse Owner for charges of Architect and Architect's Consultants for performing review services for the Contractor.

2. If Contractor disagrees with Architect's response to Contractor's RFI, Contractor shall notify Architect within seven days of receipt of response. Lack of such notification shall be understood to mean that Contractor agrees with response.

3. Allow minimum 7-day response time from receipt of each RFI. RFIs shall include a workable no-cost proposed solution from Contractor. If more than 10 RFIs are received within 4 working day period, Architect's response time will be extended as necessary for professional response; order of responses will be based on priority established by Architect after consultation with Owner and Contractor.

C. In addition to other specified meetings, hold coordination meetings and conferences with personnel and subcontractors to ensure coordination of Work.

D. Coordinate scheduling, submittals, and Work of various Specification sections to avoid conflicts and ensure efficient and orderly sequence of installation of interdependent construction elements.

E. Coordinate Work of various Specification sections having interdependent responsibilities for installation, connection, and operation.

F. Verify that characteristics of operating equipment are compatible with building utilities and services.

G. Except as otherwise indicated, conceal pipes, ducts, conduit and wiring in construction. Coordinate locations of fixtures and outlets with finish elements.

H. Make provision to accommodate items scheduled for later installation.

1.2 COORDINATION DRAWINGS AND LAYOUTS

A. General:

1. Coordination drawings are not shop drawings and are not to be submitted to Architect for approval.

2. Coordination drawings show relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in space provided or to function as intended.

3. Except as otherwise specified, prepare composite coordination drawings to scale of 1/4"=1'-0" or larger; detailing major elements, components, and systems of site utilities, architectural, structural, mechanical, and electrical equipment and materials in relationship with each other, installations, and building components. Include dimensions.

4. Provide coordination drawings utilizing different colors to illustrate work of separate trades.

5. Indicate locations where space is limited for installation and access and where sequencing and coordination of installations are of importance to efficient flow of Work affecting one or more trades.

6. Indicate scheduling, sequencing, movement, and positioning of large equipment into building during construction.
7. Prepare floor plans, elevations, and details to indicate penetrations in floors, walls, and ceilings and their relationship to other penetrations and installations.
8. Prepare reflected ceiling plans to coordinate and integrate installations, air outlets and inlets, light fixtures, communications systems components, sprinklers, and other ceiling-mounted devices.
9. Show interrelationship of components to be shown on separate Shop Drawings.
10. Indicate required installation sequences.

B. Structural Systems: Include, but do not necessarily limit to following:
1. Structural frame showing interface with exterior cladding.
2. Location of openings in relation to structure.
3. Show attachments to decking, structural elements, and other systems.

C. Mechanical Systems: Include, but do not necessarily limit to following:
1. Proposed locations of piping, ductwork, equipment, and materials.
2. Proposed locations for access panels and doors.
3. Clearances for installing and maintaining insulation.
4. Clearances for servicing and maintaining equipment, including tube removal, filter removal, and space for equipment disassembly required for periodic maintenance. Show access locations.
5. Equipment connections and support details.
7. Fire-rated wall and floor penetrations.
8. Sizes and location of required concrete pads and bases.

D. Plumbing Systems: Include, but do not necessarily limit to following:
1. Proposed locations of clean-outs.

E. Electrical Systems: Include, but do not necessarily limit to following:
1. Proposed locations of major raceway systems, equipment, and materials.
2. Clearances for servicing equipment, including space for equipment disassembly required for periodic maintenance. Show access locations.
3. Exterior wall and foundation penetrations.
4. Fire-rated wall and floor penetrations.
5. Equipment connections and support details.
6. Sizes and location of required concrete pads and bases.

F. Coordinate in field with affected trades for proper relationship to Work based on Project conditions.

G. Notify Architect of conflicts and other coordination issues requiring resolution prior to commencing construction in each affected area.

H. Submit Contractor’s certification to Architect that coordination documents have been completed and coordination issues have been identified and resolved prior to commencing construction in each affected area.

I. Make coordination documents available in field office for review by Architect and Owner during entire period of construction.

1.3 COORDINATION OF SPACE

A. Coordinate use of Project space and sequence of installation of plumbing, fire protection, mechanical and electrical Work. Follow routings shown for pipes, ducts, and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with building lines. Utilize space efficiency to maximize accessibility for other installations, for maintenance, and for repairs.

B. Layout of plumbing, fire protection, mechanical, and electrical systems, equipment, fixtures, piping, ductwork, conduit, specialty items, and accessories indicated on Drawings is diagrammatic. Variations in alignment, elevation, and details required to avoid interference and satisfy architectural and structural limitations are not necessarily shown.
C. Prior to installation of material and equipment, review and coordinate Work with Architectural and Structural Drawings to establish exact space conditions. Where available space is inadequate or where reasonable modifications are not possible, request information from Architect before proceeding.

D. Coordinate installation to prevent conflicts and cooperate in making, without extra charge, reasonable modifications in layout as needed.

E. Provide clear access to control points, valves, strainers, control devices, and specialty items of every nature related to such systems and equipment to obtain maximum head room. Provide adequate clearances as necessary for operation and maintenance.

1.4 COORDINATION OF CONTRACT CLOSEOUT
A. Coordinate completion and clean up of Work in preparation for Substantial Completion.
B. To minimize disruption of Owner's activities after occupancy of premises, coordinate access to site by various trades for correction of defective Work and for correction of Work not in accordance with Contract Documents.

1.5 GENERAL MEETING REQUIREMENTS
A. Schedule meetings and conferences throughout progress of Work; each session scheduled, administered, and presided by entity indicated. Requirements for meetings and conferences include:
   1. Prepare agenda for each conference and meeting.
   2. Distribute written notice to participants 7 days in advance of scheduled date.
   3. Make physical arrangements.
   4. Record minutes and attendees; include significant proceedings and decisions.
   5. Reproduce and distribute copies of minutes within 5 days after each meeting.
   6. Distribute one copy of minutes to each participant and to entities affected by decisions made at meeting.
   7. Distribute one copy of minutes to Architect and Owner.
   8. Maintain in field office one copy of agenda and minutes for each conference and meeting.
B. Representatives attending meetings shall be qualified and authorized to act on behalf of entity each represents.
C. Architect and professional consultants may attend meetings to ascertain that Work is consistent with Contract Documents.
D. Owner may be present at meetings and may propose agenda items.

1.6 PRECONSTRUCTION CONFERENCES
A. Schedule preconstruction conferences no later than 7 days prior to commencement of Work. Convene at Project site.
B. Attendees:
   1. Architect and professional consultants; Architect presides over meeting and is responsible for minutes.
   2. Owner.
   3. Contractor.
   4. Major subcontractors.
   5. Others as appropriate.
C. Minimum Agenda:
   1. Administrative and procedural issues:
      a. Designation of key personnel.
      b. Review and clarify responsibilities of parties to contract.
      c. Communications procedures.
      d. Review of proposed subcontractors, materials, equipment, and products.
      e. Application for payment procedures; schedule of values, proposal requests, change orders.
      f. Critical work sequencing; long lead time items.
g. Submittal and construction progress schedules.
h. Submittal requirements; complete, correct, and timely submittals; scheduled dates.
i. Procedures for submitting product data, shop drawings, samples, and other submittals.
j. Product options and substitutions procedures.
k. Procedures for requests for interpretations (RFI), minor changes, field decisions, construction change directives, proposal requests, change orders, and filing claims.
l. Procedures for testing and inspection, including timely notification.
m. Responsibilities and limitations of authority of testing laboratories; distribution of reports.
n. Procedures for maintaining Project Record Documents.
o. Schedule for progress meetings.

2. Site mobilization and utilization:
   a. Use of premises; office and storage areas.
   b. Temporary utilities and services.

1.7 PROGRESS MEETINGS
A. Schedule periodic meetings as necessary by progress of Work; day, location, and time to be determined. Convene at Project site.

B. Attendees:
   1. Contractor; presides over meeting and is responsible for minutes.
   2. Subcontractors as appropriate.
   3. Owner, Architect, and professional consultants may attend as appropriate.
   4. Others as appropriate to agenda.

C. Minimum Agenda:
   1. Approval of minutes of previous meeting.
   2. Work progress since previous meeting:
      a. Current activities.
      b. Critical activities.
      c. Deviations from schedule.
   3. Field observations, problems, conflicts, and decisions.
   4. Deficiencies:
      a. Identification of items.
      b. Status of correction.
   5. Requests for Interpretations (RFIs):
      a. Status of clarification.
      b. Status of proposal requests.
   6. Changes and modifications:
      a. Status of change orders.
      b. Pending changes.
      c. Pending claims and disputes.
      d. Clarification decisions of Architect or Owner.
   7. Problems and conflicts which impede planned progress.
   8. Construction Progress and Submittal Schedules:
      a. Off-site fabrication and delivery schedules.
      b. Effect of proposed changes on construction progress schedule and coordination.
      c. Submittal schedules, status of submittals, and effect on construction progress schedule.
      d. Corrective measures to regain projected schedule.
   9. Planned progress during succeeding Work period.
   10. Adequacy of work forces.
   11. Coordination between elements of Work.
   12. Maintenance of Project Record Documents.
   13. Other business relating to progress of Work.

D. Meeting Minutes:
1. Include column to indicate who is required to take action and date action is to be completed. Each of these items requiring action will be carried in subsequent minutes of meeting as "old business" until noted as "resolved."

2. As minimum, separate into following categories:
   a. Old business.
   b. New business.
   c. Work progress.
   d. Deficiencies.
   e. RFIs.
   f. Proposed changes.
   g. Schedules.
   h. Submittals.
   i. Other business, including events to be accomplished by next meeting.

1.8 PREINSTALLATION CONFERENCES
A. Schedule preinstallation conferences required in individual Specification sections. Convene at Project site prior to commencing Work of the section.

B. Attendees:
   1. Project superintendent; presides over meeting and is responsible for minutes.
   2. Subcontractor (installer, applicator, or erector).
   3. Material or equipment supplier.
   4. Manufacturers' representative.
   5. Others directly affecting, or affected by the work.
   6. Testing agency (if necessary).
   7. Subcontractors as appropriate.
   8. Owner, Architect, and professional consultants may attend as appropriate.
   9. Others as appropriate to agenda.

C. Minimum Agenda:
   1. Access to work and conditions of proper installation.
   2. Conditions of installation, such as substrates, existing and surrounding conditions, and environmental conditions.
   3. Conditions detrimental to installation.
   4. Preparation procedures, including protection of adjacent work.
   5. Verify installers' receipt and understanding of installation instructions.
   6. Review submittals, installation procedures, and sequence.
   7. Review coordination with other work.
   8. Evaluate delivery schedule and Construction Progress Schedule.
   10. Required protection procedures.
   11. Observe actual installation areas.

1.9 CLOSEOUT CONFERENCE
A. Schedule Project Closeout conference prior to requesting Substantial Completion.

B. Attendees:
   1. Contractor; presides over meeting and is responsible for minutes.
   2. Major subcontractors.
   3. Owner, Architect, and professional consultants may attend as appropriate.
   4. Others as appropriate to agenda.

C. Minimum Agenda:
   1. Start-up of facilities and systems.
   2. Testing, adjusting, and balancing.
   3. System demonstration and observation.
   4. Operation and maintenance instructions for the owner's personnel.
   5. Contractor's inspection of work.
   6. Contractor's preparation of an initial "punch list."
7. Procedure to request Architect inspection to determine date of substantial completion.
8. Completion time for correcting deficiencies.
9. Inspections by authorities having jurisdiction.
10. Certificate of occupancy and transfer of insurance responsibilities.
11. Partial release of retainage.
12. Preparation for final inspection.
13. Closeout submittals:
   a. Project Record Documents.
   b. Operating and maintenance documents.
   c. Operating and maintenance materials.
   d. Warranties and bonds.
   e. Affidavits.
14. Final application for payment.
15. Final cleaning.
16. Contractor’s demobilization of site.
17. Maintenance.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END SECTION

Attachment: Request for Interpretation
**REQUEST FOR INTERPRETATION**

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**RE:**

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**Contractor's Proposed Solution:**

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**Response:**

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Atascadero City Hall  
FEMA Repair and Hazard Mitigation  
Project #5961.00

Project Management And Coordination  
Pfeiffer Partners Inc.  
August 1, 2009
SECTION 013200
CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 PHOTOGRAPHY
A. Construction Photographs: Employ commercial photographer or Contractor may take construction record photographs on commencement of Work and at weekly intervals until Substantial Completion of Project.
   1. Cooperate with photographer, provide access to Work, and reasonable use of temporary facilities including temporary lighting.
   2. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
   3. Digital Images: Provide images in JPEG format, with minimum sensor size of 8.0 megapixels.
   4. Photos: Provide 1 set color photos on photo paper.
   5. Take minimum of four images at four agreed upon locations within the building.
B. Consult with Architect for instructions on views required at each visit to site.
C. Cooperate with photographer, provide access to Work, and reasonable use of temporary facilities including temporary lighting.
D. Additional Photographs:
   1. From time to time Architect may issue requests for additional photographs, in addition to periodic photographs specified.
   2. Additional photographs will be paid for by Change Order, and are not included in Contract Sum or Allowance.
   3. Architect will give photographer 3 days notice, where feasible.
   4. In emergency situations, photographer shall take additional photographs within 24 hours of Architect's request.
   5. Circumstances that could require additional photographs include, but are not limited to:
      a. Substantial Completion of major phase or component of Work.
      b. Owner's request for special publicity photographs.
      c. Special events planned at project site.
      d. Immediate follow-up when on-site events result in construction damage or losses.
      e. Photographs taken at fabrication locations away from Project site.
      f. Extra record photographs at time of final acceptance.
E. Do not display photographs in publications without permission of Owner.

1.2 PRINTS
A. Color:
   1. Quantity: 3 prints per view.
   2. Brilliance: Glossy.
   3. Texture: Smooth.
B. Size: 5 by 7 inches.
C. Identify each print on back in lower right-hand corner, listing:
   1. Name of project.
   2. Orientation of view.
   3. Date and time of exposure.
   4. Name and address of photographer.
   5. Photographer's numbered identification of exposure.
   6. Description of vantage point, in terms of location, direction viewed (by compass point), and elevation or story of construction.
D. Deliver one set of prints to Owner and one set to Architect within 7 days after each site photographic session; one set is for Contractor's file.
E. Prints for those other than indicated in preceding paragraph may be obtained by making separate arrangements directly with photographer and paying for associated costs.

1.3 IMAGES

A. Digital Images:
   1. Submit complete set of digital image electronic files with each submittal of prints
   2. Provide complete set as Project Record Document.
   3. Identify electronic media with date photographs were taken.
   4. Submit images that have the same aspect ratio as the sensor, uncropped.

B. Deliver images to Owner in accordance with Section 017800. Provide index to electronic images in chronological sequence.

1.4 SCHEDULE OF VALUES

A. General:
   1. Submit at least 15 days prior to submitting first Application for Payment.
   2. Upon request of Architect, submit additional data to substantiate accuracy of given values.
   3. Approved schedule will be used as basis for reviewing applications for payment.

B. Format:
   1. Use AIA Document G703 - Continuation Sheet for application and certificate for payment, or use letter size white bond paper following format of AIA Document G703.
   2. Contractor's standard form or electronic media printout will be considered on request.
   3. Follow 50 Division format established in Table of Contents of Project Manual for listing of categories. Identify each line item by number and title of respective Specification sections.
      a. Identify Schedule of Values with following information:
      b. Project name and location.
      c. Name of the Architect.
      d. Project number.
      e. Contractor's name and address.
      f. Date of submittal.

C. Content:
   1. List installed value of each item of Work and each subcontracted item of Work as separate line item to serve as basis for computing values for Progress Payments. Round off values to nearest dollar.
   2. For each major subcontract, list products and operations of that subcontract as separate line items.
   3. Include in each line item, as applicable, amount specified for allowances.
   4. Itemize separate line costs for performance and payment bonds, field supervision, field layout, temporary facilities and controls, and overhead and profit.
   5. For items on which payments will be requested for stored products, list sub-values for cost of materials, delivered and unloaded, with taxes paid.
   6. Sum of listed values shall equal total Contract Sum.

D. Review and Resubmittals:
   1. After Architect's initial review, revise and resubmit as necessary.
   2. Revise and resubmit whenever Change Order is issued. Show each Change Order as new line item. Submit revised schedule with next application for payment.

1.5 CONSTRUCTION PROGRESS SCHEDULE

A. Submit initial preliminary schedule 15 days prior to first Application for Payment. Within 7 days after return of reviewed submittal, resubmit revised data.

B. Prepare schedule as horizontal bar chart with separate bar for each major portion of Work or operation, identifying first work day of each week.

C. Content:
   1. Show complete sequence of construction by activity, with dates for beginning and completion of each major element of construction.
2. Identify Work of separate stages or phases, separate floors, or other logically grouped activities.
3. Show accumulated percentage of completion of each item, and total percentage of Work completed as of first day of each month.
4. Review specifications and determine availability of products and long-lead items. Identify long lead items on schedule to allow sufficient time for submittals and order placement to obtain item without delaying Work.
5. Provide sub-schedules to define critical portions of entire schedule.

D. Submittal Schedule:
1. Provide separate sub-schedule to construction progress schedule indicating submittal dates and review time allowed for shop drawings, product data, samples and other similar data.
2. Submit schedule submittal 15 days prior to first Application for Payment.
3. Indicate dates reviewed submittals will be required from Architect taking into consideration the quantity of days specified for Architect's review.
4. Allow sufficient time in schedule for resubmittal of disapproved submittals without causing construction delay.
5. Indicate decision dates for selection of finishes and colors.

E. Progress Revisions:
1. Identify activities modified since previous submittal, major changes in scope, changes in dates, and other identifiable changes.
2. Provide narrative report as necessary to define problem areas, anticipated delays, and impact on schedule.
3. Report corrective action taken, or proposed, and its effect.

F. Progress Submittals:
1. Submit revised schedule with each application for payment.
2. Submit in quantity required for distribution, plus 2 copies to be retained by Architect.

G. Distribute copies of reviewed schedule to project site file, subcontractors, suppliers, and other concerned parties.

H. Architect will review construction progress schedules and submittal schedules, and return within 30 working days of receipt.

1.6 PROPOSED PRODUCTS LIST

A. General:
1. Submit at least 15 days prior to submitting first Application for Payment.
2. Submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

C. Architect will reply in writing within 15 days stating whether there is reasonable objection to listed items. Failure to object to a listed item shall not constitute waiver of requirements of Contract Documents.

1.7 PROPOSED SUBCONTRACTORS AND MANUFACTURERS

A. Submit in writing within 30 days of award of contract complete listing of all subcontractors and manufacturers proposed for Project. Follow specification table of contents for subcontractor and manufacturer listing.

B. Architect will respond in writing within 21 days stating whether or not Owner or Architect have reasonable objection to any proposed subcontractor or manufacturer. Failure to reply constitutes notice of no reasonable objection, however, failure to reply does not alter Contract Document requirements.

PART 2 - PRODUCTS

NOT USED
SECTION 013300
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
A. Related Sections:
   1. Section 013100 - Project Management and Coordination: Coordination drawings and layouts.

1.2 SUBMITTAL PROCEDURES
A. Schedule submittals to expedite Project in accordance with approved Construction Progress Schedules and in such sequence as to cause no delay in the Work or in the activities of Owner or of separate contractors.
B. Deliver submittals to Architect's office. Submittals accepted only from Contractor.
C. Submit product data, shop drawings, samples, calculations, certificates, manufacturer's instructions, and other items requested within each specification section.
D. Transmit each submittal using form which includes at a minimum:
   1. Transmittal Date
   2. Project Name and Architect's Project Number
   3. Number of submittals included.
   4. Submittal Number
   5. Submittal Name
   6. Date indicated on submittal
   7. Indication of other parties copied on transmittal
   8. Indication of whether submittal constitutes a Substitution
   9. Indication of whether submittal is an initial or resubmittal.
E. Use blue colored paper for informational submittals; white paper for all other submittals.
F. Transmit each submittal using form attached to this Section. Number submittals using Specification section number and unique numeric reference number. Indicate reference number of previous submission for resubmittals.
   For example, Specification Section - 079200; Reference Number - 02; previous Reference Number - 01.
G. Identify Project, Contractor, subcontractor or supplier, pertinent Drawing sheets and detail numbers, and Specification section number, as appropriate.
H. Example of submittal review stamp is appended to end of this section for information.
I. Apply Contractor's stamp, sign or initial and date certifying that review, verification of products, field dimensions, adjacent construction Work, and coordination of information, is in accordance with requirements of Work and Contract Documents.
J. Submittals will be returned without processing if they have not been reviewed and stamped by Contractor for coordination of work and conformance with the Drawings and Specifications prior to submission to Architect, if they are not initialed or signed by authorized person, if they are not dated, or if it becomes evident that they have not been properly reviewed. Delays resulting therefrom are not responsibility of Architect.
K. Clearly identify on submittals, or in writing at time of submission, deviations in submittals from requirements of Contract Documents.
L. Do not perform Work on any element requiring submittal and review of shop drawings, product data, samples, or other similar submittals until respective submittal has been approved by Architect.

M. Maintain in field office a copy of submittal schedule and log of submittals indicating current status of each item.

N. Prepare submittals using the same units of measurement system (metric or inch-pound) in compliance with requirements stated in Section 014000. Use ASTM E380 and E621 for establishing metric measurements used in submittals.

1.3 PRODUCT DATA
A. Submit quantity of copies required by Contractor, plus 2 copies to be retained by Architect.
B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers’ standard data to provide information unique to Project. Delete inapplicable data.

1.4 SHOP DRAWINGS
A. Submit one reproducible and 2 copies. Only reproducible will be returned to Contractor.
B. Bind in complete sets. Transmit reproducible transparencies in roll form to eliminate folding. Folding of prints is acceptable.
C. Present in clear and thorough manner. Title each drawing with Project name and number; identify each element of drawings by reference to sheet number and detail, schedule, or room number of Contract Documents.
D. Check and coordinate shop drawings of any section or trade with requirements of other sections or trades and as necessary for proper coordination and complete installation of Work.
E. Do not use Contract Drawings for shop drawings. Provide original shop drawings with changes from Contract Drawings clearly indicated. Contractor shall not rely on the receipt of any electronic media from the Architect or engineers for the preparation of any required shop drawings.
F. Show layout, details, materials, dimensions, thicknesses, methods of assembly, attachments, relation to adjoining Work, wiring diagrams, rough-in requirements, and other pertinent data and information.
G. Verify dimensions and field conditions. Clearly indicate field dimensions and field conditions.
H. Submit detail drawings of special accessory components not included in manufacturer’s product data.
I. Existing Conditions:
   1. Show locations of existing conditions which affect installation of new Work.
   2. Show details of existing conditions and proposed modifications as requested by Architect.

1.5 SAMPLES
A. Submit quantity required by Contractor, plus 1 set, except where indicated otherwise in Specification sections, to be retained by Architect.
B. Include identification on each sample with full Project information.
C. Submit samples to illustrate functional and aesthetic characteristics of product, including integral parts and attachment devices. Coordinate sample submittals for interfacing Work.
D. Except where specified otherwise, submit samples from full range of manufacturer’s standard colors illustrating textures, patterns, and finishes for Architect selection.
E. Where custom colors are specified, submit samples illustrating colors, textures, patterns, and finishes for Architect’s review. Architect will advise colors required or furnish samples for color matching.
F. Architect’s acceptance of samples is for visual compliance with design intent only and does not constitute acceptance of performance criteria.
1.6 SUPPORT REACTION DESIGN DATA
A. When specified in individual Sections, submit support reaction design data.
B. Furnish separate submittal indicating complete description of loads, forces, and moments transferred to "base building" structure at each point of contact.
C. Include secondary forces resulting from connections used.
D. Do not submit engineering calculations for support reactions.
E. Submit design data bearing seal and signature of professional engineer responsible for design.

1.7 CALCULATIONS
A. When specified in individual Sections, submit calculations.
B. Submit engineering calculations for component sizes, deflections, and connections.
C. Submit calculations bearing seal and signature of registered professional engineer responsible for design.
D. Where existing conditions deviate from Contract Documents or shop drawings, submit calculations for existing condition, including calculations for anticipated corrective action required, and changes to loads transferred to "base building" structure.

1.8 INFORMATIONAL SUBMITTALS
A. Informational submittals upon which Architect is not expected to take responsive action may be so identified in Contract Documents. When professional certification of performance criteria of materials, systems, or equipment is required by Contract Documents, Architect shall be entitled to rely upon accuracy and completeness of such certifications.
B. Types of Informational Submittals:
   1. Design data: Submit with shop drawings.
   2. Test reports: Submit within two weeks of testing.
   3. Certifications:
      a. Submit certifications when specified in individual Specification sections.
      b. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
      c. Certifications may be recent or previous test results on material or product, but must be acceptable to Architect.
      d. Submit welder certifications 2 weeks prior to commencement of welding operations.
      e. Submit manufacturer or fabricator certifications with product data.
      f. Submit certificates of compliance within two weeks following approval or acceptance by authority having jurisdiction.
      g. Submit installation certifications within two weeks following completion of product installation.
   4. Engineering Certifications:
      a. Submit certified statement, signed and sealed by professional engineer responsible for design attesting to the following:
         1) Conformity to applicable governing codes.
         2) Conformity to criteria in Contract Documents.
         3) Component parts were designed or selected for locale and application intended.
      b. Submit with shop drawings. Submit prior to fabrication if shop drawings are not required by individual specification sections.
   5. Qualification Data:
      a. When specified in individual Sections, submit manufacturer's, fabricator's, and installer's qualifications verifying years of experience.
      b. Include list of completed projects having similar scope of Work identified by name, location, date, reference names, and phone numbers.
      c. Submit manufacturer qualification data with proposed products list.
d. Submit fabricator or installer qualification data with list of subcontractors at least 15 days prior to submitting first Application for Payment.

6. Manufacturer's Instructions:
   a. Refer to Section 016000 for requirements.
   b. When specified in individual Specification sections, submit manufacturer's printed instructions for delivery, storage, assembly, installation, adjusting, finishing, and other pertinent data.
   c. Identify conflicts between manufacturer's instructions and Contract Documents.
   d. Submit with product data.

7. Manufacturer's Field Reports:
   a. Refer to Section 014000 for requirements.
   b. When specified in individual Specification sections, submit written results and findings of manufacturer's field services specified as part of Field Quality Control.
   c. Submit within two weeks following completion of field services covered in individual reports.

C. Quantity: Submit in quantities specified for product data.

1.9 INCOMPLETE AND PARTIAL SUBMITTALS
   A. Incomplete Submittal: Submittal not complying with specified submittal requirements.
   B. Partial Submittal: Submittal subdivided into components as indicated in submittal schedule and each component submitted separately.
   C. Architect will not review incomplete submittals. Complete submittals for each item are required. Submittal will not be considered official until it is complete in every respect. Delays resulting from incomplete submittals are not responsibility of Architect.

1.10 CONTRACTOR REVIEW
   A. Review and approve submittals prior to transmittal to Architect; determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
   B. Coordinate submittals with requirements of Work and of Contract Documents.
   C. Stamp, sign or initial, and date each submittal to certify compliance with requirements of Contract Documents.
   D. Do not fabricate products or begin Work which require submittals until approved submittals have been received from Architect.

1.11 ARCHITECT REVIEW
   A. Architect will review construction progress schedules, submittal schedules, product lists, shop drawings, product data, and samples and return within 30 working days of receipt.
   B. Do not make "Mass" submittals to Architect. "Mass Submittals" are defined as eight or more submittals in four working day contiguous period or 15 or more submittals in one week. If Mass submittals are received, Architect's review time stated above will be extended as necessary to perform proper review. Architect will review Mass submittals based upon priority determined by Architect after consultation with Owner and Contractor.
   C. Informational submittals and other similar data are for Architect's information and do not require Architect's responsive action.
   D. Architect's review of submittals is for limited purpose of checking for conformance with information given and design concept expressed in Contract Documents. Architect's review is not conducted for purpose of determining accuracy and completeness of items such as dimensions and quantities, which remain responsibility of Contractor.
E. Architect’s review and approval of submittals does not relieve Contractor of responsibility for deviations from Contract Document requirements, unless Architect is informed in writing of deviations and approval is received in writing from Architect for such deviation.

F. Architect’s review and acceptance of submittals does not indicate acceptance of changes in Contract time or cost.

G. Submittals made by Contractor which are not required by Contract Documents may be returned without action.

H. Submittals stamped "Reviewed": No corrections or resubmittal required; fabrication may proceed.

I. Submittals stamped "Reviewed as Noted": Comply with noted corrections and modifications; resubmittal not required; fabrication may proceed. If for any reason noted corrections and modifications can not be fully complied with, resubmit for review requesting clarification; do not proceed with fabrication.

J. Submittals stamped "Resubmit" and "Incomplete/Resubmit": Revise and resubmit for review; do not proceed with fabrication. Disapproved submittals will not be considered valid cause for construction delay.

K. Submittal approval does not authorize changes to Contract requirements unless accompanied by a Change Order, Architect’s Supplemental Instruction, or Construction Change Directive.

L. Architect’s review of samples and mock-ups is for visual compliance with design intent only and does not constitute review or acceptance of performance criteria nor does it constitute acceptance of a change to the Contract Documents.

1.12 RESUBMITTALS

A. Make resubmittals under procedures specified for initial submittals; identify changes made since previous submittal.

B. Architect will record time required to review resubmittals after original submittal and first resubmittal. Contractor shall reimburse Owner for charges of Architect and Architect’s Consultants for reviewing submittal more than 2 times.

1.13 DISTRIBUTION

A. Duplicate and distribute reproductions of shop drawings, product data, samples, and other submittals which bear Architect’s stamp of approval, to Project site file, subcontractors, suppliers, other affected contractors, and other entities requiring information.

B. Provide each testing and inspection agency one set of approved submittals for their exclusive use in providing specified quality control testing and inspection services; refer to Section 014500.

C. Provide additional set of approved submittals for Project record documents file; refer to Section 017800.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED
## Architect Submittal Review:

This submittal has been reviewed for conformance with the design concept of the project and for compliances with the Contract Documents.

- 1. Reviewed with no exceptions taken.
- 2. Make corrections as noted, do not resubmit.
- 3. Revise and resubmit
- 4. Rejected.

**PFEIFFER PARTNERS ARCHITECTS, INC.**

*Date*  
*By*

The review of this material does not relieve the Contractor from the responsibility to verify the actual project conditions including verification of field conditions and dimensions and coordination with the rest of construction on the project prior to fabrication and installation.

**END OF SECTION**
SUBMITTAL TRANSMITTAL

(Submit separate form for each product)

Contractor: __________________________ Project: __________________________

TRANSMITTAL

To: Contractor __________________________ Date: __________ Submittal No: ________

A

From: Subcontractor __________________________ By: __________ Resubmission □

Quantity Reference Number Title/Description/ Manufacturer Specification Section Title, Paragraph / Drawing Detail Reference

☐ Submitted for Review and Approval
☐ Resubmitted for Review and Approval
☐ Complies with Contract Requirements
☐ Will be available to meet construction schedule
☐ A/E Review Time included in construction schedule

☐ Substitution Involved - Substitution Request Attached
☐ If Substitution involved, Submission includes full point by point comparative data or Preliminary details
☐ Items included in Submission will be ordered immediately upon receipt of approval

Other remarks on above submission:

TRANSMITTAL

To: Architect - Att: __________________________ Date Received by Contractor: __________

B

From: Contractor __________________________ Date Transmitted by Contractor: __________

Reviewed, Coordinated, and Approved by Contractor

Remarks on above submission: □ One copy retained by sender

TRANSMITTAL

To: Contractor __________________________ Date Received: __________

C

From: Architect Other __________ Signed __________ Dated Returned: __________

☐ Approved
☐ Approved as noted
☐ Disapproved / Resubmit
☐ Not subject to review
☐ Submission Incomplete; Resubmit
☐ Received; No Action Required
☐ Full point by point comparative data required to complete approval process

☐ Provide File Copy with corrections identified
☐ Reproducible copies only returned
☐ Remarks on above submission:
☐ One copy retained by sender

TRANSMITTAL

To: Subcontractor __________________________ Date Received: __________

D

From: Contractor Signed __________ Dated Returned: __________

Copies Owner □ □ □ □ One copy retained by sender

Remarks on above:

Atascadero City Hall
FEMA Repair and Hazard Mitigation
Project #5961.00

013300-7

Submittal Procedures
Pfeiffer Partners Inc.
August 1, 2009
SECTION 013516
ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
A. Related Sections:
   1. Section 015000 - Temporary Facilities and Controls: Temporary barriers and enclosures; protection of installed work.
   2. Section 017329 - Cutting and Patching.
   3. Section 024119 - Selective Demolition.

1.2 OCCUPANCY, ACCESS, AND PROTECTION
A. Existing facilities will not be occupied during construction for conduct of normal operations.
B. Maintain safe access and egress at all times.
C. Prevent damage to facilities, merchandise, and vehicles from dust, water, weather, and other similar harmful elements. Refer to Section 015000 for additional requirements.
D. Maintain exiting from facilities to provide safe passage complying with applicable codes.

1.3 TORCH-CUTTING AND WELDING PROCEDURES
A. Notify Owner in advance of torch-cutting and welding operations performed within occupied areas; obtain approval prior to proceeding with such operations.
B. Prior to beginning open-flame torch-cutting, welding or arc-welding, obtain appropriate permit from Fire Marshal or authority having jurisdiction.
C. Keep portable fire extinguisher of appropriate class within reach during welding or torch-cutting operations.
D. Screen arc-welding from vision of passerbys.
E. Maintain "Fire Watch" for minimum of 30 minutes after completion of each torch-cutting and welding operation.

1.4 UTILITY SERVICE OUTAGES
A. Keep interruptions of existing utility and building services to a minimum; coordinate time and duration of outages with Owner; obtain written approval of Owner.
B. Requests for outages will not be considered unless they include an identification of areas which will be affected by proposed outage.
C. Make requests for outages minimum of 5 working days in advance of proposed outage.
D. Contractor is responsible for investigating utility and service lines to determine effect of outage upon building operations outside of limit of operations. Obtain approval in advance from Owner to execute investigations.
E. Refer to Section 024119 – Selective Demolition for other requirements.

1.5 KEYS
A. When necessary to perform Work in existing mechanical/electrical equipment spaces, Owner will issue keys.
B. Return keys at end of each work day; request keys on succeeding days as necessary.

PART 2 - PRODUCTS

2.1 MATERIALS
A. Type and Quality of Existing Products:
   1. Use products and systems which exist in structure, as needed to patch, extend, or match existing Work.
2. Generally, Contract Documents do not define products or standards of workmanship present in existing construction.

B. New Materials:
   1. Comply with Specifications for each product involved.
   2. Match existing products and work for patching existing work.

C. Salvaged Materials:
   1. Salvage sufficient quantities of cut or removed material to replace damaged Work of existing construction, when material is not readily obtainable on current market.
   2. Store salvaged items in dry, secure place on site.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Comply with provisions of Section 017300.
B. Verify that areas are ready for alteration and renovation.

3.2 PREPARATION

A. Cut, move, or remove items as necessary for access to alteration and renovation Work.
B. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, deteriorated masonry and concrete, and other deteriorated materials. Replace materials as specified for finished Work.
C. Remove debris and abandoned items from work area and from concealed spaces.
D. Prepare surface and remove surface finishes as necessary to provide suitable substrate for proper installation of new materials and finishes.
E. Close openings in exterior surfaces to protect existing Work and salvage items from weather and extremes of temperature and humidity. Insulate ductwork and piping to prevent condensation in exposed areas.

3.3 INSTALLATION

A. Coordinate alteration and renovation work to expedite completion and to accommodate Owner occupancy.
B. Remove, cut, and patch Work in manner to minimize damage and to provide means for restoring products and finishes to original condition.
C. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with neat transition to adjacent finishes.
D. Install products as specified in individual Specification sections.
E. Where new Work abuts or aligns with existing, perform a smooth and even transition to match existing adjacent surface in texture and appearance.
F. When existing surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and request instructions from Architect for making transition.

3.4 ADJUSTMENTS

A. Rework floors, walls, and ceilings to provide smooth plane without breaks, steps, or soffits in areas where removal of partitions or walls results in adjacent spaces becoming one.
B. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.
C. Fit Work at surface penetrations as specified in Section 017329.
D. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections. Repair substrate prior to application of finishes.

3.5 FINISHES

A. Finish new surfaces as specified in individual Specification sections.
B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.6 CLEANING
A. Thoroughly clean areas and spaces affected by Work. Completely remove paint, mortar, oils, putty, and items of similar nature.

END OF SECTION
SECTION 013591
HISTORIC TREATMENT PROCEDURES

PART 1 – GENERAL

1.1 DESCRIPTION
A. Section includes protection of historic fabric and improvements; these include, but are not limited to:
   1. Doors and frames.
   2. Casework.
   4. Rotated plaster columns.
   5. Decorative moulding.
   7. Light fixture; including rotunda chandelier.
   8. Windows.
  10. Decorative plaster.

B. Work Specified in this section:
   1. Preparation of a Protection Plan
   2. Protection of historic materials before, during, and after restoration

C. Related Work in Other Sections
   1. Section 011500: General Requirements for Work on Historic Buildings
   2. Section 013300: Submittals
   4. Specific protection requirements for historic materials in other Sections.

1.2 CONSERVATION
A. General Requirements: It should be understood that the Work of this Section seeks to preserve the character of the historic building by leaving in-place and protecting the historic materials to the greatest extent possible. Protection of the existing materials, surfaces and finishes is of great importance.

A. Contractor’s Qualifications: The protection of historic building materials is to be performed and supervised by subcontractors and personnel working in areas of Historic Fabric shall demonstrate FEMA experience by having worked on a minimum of one (1) FEMA funded historic building and have worked on at least 5 other historic buildings.

B. Contractor shall use adequate numbers of skilled workmen, thoroughly trained and experienced in the necessary crafts, and completely familiar with specified requirements and methods needed for proper performance of work.

C. Protection Plan:
   1. Contractor shall establish a Protection Plan that details procedures, materials and sequence of operations necessary to protect existing materials from damage.
   2. Revise and resubmit protection plan as Work progresses and site conditions change as directed by Project Manager.

D. Protection:
   1. Insufficient protection of existing surfaces, materials, equipment, and improvements that results in damage related to work by the Contractor will result in the Contractor’s responsibility to restore or re-create these items to the same specifications as the original material.
   2. The costs of such restoration or recreation may be significant and shall be borne by the Contractor.
   3. Comply with applicable portions of the Secretary of the Interior’s “Standards for Rehabilitating Historic Buildings.”
   4. Historic Fabric to remain in place;
a. Protect Historic Fabric to remain in place which may be damaged by construction activities. In event of new damage, inform Owner immediately and describe nature and extent of damage and proposed method of repair. Contractor is responsible for repairs and replacement of newly damaged items to Owner's satisfaction at no additional cost to Owner.

b. Secure protection adequately to maintain safe environment for works and other individuals using building.

1.3 SUBMITTALS

A. Following shall be submitted to and approved by Architect prior to any work and in sufficient detail to show full compliance with the specifications:
   1. Statement of Qualifications demonstrating that the Contractor complies with the Conservation requirements including:
      a. List of projects with dates and descriptions of project's qualification as historic.
      b. Names of personnel with dates worked and description of work performed on listed projects.
   2. Protection Plan(s) including:
      a. Narrative description of proposed procedures for protecting the existing historic fabric to remain in place during removals and construction. Describe adjacent work which each item is being protected from.
      b. Plans and graphics as necessary to indicate the locations, sizes and types of protection devices.
      c. Details and graphics as necessary to indicate the means of attachment of protection devices and panels.
      d. Documentation: Documentary photography in accordance with Section 011500 showing existing conditions prior to installation of historic fabric protection.

1.4 QUALITY ASSURANCE

A. In-place protection devices shall be reviewed and approved by the Architect prior to the start of any adjacent removals or construction.

B. Subcontractors and personnel working in areas of Historic Fabric shall demonstrate FEMA experience by having worked on a minimum of one (1) FEMA funded historic building and have worked on at least 5 other historic buildings.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Comply with requirements of Section 016000.

B. Storage:
   1. Label objects with archival quality materials.
   2. Store long-term items in climate controlled facility.
   3. Monitor stored items on regular basis for insect infestation.
   4. Store items to allow for easy visible access. Cover with Tyvek to prevent dust accumulation on stored items.
   5. Secure items to storage racks where applicable to prevent damage in event of earthquake.
   6. Store all items off floor where possible.
   7. Store furniture, glass, and heavy items in orientation they were constructed.
   8. Provide large crates with handles for securing and safe handling.

C. Handling:
   1. Handle historic materials with clean gloves to prevent soiling.
   2. Handle historic materials to minimize stress. Handle materials as nearly as possible in to installed orientation.
   3. Use personnel trained in correct handling of historic elements.

1.6 JOB CONDITIONS
A. Historic Building-Required Care: Building materials and components shall be considered very fragile and must be worked-on and handled with special care. Damaged historic materials may not be replaceable, and repair and restoration may be required by Architect. Costs of such repair and restoration may be significant and shall be borne by the Contractor. Protection of existing materials, surfaces and finishes is of great importance.

PART 2 - PRODUCTS

2.1 PROTECTION MATERIALS

B. Polyethylene Sheet: 4 mil.
C. Plywood: 1/2 inch or ¾ inch fire retardant, exterior grade.
D. Soft Fiberboard: 1/2 inch Homasote, Class A fire-resistant.
E. Neoprene: 1/4 inch or 1/2 inch stock sizes.
F. Bubble Wrap: 1/2 and 1 inch air pockets.
G. Polyurethane Foam Sheets: 4 inches thick.
H. "Preservation" Tape and Plastic Film Tape.
I. Acid free, unbuffered paper.
J. Cardboard sheet or roll: Ramboard or equal.
K. Foam-core board.
L. Accessories: Provide necessary and related parts, devices and anchors required for complete protection installation.
M. Coat wood storage crates with non-oxygen permeable film or epoxy resin (minimum of 30 days prior to packing materials).
N. Breathable, weather resistant sheet: Dupont Tyvek Commercial Wrap 1162B or equal.

PART 3 – EXECUTION

3.1 PROTECTION

A. Provide protection to existing historic materials wherever encountered adjacent to work to prevent damage to or marring of materials, surfaces, and finishes. Such protection shall be of sufficient size and thickness to withstand impact from falling debris; rolling objects such as equipment, machinery, and hand carts; movement of materials and debris; and residue from flame cuttings such as sparks.
B. Provide interior and exterior shoring, bracing, or support to prevent movement, settlement, or collapse of areas of work.
C. Cover and protect furniture, equipment, switchplates, covers, lighting fixtures, and all decorative items from damage, if such items have not been removed.
D. Construction of protective devices, barriers and coverings shall not prevent documentation of existing conditions, inspections, or access to adjacent areas of work. Any such barriers shall be removed and replaced by the Contractor as required to facilitate documentation, inspections, or work.
E. Protection materials shall not attach to Historic Fabric unless no other attachment is possible. Attach to existing joints or to non-exposed portions rather than to finished faces. Indicate in Protection Plan conditions where attachment to Historic Fabric is unavoidable. Installation of protection devices that require attachment to adjacent historic surfaces shall be reviewed by Architect. Attachments to historic fabric shall be made by persons qualified to work on that material under other Sections.
F. Maintain protection devices in sound condition until completion of the Work.
G. Repair or replace protection devices as necessary to maintain effectiveness of protection.

END OF SECTION

Aptascadero City Hall
FEMA Repair and Hazard Mitigation
Project #5961.00

Historic Treatment Procedures
Pfeiffer Partners Inc.
August 1, 2009

013591-3
SECTION 014000
QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 REGULATORY REQUIREMENTS
A. General: Reference to codes, standards or regulatory requirements made on Drawings or in Specifications are considered an integral part of Contract Documents as minimum requirements. Nothing in Contract Documents should be understood to conflict with laws, by-laws, or regulations of municipal, State, Federal, and other authorities having jurisdiction.

B. Should Contractor knowingly perform any work that does not conform with requirements of applicable codes, ordinances, regulations, or standards, Contractor shall assume full responsibility for such work and shall correct non-conforming work at no additional cost to Owner.

C. Code Requirements:
   1. For FEMA funded work, building as a whole will not be brought up to current code under but will meet codes and standards in place on December 23, 2003 (date of the San Simeon earthquake).
   2. For all City funded work in package three (3), building will be brought into compliance with current code and standards.

1.2 REFERENCE STANDARDS
A. Comply with association, trade, federal, commercial, standards generating organization (such as ANSI and ASTM), and other similar standards referenced within Specification sections, except where more explicit or stringent requirements are indicated or required by Specification or applicable codes.

B. Reference standards include their associated amendments and supplements.

C. Date of Reference Standards: Refer to Code Requirements, above.

D. Reference standards have same force and effect as if bound into or copied directly into Contract Documents; standards are made a part of Contract Documents by reference.

E. Contractual relationship of parties to the Contract shall not be altered from Contract Documents by mention or inference otherwise in reference standards.

F. Names and titles of standards are frequently abbreviated. Where acronyms or abbreviations are used in Specifications, they are defined to mean the recognized name of trade association, standards generating organization, governing authority, or other entity applicable to context of text provision.

G. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.

H. When indicated by individual Specification section, obtain copy of standard. Maintain copy at Project site during submittals, planning, and progress of specific work, until Substantial Completion.

I. Units of measurements required by specifications govern regardless of units of measurement used in reference standards.

J. Historical Reference List: The existing building is a “Qualified Historical Landmark”. Due to its unique historical significance, special procedures and precautions must be used and original historical construction and products are to be maintained and duplicated. Reference to the National Park Service Preservation Briefs have been made throughout the documents to ensure a quality of historical restoration. These include, but are not limited to the following Briefs:
   1. #1 Assessing Cleaning and Water Repellent Treatments for Historic Masonry Buildings
   2. #2 Repointing Mortar Joints in Historic Masonry Buildings
   3. #4 Roofing for Historic Buildings
   4. #7 The Preservation of Historic Glazed Architectural Terra Cotta
   5. #9 The Repair of Historic Wooden Windows
   6. #21 Restoring Historic Flat Plaster – Walls & Ceilings

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7. #23 Preserving Historic Ornamental Plaster
8. #30 The Preservation and Repair of Historic Clay Tile Roofs
9. It is the responsibility of the Contractor to obtain and follow the recommendations within these documents.
11. The Preservation Briefs are also available online at the following location:

1.3 PROJECT MANUAL CONTENT
A. Language:
   1. Imperative mood of sentence structure is generally used which places verb as first word in sentence. Except as otherwise indicated, requirements expressed imperatively are to be performed by Contractor.
   2. In certain circumstances, the language of specifications and other contract documents are of abbreviated type. It implies words and meanings that will be appropriately interpreted. Words such as "the," "shall," "shall be," "Contractor shall," "a," "all," "an," "any," and other similar words are eliminated.
   3. Singular words will be interpreted as plural and plural words will be interpreted as singular where applicable and where full context of Contract Documents so indicates.
   4. The words "shall be" are implied wherever a colon (:) is used within a sentence or phrase.
B. Specialist Assignments:
   1. In certain circumstances, Specification text requires or implies that specific elements of Work are to be assigned to specialists who must be engaged to perform that element of Work. Such assignments are special requirements of Contract.
   2. Such assignments are intended to establish which party or entity involved in a specific element of Work is considered as being sufficiently experienced in indicated construction processes or operations to be recognized as "expert" in those processes or operations. Nevertheless, ultimate responsibility for fulfilling Contract requirements remains with Contractor.
   3. These requirements should not be interpreted to conflict with enforcement of building codes and similar regulations governing the Work. They are also not intended to interfere with local trade union jurisdictional settlements and similar conventions.
C. Minimum Quality/Quantity:
   1. Quality level or quantity shown or specified is intended to be minimum for Work to be performed or provided.
   2. Except as otherwise specifically indicated, actual Work may either comply exactly with that minimum within specified tolerances, or may exceed that minimum within reasonable limits.
   3. In complying with these requirements, indicated numeric values are either minimums or maximums as noted, or as appropriate for context of requirements.
   4. Refer instances of uncertainty to Architect for decision before proceeding.

1.4 SYMBOLS
A. List of Symbols:
   # Number.
   % Percent.
   F Degrees Fahrenheit.
   C Degrees Celsius.
   ' Feet.
   " Inches.
   ± Plus to Minus; Plus or Minus.
   +/- Plus to Minus; Plus or Minus.

1.5 DEFINITIONS
A. Basic Contract definitions are included in Conditions of the Contract.
B. And: Conjunction indicating that items in series are to be taken jointly. It may also mean plus or in addition to preceding items in the series.

C. Approved: Where used in conjunction with Architect's response or action, meaning will be held to limitations of Architect's responsibilities and duties as specified in General and Supplementary Conditions. In no case will Architect's approval be interpreted as release of Contractor from responsibilities to fulfill requirements of Contract Documents.

D. Directed, Requested: Terms such as "directed," "requested," "authorized," "selected," "approved," "required," "accepted," and "permitted" mean "directed by Architect," "requested by Architect," and similar phrases. However, no such implied meaning shall be interpreted to extend Architect's responsibility into area of construction supervision.

E. Finish: The manner or method of completion. The final appearance of a surface, including texture, smoothness, sheen, and color, after finishing operations have been performed. Finishing operations include preparation of substrate and application, curing, and protection of specified finish materials.

F. Furnish: Means to supply, purchase, procure and deliver complete with related accessories, ready for assembly, application, installation, and similar operations, as applicable in each instance.

G. Indicated: Refers to graphic representations, notes, or schedules on Drawings, or other paragraphs or Schedules in Specifications, and similar requirements in Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help reader locate the reference. Location is not limited.

H. Install: Means to construct, assemble, erect, mount, anchor, place, connect, apply and similar operations, complete with related accessories, as applicable in each instance.

I. Installer: Entity (person or firm) engaged to perform a particular unit of Work at Project site, including installation, erection, application, repair, patching, and similar required operations. Such entities must be experienced in operations they are engaged to perform.

J. Mold Growth Products: Any organic cellular based product capable of fostering growth of mold. Examples include:
   1. Wood based products.
   2. Paper based products including paper faced products such as gypsum board and gypsum sheathing.
   3. Insulation products.
   4. Resins, binders, and adhesives.
   5. Wall coverings and carpet backings.

K. Or: Used to introduce any of the possibilities in a series. Items in the series are not required to be taken jointly. It does not mean that individual items in the series are optional requirements.

L. Product: Includes natural and manufactured materials, components, machinery, fixtures, equipment, devices, furnishings, systems, and their associated accessories to be incorporated into the Work.

M. Provide: Means to furnish and install, complete and ready for operations and use for purpose intended.

N. Regulations: Includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within construction industry that control performance of the Work.

O. Similar: Interpreted in its general sense and not as meaning identical. Elements defined as "similar" shall be coordinated in relationship to their location and connection with other parts of the Work.

P. True To Line, Plumb, Level, and Flat: Install Work within following tolerances, except where indicated otherwise:
   1. True to line: Allowed deviation from straight line within plus or minus 1/16 inch in one foot; plus or minus 1/8 inch in 10 feet; plus or minus 1/4 inch in 20 feet; and plus or minus 3/8 inch in lengths over 20 feet.
2. Level: Allowed deviation from horizontal plane within plus or minus 1/16 inch in one foot; plus or minus 1/8 inch in 10 feet; plus or minus 1/4 inch in 20 feet; and plus or minus 1/2 inch in lengths over 20 feet.

3. Plumb: Allowed deviation from vertical plane within plus or minus 1/16 inch in one foot; plus or minus 1/8 inch in 10 feet; plus or minus 1/4 inch in 20 feet; and plus or minus 1/2 inch in lengths over 20 feet.

4. Flat: Allowed deviation from flat plane in any planar direction within plus or minus 1/16 inch in one foot; plus or minus 1/8 inch in 10 feet; plus or minus 1/4 inch in 20 feet; and plus or minus 3/8 inch in lengths over 20 feet.

5. Tolerances are not accumulative.

1.6 QUALITY ASSURANCE
A. Supervise performance of Work in such manner and by such means to ensure that Work, whether completed or in progress, will not be subjected to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.

B. Monitor quality control over products, suppliers, manufacturers, services, site conditions, and workmanship to ensure Work complies with Contract Documents.

C. Comply with specified reference standards for minimum quality of Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

1.7 MANUFACTURER’S FIELD SERVICES AND REPORTS
A. Submit reports in accordance in accordance with Section 013300.

B. Submit qualifications of field observer 30 days in advance of required observations; observer is subject to approval of Architect.

C. When specified in individual Specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces, quality of workmanship, and conditions of installation as applicable, and to initiate instructions when necessary.

D. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturer’s written instructions.

E. Submit reports within 7 days of observation. Distribute copies to Architect, Project site file, subcontractor, and other entities requiring information.

F. Provide one additional copy of reports for record documents file; refer to Section 017800.

PART 2 - PRODUCTS
NOT USED

PART 3 - EXECUTION
NOT USED

END OF SECTION
SECTION 014500
QUALITY CONTROL

PART 1 - GENERAL

1.1 FIELD SAMPLES
A. Field Sample Definition: Partial installation of selected materials installed at Project site for Architect's review and approval of visual features and workmanship.

B. General:
1. Provide field samples at site required by individual Specification sections.
2. Erect at location acceptable to Architect; perform Work in accordance with applicable Specification sections.
3. Construct complete, including Work of related trades required in finished Work.
4. Make adjustments necessary to obtain approval from Architect. Do not proceed with further work until sample installation has been approved by Architect.
5. Approved samples will serve as standard of quality and workmanship of Work; maintain samples until completion of relevant Work.
6. Upon completion of Work or when directed by Architect, demolish field samples and remove from site, unless accepted by Architect as part of completed Work.

1.2 MOCK-UPS
A. Mock-up Definition: Full size assemblies that incorporate several materials or elements of construction erected for Architect's review and approval of visual features and workmanship. Mock-ups represent quality of materials and workmanship required for Work.

B. General:
1. Use materials, fabrication and installation methods identical with those indicated for Work. Simulate actual construction conditions as accurately as possible.
2. Provide mock-ups required by individual Specification sections.
   a. Obtain Architect's written approval for each mock-up.
   b. Do not start production of materials for final Project site erection until Architect's approval of mock-up has been obtained.
   c. Approved mock-up will serve as standard of quality and workmanship of Work; maintain mock-up until completion of relevant Work.
3. Upon completion of relevant Work or when directed by Architect, demolish and remove mock-up.

C. Visual Mock-up
1. Provide full scale mock-up for review of Owner and Architect.
2. Unless specified or directed otherwise, erect visual mock-ups at Project site at location acceptable to Architect.
3. Provide mock-up of the following items:
   a. Window restoration and sill extension.
   b. Exterior masonry wall (pattern and color blend)
   c. Roof tile (pattern and color blend)
   d. 8'x8' block out of all interior paint colors
   e. Exterior cement plaster (stucco) at penthouses
   f. Wood mezzanine railing
   g. Acoustic plaster

1.3 TESTING LABORATORY SERVICES
A. General Requirements:
1. Provide inspections, tests, and other services specified in individual specification sections and building code.
2. Employment of testing laboratory shall in no way relieve Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
3. Where terms "Laboratory," "Inspector," "Inspection Laboratory," or "Testing Laboratory" are used, they mean and refer to officially designated and accredited testing laboratory.
4. Provide testing laboratory with one set of Contract Documents and relevant approved submittals.

B. Selection and Payment:
1. Owner will appoint, employ, and pay for services of an independent testing laboratory to perform specified inspections and testing, unless specified otherwise.

C. Testing Laboratory:
1. Laboratory Qualifications:
   a. Maintain staff size and qualifications required by testing standards and specification.
   b. Maintain instruments and equipment in accordance with testing standards.
   c. Authorized to operate in state where Project is located.
2. Laboratory Responsibilities:
   a. Cooperate with Architect and Contractor; provide qualified personnel after due notice.
   b. Perform inspections, sampling, and testing in accordance with specified standards.
   c. Ascertain compliance of materials and mixes with requirements of Contract Documents.
   d. Provide inspections, tests, and other services specified in individual specification sections.
   e. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products with Contract Documents.
3. Laboratory and inspection personnel are not authorized to:
   a. Release, revoke, alter, relax, or enlarge any requirements of Contract Documents.
   b. Perform any duties of Contractor.
   c. Approve or accept any portion of Work.
   d. Stop the Work.

D. Contractor Responsibilities:
1. Cooperate with laboratory personnel, provide access to Work and manufacturer’s operations.
2. Deliver samples or test mock-ups to testing laboratory prior to being incorporated into Work.
3. Furnish copies of product tests or mill test reports as specified or required.
4. Furnish incidental labor and facilities:
   a. To provide access to Work to be tested.
   b. To obtain and handle samples at Project site or at source of product to be tested.
   c. To facilitate inspections and tests.
   d. For storage and curing of test samples.
5. Notify Architect and laboratory 48 hours prior to expected time for operations requiring inspection and testing services.
6. When inspections or tests can not be performed after proper notification and at no fault of laboratory, reimbursement costs for laboratory expenses incurred will be charged to Contractor by deducting charges from Contract Sum.

E. Submittals:
1. Provide submittals in accordance with Section 013300.
2. Laboratory Reports:
   a. Include with each report:
      1) Date issued.
      2) Project title and number.
      3) Testing laboratory name, address, and telephone number.
      4) Record of temperature and weather conditions.
      5) Names of individuals making tests and inspections. Name and signature of person submitting report.
      6) Dates, times, and locations of sampling, testing, and inspection.
      7) Identification of specification section and products.
      8) Location in Project.
      9) Type of inspection or test.
      10) Reference standards used for test.
      11) Name of material suppliers.
12) Results of tests and interpretation of test results.
13) Professional opinion of whether tested and inspected Work complies with Contract Documents.
14) Certified statement, signed and sealed by testing laboratory attesting to accuracy of testing results.
15) Number pages.

b. Submit test reports within 2 weeks of test date.
c. After each inspection and test, promptly submit copies of written reports as follows:
   1) Owner: 1 copy.
   2) Architect: 3 copies.
   3) Code Officials: 1 copy.
   4) Contractor: 3 copies.

d. When requested by Architect, provide interpretation of test results and suggested remedies.

F. Failures and Retesting:
1. When initial inspections and tests indicate Work does not comply with Contract Documents, subsequent testing will be performed by same Testing Agency and will be done at Contractor’s expense and deducted from Contract Sum.
2. Removal and replacement of Work necessitated by such non-compliance of Contract Documents shall be at Contractor’s expense.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION
A. Protect construction exposed by testing service activities.
B. Upon completion of inspection, testing, sample-taking, and similar services, repair damaged construction. Comply with requirements of Section 017329 - Cutting and Patching.

END OF SECTION
SECTION 015000
TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 QUALITY ASSURANCE
A. Comply with applicable laws and regulations of authorities having jurisdiction.
B. Obtain approval from authorities having jurisdiction for each temporary utility before use. Obtain required certifications and permits. Pay connection fees.
C. Construction Signs:
   1. Except for specified sign, no other construction signs will be allowed on site.
   2. Sign: Construct and install to withstand 70 mph wind velocity.
   4. Finishes, Painting: Adequate to withstand weathering, fading, and chipping for duration of construction.
   5. Permit: Obtain and pay for permit if required to display sign on Project site. Coordinate requirements with authorities having jurisdiction.

1.2 SCHEDULING
A. Prepare schedule indicating dates for implementation and termination of each temporary utility.
B. At earliest feasible time, when acceptable to Owner, change over from use of temporary utility service to use of permanent utility service.

PART 2 - PRODUCTS

2.1 MATERIALS
A. Materials for temporary facilities may be new or used suitable for intended purpose, but of adequate capacity for required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.
B. Water: Provide potable water approved by local health officials.

2.2 TEMPORARY FIELD OFFICES
A. Field Office: Existing building on site to be used as Contractor's temporary field office.

2.3 CONSTRUCTION AIDS
A. Provide scaffolds, staging, ladders, stairs, ramps, runways, platforms, railings, chutes, and other devices and equipment necessary to facilitate execution and construction contract administration of Work.
B. Provide cranes, hoists, rigging, material lifts, and other conveyances or apparatus as necessary to facilitate execution of Work.
C. Provide storage areas and sheds sized to storage requirements for products of individual Sections, allowing for access and orderly provision for maintenance and inspection of products to requirements of Section 016000.

2.4 VEHICULAR ACCESS AND CONTROLS
A. Provide signs, signals, traffic cones and drums, flares and lights, and flag equipment of types required by authority having jurisdiction.

2.5 TEMPORARY WEATHER PROTECTION
A. Weatherproofing of building for an extended period of time will be required during the deconstruction of the dome and top floor.
1. Scaffold and shrink wrap the structure for full containment, from the 4th floor up, above the top of upper rotunda roof framing to height allowing comfortable working conditions. Slope to edges to avoid ponding of water.
2. Engineer scaffold for wind and loading conditions.
3. Shrink wrap material shall be vapor permeable.

2.6 TEMPORARY BARRIERS AND ENCLOSURES
A. Partition performance requirements:
   1. Maximum flame spread index of 75 in accordance with ASTM E84.
   2. Minimum fire rating: 2 hours.
B. Partition Framing Options:
   1. Lumber: Stud grade; fire-retardant treated in accordance with AWPA C20.
   2. Steel stud framing in accordance with ASTM C645.
C. Gypsum Board: ASTM C1396; Type X for fire-rated assemblies.
D. Plywood: PS-1; fire-retardant treated in accordance with AWPA C27.
E. Polyethylene: Fire-rated, reinforced, polyethylene sheet.
F. Doors:
   1. Non-fire-rated partitions: Wood or steel doors and frames.
   2. Fire-rated partitions: Steel doors and frames; 1-1/2 hour rating.
   3. Hardware:
      a. Provide each door with hinges, lockset, closer, and dust-tight gasketing.
      b. Provide fire-rated hardware on doors in fire-rated partitions.
      c. Construction masterkey locksets.
G. Temporary Fence:
   1. Contractor Options:
      a. Solid wood fencing:
         1) Plywood: Exterior type PS-1, C-D Plugged, thickness as appropriate for framing requirements.
         2) Framing: 4 by 4 inch treated posts and 2 by 4 inch rails, spaced to support plywood.
      b. Open mesh fencing:
         1) Fabric: Hot dip galvanized steel wire woven into 2 inch mesh.
         2) Framing: Galvanized steel posts or roll-formed sections spaced to support fabric. Equip with top rail and bottom tension wire.
   2. Equip with gates and locks.

2.7 CONSTRUCTION SIGN
A. Support Structure and Framing: Wood or metal, in sound condition structurally adequate and suitable for specified finish.
B. Sign Surfaces: New exterior grade plywood with medium density overlay, minimum 23/32 inch thick, sized to minimize joints.
C. Nails, Bolts, and Fasteners: Types and sizes as required, galvanized or corrosion resistant.
D. Primers and Paints: Exterior type, colors as selected by Architect, two coats consisting of an appropriate primer followed by one coat of paint for support structure, framing and sign surfaces.
E. Graphics: Design, sizes, colors, and styles of lettering as selected by Architect. Apply over painted background.
F. Sign: One painted assembly of not less than 32 ft² with painted graphics to include:
   1. Title of Project.
   2. Name of Owner.
PART 3 - EXECUTION

3.1 INSTALLATION
A. Install, maintain, and operate temporary utilities and services to ensure continuous operation. Modify and extend systems as Work progresses.
B. Install temporary facilities and controls in manner to produce reasonable uniform appearance, structurally adequate for required purposes, and properly maintained.
C. Modify and relocate temporary facilities and controls as necessary to accommodate progress of Work.

3.2 TEMPORARY ELECTRIC POWER AND LIGHTING
A. Provide temporary electrical service required for power and lighting, arrange provisions with utility company, and pay costs for service and energy consumed. Equip service with meter, main disconnect, and over current protection.
B. Complement existing power service capacity and characteristics as required.
C. Provide electrical service sized to provide adequate temporary power and lighting for construction operations.
D. Provide branch distribution system from temporary power source with distribution boxes and outlets located so that power and lighting is available throughout active work areas.
E. Permanent receptacles may be utilized during construction.
F. Existing receptacles may be utilized as source of temporary electric service for remodeling Work within existing building.
G. Replace receptacle plates and wiring devices damaged during construction.
H. Provide lighting to conduct construction operations.
I. Permanent lighting system may be utilized during construction.
J. Existing lighting system may be utilized for temporary lighting for remodeling Work within existing building.
K. Restore permanent and existing lighting systems used during construction to original condition. Maintain lighting and provide routine repairs.

3.3 TEMPORARY HEATING AND VENTILATING
A. Provide heating as necessary to protect materials, products, and finishes from damage due to temperature or humidity.
B. Provide temporary heating and ventilating system that complies with codes and regulations.
C. Except where indicated otherwise in individual Specification sections, maintain minimum ambient temperature of 50 degrees F in enclosed areas where construction is in progress.
D. Provide heating system as necessary to maintain specified conditions during construction.
E. Existing heating plant may be utilized for source of temporary heat, extended and supplemented with temporary heating devices as required.
F. Provide and pay for costs of supervision, operation, maintenance, fuel, and energy consumed.
G. Mold Prevention: Provide heating and ventilation as necessary to keep mold growth products dry during construction operations until Substantial Completion.
   1. Heat and ventilate as required to dissipate excessive humidity.
   2. Heat and ventilate as required to properly cure and dry materials.
   3. Heat and ventilate as required to dry wet areas and materials before installation of materials susceptible to moisture damage.
      a. Exception: Exterior skin of exterior enclosure assemblies.
      b. Use moisture meter to confirm that materials are sufficiently dry.
   4. Remove products exhibiting mold growth from project site, whether built into project or stored on site.

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H. Use of permanent heating/ventilating and associated distribution systems will be permitted only upon meeting following requirements:
1. Verify that installation is approved for operation, equipment is lubricated, and filters are in place.
2. Equipment installed complete with accessories, started-up, maintained, serviced, and operated in strict accordance with manufacturer's instructions.
3. Provide and pay for regular replacement of filters and worn or consumed parts.
4. Operation of permanent systems or any portion thereof to provide temporary heat/ventilation does not constitute acceptance of system or portion of system.
5. Immediately before Substantial Completion, completely clean each permanent unit used, install new filters, and perform service functions required for placing units in use and qualifying for specified warranties.

I. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

3.4 TEMPORARY TELEPHONE SERVICE
A. Provide telephone service to temporary field office at time of Project mobilization.
B. Provide telephone service for use by construction personnel.
C. Pay costs for installation, maintenance, and service charges. Construction personnel are required to use pay phone and are responsible for toll charges.

3.5 TEMPORARY WATER
A. Provide, maintain, and pay for water service required for construction operations.
B. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing.
C. Wash Facilities: Supply with potable water for personnel to wash-up for sanitary condition. Dispose of drainage properly. Provide cleaning compounds appropriate for each condition.

3.6 TEMPORARY FIELD OFFICE
A. Provide temporary field offices at time of project mobilization. Maintain during progress of Work.

3.7 TEMPORARY SANITARY FACILITIES
A. Provide and maintain sanitary facilities and enclosures. Provide temporary facilities until such time that designated permanent facilities become available. Existing facilities are not available for use.

3.8 TRAFFIC REGULATION
A. Construction Parking Control:
   1. Contractor will have access to existing parking lot near the existing building.
   2. Monitor parking of construction personnel's vehicles. Maintain vehicular access to and through parking areas.
   3. Prevent parking on or adjacent to access roads, in pedestrian paths or sidewalks, or non-designated areas.
B. Flagpersons: Provide trained and equipped flagpersons to regulate traffic when construction operations or traffic encroaches on public traffic lanes.
C. Flares and Lights: Use flares and lights during hours of low visibility to delineate traffic lanes and guide traffic.
D. Access Roads and Approaches:
   1. Construct and maintain temporary roads and approaches accessing public thoroughfares to serve construction area.
   2. Extend and relocate as Work progress requires. Provide detours necessary for unimpeded traffic flow.
   3. Provide and maintain access to fire hydrants free of obstructions.
   4. Track-equipped vehicles not allowed on paved areas.
5. Designated existing on-site roads may be used for construction traffic.
6. Keep streets, drives, and walks adjacent to site and haul routes clean and free of dirt, debris, and litter caused by construction operations.

E. Haul Routes:
1. Project is located across from a public school. Schedule construction traffic to avoid impact on school functions including daily busses used for transportation of children.
2. Consult with authority having jurisdiction, establish public thoroughfares to be used for haul routes and site access.
3. Confine construction traffic to designated haul routes.
4. Provide traffic control at critical areas of haul routes to regulate traffic, to minimize interference with public traffic.

F. Traffic Signs and Signals: Comply with requirements of authorities having jurisdiction.

3.9 TEMPORARY BARRIERS AND ENCLOSURES
A. Provide barriers to prevent unauthorized entry to construction areas, to allow for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations.
B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and sidewalks.
C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
D. Exterior Enclosures:
1. Provide temporary weathertight enclosure at exterior openings and roof to accommodate acceptable working conditions and protection for products, to allow for temporary heating and maintenance of required ambient temperatures identified in specification Sections, and to prevent entry of unauthorized persons.
2. Mold Prevention: Provide temporary weathertight exterior enclosures as required to keep mold growth products dry during construction operations. Refer to Section 014000 for definition of Mold Growth Products.
3. Provide access doors with operating hardware and locks.

3.10 TEMPORARY CONTROLS
A. Fire Protection:
1. Comply with local fire protection code and governing authorities.
2. Provide and maintain fire protection including, without limitation, fire extinguishers and other appropriate fire-fighting equipment ready for immediate use.
3. Distribute equipment around site, particularly in immediate vicinity of performance of welding or similar hazardous Work.
4. Store gasoline and other flammable liquids in Underwriter's Laboratories listed safety containers in conformance with recommendations of National Board of Fire Underwriters. Do not store gasoline or other flammable liquid within building.
5. Coordination with permanent fire protection systems:
   a. At earliest feasible date in each area of Project, complete installation of permanent fire protection system, including connected services, and place into operation and use.
   b. Instruct key construction personnel on use of systems.

B. Security:
1. Provide security and facilities to protect Work and existing premises from unauthorized entry, vandalism, and theft.
2. Conduct operations in manner to avoid risk of loss, theft, or damage by vandalism.

3.11 TEMPORARY ELEVATORS
A. Building elevators will not be available for use.

3.12 CONSTRUCTION SIGN
A. Install project identification sign within 30 days after commencement of construction.
B. Place at location designated by Architect.
C. Install assembly plumb and level, rigidly braced, framed, and anchored to resist wind load.
D. Maintain signs; repair deterioration and damage.
E. Remove signs, framing, supports, and foundations at completion of Project and restore area.

3.13 TEMPORARY USE OF PERMANENT SYSTEMS
A. When allowed by Specifications, certain items of new permanent systems (equipment) may be used prior to Substantial Completion.
B. Prior to operating permanent equipment, notify Architect in writing of intended usage. Verify equipment is approved for operation and equipment is lubricated and ready for operation. Arrange for, obtain, and pay for necessary approvals, manufacturer's acceptance, inspections, permits, and other provisions necessary for temporary use.
C. Provide and pay for operation, maintenance, and regular replacement of filters, and worn or consumed parts. Use of permanent equipment shall not affect the warranty which begins at Substantial Completion of Project.

3.14 REMOVAL, CLEANING, AND RESTORATION
A. Remove temporary above grade or buried utilities, equipment, facilities, controls, and materials prior to request for Substantial Completion.
B. Remove temporary paving that is not intended for or acceptable for integration into permanent paving.
C. In areas intended for landscaping, remove soil and aggregate fill that does not comply with requirements for fill or subsoil in landscaped areas.
D. Remove materials contaminated with road oil, asphalt, or other compounds harmful to plant growth.
E. Repair or replace street paving, curbs, and sidewalks at temporary entrances as required by authorities having jurisdiction.
F. Remove underground installations to a minimum depth of 2 feet.
G. Clean and repair evidence or indication of installation or use of temporary Work.
H. Restore existing facilities and equipment used during construction to original condition. Restore permanent facilities and equipment used during construction to specified condition.

END OF SECTION
SECTION 016000
PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes:
   1. General product requirements.
B. Related Sections:
   1. Section 017300 - Execution: Protection of installed work.

1.2 BASIC PRODUCT REQUIREMENTS
A. Furnish like products from single manufacturer to greatest extent possible.
B. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and intended use and effect.
C. Product Identifications: Nameplates, trademarks, logos, and other identifying marks on products are not permitted on surfaces exposed to view in public areas, interior or exterior. Plumbing, mechanical, and electrical equipment not exposed to public view are excluded from foregoing limitation. Required testing laboratory labels (such as UL, FM, or WH) are also excluded from foregoing limitation.

1.3 PRODUCT OPTIONS
A. Products specified by reference standards: Select any product by any manufacturer which can be shown to comply to referenced documents. Evidence of compliance will be required at time of product data or shop drawing submittals.
B. Products specified by naming several products: Select any product named.
C. Acceptable Product: The term as used in these Specifications is to assist the user in locating the specified product and is not intended to denote sole source for product specified. The acceptable product listed denotes a typical product by one of listed acceptable manufacturers. Products by other listed manufacturers meeting or exceeding listed product or specified criteria may be used without following substitution procedures.
D. Products specified by naming one manufacturer’s model or performance criteria with reference to other acceptable or approved manufacturers: Products of other listed manufacturers must meet or exceed model number or criteria specified. Equivalent products by other listed manufacturers may be used without following substitution procedures.
E. Products specified by naming one product or indicating option of selecting equivalent products by stating “equivalent to,” “or other approved manufacturers,” or other similar language: Submit “Substitution Request Form” for any product not specifically named.
F. Products specified by naming only one product followed by “no substitutions,” or other similar language: There is no option.

1.4 PRODUCT DELIVERY REQUIREMENTS
A. Arrange deliveries in accordance with construction progress schedules. Schedule deliveries to allow adequate time for product inspection prior to installation. Schedule shall also take into consideration and allow adequate time for reordering of products damaged during delivery or do not meet Contract requirements.
B. Coordinate to avoid conflict with Work and conditions at site.
C. Deliver products in undamaged condition, in manufacturer’s original unopened containers or packaging, with identifying labels intact and legible.
D. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
1.5 PRODUCT STORAGE, AND HANDLING REQUIREMENTS

A. Storage:
1. Store and protect products in accordance with manufacturer’s instructions with labels intact and legible.
2. Store environmentally sensitive products in weathertight, climate controlled enclosures.
3. Provide off site storage and protection when site does not permit on site storage.
4. Protect and cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
5. Arrange storage to permit access for inspection. Periodically inspect to ensure products are undamaged and are maintained under specified conditions.

B. Handling:
1. Handle products in accordance with manufacturer’s instructions.
2. Do not load structure during construction by storing products with load greater than structure is calculated to safely support.
3. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.

C. Mold Prevention: Take precautions in delivery, handling, and storage of mold growth products to keep them dry until time of installation.
1. Refer to Section 014000 for definition of Mold Growth Products.
2. Only install clean and dry mold growth products.
3. Remove wet or dirty mold growth products from project site.

D. Do not use products in Work which have deteriorated, become damaged, or are otherwise unfit for use.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 PRODUCT INSTALLATION

A. Refer to Section 017300 - Execution.

END OF SECTION
SECTION 017300
EXECUTION

PART 1 - GENERAL

1.1 SUMMARY
A. Related Sections:
   1. Section 016000 - Product Requirements: Basic Product Requirements.

1.2 EXAMINATION OF CONDITIONS
A. Examine substrates and conditions under which Work is to be performed. Do not commence work
   over unsatisfactory conditions detrimental to proper and timely execution of Work.
B. Do not proceed with Work until unsatisfactory conditions have been corrected.
C. Commencement of installation constitutes acceptance of conditions and cost of any corrective
   measures are responsibility of Contractor.

1.3 PREPARATION
A. Require compliance with manufacturer's printed installation instructions, including each step in
   sequence. Do not omit preparatory steps or installation procedures unless specifically modified or
   exempted by Contract Documents.
B. Maintain one set of complete instructions at Project site during installation and until completion.
C. Should Project conditions or specified requirements conflict with manufacturer's instructions,
   request clarification in writing from Architect before proceeding.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 PRODUCT EXECUTION
A. Install, erect, connect, condition, use, adjust, and clean products in accordance with
   manufacturer's instructions and in conformity with specified requirements.
B. Verify and coordinate clearances, dimensions and installation of adjoining construction, equipment,
   piping, ducts, conduits, or other mechanical or electrical items or apparatus.
C. Prior to fabrication, field measure actual existing conditions to ensure proper fit.
D. Inspect each item of material or equipment immediately prior to installation. Reject damaged and
   defective items.
E. Recheck measurements and dimensions of Work, as an integral step of starting each installation.
   Whenever stock manufactured products are specified, verify actual space requirements for setting
   or placing into allotted space. No extra cost will be allowed for adjustment of Work to
   accommodate particular product.
F. Provide attachment and connection devices and methods for securing Work. Secure in place with
   devices designed and sized to withstand stresses, vibration, physical distortion or disfigurement.
G. Allow for expansion of materials and building movement.
H. Isolate each unit of Work from incompatible Work as necessary to prevent deterioration and
   electrolytic action.
I. Clean and perform maintenance on installed Work as frequently as necessary through remainder
   of construction period. Lubricate operable components to ensure operability without damaging
   effects.
J. Adjust operating products and equipment to ensure smooth and unhindered operation.
3.2 PROTECTION OF INSTALLED WORK
A. Protect installed Work in manner to prevent damage from subsequent construction operations.
B. Provide special protection where specified in individual Specification sections.
C. Provide temporary and removable materials for protection of installed products. Control activity in immediate work area to minimize damage.
D. Ensure materials, systems, and components will be without damage or deterioration at time of Substantial Completion.
E. Protect finished Work from damage, defacements, stains, scratches, and wear.
F. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
G. Protect finished floors, stairs, and other surfaces from traffic dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
H. Mold Prevention:
   1. Provide protection to keep mold growth products dry during construction operations until time of Substantial Completion.
   2. Provide temporary protection if permanent protection is not provided in timely manner by sequencing and scheduling of construction operations.
I. Remove or repair damaged items. Remove products exhibiting mold growth.
J. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
K. Prohibit traffic from lawn and landscaped areas.

END OF SECTION
SECTION 017329
CUTTING AND PATCHING

PART 1 - GENERAL

1.1 SUMMARY
A. Section includes incidental cutting, fitting, and patching within new construction required to complete work or to make its several parts fit together.
B. Related Sections:
   1. Section 013516 - Alteration Project Procedures: Alterations to existing construction.
   2. Section 024119 – Selective Structure Demolition: Alterations to existing construction.
   3. Section 078400 - Firestopping.

1.2 SUBMITTALS
A. Submit written request to perform cutting and patching 2 weeks in advance of cutting or alteration which affects:
   1. Structural value or integrity of any element of Project.
   2. Integrity or effectiveness of weather exposed or moisture resistant elements or systems.
   3. Efficiency, operation, maintenance, or safety of operational equipment.
   4. Visual qualities of elements exposed to view.
B. Include in request:
   1. Identification of Project.
   2. Location and description of affected Work.
   3. Description of proposed Work:
      a. Scope of cutting, fitting, patching, or alteration.
      b. Listing of applicable trades.
      c. Proposed products and materials.
      d. Extent of refinishing.
   4. Necessity for cutting or alteration.
   5. Alternatives to cutting and patching.
   6. Effect on structural integrity of Work.
   7. Effect on weatherproof integrity of Work.
   8. Effect on the building's appearance and significant visual elements.
   9. Effect on utilities:
      a. List utilities affected by cutting and patching.
      b. List utilities that will be relocated.
      c. List utilities that will be temporarily out-of-service. Indicate time period of service outage.
   10. Date and time of execution.
C. Should conditions or schedule require change of products or methods different than original installation, submit written recommendation to Architect explaining conditions necessitating change and requirements of alternative materials or methods.
D. Approval by Architect to proceed with cutting and patching does not waive Architect's right to later require complete removal and replacement of unsatisfactory work.

PART 2 - PRODUCTS

2.1 MATERIALS
A. Primary Products and Materials: Those required for original installation; comply with Specifications for each specific product involved.
PART 3 - EXECUTION

3.1 EXAMINATION
A. Comply with provisions of Section 017300.
B. After uncovering existing Work, examine conditions affecting installation of products and performance of Work.

3.2 PREPARATION
A. Provide temporary supports to ensure structural integrity of affected portions of Work.
B. Provide devices and methods to protect other portions of Project from damage.
C. Provide protection from elements for areas which may be exposed by uncovering work; maintain excavations free of water.
D. Provide materials and control operations to prevent spread of dust in surrounding area. Provide drop cloths or other suitable barriers.
E. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
F. Avoid cutting in service pipes, ducts, or conduit until provisions have been made to bypass them.

3.3 PERFORMANCE
A. Cut into construction to provide for installation of other Work and subsequent fitting and patching required to restore surface to original condition.
B. Cut, fit, patch, excavate, and backfill to complete Work and to:
   1. Fit several parts together, to integrate with other work.
   2. Uncover portions of work to provide for installation of ill-timed work.
   3. Remove and replace defective work.
   4. Remove and replace work not conforming to requirements of Contract Documents.
   5. Remove samples of installed work as necessary for testing.
   6. Provide openings in elements of work for penetrations of plumbing, mechanical, and electrical work.
   7. Uncover work to allow for Architect's observation of covered work which has been covered up prior to required observation by Architect.
C. Execute in manner which does not void required or existing warranties.
D. Execute by methods which will prevent damage to other Work and which will produce appropriate surfaces to receive installation of new Work:
   1. Use hand or small power tools designed for sawing or grinding, not hammering or chopping.
   2. Cut holes and slots as small as possible, neatly to size required, with minimum disturbance of adjacent surfaces.
   3. Temporarily cover openings when not in use.
   4. To avoid marring existing finished surfaces, cut or drill from exposed or finished side into concealed surfaces.
   5. Cut through concrete and masonry using cutting machine, such as Carborundum saw or diamond-core drill.
E. Execute excavating and backfilling by methods in accordance with applicable Sections of Division 2 which will prevent settlement or damage to Project.
F. Execute fitting and adjustment to produce finished installation complying with specified products, functions, tolerances, and finishes.
G. Restore surfaces which have been cut, removed, or damaged, to match existing conditions.
H. Install products and materials to complete Work in accordance with requirements of Contract Documents.
I. Employ original installer to perform cutting and patching for weather exposed and moisture resistant elements, and sight exposed surfaces.
J. Do not cut and patch structural elements in manner that would result in reduction of load carrying capacity or of load deflection ratio.
K. Do not cut and patch operational elements or safety related components in manner that would result in reduction of their capacity to perform in manner intended, including energy performance, that would result in increased maintenance, decreased operational life, or decreased safety.

L. Fit work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

M. At penetrations of fire-rated assemblies, completely seal with firestops in accordance with Section 078400.

N. Where utilities are to be removed, relocated, or abandoned, by-pass 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, duct, or conduit to prevent entrance of moisture or matter after by-passing and cutting.

O. Except where indicated otherwise, restore exposed finishes of patched areas to match adjacent surface and where necessary extend finish restoration into adjacent surfaces in manner which will eliminate evidence of patching and refinishing. Thoroughly clean surfaces prior to application of paint and other finishes.

P. Where patching occurs in previously painted surface, provide appropriate prime coat followed by first finish coat of paint. Provide final finish coat over entire area containing patch; for continuous surface extend to nearest vertical break or intersection, for an assembly refinish entire unit. Except where indicated otherwise, finish in sheen and color to match existing.

3.4 CLEANING

A. Thoroughly clean areas and spaces affected by Work. Completely remove paint, mortar, oils, putty, and items of similar nature.

B. Restore damaged surfaces to its original condition.

END OF SECTION
SECTION 017400
CLEANING AND WASTE MANAGEMENT

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes: Construction and final cleaning prior to Certification of Substantial Completion.

1.2 SYSTEM DESCRIPTION
A. Execute cleaning during progress of work and at completion of work as required by this section and the Conditions of the Contract.
B. Hazards Control:
   1. Store volatile wastes in covered safety containers.
   2. Remove containers from premises daily.
   3. Prevent accumulation of waste which creates hazardous conditions.
   4. Provide adequate ventilation during use of volatile or noxious substances.
C. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.
   1. Do not burn or bury rubbish and waste materials on Project site.
   2. Do not dispose of volatile wastes or hazardous materials such as mineral spirits, oil, or paint thinner in storm or sanitary drains.
   3. Do not dispose of wastes into streams or waterways.

PART 2 - PRODUCTS

2.1 CLEANING MATERIALS
A. Use only materials and methods recommended by manufacturer of material being cleaned.
B. Do not use materials which will create hazards to health or property, or which will damage surfaces.
C. Provide covered containers for deposit of waste materials, debris, and rubbish.

PART 3 - EXECUTION

3.1 CLEANING DURING CONSTRUCTION
A. Execute periodic cleaning to keep building, site, and adjacent properties free of accumulations of waste materials, debris, rubbish, and wind blown debris resulting from construction operations.
B. Prior to Substantial Completion remove construction tools, scaffolding, equipment, machinery, and surplus materials.
C. Broom clean and vacuum interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
D. Schedule cleaning operations so that dust and other contaminants will not fall on or adhere to wet or newly-coated surfaces.
E. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing space.
F. Do not throw materials from heights.
G. Open free-fall chutes not permitted. Terminate closed chutes into appropriate containers with lids.
H. Collect and remove waste materials, debris, and rubbish from site periodically until execution of final cleaning and dispose off site in lawful manner.

3.2 FINAL CLEANING
A. Comply with manufacturer’s instructions.
B. Remove tools, construction equipment, machinery, and surplus material from Project site.
C. Employ experienced personnel or professional cleaning firm.
D. Cleaning:
1. Clean exposed exterior and interior hard-surfaced finishes to dirt-free condition, free of stains, films, and similar foreign substances.
2. Remove labels which are not required as permanent labels.
3. Clean glossy materials to polished condition; remove foreign substances.
4. Polish reflective surfaces to clear shine.
5. Restore existing reflective surfaces to their original condition.
6. Glass and glazing:
   a. Wash and clean mirrors and both sides of glass.
   b. Remove putty and other substances which obscure vision.
   c. Replace chipped, scratched, and broken glass.
8. Clean resilient flooring, stone flooring, tile, pavers, and other similar hard-surface flooring, including associated bases. Refer to individual Specification sections for requirements of sealing, buffing, waxing, and polishing.
9. Clean carpet and similar soft surfaces, removing debris, soil, and excess nap.
10. Clean exposed surfaces of equipment; remove excess lubrication.
11. Clean plumbing fixtures, drinking fountains, and similar equipment to sanitary condition.
12. Clean light fixtures and lamps; replace burned-out lamps.

E. Avoid disturbing natural weathering of exterior surfaces.

F. Heating, Ventilating, and Air Conditioning Systems:
1. Clean permanent filters and replace disposable filters for units operated during construction.
2. Clean ducts, blowers, and coils for units operated without filters during construction.

G. Site:
1. Clean areas disturbed by construction activities, including landscape areas, free of rubbish, litter and foreign substances.
2. Sweep paved areas to broom clean condition.
3. Remove stains, spills, and other foreign deposits.
4. Rake grounds that are neither paved nor planted to even-textured surface.

H. Remove waste, foreign matter, and debris from roofs, gutters, areaways, and drainage systems.

I. Prior to final completion, conduct inspection of sight-exposed interior surfaces, exterior surfaces, and associated work areas to verify that entire Work is clean.

J. Maintain cleaning until Project, or portion thereof, is accepted by Owner.

END OF SECTION
SECTION 017700
CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY
A. Related Sections:
   1. Section 015000 - Temporary Facilities and Controls: Temporary use of permanent systems prior to Substantial Completion.

1.2 PREREQUISITES TO SUBSTANTIAL COMPLETION
A. Complete items in following paragraphs before requesting Certification of Substantial Completion, either for entire Work or for portions of Work.
B. Conduct inspection to substantiate basis for request that Work is substantially complete. Create comprehensive list (initial punch list) indicating items to be completed or corrected, value of incomplete or non-conforming work, reason for being incomplete, and date of anticipated completion for each item. Include copy of list with request for Certificate of Substantial Completion.
C. Submit statement showing accounting of changes to Contract Sum.
D. Advise Owner of pending insurance change-over requirements at final payment.
E. Obtain and submit releases enabling Owner's full, unrestricted use of Project and access to services and utilities. Include certificate of occupancy, operating certificates, and similar releases from authorities having jurisdiction and utility companies.
F. Submit project record documents in compliance with Section 017800, maintenance manuals, digital images of construction photographs, and other similar final record data.
G. Deliver tools, spare parts, extra stocks of material, and similar physical items to Owner.
H. Make final change-over of locks and transmit keys directly to Owner. Advise Owner's personnel of change-over in security provisions.
I. Comply with requirements of Section 015000 for restoring permanent systems operated prior to Substantial Completion.
J. Complete facility startup, testing, adjusting, and balancing of systems and equipment, demonstrations, and instructions to Owner's operating and maintenance personnel as specified in Section 017500.
K. Discontinue or change over and remove temporary facilities and services from Project site, along with construction tools, mock-ups, and similar elements.
L. Perform final cleaning in accordance with Section 017400.
M. Touch-up and otherwise repair and restore marred exposed finishes.

1.3 SUBSTANTIAL COMPLETION REVIEW
A. When Contractor considers Work to be substantially complete, submit to Architect:
   1. Written certificate that Work, or designated portion, is substantially complete.
   2. List of items to be completed or corrected (initial punch list).
B. Within 7 days after receipt of request for Substantial Completion, Architect will make site review to determine whether Work or designated portion is substantially complete following procedures indicated in Conditions of the Contract.
C. Should Architect determine that Work is not substantially complete:
   1. Architect will promptly notify Contractor in writing, stating reasons for its opinion.
   2. Contractor shall remedy deficiencies in Work and send second written request for Substantial Completion to Architect.
   3. Architect will re-perform review of Work.
D. When Architect finds that Work is substantially complete, Architect will:
1. Prepare Certificate of Substantial Completion on AIA Form G704, accompanied by Contractor’s list of items to be completed or corrected as verified and amended by Architect and Owner (final punch list). If Contractor fails to generate initial punch list, or if Architect adds more than 500 items to Contractor’s list, or ten or more items per room on average, Owner will re-imburse Architect for time spent in adding to or generating list, and will deduct amount of compensation from payment to Contractor.

2. Submit Certificate to Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate.

E. After Work is substantially complete, Contractor shall:
   1. Allow Owner occupancy of Project under provisions stated in Certificate of Substantial Completion.
   2. Complete work listed for completion or correction within time period stipulated.

1.4 PREREQUISITES FOR FINAL COMPLETION
   A. Complete items in following paragraphs before requesting final acceptance and final payment. List known exceptions, if any, in request.
   B. When Contractor considers Work to be complete, submit written certification that:
      1. Contract Documents have been reviewed.
      2. Work has been examined for compliance with Contract Documents.
      3. Work has been completed in accordance with Contract Documents.
      4. Work is completed and ready for final inspection.
   C. Submit final punch list indicating all items have been completed or corrected.
   D. Submit final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
   E. Submit specified warranties, workmanship/maintenance bonds, maintenance agreements, and other similar documents in accordance with Section 017800.
   F. Submit updated accounting statement for final changes to Contract Sum.
   G. Submit consent of surety to final payment.
   H. Perform final cleaning for Contractor soiled areas in accordance with Section 017400.

1.5 FINAL COMPLETION REVIEW
   A. Within 7 days after receipt of request for final review, Architect will make site review to determine whether Work or designated portion is complete following procedures indicated in Conditions of the Contract.
   B. Should Architect consider Work to be incomplete or defective:
      1. Architect will promptly notify Contractor, in writing, listing incomplete or defective work.
      2. Contractor shall take immediate steps to remedy stated deficiencies and send second written request to Architect that Work is complete.
      3. Architect will reinspect Work.

1.6 REVISITS FOR SITE REVIEWS
   A. Should Architect have to re-perform site reviews due to failure of Work to comply with claims of completion made by Contractor, Owner will reimburse Architect for such additional services and will deduct amount of compensation from final payment to Contractor.

1.7 EVIDENCE OF PAYMENTS AND RELEASE OF LIENS
   A. Submit Contractor’s affidavit of Payment of Debts and Claims on AIA Document G706.
   B. Submit Contractor’s affidavit of Release of Liens on AIA Document G706A with:
      2. Contractor’s Release or Waiver of Liens.
      3. Separate releases or waivers of liens from subcontractors, suppliers and others with lien rights against property of Owner, together with list of those parties.

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017700-2
C. Execute submittals before delivery to Owner.

1.8 FINAL ADJUSTMENT OF ACCOUNTS
A. Submit final statement of accounting to Architect.
B. Show adjustments to Contract Sum:
   1. Original Contract Sum.
   2. Additions and deductions resulting from:
      a. Previous Change Orders.
      b. Allowances.
      c. Unit Prices.
      d. Deductions for uncorrected Work.
      e. Deductions for inspection payments.
      f. Other adjustments.
   3. Total Contract Sum as adjusted.
   4. Previous payments.
   5. Retainage.
   6. Sum remaining due.

C. Architect will prepare final Change Order reflecting approved adjustments to Contract Sum which are not included in Change Orders previously processed.

1.9 FINAL APPLICATION FOR PAYMENT
A. Submit final Application for Payment in accordance with procedures and requirements stated in Conditions of the Contract.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

END OF SECTION
SECTION 017800
CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.1 RECORDING
A. Post changes and modifications to record documents as they occur. Do not wait until end of Project. Architect will periodically review record documents to assure compliance with this requirement.

1.2 SUBMITTAL
A. Deliver closeout submittals and samples to Architect for transmittal to Owner.
B. Include typed list identifying each item submitted as closeout document.

1.3 OPERATIONS AND MAINTENANCE MANUALS
A. Prepare data in form of instructional manual in heavy-duty three-ring binders with durable plastic covers.
   1. Where written instructions are required, use personnel skilled in technical writing to extent necessary for communication of essential data.
   2. Where drawings or diagrams are required, use personnel capable of preparing drawings clearly in understandable format.
B. Examine for completeness.
C. Submit one copy of completed volumes in final form prior to request for Substantial Completion. This copy will be returned with Architect's comments. Revise as necessary prior to final submittal.
D. Prepare and insert additional data in manuals when need for such data becomes apparent during Owner's instruction.
E. Submit 3 copies of final volumes at time of request for Substantial Completion.
F. Label covers and spine of each binder with typed or printed title OPERATIONS AND MAINTENANCE MANUAL, title of project, and subject matter of binder when multiple binders are required.
G. Separate contents with tab dividers, logically organized with tab title clearly printed under reinforced laminated plastic tabs.
H. Manuals shall contain:
   1. Table of contents.
   2. Directory listing names, addresses, and telephone numbers of Architect, Engineer, and Contractor.
   3. List names, addresses and telephone numbers of subcontractors, suppliers, and service representatives, including local source of supplies and replacement parts.
   4. General system or equipment description.
   5. Copies of applicable shop drawings and product data.
   6. Mark product data to clearly identify specific products and component parts.
   7. Supplement product data with drawings necessary to illustrate relationship of component parts of equipment and systems, include control and flow diagrams.
   8. Arranged by product, system, or process flow, and subdivided by Specification section. Identify following:
      a. Significant design criteria.
      b. List of equipment.
      c. System or equipment identification, including:
         1) Name of manufacturer.
         2) Model number.
         3) Serial number of each component.
      d. Parts list for each component.
      e. Operating instructions.
f. Maintenance instructions and schedules for equipment and systems.
g. Emergency instructions.
h. Wiring and piping diagrams.
i. Inspection and test procedures.
j. Precautions against improper use and maintenance.


10. Protective plastic jackets: Provide protective transparent plastic jackets designed to enclose diagnostic software for computerized electronic equipment.

11. Text material:
   a. Provide manufacturer's standard printed material or typewritten specially prepared data.
   b. Provide text on 8-1/2 inches by 11 inches, 20 pound white bond paper.

12. Drawings and diagrams:
   a. Provide reinforced punched binder tabs on drawings and bind in with text.
   b. Oversize drawings:
      1) Fold drawings to same size as text pages and use as fold-out.
      2) Drawings too large to be used as fold-out, place folded drawing in front or rear pocket of binder. Insert typewritten page indicating drawing title, description of contents, and drawing location at appropriate location in manual.

1.4 MATERIAL AND FINISHES MAINTENANCE MANUAL

A. Manual:
   1. Submit 3 copies of each manual, in final form, on material and finishes to Architect for distribution.
   2. Provide one section for interior products, including applied materials and finishes, and second for products designed for exterior products.

B. Interior Products:
   1. Provide manufacturer's data and instructions on care and maintenance of architectural products, including applied materials and finishes.
   2. Product data: Provide complete information on architectural products, including following, as applicable:
      a. Manufacturer's catalog number.
      b. Size.
      c. Material composition.
      d. Color.
      e. Texture.
      f. Reordering information for specially manufactured products.
   3. Care and maintenance instructions: Provide information on care and maintenance including manufacturer's recommendations for types of cleaning agents to be used and methods of cleaning. Provide information regarding cleaning agents and methods that could prove detrimental to product. Include manufacturer's recommended schedule for cleaning and maintenance.

C. Exterior Products:
   1. Provide complete manufacturer's data with instructions on inspection, maintenance, and repair of products exposed to weather or designed for moisture-protection purposes.
   2. Manufacturer's data: Provide manufacturer's data giving detailed information, including following, as applicable.
      a. Applicable standards.
      b. Chemical composition.
      c. Installation details.
      d. Inspection procedures.
      e. Maintenance information.
      f. Repair procedures.
1.5 SPARE PARTS AND MAINTENANCE MATERIALS
A. Provide tools, spare parts, maintenance and extra stock materials in quantities specified in individual Specification sections.
B. Deliver to Project site and place in locations as directed; obtain receipt from subcontractors and suppliers.
C. Submit letter at time of inspection for Substantial Completion listing items and quantities; attach receipts.

1.6 WARRANTIES AND BONDS
A. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of warranty on Work that incorporates products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.
B. Owner's Recourse:
1. Written warranties made to Owner are in addition to implied warranties, and shall not limit duties, obligations, rights and remedies otherwise available under law.
2. Warranty periods shall not be interpreted as limitations on time in which Owner can enforce such other duties, obligations, rights, or remedies.
3. Rejection of warranties: Owner reserves right to reject warranties and to limit selections to products with warranties not in conflict with requirements of Contract Documents.
C. Submit 3 copies of warranties, maintenance bonds, and maintenance/service contracts as specified in various Specification sections. Include one copy of each warranty in Operations and Maintenance Manual, or in Material and Finishes Maintenance Manual.
D. Assemble data in heavy-duty three-ring binders with durable plastic covers, two required.
E. Label cover and spine of each binder with typed or printed title WARRANTIES AND BONDS and title of Project.
F. Prepare table of contents in sequence of table of contents of Project Manual, with each item identified with number and title of Specification section in which specified, and name of product or work item.
G. Separate each warranty, bond, or service contract with tab and index sheets keyed to listing in table of contents. Provide full information, using separate typed sheets as necessary. List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
H. Obtain warranties, bonds, and maintenance/service contracts executed in triplicate by responsible subcontractors, suppliers, and manufacturers; warranties commence on Date of Substantial Completion.
I. Verify that documents are in proper form, contain full information, and are notarized.
J. Time of Submittals:
1. Submit binders containing warranties, bonds, and maintenance/service contracts within 10 days after date of Substantial Completion.
2. For equipment or component parts of equipment put into service during construction with Owner's permission, submit photo copies of documents within 10 days after acceptance listing date of acceptance as beginning of warranty period. Retain originals of executed documents for final submittal as indicated in subparagraph above.
3. For items of Work when acceptance is delayed beyond date of Substantial Completion, submit within 10 days after acceptance listing date of acceptance as beginning of warranty period.

1.7 RECORD DOCUMENT REQUIREMENTS
A. Maintain at Project site record copy of:
3. Addenda.
4. Change Orders, Change Directives, Supplemental Instructions, and other modifications to Contract.
5. Approved shop drawings, product data, samples, and similar required submittals.
6. Approved substitutions.
7. Reports of inspection and testing agencies.
8. Inspection certificates.
9. Manufacturer's certificates, manufacturer's instructions, and reports of manufacturer's field observations.
10. Samples.
11. Other items indicated in various sections within Division 01.

B. Obtain from Architect and pay reproduction costs for one set of archival quality reproducible Contract Drawings for recording changes and modifications.

C. Obtain from Architect and pay reproduction costs for one set of Project Manuals for record purposes.

D. Store record documents and samples in field office apart from documents used for construction. Provide files and racks for secure storage.

E. Label and file documents and samples in accordance with section number listings in Table of Contents of Project Manual. Label each item PROJECT RECORD DOCUMENT in stamped or printed letters in prominent location on each Drawing.

F. Maintain documents and samples in clean, dry, legible condition; do not use for construction purposes.

G. Record information concurrently with construction progress.

H. Make documents available for review by Architect and Owner during construction period.

1.8 CONTRACT DRAWINGS AND SHOP DRAWINGS

A. Legibly mark drawings to record actual construction which varies appreciably from Contract Documents. Give particular attention to information on concealed elements which would be difficult to identify or measure and record later. Items required to be marked include but are not limited to:
1. Dimensional changes to Drawings.
2. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
3. Revisions to routing of piping and conduits.
4. Revisions to electrical circuitry.
5. Actual equipment locations.
6. Duct size and routing.
7. Revisions to details shown on Drawings.
8. Details not on original Contract Drawings.
9. Changes made by addenda, change orders, change directives, supplemental instructions, and other issued modifcations.
10. References to related shop drawings and other similar detailed modifications.

B. Mark-up Procedures:
1. Mark completely and accurately record prints of Contract Drawings or shop drawings, whichever is most capable of showing actual physical conditions. Where shop drawings are marked, show cross-reference on Contract Drawings location.
2. Mark record sets with red erasable colored pencil; use other colors to distinguish between changes for different categories of Work at same location.
3. Mark important additional information which was either shown schematically or omitted from original Drawings.
4. Record modifications caused by Supplemental Instructions, Construction Change Directives, Change Orders, Alternates, and similar modifications.
5. Accurately record information using understandable technique.
6. Record data as soon as possible after it has been obtained. In case of concealed installations, record and check mark-up prior to concealment.
7. At time of Substantial Completion, submit Record Drawings to Architect for Owner's records. Organize into sets, bind and label sets for Owner's continued use.
C. Preparation of Reproducibles:
1. Immediately prior to request for Substantial Completion, review completed marked-up Record Drawings with Architect.
2. When authorized, prepare full set of corrected reproducible of Contract Drawings and shop drawings.
3. Incorporate changes and additional information previously marked on print sets. Erase, redraw, and add details and notations where applicable. Identify and date each Record Drawing.

D. Review of Reproducibles:
1. Before copying and distributing, submit corrected reproducibles and original marked-up prints to Architect for review.
2. When acceptable, Architect will initial and date each reproducible, indicating acceptance of general scope of changes and additional information recorded, and of quality of drafting.
3. Reproducibles and original marked-up prints will be returned to Contractor for organizing into sets, printing, binding and final submittal.

E. Copies and Distribution:
1. After completing preparation of reproducible Record Drawings, print 3 copies of each Record Drawing, whether or not changes and additional information were recorded.
2. Organize copies into manageable sets.
3. Bind each set with durable paper cover sheets, with appropriate identification, including titles, dates and other information on cover sheets.
4. Organize and bind original marked-up set of prints that were maintained during construction period in same manner.
5. Organize record reproducibles into sets matching print sets. Place reproducible sets in durable tube-type drawing containers with end caps. Mark end cap of each container with suitable identification.
6. Submit marked-up record set, reproducibles, and prints to Architect for Owner’s records; Architect will retain one copy set.

1.9 PROJECT MANUALS
A. Legibly record changes and modifications issued by addenda and change orders.

PART 2 - PRODUCTS
NOT USED

PART 3 - EXECUTION
NOT USED

END OF SECTION
SECTION 024119
SELECTIVE STRUCTURE DEMOLITION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Removal of designated building equipment, materials and fixtures.
   2. Removal of existing construction to accommodate new construction.
   3. Disconnecting and capping of identified utilities.
   4. Salvage of indicated items.

B. Related Sections:
   1. Section 013100 - Project Meetings.
   2. Section 014500 - Quality Control.
   3. Section 015000 - Temporary Facilities and Controls: Temporary partitions and barriers and weatherproofing of building.
   4. Section 017329 - Cutting and Patching.

1.2 SUBMITTALS

A. General: Submit in accordance with Section 013300.

B. Schedules:
   1. Submit schedule showing time and detailed sequence of demolition, removal of materials, arranged coordination for shut-off, capping, and continuation of utility services.

C. Submit following Informational Submittals:
   1. Certifications specified in Quality Assurance article.
   2. Qualification Data: Submit demolition contractor's qualifications.

D. Closeout Submittals:
   1. Project Record Documents:
      a. Submit under provisions of Section 017800.
      b. Record actual locations of capped utilities.
      c. Provide "as-built" plan depicting the size and depth of footings as depicted on the drawings.

1.3 QUALITY ASSURANCE

A. Contractor Qualifications: Subcontractors and personnel working in areas of Historic Fabric shall demonstrate FEMA experience by having worked on a minimum of one (1) FEMA funded historic building and have worked on at least 5 other historic buildings.

B. Regulatory Requirements:
   1. Comply with applicable codes, ordinances, rules, regulations, and laws of local, municipal, state and federal authorities having jurisdiction.
   2. Obtain and pay for necessary permits and notices; post where required.
   3. Comply with safety requirements of local fire department.

C. Notify affected utility companies before starting work and comply with their requirements.

D. Do not close or obstruct egress width of fire exits or access.

E. Do not disable or disrupt building fire or life safety systems without 72 hours prior written notice to Owner.

F. Notify the Architect 72 hours prior to requesting structural observation. Structural Observation milestones as noted on the drawings.

1.4 PRE-DEMOLITION CONFERENCE

A. Conduct conference in accordance with Section 013100 to discuss following:
   1. Present draft of demolition schedule for review.
   2. Coordinate phasing requirements.
3. Coordinate openings into building for access into building, specifically basement.
4. Identify items to be protected and preserved before proceeding with work.
5. Conduct walking inspection to identify materials and equipment to be salvaged for re-installation and Owner use.
6. During walking inspection, photograph or otherwise determine and record existing physical conditions of boundary areas. Surfaces, equipment, or other items damaged during demolition work are to be restored to original condition as recorded during walking inspection.
7. Agree upon location where items salvaged for Owner are to be delivered and stored.
8. Obtain agreement from Owner on day-to-day scheduling requirements and restrictions to avoid disruption of Owner operations resulting from demolition work, dirt, or noise.

1.5 PROJECT CONDITIONS

A. Occupancy:
   1. The building has been yellow tagged as a dangerous building due to the earthquake.
   2. Owner will vacate demolition area prior to start of demolition work.
   3. Surrounding property, including a public school, will be occupied during construction.
   4. Conduct demolition work in manner that will minimize need for disruption of normal operations of adjacent school.

B. Existing Conditions: Owner assumes no responsibility for actual condition of areas to be demolished.

C. Hazardous Materials:
   1. Inform Architect and Owner immediately upon discovery of asbestos products, radioactive materials, radon gas, toxic wastes, or other similar hazardous materials.
   2. Strictly follow procedures and regulations applicable to hazardous materials.
   3. Do not remove hazardous materials without Owner authorization.
   4. Give special consideration to handling of material that may contain asbestos. Neither asbestos detection or removal is part of this Contract, and direction relating to that type of work will be given by the Owner.
   5. Architect will have no responsibility for detection, evaluation, or removal of asbestos materials, or for construction contract administration of removal process.

D. Explosives: Not permitted.

E. Traffic and Passageways:
   1. Maintain accessibility for fire fighting apparatus.
   2. Conduct demolition operations and debris removal to avoid interference with use of roads, streets, walks, and adjacent occupied facilities.
   3. Obtain written permission from authorities having jurisdiction prior to closing or obstructing streets, walks, or other adjacent occupied facilities.
   4. Provide alternate routes when closing or obstructing traffic ways when required by governing authorities.
   5. Ensure safe passage of persons around area of demolition. Provide and maintain temporary covered passageways; comply with requirements of governing authorities.

F. Protection:
   1. Perform Work in manner to eliminate hazards to persons or property and avoid interference with adjacent areas, utilities and structures.
   2. Provide and maintain temporary barricades, fences, warning signs, guardrails, warning lights, weatherproof and dust partitions, and other similar provisions as necessary or required by applicable regulatory authorities for protection of building occupants and workers.
   3. Provide and maintain fire extinguishers; comply with requirements of governing authorities.
   4. Maintain existing utilities which are to remain in service and protect from damage during demolition operations.
   5. Do not interrupt existing utilities serving occupied facilities, except when authorized by Owner in writing. Provide temporary services during interruptions to existing utilities.
   6. Coordinate in advance with Owner mechanical, electrical, and plumbing shutdowns.
7. Protect existing work indicated to remain from damage.
8. Protect existing floors with suitable coverings when necessary.
9. Construct temporary dustproof partitions and seal return air plenums where necessary to areas where noisy or dirt and dust operations are being performed.
10. Provide temporary weather protection for areas where existing exterior elements were removed to ensure no water leakage or damage occurs to structure or interior areas of existing building.

1.6 SCHEDULING
A. Schedule work to conform to the approved construction progress schedule specified in Section 013300.
B. Schedule work to coincide with new construction.
C. Describe demolition removal procedures and schedule.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

3.1 EXAMINATION
A. Examine conditions and proceed with Work in accordance with Section 017300.
B. Verify demolition areas are unoccupied.

3.2 PREPARATION
A. Provide, erect, and maintain temporary barriers and security devices.
B. Protect existing structures which are not being demolished.
C. Prevent movement or settlement of adjacent structures. Provide bracing and shoring as necessary and be responsible for safety and support of structure. Temporary shoring and bracing must meet the requirements of ASCE-37. Assume liability for such movement, settlement, damage, or injury.
D. Cover and protect furniture, equipment, and fixtures scheduled to remain from soiling or damage when demolition work is performed in rooms or areas from which such items have not been removed.
E. Utilities:
   1. Mark and identify location of utilities to be disconnected.
   2. Notify affected utility company in advance of date and time when service needs to be disconnected.
   3. Disconnect and cap utility services; Comply with requirements of governing authorities.
   4. Do not commence demolition operations until associated disconnections have been completed.
F. During removal of existing roofing, provide proper protection from falling objects over entrances which are to be kept open during normal working hours.

3.3 SALVAGEABLE MATERIAL AND EQUIPMENT
A. Carefully remove, store and protect salvage materials and equipment as indicated on Drawings, for Owner's use.
B. Store salvaged materials within a 30 mile radius of the building site.
C. Materials Retained by Contractor:
   1. Items of salvageable value not indicated as Owner salvaged or scheduled for reinstallation may be removed as work progresses.
   2. Salvaged items must be removed from site as they are removed. Storage or sale of salvaged items on site will not be permitted.
D. Do not use impact or vibratory equipment adjacent to URM walls.
3.4 DEMOLITION
A. General:
1. Conduct demolition to minimize interference with adjacent occupied building areas.
2. Cease demolition operations immediately if adjacent structures appear to be in danger. Conduct safety operations as necessary. Do not resume demolition operations until directed.
3. Conduct operations with minimum interference to public or private accesses. Maintain egress and access at all times.
4. Sprinkle debris with water to minimize dust. Provide hoses and water connections as necessary.
5. Do not cause flooding or contaminated runoff.
B. Demolish existing construction as indicated in orderly and careful manner to accommodate new work. Do not damage or remove any structural element (including wood wall, floor and roof sheathing) unless specifically identified on the demolition plans. Protect supporting structural members. Remove demolished materials from site daily and legally dispose of such materials.
C. Perform demolition in accordance with governing authorities.
D. Remove and immediately dispose of contaminated or vermin infested materials when encountered.
E. Report to Architect and Owner unanticipated mechanical, electrical, or structural elements which conflict with intended function or design when encountered. Submit report in writing. Rearrange demolition schedule as necessary to continue overall project progress without delay.
F. Do not burn or bury materials or debris on site. Leave structures and site in clean condition.

3.5 ADJUSTING
A. Repair demolition performed in excess of that required.
B. Return structures and surfaces to remain to conditions existing prior to commencement of selective demolition Work.

3.6 CLEANING
A. Broom clean demolition areas of dust, dirt, and debris caused by demolition operations. Return adjacent areas to condition existing prior to start of work.
B. Remove temporary work and protection when no longer needed.

END OF SECTION
SECTION 024291
SELECTIVE REMOVAL AND STORAGE OF HISTORIC BUILDING MATERIALS

PART 1 - GENERAL

1.1 DESCRIPTION
A. Section includes selective removal and subsequent storage or haul-off of historic materials.
B. Work in this section: Principal items include, but are not limited to, the following:
   1. Removal of portions of existing historic structure indicated on the drawings or as required to provide access to new work included in the contract documents.
   2. Preparation of Removals Plan.
   4. Special Requirements for Documentation of Existing Conditions.
C. Related Work in Other Sections:
   1. Protection of historic materials.
   2. Documentary Photography.
   3. Specific removal requirements for historic materials in other Sections.

1.2 CONSERVATION
A. General Requirements: It should be understood that the Work of this Section seeks to preserve the character of historic buildings by leaving in-place as much of the original materials as possible and, where removals are necessary, save building materials and components for subsequent reinstallation.
B. Removals Plan: Contractor shall establish a Removals Plan that details procedures, materials and sequence of operations necessary to carefully remove historic elements. The Removals Plan shall include procedures to assure a standard of care for each trade or type of removal and:
   1. verification that the proposed removals are necessary to complete the Work
   2. verification of each material composition and appropriate removal techniques
   3. verification that items proposed for removal are properly documented prior to removal
   4. verification of proposed protection measures
   5. verification of proposed tagging and labeling measures
   6. verification of proposed packaging techniques and storage procedures
   7. verification that all historic and non-historic items to be removed will be reviewed by Architect for storage or for haul-off prior to any materials being removed from the site.
   8. narrative description of proposed techniques and procedures for removals of each type of existing historic fabric.
   9. plans and graphics as necessary to indicate the locations, scope and types of removals and overall strategy for returning removed elements to their same locations.

1.3 SUBMITTALS
A. The following shall be submitted to and approved by Architect prior to any removals and in sufficient detail to show full compliance with specifications:
   1. Schedule of removals indicating proposed sequence of operation for selective removals.
   2. Protection Plan(s).
   3. Removals Plan(s).
   4. Verification of Existing Conditions in accordance with paragraph 3.1A.
   5. Historic Material Removal Inventory in accordance with paragraph 3.1C.
   6. Documentation of existing conditions in accordance with paragraph 3.1D.
   7. Certification of Removals in accordance with paragraph 3.1F.
1.4 **JOB CONDITIONS**

A. Prior to submittals and prior to any removals, Contractor shall arrange pre-construction conference with Contractor, Architect, and Owner to review requirements and procedures. Conference shall include walk-thru of jobsite. Prior to conference, Contractor shall identify historic material that is to be removed and tagged as follows in manner that will not damage or permanently mark sensitive historic finishes:

1. Historic material to be removed and stored for restoration and permanent storage shall have a red dot, approximately one inch in diameter.
2. Historic material to be removed and stored for restoration and reinstallation shall have an orange dot, approximately one inch in diameter.
3. Historic material to be restored in-situ shall have a yellow dot, approximately one inch in diameter.
4. Historic and non-historic material to be removed and hauled-off shall have a green dot, approximately one inch in diameter.

B. Insufficient Documentation: Insufficient documentation of existing conditions of surfaces, materials, equipment, and adjacent improvements that might be misconstrued as damage related to work by Contractor will result in Contractor’s responsibility to restore or re-create these items.

**PART 2 – PRODUCTS**

**NOT USED**

**PART 3 – EXECUTION**

3.1 **DOCUMENTATION**

A. Verification of Existing Conditions:

1. Maintain one complete copy of Verification of Existing Conditions binders at site. Deliver binders to Owner upon completion of work.
2. Contractor shall review existing conditions and compare with Contract Documents. Where discrepancies are noted, Contractor shall annotate copies of Contract Documents, prepare photographs, or prepare additional sketches as required to fully describe any differences.
3. Prepare information in 8-1/2 inch by 11 inch format (or folded to 8-1/2 inch by 11 inch) and label each document with type of historic fabric and related drawing number and maintain one copy of each in a three ring binder labeled "Verification of Existing Conditions".
4. Report to Architect discrepancies or conflicts between Drawings and actual conditions in writing and with sufficient detail including dimensions, limitations and other documentation, to enable Architect to provide clarification. Do not perform work where such discrepancies or conflicts occur prior to receipt of Architect’s instructions.

B. Material Identification: All historic materials, elements, or artifacts to be removed from present location shall be marked with Item Identification Number (IIN). If item is subsequently packaged, packaging shall be permanently and clearly marked with Item Identification Number (IIN). Items shall be marked such that marks are permanently affixed, stamped, inscribed, or otherwise tagged in location that will not be visible upon reinstallation.

C. Historic Material Removal Inventory: Maintain one complete copy of "Historic Material Inventory" binders at site. Deliver binders to Owner upon completion of work. Establish procedures in accordance with approved Removals Plan to ensure all historic materials removed from their existing locations are carefully inventoried and cataloged and that at all times Contractor is aware of current physical location and disposition of materials including:

1. Master List: Contractor shall prepare master list of historic material types that are proposed for removal (see Appendix A in this Section for sample list of Existing Historic Material Types and sample IIN numbers).
2. Inventory List: Contractor shall establish Inventory List for each type of historic material to be removed. Contractor shall maintain one complete copy of inventory list in three ring binders labeled "Historic Material Inventory". Each inventory list shall list Item Identification Number (IIN), description of the items, date when actually removed, and current physical location and disposition (e.g. storage off site, storage on-site, etc.)
3. Material Removal Form: Contractor shall establish procedures and Material Removal Form for removing/moving historic material from its current location. No item, element or artifact shall be removed from its current location until Contractor has completed Material Removal Form. Material Removal Form must document: names, addresses and contact phone numbers of both transferring party and receiving party; location, address, and contact number where material will be kept; agreed conditions under which material will be kept such as climactic controls, packaging, etc.; and material condition.
   a. Each contractor, including subcontractor, restoration specialist, or approved applicator, shall, when transferring possession of any item to another contractor or to storage, have receiving agent acknowledge receipt of material on Material Removal Form, agree to conditions under which material will be kept, and check material or packaging condition.
   b. One copy of Material Removal Form shall be kept with Inventory Lists and documentation of historic materials in binders labeled "Historic Material Inventory". Once historic material has been moved, its current disposition shall be logged in Inventory List. One copy of Material Removal Form shall remain with each item.
   c. This procedure shall be repeated at each transfer point until historic material or artifact is returned to construction site and permanently installed or until material or artifact is permanently stored.

D. Documentation of Existing Conditions: Prior to removals, record of historic element, material, or assembly in the existing position and condition shall be made. This record shall consist of, but not be limited to, the following:
   1. Photographs prepared in accordance with requirements for Documentary Photography. Each object being removed shall be photographed in place prior to removal and show colors, finishes, textures, and overall layout of historic element. Item Identification Number (IIN) for each individual piece of historic material shall be clearly readable in each photograph. Photograph both front and back (e.g. windows and doors) or top and bottom (e.g. light soffits) where applicable. Once item is removed, photograph the backing assembly and any unique connection details.
      a. Photographs shall be marked with date, Item Identification Number (IIN), and keyed to plan or elevation drawing.
      b. One complete set of photographs shall be maintained in clear sleeves with Inventory Lists for corresponding historic fabric type in binders labeled "Historic Material Inventory". Photographs, slides and negatives shall be archived in same manner as that for Documentary Photography.
   2. Archival Quality Measured Drawings: Contractor shall provide dimensioned drawings of historic element, material, or assembly in its existing location and condition and include information on the methods of attachment and/or construction assembly. The measured drawings and two copies shall be kept with Inventory Lists for corresponding historic fabric type in binders labeled "Historic Material Inventory".
   3. Written description: Contractor shall provide written description to supplement drawings and photos that describes or diagrams methods for removal and reinstallation, such as proposed sequence or numbering scheme. Written descriptions and two copies shall be kept with Inventory Lists for corresponding historic fabric type in binders labeled "Historic Material Inventory".
   4. Test data: Where applicable, test data shall be compiled to demonstrate nature of material including chemical and physical composition. Test data shall be reviewed and two copies shall be kept with Inventory Lists for corresponding historic material type in the binders labeled "Historic Material Inventory".

E. Documentary Photography: Provide Documentary Photography for removal of each type of historic material at each room or exterior elevation.

F. Documentation and Certification of Removals:
   1. After items are removed, Architect will review removed item, confirm that item is correctly labeled, verify condition, and record any discrepancies on Material Removal Forms, signing and dating each form.
   2. Copy of Certification shall be attached to removed item.
3. Only items with such Certification, including materials that may be considered debris from such removals such as framing, plaster or lath, are to be removed from site for any reason other than storage or for off-site repairs.

3.2 SELECTIVE REMOVAL OF HISTORIC FABRIC

A. General: It should be understood that selective removal of historic materials will be completed in systematic manner that preserves historic character of building. Where possible, perform work from the least visible and/or least intrusive areas. Perform selective removals in accordance with approved Removals Plan.

B. Sequence: Required removal of historic materials is to take place prior to any other construction related activity in each room. Remove lighting fixtures first.

C. Tools: Where openings are required in surfaces of exposed dimensional materials such as stone, ceramic tile, mosaics, woodwork, etc., carefully cut openings along joint lines using hand tools. Use tools with blade or point thickness narrower than joint thickness wherever possible. Only remove whole pieces of materials. Do not mar or abrade exposed surfaces. Retain and document removed pieces.

D. Decorative Painted Surfaces: Where work requires cutting of decoratively painted walls or ceilings, work shall be performed in strict conformance with extents shown in Removals Plan. No cutting of decoratively painted surfaces is permitted prior to approval of Removals Plan. Make cuts in mono-chrome field areas only and not in polychromed areas. Perform cuts in mono-chrome areas to avoid cuts in polychromed areas wherever possible.

E. Joints: Where work requires partial removal of continuous elements such as wood trim, wood paneling, etc., carefully remove item back to nearest joint beyond required removal dimension.

F. Hardware: Where work involves removal of window or door or cabinetry that includes hardware, hardware shall be saved for reinstallation. Each piece of hardware and screws that are used to attach it to the frame shall be kept together in a bag or box with identification of original location from which it was taken.

G. Doors, Frames, Casing and Hardware:
   1. Remove each door and/or frame/casing in such manner as not to damage door or door frame and casing or surrounding materials.
   2. Special care is to be taken with patterned and decorative glass lights. Avoid impacts, handling and storage methods which may result in cracking of glass.
   3. Contractor shall move all doors, frames, casing and hardware to be restored to storage facility or shop for restoration. Where possible, door assemblies (doors, frames, sidelights, transoms) are to be removed and stored as whole units.
   4. Hardware, including screws and fasteners, is to remain on or with door and stored with door. Do not tape or otherwise attach hardware directly to finish surfaces.
   5. Remove nails from frames and casing.
   6. Where casings, hardware and glass are indicated to be saved without retention of door or frame, catalog and store hardware by type, casings by length and glass by size.

H. Wood Base Moldings:
   1. Remove all fasteners from base molding which are scheduled to be retained and stored.
   2. Where partial removal is required, moldings are to be removed back to nearest joint beyond required removal dimension.
   3. Each section of base molding removed shall be stamped with its own item identification number (IIIN) and keyed to a master floor plan.

I. Railings: Removal and storage of guardrails to include associated brackets, mounting devices and hardware.

J. Refer to Division 01 for discovery of historic elements during demolition and deconstruction.
3.3 PACKAGING AND STORAGE OF REMOVED ITEMS

A. Where items are indicated to be permanently stored, carefully remove and package indicated items. Removed items shall be handled, crated, packaged and protected so as to avoid damage during removal, loading and off-loading. Packaging shall be supervised on-site by Contractor and conditions for storage (e.g. package to be kept vertical, package not to be stacked, package to be kept under climactic conditions) shall be recorded on Material Removal Forms. A copy of the Material Removal Form shall be affixed to packaging.

B. Protection:
1. Separate organic and inorganic materials.
2. Store and protect items in orientation they were constructed.
3. Create clearly written standardized container labeling.
4. Provide handles on large crates for secure and safe handling.

C. Storage:
1. Store materials within 30 miles radius of building site.
2. Label all objects with archival quality materials.
3. Store long-term objects in climate controlled facility.
4. Routinely monitor stored items for signs of insect infestation.
5. Store items where possible for easy, visible access. Provide Tyvek covers for dust covers.
6. Secure stored items to storage racks with archival quality materials to prevent breakage in event of earthquake.
7. Store all items off floor.

END SECTION