

**SECTION 01300****SUBMITTALS****PART 1 GENERAL****1.01 SUBMITTALS**

- A. The Contractor shall review, approve and submit to the Architect shop drawings, product data, samples and similar submittals for the specific items required by the technical sections of the specifications with reasonable promptness and in such sequence as to cause no delay in the work on in the activities of the Owner or of separate contractors.
  - 1. Shop drawings and samples submitted for items for which shop drawings and samples were not specified to be submitted will not be reviewed by the Architect and will not be returned to the Contractor.
  - 2. Shop drawings and samples shall be accompanied by a transmittal indicating the section number and paragraph, or drawing number, to which the submittal refers.
  - 3. Submittals received by FAX will not be accepted.

**1.02 SHOP DRAWINGS**

- A. Shop drawings include fabrication, erection and setting drawings, manufacturer's standard drawings, diagrams, schedules, descriptive literature, catalogs, brochures, performance and test data, diagrams, cuts, and all other descriptive data.
- B. Submit shop drawings for mechanical, plumbing, electrical work, and duct layout in seven copies; submit other shop drawings in six copies.
- C. The Contractor shall prepare a schedule for submission of shop drawings indicating dates of submissions by the Contractor and the dates approval by the Architect should be received. Dates shall recognize time required for examination and approval (both by the Architect and his consultants for mechanical, and electrical work); resubmission if required; and shall create no delay in ordering, fabrication, and construction. The schedule shall be consistent with the progress schedule. The shop drawing submission schedule may be subject to change upon review by the Architect and Contractor in accordance with the progress of the work.
- D. Shop drawing submittals shall indicate the methods and materials by which contract requirements are proposed to be satisfied. Any changes in dimensions, details, materials or other requirements, differing from those shown on the Contract Drawings shall be "flagged" on the shop drawings and such such shop drawings accompanied by a written request for authorization and reason for requested change.
- E. The Contractor shall review shop drawings prior to submission to the Architect to insure that submittal is in compliance with the requirements of the Contract Documents in all aspects. Do not indicate "APPROVED AS NOTED" unless specific change or changes are indicated on the shop drawings.
- F. The Architect will review shop drawings only for conformance with the design concept and for compliance with the information given in the Contract Documents. Action by the Architect will consist of the following:
  - 1. "No Exceptions Taken" - No changes required.
  - 2. "Make Corrections Noted" - Minor corrections noted; do not resubmit. (Note that all copies will be marked up by the Architect.)
  - 3. "Submit Specified Item" - Item submitted is not specified; submit item listed in the specifications.
  - 4. "Revise and Resubmit" - Multiple corrections required, beyond the responsibility of Architect to note; correct and resubmit. (Note that only one marked up copy will be returned to contractor.)
  - 5. "Rejected" - Does not conform to Contract Documents; resubmit.

- G. Perform no work for which Shop Drawings are specified unless such drawings are marked "NO EXCEPTIONS TAKEN" or "MAKE CORRECTIONS NOTED".

#### **1.03 SAMPLES**

- A. Submit samples in duplicate. Each sample shall be labeled with the project name, Contractor's name, and complete identification of the material and accompanied by a letter of transmittal giving full information regarding the sample and the project for which it is submitted. Approved samples will be retained by the Architect. Unapproved samples will be returned to the Contractor upon request.
- B. Sample areas or panels at the site shall be prepared, and the Architect given timely notice for inspection. Protect approved field samples and use as standard of quality for the project.
- C. Materials used on the project shall match approved samples in all respects. Do not use unapproved materials on the project.

#### **1.04 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. The General Contractor shall perform his own preliminary and final inspections of the complete project and shall perform the Work required as a result of those inspections prior to requesting the Architect and Owner to perform a final inspection. Two copies of the Contractor's final inspection and the items shall be submitted to the Architect with the written request for the final inspection. The Contractor's written request for final inspection shall be submitted a minimum of seven days prior to the date requested for the final inspection.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01400****QUALITY REQUIREMENTS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. References and standards.
- B. Quality assurance submittals.
- C. Mock-ups.
- D. Control of installation.
- E. Tolerances.
- F. Manufacturers' field services.

**1.02 REFERENCES**

- A. ASTM C 1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2001.
- B. ASTM C 1077 - Standard Practice for Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation; 2005b.
- C. ASTM C 1093 - Standard Practice for Accreditation of Testing Agencies for Unit Masonry; 2006.
- D. ASTM D 3740 - Standard Practice for Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction; 2004a.
- E. ASTM E 329 - Standard Specification for Agencies Engaged Construction Inspection and/or Testing; 2005b.
- F. ASTM E 543 - Standard Practice for Agencies Performing Nondestructive Testing; 2004.
- G. International Building Code, with Georgia Amendments - Chapter 17, Special Inspections; 2006 Edition.

**1.03 SUBMITTALS**

- A. Testing Agency Qualifications:
  - 1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
  - 2. Submit copy of report of laboratory facilities inspection made by testing agency during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection. Testing Agencies include:
    - a. NIST Construction Materials Reference Laboratory.
    - b. AASHTO Accreditation Program (AAP).
    - c. AASHTO R18 or ISO/IEC 1725 accreditation.
    - d. American Association for Laboratory Accreditation (A2LA).
    - e. International Accreditation Service.
    - f. Construction Materials Engineering Council.

- B. Design Data: Submit for Architect's knowledge as contract administrator for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- C. Test Reports: After each test/inspection, promptly submit 5 copies of report to Architect and Structural Engineer.
  - 1. Include:
    - a. Date issued.
    - b. Project title and number.
    - c. Name of inspector.
    - d. Date and time of sampling or inspection.
    - e. Identification of product and specifications section.
    - f. Location in the Project.
    - g. Type of test/inspection.
    - h. Date of test/inspection.
    - i. Results of test/inspection.
    - j. Conformance with Contract Documents.
    - k. When requested by Architect, provide interpretation of results.
  - 2. Test reports are submitted to Architect for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and or installation/application subcontractor to Architect, in quantities specified for Product Data.
  - 1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
  - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
- E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- F. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator.
  - 1. Submit report in duplicate within 30 days of observation to Architect for information.
  - 2. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- G. Erection Drawings: Submit drawings for Architect's benefit as contract administrator.
  - 1. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
  - 2. Data indicating inappropriate or unacceptable Work may be subject to action by Architect or Owner.

#### **1.04 REFERENCES AND STANDARDS**

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.

- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

#### **1.05 TESTING AND INSPECTION AGENCIES**

- A. Laboratories for testing services shall be selected by, engaged by, and responsible to the Architect.
- B. Employment of agency in no way relieves Contractors of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Employed Agency:
  - 1. Testing agency: Comply with requirements of ASTM E 329, ASTM E 543, ASTM C 1021, ASTM C 1077, and ASTM C 1093.
  - 2. Inspection agency: Comply with requirements of ASTM D3740 and ASTM E329.
  - 3. Laboratory: Authorized to operate in Georgia .
  - 4. Laboratory Staff: Maintain a full time state of Georgia registered Engineer on staff to review services.
  - 5. Testing Equipment: Calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.

#### **PART 2 PRODUCTS - NOT USED**

#### **PART 3 EXECUTION**

##### **3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

##### **3.02 MOCK-UPS**

- A. Tests will be performed under provisions identified in this section and identified in the respective product specification sections.

- B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Accepted mock-ups shall be a comparison standard for the remaining Work.
- D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, remove mock-up and clear area when directed to do so.

### 3.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

### 3.04 TESTING AND INSPECTION

- A. See individual specification sections and the International Building Code for testing and inspection required.
- B. Testing Agency Duties:
  - 1. Test samples of mixes submitted by the Contractor .
  - 2. Provide qualified personnel at site. Cooperate with Architect and in performance of services.
  - 3. Perform specified sampling and testing of products in accordance with specified standards.
  - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
  - 5. Promptly notify Architect of observed irregularities or non-conformance of Work or products.
  - 6. Perform additional tests and inspections required by Architect and Owner.
  - 7. Attend preconstruction meetings and progress meetings.
  - 8. Submit reports of all tests/inspections specified.
- C. Limits on Testing/Inspection Agency Authority:
  - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
  - 2. Agency may not approve or accept any portion of the Work.
  - 3. Agency may not assume any duties of Architect or Contractor.
  - 4. Agency has no authority to stop the Work.
- D. Contractor's Responsibilities:
  - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.
  - 2. Cooperate with laboratory personnel, and provide access to the Work.
  - 3. Provide incidental labor and facilities:
    - a. To provide access to Work to be tested/inspected.
    - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
    - c. To facilitate tests/inspections.
    - d. To provide storage and curing of test samples.
  - 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
  - 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required beyond specified requirements.

- 6. Arrange with Architect and pay for additional samples, tests, and inspections required beyond specified requirements.
- E. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Architect. Payment for re testing will be charged to the Contractor by deducting testing charges from the Contract Sum.

### **3.05 MANUFACTURERS' FIELD SERVICES**

- A. 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 and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Architect 30 days in advance of required observations.
  - 1. Observer subject to approval of Architect.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

### **3.06 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not conforming to specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the Work, Architect will direct an appropriate remedy or adjust payment.

**END OF SECTION**

**SECTION 01500  
TEMPORARY FACILITIES**

**PART 1 GENERAL**

**1.01 SANITARY FACILITIES**

- A. Upon commencing work, provide temporary sanitary toilet facilities for use of workmen during progress of Work. Toilet facilities shall be chemical type and shall be maintained on a regular basis. Provide temporary water for sanitation. Keep temporary toilets in a clean condition. Prior to final inspection, remove installation from site.
- B. Do not permit use of new toilet facilities at the building by workmen on the site.

**1.02 BREAK AND SMOKING AREA**

- A. The General Contractor may provide a protected designated area for smoking, use of tobacco products, eating and drinking at any time during progress of Work. An area, or areas, outside the building for smoking, use of tobacco products, eating and drinking shall be used when gypsum wallboard and related finish installation has started inside the building. Signs shall be provided as follows: **NO SMOKING, USE OF TOBACCO PRODUCTS, EATING OR DRINKING WILL BE ALLOWED INSIDE THE BUILDING.** The Contractor shall remove any person or persons from the Job Site for non-compliance with these rules.

**1.03 JOB PHONE**

- A. Maintain a telephone service on the premises during the period of construction. Cell phone is permissible.

**1.04 JOB OFFICES**

- A. During progress of the work, the Contractor shall maintain one weather- tight temporary office at the site for the use of the Contractor. At least one copy of the following documents shall be kept in the Contractor's temporary office:
  - 1. Contract Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Executed Change Orders.
  - 5. Approved Shop Drawings and Submittals.
- B. The above documents shall be maintained in a legible condition and stored in a systematic fashion. Notation shall be made in red ink on one set of drawings and specifications calling attention to alterations made by addenda and change orders.

**1.05 STAGING AREA**

- A. See drawings areas designated for use as a staging area. If additional space is required, the Contractor shall submit a request to the Architect.

**1.06 FIRE EXTINGUISHERS**

- A. Provide Type A fire extinguishers at locations in the building of low-potential for either electrical or grease-oil-flammable liquids fires; provide Type ABC dry chemical extinguishers at other locations on the building and site. Locate fire extinguishers where they will be reasonably effective in extinguishing fires during their early stages. Post warning signs and instructions at extinguisher locations.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**1.01 RELATED WORK**

Demolition work relating to specific trades are specified in their respective sections of the specifications. Proper coordination between specific disciplines and the architectural documents shall be the responsibility of the General Contractor.

**2.01 MATERIALS**

- A. Existing removed materials shall become the property of the Contractor, unless noted for re-use, relocation and reinstallation, or to be turned over to the Owner.
- B. Remove materials resulting from demolition from the site as the work progresses. Material for salvage shall not be sold on the site.
- C. Equipment used for removal of trash shall conform to City of Vadaia standards; trash trucks shall have sound closeable tailgates and the contents shall be covered.

**3.01 PROTECTION**

- A. Protect existing work to remain from damage from any cause during demolition operations. Provide plywood, hardboard or particleboard protection for adjacent floors and walls during demolition. Keep dust and debris to a minimum. Any work damaged from improper protection procedures shall be repaired or replaced at no additional cost to the Owner.
- B. Provide temporary dust protection at areas of demolition by the use of 6 mil polyethylene film of width equal to ceiling heights, with provisions for securing the plastic at top and bottom. Remove temporary protection when demolition is completed in the space.

**3.02 DEMOLITION**

- A. Demolish work in an orderly and careful manner and as quiet as possible. Do not permit accumulation of demolition debris at any location.
- B. Repair existing work indicated to remain which is damaged due to improper operations or improper protection at no additional cost to the Owner.
- C. Cut openings in existing work in manner to prevent unnecessary damage to adjacent work indicated to remain. Provide power equipment with appropriate cutting tools to perform work in a workmanlike manner.

END OF SECTION

**SECTION 01740****FINAL CLEANING****PART 1 GENERAL****1.01 CLEANING**

- A. Remove all tags and non-permanent labels from fixtures and materials. Leave all fixtures clean.
- B. Remove excess mastic and trade marks from laminated plastic.
- C. Clean grout, paint, marks, packing grease, dirt, and foreign matter from aluminum and hardware.
- D. Clean and rinse resilient flooring. After the floor is dry, machine buff to a high gloss.
- E. Clean ceramic and quarry tile of all excess grout and foreign matter. Replace discolored grout or tile.
- F. Clean glass inside and outside. Remove all foreign matter including water marks.
- G. Vacuum carpets and remove soil spots.
- H. Dust all interiors, including shelves, face of doors, and areas where dust has accumulated.
- I. Clean exterior walks and paving of all dirt, mortar, and stains from construction materials.

**PART 2 PRODUCTS - NOT USED****PART 3 EXECUTION****3.01 CONSTRUCTION DEBRIS**

- A. Remove construction debris and excess materials from the site.

**END OF SECTION**