

**SUMMARY OF WORK**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All contract documents must be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions.
- B. Special Conditions.
- C. Construction Waste Management Document 01 74 19.

**1.02 SUMMARY OF WORK COVERED BY CONTRACT DOCUMENTS**

- A. The Work of this Contract may consist of the following:

Interior and exterior ADA upgrades as shown on notice to bidders

**1.03 CONTRACTS**

- A. Perform the Work under a single, fixed-price Contract.

Any bid item may be deleted in total or in part prior to or after award of Contract without compensation in any form or adjustment of other bid items or prices.

**1.02 WORK BY OTHERS - Not Applicable**

**1.03 CODES, REGULATIONS, AND STANDARDS**

- A. The codes, regulations, and standards adopted by the city, state, and federal agencies having jurisdiction shall govern the minimum requirements for this project. Where codes, regulations, and standards conflict with the Contract Documents, these conflicts shall be brought to the immediate attention of the County and the Architect.
- B. Codes, regulations, and standards shall be as published effective as of date of bid opening, unless otherwise specified or indicated.

**1.04 PROJECT RECORD DOCUMENTS:**

- A. Contractor shall maintain on Site one set of the following record documents; Contractor shall record actual revisions to the Work:

- (1) Contract Drawings.

- (2) Specifications.
  - (3) Addenda.
  - (4) Change Orders and other modifications to the Contract.
  - (5) Reviewed shop drawings, product data, and samples.
  - (6) Field test records.
  - (7) Inspection certificates.
  - (8) Manufacturer's certificates.
- B. Contractor shall store Record Documents separate from documents used for construction. Provide files, racks, and secure storage for Record Documents and samples.
- C. Contractor shall record information concurrent with construction progress.
- D. Specifications: Contractor shall legibly mark and record at each product section of the Specifications the description of the actual product(s) installed, including the following:
- (1) Manufacturer's name and product model and number.
  - (2) Product substitutions or alternates utilized.
  - (3) Changes made by Addenda and Change Orders and written directives.

## **1.05 EXAMINATION OF EXISTING CONDITIONS**

- A. The Contractor shall be held to have examined the Project Site and acquainted itself with the conditions of the Site or of the streets or roads approaching the Site.
- B. Prior to commencement of Work, Contractor shall survey the Site and existing buildings and improvements to observe existing damage and defects such as cracks, sags, broken, missing or damaged glazing, other building elements and Site improvements, and other damage.
- C. Should Contractor observe cracks, sags, and other damage to and defects of the Site and adjacent buildings, paving, and other items not indicated in the Contract Documents, Contractor shall immediately report same to the County and the Architect.

## **1.06 CONTRACTOR'S USE OF PREMISES**

- A. If unoccupied and only with County's prior written approval, Contractor may use the building(s) at the Project Site without limitation for its operations, storage, and  
  
office facilities for the performance of the Work. If the County chooses to beneficially occupy any building(s), Contractor must obtain the County's written approval for Contractor's use of spaces and types of operations to be performed within the building(s) while so occupied. Contractor's access to the building(s) shall be limited to the areas indicated.
- B. If the space at the Project Site is not sufficient for Contractor's operations, storage, office facilities and/or parking, Contractor shall arrange and pay for any additional facilities needed by Contractor.
- C. Contractor shall not interfere with use of or access to occupied portions of the building(s) or adjacent property.
- D. Contractor shall maintain corridors, stairs, halls, and other exit-ways of the building clear and free of debris and obstructions at all times.
- E. No one other than those directly involved in the demolition and construction, or specifically designated by the County or the Architect shall be permitted in the areas of work during demolition and construction activities.
- F. Contractor shall provide secure storage for the storage of tools and materials. Coordination with the facility manager will need to be made as space is limited and may be required to be stored within the construction zones.

## **1.07 PROTECTION OF EXISTING STRUCTURES AND UTILITIES**

- A. The Drawings show above-grade and below-grade structures, utility lines, and other installations that are known or believed to exist in the area of the Work. Contractor shall locate these existing installations before proceeding with excavation and other operations that could damage same; maintain them in service, where appropriate; and repair damage to them caused by the performance of the Work. Should damage occur to these existing installations, the costs of repair shall be at the Contractor's expense and made to the County's satisfaction.
- B. Contractor shall be alert to the possibility of the existence of additional structures and utilities. If Contractor encounters additional structures and utilities, Contractor will immediately report to the County for disposition

of same as indicated in the General Conditions.

- C. Contractor shall employ utility locating services to locate any underground utilities within the limits of work prior to the start of any excavating, cutting, coring, and/or drilling work. Contractor shall subsequently be responsible for repairs of any located underground utilities damaged by construction activities.

#### **1.10 UTILITY SHUTDOWNS AND INTERRUPTIONS**

- A. Contractor shall give the County a minimum of three (3) days written notice in advance of any need to shut off existing utility services or to effect equipment interruptions. The County will set exact time and duration for shutdown and will assist Contractor with shutdown. Work required to re-establish utility services shall be performed by the Contractor.
- B. Contractor shall obtain County's written approval as indicated in the General Conditions in advance of deliveries of material or equipment or other activities that may conflict with County's use of the building(s) or adjacent facilities.

#### **1.11 STRUCTURAL INTEGRITY**

- A. Contractor shall be responsible for and supervise each operation and work that could affect structural integrity of various building elements, both permanent and temporary.
- B. Contractor shall include structural connections and fastenings as indicated or required for complete performance of the Work.

#### **1.12 WORK SEQUENCE**

- A. Contractor shall be responsible for compliance with all requirements outlined in the hazardous materials sections of the Contract Documents.
- B. Construct Work in stages and at times to accommodate County operation requirements during the construction period; coordinate construction schedule and operations with the County.
- C. Contractor shall develop a Phasing Schedule, coordinated with the County as shown in Section 1.13 below. Provide moving dates in the Phasing Schedule to show planned start dates and durations for relocation of County staff, based on completion of phase 1 of the work. Liquidated damages may be assessed as described in the Contract Documents for failure to achieve milestone dates.
- D. This facility will and must be occupied during construction. Contractor is

to coordinate work with the County and maintain safe access to the building at all times and shall not disrupt ongoing uses. Contractor must comply with the following requirements:

- (1) If Contractor must shut down power to any part of the site, Contractor must provide temporary power for that section of the site.
- (2) Scope of work includes utility and systems upgrade and replacement that may impact the entire site. Work must be coordinated so that site-wide systems remain functional at all times until new systems work is complete and tested.

**1.13 PHASING SCHEDULE - Example**

No.	Milestones	Start	Complete
1	Notice to Proceed	Date	
2	Submittals		
3	Master Schedule		
4	Safety Plan		
5	Preconstruction Meeting		
6	Mobilize		
7	Preparation Dust control and demolition		
8	Scan existing prestressed concrete floor and submit result to Project Manager		
9	Layout and install of mechanical, electrical, plumbing , and sprinkler lines		
10	Installation of ceiling and sheetrock		
11	Paint; Installation of flooring, counter, sinks, and relocate equipment; Install of window shades and signage		
11	Move in /Occupancy of the floor space		
12	Final Contract Completion		

- A. The “Start” dates included in the phasing schedule indicate the date that work is to begin on the identified milestone scope of work.
- B. The “Complete” dates included in the phasing schedule indicates that the following must be complete:
  - (1) The entire scope of work for the milestone work must be complete, including all utility work up to the building and all final termination and operation of all building systems.
  - (2) Fire alarm, telephone, data, public address, and all other systems final connections must be complete, and systems programmed and tested so that fully functional systems are provided.

- (3) All punch list work must be complete.
  - (4) Maintenance and Operations Manuals must be submitted to the County.
  - (5) All required testing must be complete.
  - (6) All training for all building systems must be complete.
- C. A minimum of six (6) keys for each and every lock must be provided. Where fewer keys are specified elsewhere in the Contract Documents, provide a minimum of 6 keys. All keys must be permanently stamped with three (3) characters identification as directed by the County.
- D. Record Documents for the scope of work of each Milestone included in the Phasing Schedule must be submitted within one week after completion of the Milestone. AutoCAD files to be provided at Final Contract Completion.
- E. Notice to proceed date is the anticipated date of issuance of the Notice to Proceed. If the Notice to Proceed is issued after the date indicated in the Phasing schedule, the start and completion dates of Milestone No. 1 and No. 9 will be adjusted by the number of days that the Notice to Proceed is delayed. If the Notice to Proceed is issued within 60 days of the anticipated schedule date noted above, the time to completion will be adjusted accordingly, but NO additional compensation will be considered.

**PART 2 – PRODUCTS** Not Used.

**PART 3 – EXECUTION** Not Used.

END OF DOCUMENT

**UNIT PRICES AND ALTERNATES**

**PART I – ALTERNATES**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions (00 72 13).
- B. Special Conditions (00 73 13).
- C. Bid Form (00 41 13).
- D. Instruction to Bidders (00 21 13).

**1.02 DESCRIPTION**

The items of work indicated below propose modifications to, substitutions for, additions to and/or deletions from the various parts of the Work specified in other Sections of the Specifications. The acceptance or rejection of any of the alternates is strictly at the option of the County subject to County's acceptance of Contractor's stated prices contained in this Proposal.

**1.03 GENERAL**

Where an item is omitted, or scope of Work is decreased, all Work pertaining to the item whether specifically stated or not, shall be omitted and where an item is added or modified or where scope of Work is increased, all Work pertaining to that required to render same ready for use on the Project in accordance with the intention of the Drawings and Specifications shall be included in an agreed upon price amount.

**1.04 BASE BID**

The Base Bid includes all work required to construct the Project completely and in accordance with the Contract Documents.

**1.05 ALTERNATES (NOT USED)**

**PART 2 - UNIT PRICING**

## **2.01 GENERAL**

Contractor shall completely state all required figures based on Unit Prices listed below. Where scope of Work is decreased, all Work pertaining to the item, whether specifically stated or not, shall be omitted and where scope of Work is increased, all work pertaining to that item required to render same ready for use on the Project in accordance with intention of Drawings and Specifications shall be included in an agreed upon price amount.

## **2.02 UNIT PRICES**

Furnish unit prices for each of the named items on a square foot, lineal foot, or per each basis, as applies. Unit prices shall include all labor, materials, services, profit, overhead, insurance, bonds, taxes, and all other incidental costs of Contractor, subcontractors, and supplier(s).

END OF DOCUMENT



DOCUMENT 01 26 00  
**CONTRACT MODIFICATIONS**

Intentionally left blank.

END OF DOCUMENT

DOCUMENT 01 29 00  
**PAYMENT PROCEDURES**

Payment procedures are located in General Conditions Document 00 72 13

END OF DOCUMENT

SECTION 01 31 19 – Exhibit A

METHOD OF PROCEDURE (MOP) AND JOB HAZARD ANALYSIS (JHA)

Approved  Revise and Resubmit  Rejected

Title: \_\_\_\_\_ MOP Tracking #: \_\_\_\_\_

Date of Request: Click here to enter a date. Project Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Subcontractor: \_\_\_\_\_

Date of Work: \_\_\_\_\_ to Click here to enter a date.

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

EIR/SEIR MOP SCREENING (If any box is marked “Yes” then signatures below are required).

- 1. Is the scope of work within 20’-0” of a landscaped area?  No  Yes
- 2. Is the scope of work within 20’-0” of an existing building?  No  Yes
- 3. Is the scope of work off the property in the right of way?  No  Yes

This scope of work is not an EIR/SEIR MOP GSA \_\_\_\_\_ Date Construction Manager PD \_\_\_\_\_ Date

Critical Path Schedule Item No  Yes

Start Date per Schedule: Duration TBD.

Completion of prior MOP’s required before proceeding: No  Yes

If Yes, which MOP/MOP's \_\_\_\_\_ MOP scheduled completion:  
\_\_\_\_\_.

Facility Support Req: No  Yes

If Yes, staff size/expertise\_Duration.

Fall Protection Measures Req.: No Yes

If yes, type: OH ladder work, lift equipment, scaffolding, other

Dust Protection/Filter Protection: No  Yes  Security Req.: No  Yes

Flag person Req.: No  Yes

Utility Shut Down Req.: No  Yes

If Yes, Hospital/Facility Systems Affected\_Length of shut down.

Utility/Systems contingency/backup plan: If required attach written plan and sequence of operations.

Fire Watch Req.: No  Yes

Proper Advance Notice Provided. (**72 hours minimum req.**): No  Yes

If No Explain special circumstances

Logistics plan for protection barriers/security/safety measures/ access attached:

Access area blocked or inaccessible: duration: \_

Risk Level to Operating Facility: Low  Medium  High

Deliveries Req.: No  Yes

If yes, size of truck: Frequency of deliveries: -

Contract Work: No  Yes

C.O. Work: No  Yes  If Yes, C.O. #

Description of Work: Detail work durations for specific steps/scope of work.

**On-Site Contact**- Contractor should contact the project PM, and the PM should then contact the engineer if needed.

**Traffic Control**. – None

**Hazards:**

**Observation:**

**Area affected:**

<b>Inspections</b>		
Overtime inspection costs associated with the scope of work outlined above shall be borne by: County/GSA <input type="checkbox"/> Contractor <input type="checkbox"/> No <i>Overtime</i> Inspection Required <input type="checkbox"/>		
<b>Safety Measures</b>		
ICRA Permit Required: Yes <input type="checkbox"/> Not Required <input type="checkbox"/> If NO (IC initial and date) _____		
Hot Work Permit Required: Yes <input type="checkbox"/> Not Required <input type="checkbox"/>		
Special Safety Req. Yes <input type="checkbox"/> Not Required <input type="checkbox"/> If YES Explain: _____		
<b>Submitted By:</b>		
Contractor Manager/Superintendent:	Date:	Cell Phone #
<b>Submitted By:</b>		
Contractor Safety Manager:	Date:	Cell Phone #
<b>Recommended By:</b>		<b>Approved By:</b>
IOR:	Date:	Cell Phone #
N/A		
Construction Manager: N/A	Date:	Cell Phone #
<b>Approved By:</b>		
Facility Manager of Engineering:	Date:	Cell Phone #

CDPH BLUE SHEET NOTIFICATION Yes <input type="checkbox"/> Not Required <input type="checkbox"/>		Date Sent:
If Marked Yes, Please Sign Below:		
Facility:		
County of Alameda, GSA:	Date:	Cell Phone #

\*By signing above, signatory warrants and represents that he/she executed this MOP in his/her authorized capacity and that by his/her signature on this MOP, he/she, or the entity upon behalf of which he/she acted, executed this MOD

JOB HAZARD ANALYSIS #: \_\_\_\_\_

Description of Task(s):

Workers Involved in the Task(s):
Equipment required to perform the Task(s):
Verification that Workers involved have been trained in the required equipment:
Time Duration of the Task(s):
Required Personal Protective Equipment (please check):
<input type="checkbox"/> Head <input type="checkbox"/> Hearing <input type="checkbox"/> Breathing <input type="checkbox"/> Eye <input type="checkbox"/> Hand <input type="checkbox"/> Foot <input type="checkbox"/> Knee <input type="checkbox"/> Full Body



o Other: \_\_\_\_\_ o Other: \_\_\_\_\_ o Other: \_\_\_\_\_

Verification that workers have been trained in the proper use of required PPE:

Specific Hazard(s) Involved/Potential Hazard(s):

Verification that Worker(s) involved understand the potential hazards and their triggers:

Applicable Safe Work Practice:

Special Precautions:

END OF EXHIBIT A

**PROJECT MEETINGS**

**PART I – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions (00 72 13).
- B. Special Conditions (00 73 13).

**1.02 PRECONSTRUCTION CONFERENCE:**

- A. The contractor shall attend a conference at the Project Site prior to the start of construction for the purpose of determining Contractor's access to, and use of the site, verifying utilities, reviewing construction administrative procedures, and such other items as may be pertinent to the start of construction.
- B. The Preconstruction Conference shall address items including, but not limited to:
  - (1) Method of Procedures (MOP) – Exhibit A (7 pages).
  - (2) Job Hazard Analysis (JHA) – (included as part of Exhibit A above).
  - (3) Intentionally Omitted
  - (4) ELATION application verification and training.
    - i. Subcontractor responsibilities.
  - (5) Logistics Plan/Site Access Procedures.
  - (6) Site Logistics and Security Plan as required by the General Conditions.
  - (7) Stipulated Sum, Document 00 72 13, paragraph 10.1.9.
  - (8) Safety Plan.
  - (9) Web Based Project Management Database (i.e., Procore for project documentation - RFI and Submittals).

**1.03 PROGRESS MEETINGS:**

- A. Construction Manager shall schedule and hold regular weekly

progress meetings after a minimum of one week's prior written notice of the meeting date and time to all Invitees as indicated below.

- B. Location: Contractor's field office.
- C. The Contractor shall notify and invite the following entities (“Invitees”):
  - (1) County Representative(s).
  - (2) Contractor.
  - (3) Contractor's Project Manager.
  - (4) Contractor's Superintendent.
  - (5) Subcontractors/suppliers, as appropriate to the agenda of the meeting.
  - (6) Inspector of record, if any.
  - (7) Project Manager.
  - (8) Architect.
  - (9) Engineer(s), if any and as appropriate to the agenda of the meeting.
  - (10) Others, as appropriate to the agenda of the meeting.
- D. The County's, the Architect's, and/or an engineer's Consultants will attend at their discretion, in response to the agenda.
- E. The County representative, the Construction Manager, and/or another County Agent shall take and distribute meeting notes to attendees and other concerned parties. If exceptions are taken to anything in the meeting notes, those exceptions shall be stated in writing to the County within five (5) working days following County's distribution of the meeting notes.

**1.04 PRE-INSTALLATION/PERFORMANCE MEETING:**

- A. Contractor shall schedule a meeting prior to the start of each of the following portions of the Work: cutting and patching of plaster and roofing, and other weather-exposed and moisture-resistant products. Contractor shall invite all Invitees to this meeting, and others whose work may affect or be affected by the quality of the cutting and patching work.

- B. Contractor shall review in detail prior to this meeting, the manufacturer's requirements and specifications, applicable portions of the Contract Documents, Shop Drawings, and other submittals, and other related work. At this meeting, invitees shall review and resolve conflicts, incompatibilities, or inadequacies discovered or anticipated.
- C. Contractor shall review in detail Project conditions, schedule, requirements for performance, application, installation, and quality of completed Work, and protection of adjacent Work and property.
- D. Contractor shall review in detail means of protecting the completed Work during the remainder of the construction period.

**1.05 SPECIAL MEETINGS:**

Special meetings may be requested by the County. Contractor, subcontractors, material suppliers and any other members of the project team may be required to attend.

END OF DOCUMENT

**SUBMITTAL PROCEDURES**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions (00 72 13), including, without limitation, Contractor's Submittals and Schedules, Drawings and Specifications;
- B. Special Condition (00 73 13).

**1.02 SECTION INCLUDES:**

- A. Definitions:
  - (1) Shop Drawings and Product Data are as indicated in the General Conditions and include, but are not limited to, fabrication, erection, layout and setting drawings, formwork and falsework drawings, manufacturers' standard drawings, descriptive literature, catalogues, brochures, performance and test data, wiring and control diagrams. In addition, there are other drawings and descriptive data pertaining to materials, equipment, piping, duct and conduit systems, and methods of construction as may be required to show that the materials, equipment or systems and all positions conform to the requirement of the Contract Documents, including, without limitation, the Drawings.
  - (2) "Manufactured" applies to standard units usually mass-produced; "fabricated" means specifically assembled or made out of selected materials to meet design requirements. Shop Drawings shall establish the actual detail of manufactured or fabricated items, indicate proper relation to adjoining work and amplify design details of mechanical and electrical equipment in proper relation to physical spaces in the structure.
  - (3) Manufacturer's Instructions: Where any item of Work is required by the Contract Documents to be furnished, installed, or performed, at a minimum, in accordance with a specified product manufacturer's instruction, the Contractor shall procure and distribute copies of these to the County, the Architect, and all other concerned parties and shall furnish, install, or perform the work, at a minimum, in accordance with those instructions.
- B. Samples, Shop Drawings, Product Data, and other items as specified, in accordance with the following requirements:

- (1) Contractor shall submit all Shop Drawings, Product Data, and Samples to the County, the Architect, and the Construction Manager.
- (2) Contractor shall comply with all time frames herein and in the General Conditions and, in any case, shall submit required information in sufficient time to permit proper consideration and action before ordering any materials or items represented by such Shop Drawings, Product Data, and/or Samples.
- (3) Contractor shall comply with all time frames herein and in the General Conditions and, in any case, shall allow sufficient time so that no delay occurs due to required lead time in ordering or delivery of any item to the Site. Contractor shall be responsible for any delay in progress of Work due to its failure to observe these requirements.
- (4) Time for completion of Work shall not be extended on account of Contractor's failure to promptly submit Shop Drawings, Product Data, and/or Samples.
- (5) Reference numbers on Shop Drawings shall have Architectural and/or Engineering Contract Drawings reference numbers for details, sections, and "cuts" shown on Shop Drawings. These reference numbers shall be in addition to any numbering system that Contractor chooses to use or has adopted as standard.
- (6) When the magnitude or complexity of submittal material prevents a complete review within the stated time frame, Contractor shall make this submittal in increments to avoid extended delays.
- (7) Contractor shall certify on submittals for review that submittals conform to Contract requirements. In event of any variance, Contractor shall specifically state in transmittal and on Shop Drawings, portions vary and require approval of a substitute. Also certify that Contractor-furnished equipment can be installed in allocated space.
- (8) Unless specified otherwise, sampling, preparation of samples, and tests shall be in accordance with the latest standard of the American Society for Testing and Materials.
- (9) Upon demand by Architect or County, Contractor shall submit samples of materials and/or articles for tests or examinations and consideration before Contractor incorporates same in Work. Contractor shall be solely responsible for delays due to sample(s) not being submitted in time to allow

for tests. Acceptance or rejection will be expressed in writing. Work shall be equal to approved samples in every respect. Samples that are of value after testing will remain the property of Contractor.

C. Submittal Schedule:

- (1) Contractor shall prepare its proposed submittal schedule that is coordinated with its proposed construction schedule and submit both to the County within ten (10) days after the date of the Notice to Proceed. Contractor's proposed schedules shall become the Project Construction Schedule and the Project Submittal Schedule after each is approved by the County. Contractor's Submittal Schedule shall include the following information: Date of Order, Date of Shop Drawing Submission, Date of Product Technical Information Submittal, Duration of Material lead time, Duration of fabrication, if any, Date of delivery of materials and / or equipment to the Site for incorporation into the Work without adversely impacting the overall schedule.
- (2) Contractor is responsible for all lost time should the initial submittal be rejected, marked "revise and resubmit", or other response that requires submission by the Contractor.
- (3) All Submittals shall be forwarded to the County by the date indicated on the approved Submittal Schedule, unless an earlier date is necessary to maintain the Construction Schedule, in which case those Submittals shall be forwarded to the County so as not to delay the Construction Schedule.

**1.03 SHOP DRAWINGS:**

- A. Contractor shall submit an electronic copy in PDF form. The County will review and return the PDF file with comments to Contractor.
- B. Before commencing installation of any Work, the Contractor shall submit and receive approval of all drawings, descriptive data, and material list(s) as required to accomplish Work.
- C. Review of Shop Drawings is regarded as a service to assist Contractor and in all cases original Contract Documents shall take precedence as outlined under General Conditions.
- D. No claim for extra time or payment shall be based on work shown on Shop Drawings unless the claim is (1) noted on Contractor's transmittal letter accompanying Shop Drawings and (2) Contractor has complied with all applicable provisions of the General Conditions, including, without limitation, provisions regarding changes and payment, and all required written approvals.



- E. County shall not review Shop Drawings for quantities of materials or number of items supplied.
- F. County and/or Architect's review of Shop Drawings will be general. County and/or Architect review does not relieve Contractor of responsibility for accuracy, proper fitting, construction of Work, furnishing of materials, or Work required by Contract Documents and not indicated on Shop Drawings. Shop Drawings reviewed by County and/or Architect is not to be construed as approving departures from Contract Documents.
- G. Review of Shop Drawings and Schedules does not relieve Contractor from responsibility for any aspect of those Drawings or Schedules that is a violation of local, County, State, or Federal laws, rules, ordinances, or rules and regulations of commissions, boards, or other authorities or utilities having jurisdiction.
- H. Before submitting Shop Drawings for review, Contractor shall check Shop Drawings of its subcontractors for accuracy and confirm that all Work contiguous with and having bearing on other work shown on Shop Drawings is accurately drawn and in conformance with Contract Documents.
- I. Submitted drawings and details must bear stamp of approval of Contractor:
  - (1) Stamp and signature shall clearly certify that Contractor has checked Shop Drawings for compliance with Drawings.
  - (2) If Contractor submits a Shop Drawing without an executed stamp of approval, or whenever it is evident (despite stamp) that Drawings have not been checked, the County and/or Architect will not consider them and will return them to the Contractor for revision and resubmission. In that event, it will be deemed that Contractor has not complied with this provision and Contractor shall bear risk of all delays to same extent as if it had not submitted any Shop Drawings or details.
- J. Submission of Shop Drawings (in either original submission or when resubmitted with correction) constitutes evidence that Contractor has checked all information thereon and that it accepts and is willing to perform Work as shown.
- K. Contractor shall pay for cost of any changes in construction due to improper checking and coordination. Contractor shall be responsible for all additional costs, including coordination. Contractor shall be responsible for costs incurred by itself, the County, the Architect, the Construction Manager, any other Subcontractor, or contractor, etc., due to improperly checked and/or coordination of submittals.
- L. Shop Drawings must clearly delineate the following information:
  - (1) Project name and address.

- (2) Architect's name and project number.
  - (3) Shop Drawing title, number, date, and scale.
  - (4) Names of Contractor, Subcontractor(s), and fabricator.
  - (5) Working and erection dimensions.
  - (6) Arrangements and sectional views.
  - (7) Necessary details, including complete information for making connections with other Work.
  - (8) Kinds of materials and finishes.
  - (9) Descriptive names of materials and equipment, classified item numbers, and locations at which materials or equipment are to be installed in the Work. Contractor shall use same reference identification(s) as shown on Contract Drawings.
- M. Contractor shall prepare composite drawings and installation layouts when required to solve tight field conditions.
- (1) Shop Drawings shall consist of dimensioned plans and elevations and must give complete information, particularly as to size and location of sleeves, inserts, attachments, openings, conduits, ducts, boxes, structural interferences, etc.
  - (2) Contractor shall coordinate these composite Shop Drawings and installation layouts in the field between itself and its Subcontractor(s) for proper relationship to the Work, the work of other trades, and the field conditions. The Contractor shall check and approve the submittal(s) before submission for final review.

#### **1.04 PRODUCT DATA OR NON-REPRODUCIBLE SUBMITTALS:**

- A. Contractor shall submit manufacturer's printed literature in original form, electronic PDF file. Any fading type of reproduction will not be accepted. County shall return one (1) copy to the Contractor, who shall reproduce whatever additional copies it requires for distribution.
- B. Contractor shall submit a complete list (electronically via PDF format) of all major items of mechanical, plumbing, and electrical equipment and materials in

accordance with the approved Submittal Schedule, except as required earlier to comply with the approved Construction Schedule. Other items specified are to be submitted prior to commencing Work. Contractor shall submit items of like kind at one time in a neat and orderly manner. Partial lists will not be acceptable.

- C. Submittals shall include manufacturer's specifications, physical dimensions, and ratings of all equipment. Contractor shall furnish performance curves for all pumps and fans. Where printed literature describes items in addition to that item being submitted, submitted item shall be clearly marked on sheet and superfluous information shall be crossed out. If highlighting is used, Contractor shall mark all copies.
- D. Equipment submittals shall be complete and include space requirements, weight, electrical and mechanical requirements, performance data, and supplemental information that may be requested.

#### **1.05 SAMPLES:**

- A. Contractor shall submit for approval Samples as required and within the time frame in the Contract Documents. Materials such as concrete, mortar, etc., which require on-site testing will be obtained from Project Site.
- B. Contractor shall submit six (6) samples except where greater or lesser number is specifically required by Contract Documents including, without limitation, the Specifications.
  - (1) Samples must be of sufficient size and quality to clearly illustrate functional characteristics, with integrally related parts and attachment devices.
  - (2) Samples must show full range of texture, color, and pattern.
- C. Contractor shall make all Submittals, unless it has authorized Subcontractor(s) to submit, and Contractor has notified the County in writing to this effect.
- D. Samples to be shipped prepaid or hand-delivered to the County.
- E. Contractor shall mark samples to show name of Project, name of Contractor submitting, Contract number and segment of Work where representative Sample will be used, all applicable Specifications Sections and documents, Contract Drawing Number and detail, and ASTM or FS reference, if applicable.
- F. Contractor shall not deliver any material to Site prior to receipt of County's and/or Architect's completed written review and approval. Contractor shall furnish materials equal in every respect to approved Samples and execute Work in conformance therewith.

- G. County and/or Architect's review, acceptance, and/or approval of Sample(s) will not preclude rejections of any material upon discovery of defects in same prior to final acceptance of completed Work.
- H. After a material has been approved, no change in brand or make will be permitted.
- I. Contractor shall prepare its Submittal Schedule and submit Samples of materials requiring laboratory tests to specified laboratory for testing not less than ninety (90) days before such materials are required to be used in Work.
- J. Samples which are rejected must be resubmitted promptly after notification of rejection and be marked "Resubmitted Sample" in addition to other information required.
- K. Field Samples and Mock-Ups are to be removed by Contractor at County's direction:
  - (1) Size: As Specified.
  - (2) Furnish catalog numbers and similar data, as requested.

**1.06 REVIEW AND RESUBMISSION REQUIREMENTS:**

- A. The County will arrange for review of Sample(s), Shop Drawing(s), Product Data, and other submittal(s) by appropriate reviewer and return to Contractor as provided below within twenty-one (21) day after receipt or within twenty-one (21) days after receipt of all related information necessary for such review, whichever is later.
- B. One (1) copy of product or materials data will be returned to Contractor with the review status.
- C. Samples to be incorporated into the Work will be returned to Contractor, together with a written notice designating the Sample with the appropriate review status and indicating errors discovered on review, if any. Other Samples will not be returned, but the same notice will be given with respect thereto, and that notice shall be considered a return of the Sample.
- D. Contractor shall revise and resubmit any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) as required by the reviewer. Such resubmittals will be reviewed and returned in the same manner as original Sample(s), Shop Drawing(s), Product Data, and other submittal(s), within fourteen (14) days after receipt thereof or within fourteen (14) days after receipt of all related information necessary for such review.
- E. Contractor may proceed with any of the Work covered by Sample(s), Shop

Drawing(s), Product Data, and other submittal(s) upon its return if designated as no exception taken, or revise as noted, provided the Contractor proceeds in accordance with the County's and/or the Architect's notes and comments.

- F. Contractor shall not begin any of the work covered by a Sample(s), Shop Drawing(s), Product Data, and other submittal(s), designated as revise and resubmit or rejected, until a revision or correction thereof has been reviewed and returned to Contractor.
- G. Sample(s), Shop Drawing(s), Product Data, and other submittal(s) designated as revise and resubmit or rejected and requiring resubmittal, shall be revised, or corrected and resubmitted to the County no later than fourteen (14) days or a shorter period as required to comply with the approved Construction Schedule, after its return to Contractor.
- H. Neither the review nor the lack of review of any Sample(s), Shop Drawing(s), Product Data, and other submittal(s) shall waive any of the requirements of the Contract Documents or relieve Contractor of any obligation thereunder.
- I. County and/or Architect's review of Shop Drawings does not relieve the Contractor of responsibility for any errors that may exist. Contractor is responsible for the dimensions and design of adequate connections and details and for satisfactory construction of all the Work.

END OF DOCUMENT

**REGULATORY REQUIREMENTS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, (00 72 13) including, without limitation, Obtaining of Permits and Licenses and work to comply with all applicable regulations;
- B. Special Conditions (00 73 13);
- C. Quality Control (01 45 00).

**1.02 DESCRIPTION:**

- A. This section covers the general requirements for regulatory requirements pertaining to the Work and is supplementary to all other regulatory requirements mentioned or referenced elsewhere in the Contract Documents.

**1.03 REQUIREMENTS OF REGULATORY AGENCIES:**

- A. All statutes, ordinances, laws, rules, codes, regulations, standards, and the lawful orders of all public authorities having jurisdiction of the Work, are hereby incorporated into these Contract Documents as if repeated in full herein and are intended to be included in any reference to Code or Building Code, unless otherwise specified, including, without limitation, the references in the list below. Contractor shall make available at the Site copies of all the listed documents applicable to the Work as the County and/or Architect may request, including, without limitation, applicable portions of the California Code of Regulations ("CCR").
- B. Items of deferred approval shall be clearly marked on the first sheet of the Architect's and/or Engineer's approved Drawings.
  - (1) Building Standards Administrative Code, Part 1, Title 24, CCR.
  - (2) California Building Code (CBC), Part 2, Title 24, CCR; (Uniform Building code volumes 1-3 and California Amendments).
  - (3) California Electrical Code (CEC), Part 3, Title 24, CCR; (National Electrical Code and California Amendments).

- (4) California Mechanical Code (CMC), Part 4, Title 24, CCR; (Uniform Mechanical Code and California Amendments).
- (5) California Plumbing Code (CPC), Part 5, Title 24, CCR; (Uniform Plumbing Code and California Amendments).
- (6) California Fire Code (CFC), Part 9, Title 24, CCR; (Fire Plumbing Code and California Amendments).
- (7) California Referenced Standards Code, Part 12, Title 24, CCR
- (8) Title 19, CCR, Public Safety, State Fire Marshal Regulations.
- (9) Partial List of Applicable NFPA Standards:
  - (a) NFPA 13 - Automatic Sprinkler System.
  - (b) NFPA 14 - Standpipes Systems.
  - (c) NFPA 17A - Wet Chemical System
  - (d) NFPA 24 - Private Fire Mains.
  - (e) (California Amended) NFPA 72 - National Fire Alarm Codes.
  - (f) NFPA 253 - Critical Radiant Flux of Floor Covering System.
  - (g) FPA 2001 - Clean Agent Fire Extinguishing Systems.

END OF DOCUMENT

**ABBREVIATIONS AND ACRONYMS**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions including without limitation, Definitions.
- B. Special Conditions.

**1.02 DOCUMENT INCLUDES:**

- A. Abbreviations used throughout the Contract Documents.
- B. Reference to a technical society, organization, or body is by abbreviation, as follows:

1.	AA	Aluminum Association
2.	AABC	Associated Air Balance Council
3.	AASHTO	American Association of State Highway and Transportation Officials
4.	AATCC	American Association of Textile Chemists and Colorists
5.	ACA	American Coatings Association
6.	ACI	American Concrete Institute
7.	ACPA	American Concrete Pipe Association
8.	ADC	Air Duct Council
9.	AFPA	American Forest and Paper Association
10.	AGA	American Gas Association
11.	AGC	Associated General Contractors of America
12.	AHA	American Hardboard Association
13.	AHRI	Air Conditioning and Refrigeration Institute
14.	AI	Asphalt Institute
15.	AIA	American Institute of Architects
16.	AISC	American Institute of Steel Construction
17.	AITC	American Institute of Timber Construction
18.	AISI	American Iron and Steel Institute
19.	ALI	Associated Laboratories, Inc.
20.	ALSC	American Lumber Standards Committee
21.	AMCA	Air Movement and Control Association



22.	AMPP	Association for Materials Protection and Performance
23.	ANSI	American National Standards Institute
24.	APA	American Plywood Association
25.	APA	Architectural Precast Association
26.	ARMA	Asphalt Roofing Manufacturers Association
27.	ASA	Acoustical Society of America
28.	ASCE	American Society of Civil Engineers
29.	ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers
30.	ASLA	American Society of Landscape Architects
31.	ASME	American Society of Mechanical Engineers
32.	ASPE	American Society of Plumbing Engineers
33.	ASQC	American Society of Quality Control
34.	ASSE	American Society of Sanitary Engineering
35.	ASTM	American Society of Testing and Materials
36.	AWCI	Association of the Wall and Ceiling
37.	AWI	Architectural Woodwork Institute
38.	AWPA	American Wood Protection Association
39.	AWS	American Welding Society
40.	AWWA	American Water Works Association
41.	BEMA	Ballastwater Equipment Manufacturers Association
42.	BHMA	Builders' Hardware Manufacturers Association
43.	BIA	Brick Industry Association
44.	CAA	California Arborists Association
45.	CAGI	California Air and Gas Institute
46.	CALTRANS	California Department of Transportation
47.	CCR	California Code of Regulations
48.	CGA	Compressed Gas Association
49.	CISCA	Ceilings & Interior Systems Construction Association
50.	CISPI	Cast Iron Soil Pipe Institute
51.	CLFMI	Chain Link Fence Manufacturers Institute
52.	CMACN	Concrete Masonry Association of California and Nevada
53.	CPSC	Consumer Product Safety Commission
54.	CRA	California Redwood Association
55.	CRI	Carpet and Rug Institute
56.	CRSI	Concrete Reinforcing Steel Institute
57.	CS	Commercial Standards
58.	CSI	Construction Specifications Institute
59.	CTI	Cooling Tower Institute
60.	CTIOA	Ceramic Tile Institute of America
61.	CPA	Composite Panel Association
62.	DHA	Decorative Hardwoods Association

63.	DHI	Door and Hardware Institute
64.	DIPRA	Ductile Iron Pipe Research Association
65.	DOC	Department of Commerce
66.	DOT	Department of Transportation
67.	EJMA	Expansion Joint Manufacturers Association
68.	EPA	Environmental Protection Agency
69.	FCICA	Floor Covering Installation Contractors
70.	FGIA	Fenestration and Glazing Industry Alliance
71.	FGMA	Flat Glass Manufacturer's Association
72.	FM	Factory Mutual Global
73.	FS	Federal Specifications Unit
74.	GA	Gypsum Association
75.	HMA	Hardwood Manufacturers Association
76.	ICC	International Code Council
77.	IAPMO	International Association of Plumbing and Mechanical Officials
78.	IEEE	Institute of Electrical and Electronic Engineers
79.	IES	Illuminating Engineering Society
80.	ITS	Intertek Testing Services
81.	MCAA	Mechanical Contractors Association of America
82.	MS	Military Specifications
83.	MSS	Manufacturers Standardization Society for the Valve and Fittings Industry
84.	NAAMM	National Association of Architectural Metal Manufacturers
85.	NAIMA	North American Insulation Manufacturers Association
86.	NALP	National Association of Landscape Professionals
87.	NAPA	National Asphalt Pavement Association
88.	NCMA	National Concrete Masonry Association
89.	NCSEA	National Council of Structural Engineers Association
90.	NCSPA	National Corrugated Steel Pipe Association
91.	NEBB	National Environmental Balancing Bureau
92.	NEC	National Electrical Code
93.	NECA	National Electrical Contractors Association
94.	NEII	National Elevator Industry
95.	NEMA	National Electrical Manufacturers' Association
96.	NFPA	National Fire Protection Association
97.	NGA	National Glass Association
98.	NHLA	National Hardwood Lumber Association
99.	NIA	National Insulation Association
100.	NIST	National Institute of Standards and Technology
101.	NRCA	National Roofing Contractors Association

102.	NRCMA	National Ready Mixed Concrete Association
103.	NSF	National Sanitation Foundation
104.	NSI	Natural Stone Institute
105.	NTMA	National Terrazzo and Mosaic Association
106.	OSHA	Occupational Safety and Health Administration
107.	OSH Act	Occupational Safety and Health Act
108.	PCA	Painting and Decorating Contractors of America
109.	PCA	Portland Cement Association
110.	PDI	Plumbing and Drainage Institute
111.	PEI	Porcelain Enamel Institute
112.	PG&E	Pacific Gas and Electric Company
113.	PLASTICS	Plastics Industry Association
114.	PLIB	Pacific Lumber Inspection Bureau
115.	PPI	Plastic Pipe Institute
116.	PS	Product Standards
117.	RFCI	Resilient Floor Covering Institute
118.	RIS	Redwood Inspection Service
119.	SDI	Steel Deck Institute
120.	SDI	Steel Door Institute
121.	SJI	Steel Joist Institute
122.	SMA	Stucco Manufacturers Association
123.	SMACNA	Sheet Metal and Airconditioning Contractors
124.	TCA	Tile Council of America
125.	TPI	Truss Plate Institute
126.	TPI	Turfgrass Producers International
127.	UBC	Uniform Building Code
128.	UL	Underwriters Laboratories, Inc.
129.	UMC	Uniform Mechanical Code
130.	UNI	Uni-Bell PVC Pipe Association
131.	USDA	United States Department of Agriculture
132.	USG	United States Gypsum Corporation
133.	WA	Wallcoverings Association
134.	WCB	Wall and Ceiling Bureau
135.	WCLBMA	West Coast Lumber & Building Material Association
136.	WCMA	Window Covering Manufacturers Association
137.	WDMA	Window and Door Manufacturers Association
138.	WIC	Woodwork Institute of California
139.	WMMPA	Wood Moulding & Millwork Producers Association
140.	WRI	Wire Reinforcement Institute
141.	WWPA	Western Wood Products Association

END OF DOCUMENT

**DEFINITIONS AND REFERENCE STANDARDS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISION**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions including without limitation, Definitions;
- B. Special Conditions.

**1.02 QUALITY ASSURANCE:**

- A. For products or workmanship specified by association, trade, or Federal Standards, Contractor shall comply with requirements of the standard, except when more rigid requirements are specified in the Contract Documents or are required by applicable codes.
- B. Contractor shall conform to current reference standard publication date in effect on the date of bid opening.
- C. Contractor shall obtain copies of standards unless specifically required not to by the Contract Documents.
- D. Contractor shall maintain a copy of all standards at jobsite during submittals, planning, and progress of the specific Work, until final completion, unless specifically required not to by the Contract Documents.
- E. Should specified reference standards conflict with Contract Documents, Contractor shall request clarification from the County and/or the Architect before proceeding.
- F. The contractual relationship of the parties to the Contract shall not be altered from the contractual relationship as indicated in the Contract Documents by mention or inference otherwise in any referenced document.
- G. Governing Codes shall be as shown in the Contract Documents including, without limitation, the Specifications.

**1.03 SCHEDULE OF REFERENCES:**

**The following information is intended only for the general assistance of the**

**Contractor, and the County does not represent that the information is current. It is the Contractor's responsibility to verify the correct information for each of the entities listed.**

AA	Aluminum Association 1400 Crystal Drive Suite 430 Arlington, VA 22202 <a href="http://www.aluminum.org">www.aluminum.org</a>	703/358-2960
AABC	Associated Air Balance Council 1015 18 <sup>th</sup> St. NW, Suite 603 Washington, DC 20036 <a href="https://www.aabc.com/">https://www.aabc.com/</a>	202/737-0202
AAMA (FGIA)	American Architectural Manufacturers Association 1900 E. Golf Road, Suite 1250 Schaumburg, IL 60173-4268 <a href="https://fgiaonline.org/">https://fgiaonline.org/</a>	847/303-5664
AASHTO	American Association of State Highway and Transportation Officials 555 12 <sup>th</sup> Street NW, Suite 1000 Washington, DC 20004 <a href="https://www.transportation.org/">https://www.transportation.org/</a>	202/624-5800
AATCC	American Association of Textile Chemists and Colorists P.O. Box 12215 One Davis Drive Research Triangle Park, NC 27709-2215 <a href="http://www.aatcc.org">www.aatcc.org</a>	919/549-8141
ACA	American Coatings Association 901 New York Avenue, NW Washington, DC 20001 <a href="https://www.paint.org/">https://www.paint.org/</a>	202/462-6272
ACI	American Concrete Institute 38800 Country Club Drive Farmington Hills, MI 48333-9094 <a href="http://www.aci-int.org">www.aci-int.org</a>	248/848-3800
ACPA	American Concrete Pipe Association	972/506-7216

5605 N. MacArthur Blvd, Suite 340  
Irving, TX 75038  
[www.concrete-pipe.org](http://www.concrete-pipe.org)

ADC	Air Diffusion Council 1901 N. Roselle Road, Suite 800 Schaumburg, IL 60195 <a href="http://www.flexibleduct.org">www.flexibleduct.org</a>	847/706-6750
AFPA	American Forest and Paper Association 1101 K Street, NW, Suite 700 Washington, DC 20005 <a href="https://www.afandpa.org/">https://www.afandpa.org/</a>	202/463-2700
AGA	American Gas Association 400 North Capitol Street, NW, Suite 450 Washington, DC 20001 <a href="http://www.aga.com">www.aga.com</a>	202/824-7000
AHA	American Hardboard Association 1210 W. Northwest Hwy Palatine, IL 60067-1897 <a href="http://domensino.com/AHA/">http://domensino.com/AHA/</a>	847/934-8800
AHRI	Air Conditioning and Refrigeration Institute 2311 Wilson Blvd, Suite 400 Arlington, VA 22201 <a href="https://www.ahrinet.org/">https://www.ahrinet.org/</a>	703/524-8800
AI	Asphalt Institute 2696 Research Park Drive Lexington, KY 40511-8480 <a href="http://www.asphaltinstitute.org">www.asphaltinstitute.org</a>	859/ 288-4960
AIA	The American Institute of Architects 1735 New York Avenue, NW Washington, DC 20006-5292 <a href="http://www.aia.org">www.aia.org</a>	800/242-3837
AISC	American Institute of Steel Construction 130 East Randolph Street, Suite 2000 Chicago, IL 60601-2001 <a href="https://www.aisc.org/">https://www.aisc.org/</a>	312/670-2400
AITC	American Institute of Timber Construction 7012 S. Revere Pkwy., Suite 140	253/835-3344

	Englewood, CO 80112 <a href="http://www.aitc-glulam.org">www.aitc-glulam.org</a>	
ALI	Associated Laboratories, Inc. P.O. Box 152837 Dallas, TX 75315 <a href="https://assoc-labs.com/">https://assoc-labs.com/</a>	214/565-0593
ALSC	American Lumber Standards Committee 7470 New Technology Way, Suite F Frederick, MD 21703 <a href="https://www.alsc.org/">https://www.alsc.org/</a>	301/972-1700
AMCA	Air Movement and Control Association International, Inc. 30 W. University Drive Arlington Heights, IL 60004-1893 <a href="http://www.amca.org">www.amca.org</a>	847/394-0150
AMPP	Association for Materials Protection and Performance 15835 Park Ten Place Houston, TX 77084 <a href="https://www.ampp.org/home">https://www.ampp.org/home</a>	800/797-6223
ANSI	American National Standards Institute 25 West 43rd Street, 4th Floor New York, NY 10036-8002 <a href="http://www.ansi.org">www.ansi.org</a>	212/642-4900
APA	APA-The Engineered Wood Association 7011 S, 19 <sup>th</sup> Street Tacoma, WA 98466-5333 <a href="http://www.apawood.org">www.apawood.org</a>	253/565-6600
APA	Architectural Precast Association 325 John Knox Road, Suite L103 Tallahassee, FL 32303 <a href="https://www.archprecast.org/">https://www.archprecast.org/</a>	850/205-5637
ARMA	Asphalt Roofing Manufacturers Association 2331 Rock Spring Road Forest Hill, MD 21050 <a href="https://www.asphaltroofing.org/">https://www.asphaltroofing.org/</a>	443/640-1075
ASA	Acoustical Society of America	516/576-2360

1305 Walt Whitman Road, Suite 110  
Melville, NY 11747-4300  
<https://acousticalsociety.org/>

ASCE	American Society of Civil Engineers- World Headquarters 1801 Alexander Bell Drive Reston, VA 20190-4400 <a href="http://www.asce.org">www.asce.org</a>	800/548-2723 703/295-6000
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers 180 Technology Parkway, NW Peachtree Corners, GA 30092 <a href="http://www.ashrae.org">www.ashrae.org</a>	800/527-4723
ASLA	American Society of Landscape Architects 636 Eye Street, NW Washington, DC 20001-3736 <a href="http://www.asla.org">www.asla.org</a>	202/898-2444
ASME	American Society of Mechanical Engineers Two Park Avenue New York, NY 10016-5990 <a href="http://www.asme.org">www.asme.org</a>	800/843-2763
ASPE	American Society of Plumbing Engineers 6400 Shafer Court, Suite 350 Rosemont, IL 60018-4914 <a href="https://www.aspe.org/">https://www.aspe.org/</a>	847/296-0002
ASQC	American Society for Quality Control 600 North Plankinton Avenue Milwaukee, WI 53203 <a href="http://www.asq.org">www.asq.org</a>	800/248-1946 414/272-8575
ASSE	American Society of Sanitary Engineering 18927 Hickory Creek Drive, Suite 220 Mokena, IL 60448 <a href="http://www.asse-plumbing.org">www.asse-plumbing.org</a>	708/995-3019
ASTM	American Society for Testing and Materials 100 Barr Harbor Drive West Conshohocken, PA 19428-2959 <a href="http://www.astm.org">www.astm.org</a>	610/832-9500



AWCI	Association of the Wall and Ceiling Industries—The Byron Building 513 W Broad Street, Suite 210 Falls Church, VA 22046 <a href="http://www.awci.org">www.awci.org</a>	703/538-1600
AWPA	American Wood Protection Association P.O Box 361784 Birmingham, AL 35236-1794 <a href="https://awpa.com/">https://awpa.com/</a>	205/733-4077
AWS	American Welding Society 8669 NW 36 <sup>th</sup> Street, Suite 130 Miami, FL 33166-6672 <a href="https://www.aws.org/home">https://www.aws.org/home</a>	800/443-9353
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235 <a href="http://www.awwa.org">www.awwa.org</a>	800/926-7337 303/794-7711
BEMA	Ballastwater Equipment Manufacturers' Association 103 Oronoco Street, Suite 200 Alexandria, VA 22314 <a href="https://bwema.org/">https://bwema.org/</a>	
BHMA	Builders' Hardware Manufacturers Association 355 Lexington Avenue, 15th Floor New York, NY 10017-6603 <a href="https://buildershardware.com/">https://buildershardware.com/</a>	212/297-2122
CAA	California Arborists Association 2057 Lone Oak Avenue Napa, CA 94558 <a href="https://www.californialandcan.org/">https://www.californialandcan.org/</a>	707/224-8269
CAGI	Compressed Air and Gas Institute 1300 Summer Avenue Cleveland, OH 44115 <a href="https://www.cagi.org/">https://www.cagi.org/</a>	216/241-7333
CGA	Compressed Gas Association 8484 Westpark Drive, Suite 220 McLean, VA 22102 <a href="http://www.cganet.com">www.cganet.com</a>	703/788-2700

CISCA	Ceilings & Interior Systems Construction Association P.O Box 293 Elmhurst, IL 60126 <a href="http://www.cisca.org">www.cisca.org</a>	630/584-1919
CISPI	Cast Iron Soil Pipe Institute 2401 Fieldcrest Drive Mundelein, IL 60060 <a href="https://www.cispi.org/">https://www.cispi.org/</a>	224/ 864-2910
CPSC	Consumer Product Safety Commission 4330 East-West Hwy. Bethesda, MD 20814 <a href="https://www.cpsc.gov/">https://www.cpsc.gov/</a>	800/638-2772
CRA	California Redwood Association 818 Grayson Road, Suite 201 Pleasant Hill, CA 94523 <a href="http://www.calredwood.org/">http://www.calredwood.org/</a>	925/935-1499
CRI	Carpet and Rug Institute 100 S Hamilton Street Dalton, GA 30720 <a href="https://carpet-rug.org/">https://carpet-rug.org/</a>	706/278-3176
CRSI	Concrete Reinforcing Steel Institute 933 N. Plum Grove Road Schaumburg, IL 60173-4758 <a href="http://www.crsi.org">www.crsi.org</a>	847/517-1200
CTIOA	Ceramic Tile Institute of America P.O Box 882552 Los Angeles, CA 90009 <a href="https://ctioa.org/">https://ctioa.org/</a>	310/574-7800
CPA	Composite Panel Association 19465 Deerfield Avenue, Suite 306 Leesburg, VA 20176 <a href="https://www.compositepanel.org/">https://www.compositepanel.org/</a>	703/724-1128
DHA	Decorative Hardwoods Association 42777 Trade West Drive Sterling, VA 20166 <a href="https://www.decorativehardwoods.org/">https://www.decorativehardwoods.org/</a>	703/435-2900

DHI	Door and Hardware Institute 2001 K Street, NW, 3 <sup>rd</sup> Floor North Washington, DC 20006 <a href="http://www.dhi.org">www.dhi.org</a>	202/367-1134
DIPRA	Ductile Iron Pipe Research Association P.O Box 190306 Birmingham, AL 35219 <a href="https://dipra.org/">https://dipra.org/</a>	205/402-8700
DOC	Department of Commerce 1401 Constitution Ave, NW Washington, DC 20230 <a href="https://www.commerce.gov/">https://www.commerce.gov/</a>	202/482-2000
DOT	Department of Transportation <b>1200 New Jersey Ave, SE</b> <b>Washington, DC 20590</b> <a href="https://www.transportation.gov/">https://www.transportation.gov/</a>	202/366-4000
EJMA	Expansion Joint Manufacturers Association 25 N. Broadway Tarrytown, NY 10591-3201 <a href="https://www.ejma.org/">https://www.ejma.org/</a>	914/332-0040
EPA	Environmental Protection Agency- Region 9 75 Hawthorne Street San Francisco, CA 94105 <a href="https://www.epa.gov/">https://www.epa.gov/</a>	415/947-8000
FCICA	Floor Covering Installation Contractors Association 800 Roosevelt Rd., Bldg. C, Suite 31 Glen Ellyn, IL 60137 <a href="https://www.fcica.com/">https://www.fcica.com/</a>	630/672-3702
FM	Factory Mutual Global 270 Central Avenue Johnston, PI 02919-4949 <a href="https://www.fmglobal.com/">https://www.fmglobal.com/</a>	401/275-3000
FS	Federal Specifications Unit (Available from GSA) 470 East L'Enfant Plaza, SW, Suite 8100 Washington, DC 20407 <a href="https://www.gsa.gov/">https://www.gsa.gov/</a>	202/619-8925

HMA	Hardwood Manufacturers Association 400 Penn Center Blvd., Suite 530 Pittsburgh, PA 15235-5605 <a href="http://www.hardwood.org">www.hardwood.org</a>	412/828-0770
IEEE	Institute of Electrical and Electronic Engineers 3 Park Avenue, 17 <sup>th</sup> Floor New York, NY 10016-5997 <a href="http://www.ieee.org">www.ieee.org</a>	212/419-7900
IES	Illuminating Engineering Society 120 Wall Street, 17th Floor New York, NY 10005-4001 <a href="https://www.ies.org/">https://www.ies.org/</a>	212/248-5000
ITS	Intertek Testing Services 22155 68 <sup>th</sup> Avenue South Kent, WA 98032-1937 <a href="https://www.intertek.com/">https://www.intertek.com/</a>	800/967-5352
MCAA	Mechanical Contractors Association of America 1385 Piccard Drive Rockville, MD 20850-4329 <a href="https://www.mcaa.org/">https://www.mcaa.org/</a>	301/869-5800
MSS	Manufacturers Standardization Society for the Valve and Fittings Industry 127 Park Street, NE Vienna, VA 22180-4602 <a href="https://msshq.org/">https://msshq.org/</a>	703/281-6613
NAAMM	National Association of Architectural 800 Roosevelt Road, Building C, Suite 312 Glen Ellyn, IL 60137 <a href="https://www.naamm.org/">https://www.naamm.org/</a>	630/942-6591
NAIMA	North American Insulation Manufacturers Association 2013 Olde Regent Way, Suite 150, Box 120 Leland, NC 28451 <a href="https://insulationinstitute.org/about-naima/">https://insulationinstitute.org/about-naima/</a>	703/684-0084
NALP	National Association of Landscape Professionals 12500 Fair Lakes Circle, Suite 200 Fairfax, VA 22033	703/ 736-9666

	<a href="https://www.landscapeprofessionals.org/">https://www.landscapeprofessionals.org/</a>	
NAPA	National Asphalt Pavement Association 6406 Ivy Lane, Suite 530 Greenbelt, MD 20770-1441 <a href="https://www.asphaltpavement.org/">https://www.asphaltpavement.org/</a>	888/468-6499
NCSPA	National Corrugated Steel Pipe Association 1255 23rd Street, NW, Suite 850 Washington, DC 20037 <a href="http://www.ncspa.org">www.ncspa.org</a>	202/452-1700
NEBB	National Environmental Balancing Bureau 8575 Grovemont Circle Gaithersburg, MD 20877-4121 <a href="https://nebb.org/">https://nebb.org/</a>	301/977-3698
NECA	National Electrical Contractors Association 1200 Pennsylvania Avenue, NW, Suite 1200 Washington, DC 20004 <a href="https://www.necanet.org/">https://www.necanet.org/</a>	202/991-6300
NEII	National Elevator Industry 5537 SW Urish Road Topeka, KS 66610 <a href="https://nationalelevatorindustry.org/">https://nationalelevatorindustry.org/</a>	703/589-9985
NEMA	National Electrical Manufacturers' Association 1300 N. 17 <sup>th</sup> Street, Suite 900 Arlington, VA 22209 <a href="http://www.nema.org">www.nema.org</a>	703/841-3200
NFPA	National Fire Protection Association One Batterymarch Park P.O. Box 9101 Quincy, MA 02169-7141 <a href="http://www.nfpa.org">www.nfpa.org</a>	800/344-3555 617/770-3000
NGA	National Glass Association with GANA 344 Maple Avenue West Vienna, VA 22180 <a href="https://www.glass.org/">https://www.glass.org/</a>	703/442-4890
NHLA	National Hardwood Lumber Association P.O. Box 34518 Memphis, TN 38184-0518	901/377-1818

	<a href="https://nhla.com/">https://nhla.com/</a>	
NIA	National Insulation Association 516 Herndon Pkwy, Suite D Herndon, VA 20170 <a href="http://www.insulation.org">www.insulation.org</a>	703/464-6422
NRCA	National Roofing Contractors Association O'Hare International Center 10255 W. Higgins Road, Suite 600 Rosemont, IL 60018-5607 <a href="https://www.nrca.net/">https://www.nrca.net/</a>	847/299-9070
NRMCA	National Ready Mixed Concrete Association 66 Canal Center Plaza, Suite 250 Alexandria, VA 22314 <a href="http://www.nrmca.org">www.nrmca.org</a>	703/706-4800
NSF	NSF International 789 N. Dixboro Road Ann Arbor, MI 48105 <a href="http://www.nsf.org">www.nsf.org</a>	734/769-8010
SHA	Occupational Safety and Health Administration (U.S. Department of Labor) 200 Constitution Ave., NW Washington, DC 20210 <a href="https://www.osha.gov/">https://www.osha.gov/</a>	800/321-6742
PCA	Portland Cement Association 200 Massachusetts Ave, NW, Suite 200 Washington, DC 20001 <a href="https://www.cement.org/">https://www.cement.org/</a>	202/408-9494
PCA	Painting and Decorating Contractors of America 2316 Millpark Drive Maryland Heights, MO 63043 <a href="https://www.pcapainted.org/">https://www.pcapainted.org/</a>	800/332-7322
PDI	Plumbing and Drainage Institute 800 Turnpike Street, Suite 300 North Andover, MA <a href="http://www.pdionline.org/">http://www.pdionline.org/</a>	978/557-0720
PLASTICS	Plastics Industry Association	202/974-5200

	1425 K Street, NW, Suite 500 Washington, DC 20005 <a href="https://www.plasticsindustry.org/">https://www.plasticsindustry.org/</a>	
PLIB	Pacific Lumber Inspection Bureau 1010 South 336 <sup>th</sup> Street, Suite 210 Federal Way, WA 98003-7394 <a href="https://www.plib.org/">https://www.plib.org/</a>	253/835-3344
PPI	Plastic Pipe Institute 105 Decker Court, Suite 825 Irving, TX 75062 <a href="https://plasticpipe.org/PPI-Home/Default.aspx">https://plasticpipe.org/PPI-Home/Default.aspx</a>	469/499-1044 469/499-1063
RFCI	Resilient Floor Covering Institute 115 Broad Street, Suite 201 LaGrange, GA 30240 <a href="https://rfci.com/">https://rfci.com/</a>	
RIS	Redwood Inspection Service c/o California Redwood Association 818 Grayson Road, Suite 201 Pleasant Hill, CA 94523	925/ 935-1499
SDI	Steel Deck Institute P.O. Box 426 Glenshaw, PA 15116 <a href="http://www.sdi.org">www.sdi.org</a>	412/487-3325
SDI	Steel Door Institute 30200 Detroit Road Westlake, OH 44145-1967 <a href="https://steeldoor.org/">https://steeldoor.org/</a>	440/899-0100
SMA	Stucco Manufacturers Association 5733 E Santa Ana Canyon Road, Suite G-156 Anaheim, CA 92807 <a href="https://stuccomfgassoc.com/">https://stuccomfgassoc.com/</a>	714/473-9579
SMACNA	Sheet Metal and Airconditioning Contractors National Association, Inc. 4201 Lafayette Center Drive Chantilly, VA 20151-1209 <a href="http://www.smacna.org">www.smacna.org</a>	703/803-2980
TCA	Tile Council of America	864/646-8453

	100 Clemson Research Blvd. Anderson, SC 29625 <a href="https://www.tcnatile.com/">https://www.tcnatile.com/</a>	
TPI	Turfgrass Producers International 444 E Roosevelt Road, Suite 346 Lombard, IL 60148 <a href="https://www.turfgrasssod.org/">https://www.turfgrasssod.org/</a>	847/649-5555
UL	Underwriters Laboratories, Inc. 333 Pfingston Road Northbrook, IL 60062 <a href="http://www.ul.com">www.ul.com</a>	847/272-8800
UNI	Uni-Bell PVC Pipe Association 201 E. John Carpenter Freeway, Suite 750 Irving, TX 75062 <a href="https://www.uni-bell.org/">https://www.uni-bell.org/</a>	972/243-3902
USDA	U.S. Department of Agriculture 14th St. and Independence Ave., SW Washington, DC 20250 <a href="https://www.usda.gov/">https://www.usda.gov/</a>	202/720-8732
USG	USG Corporation 550 West Adams Street Chicago, IL 60661 <a href="https://www.usg.com/content/usgcom/en.html">https://www.usg.com/content/usgcom/en.html</a>	800/950-3839
WA	Wallcoverings Association 35 E Wacker Drive, Suite 850 Chicago, IL 60601 <a href="https://www.wallcoverings.org/">https://www.wallcoverings.org/</a>	312/224-2574
WCB	Wall and Ceiling Bureau 5690 Sonoma Drive Pleasanton, CA 94566 <a href="https://www.wallandceilingbureau.org/">https://www.wallandceilingbureau.org/</a>	925/600-0472
WCMA	Window Covering Manufacturers Association	212/297-2122



355 Lexington Ave., 15th Floor  
New York, NY 10017-6603  
<https://wcmamet.com/>

WDMA	Window & Door Manufacturers Association 2001 K Street, 3 <sup>rd</sup> Floor North Washington, DC 20006 <a href="https://www.wdma.com/">https://www.wdma.com/</a>	202/367/1157
WIC	Woodwork Institute of California 1455 Response Road, Suite 110 West Sacramento, CA 95815 <a href="https://woodworkinstitute.com/">https://woodworkinstitute.com/</a>	916/372-9943
WMMPA	Wood Moulding & Millwork Producers Association 1282 Stabler Lane, Suite 630, Office 146 Yuba City, Ca 95993-2625 <a href="http://www.wmmpa.com">www.wmmpa.com</a>	530-661-9591
WRI	Wire Reinforcement Institute 203 Loudoun Street, SW Leesburg, VA 20175-2718 <a href="https://www.wirereinforcementinstitute.org/">https://www.wirereinforcementinstitute.org/</a>	703/779-2339
WWPA	Western Wood Products Association 2 Centerpointe Drive, Suite 360 Lake Oswego, OR 97035 <a href="https://www.wwpa.org/">https://www.wwpa.org/</a>	503/224-3930

END OF DOCUMENT

**QUALITY ASSURANCE - MATERIALS AND EQUIPMENT**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, (00 72 13) including, without limitation, Purchase of Materials and Equipment;
- B. Special Conditions;(00 73 13).
- C. Imported Materials Certification. (00 45 46 .06).

**1.02 MATERIAL AND EQUIPMENT**

- A. Only items approved by the County and/or Architect shall be used.
- B. Contractor shall submit lists of products and other product information in accordance with the Contract Documents, including, without limitation, the provisions regarding the submittals.

**1.03 MATERIAL AND EQUIPMENT COLORS**

- A. The County and/or Architect will provide a schedule of colors.
- B. No individual color selections will be made until after approval of all pertinent materials and equipment and after receipt of appropriate samples in accordance with the Contract Documents, including, without limitation, the provisions regarding the submittals.
- C. Contractor shall request priority in writing for any item requiring advance ordering to maintain the approved Construction Schedule.

**1.04 DELIVERY, STORAGE, AND HANDLING**

- A. Contractor shall deliver manufactured materials in original packages, containers, or bundles (with seals unbroken), bearing name or identification mark of manufacturer.

- B. Contractor shall deliver fabrications in as large assemblies as practicable; where specified as shop-primed or shop-finished, package or crate as required to preserve such priming or finish intact and free from abrasion.
- C. Contractor shall store materials in such a manner as necessary to properly protect them from damage. Materials or equipment damaged by handling, weather, dirt, or from any other cause will not be accepted.
- D. Materials are not acceptable that have been warehoused for long periods of time, stored, or transported in improper environment, improperly packaged, inadequately labeled, poorly protected, excessively shipped, deviated from normal distribution pattern, or reassembled.
- E. Contractor shall store material so as to cause no obstructions of sidewalks, roadways, and underground services. Contractor shall protect material and equipment furnished under Contract.
- F. Contractor may store materials on Site with prior written approval by the County, all material shall remain under Contractor's control and Contractor shall remain liable for any damage to the materials. Should the Project Site not have storage area available, the Contractor shall provide for off-site storage at no cost to County.
- G. When any room in Project is used as a shop or storeroom, the Contractor shall be responsible for any repairs, patching, or cleaning necessary due to that use. Location of storage space shall be subject to prior written approval by County.

## **PART 2 - PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Manufacturers listed in various sections of Contract Documents are names of those manufacturers that are believed to be capable of supplying one or more of items specified therein.
- B. The listing of a manufacturer does not imply that every product of that manufacturer is acceptable as meeting the requirements of the Contract Documents.

### **2.02 FACILITIES AND EQUIPMENT**

- A. Contractor shall provide, install, maintain, and operate a complete and adequate facility for handling, the execution, disposal, and

distribution of material and equipment as required for proper and timely performance of Work connected with Contract.

### **2.03 MATERIAL REFERENCE STANDARDS**

- A. Where material is specified solely by reference to “standard specifications” and if requested by County, Contractor shall submit for review data on actual material proposed to be incorporated into Work of Contract listing name and address of vendor, manufacturer, or producer, and trade or brand names of those materials, and data substantiating compliance with standard specifications.

## **PART 3 - EXECUTION**

### **3.01 WORKMANSHIP**

- A. Where not more specifically described in any other Contract Documents, workmanship shall conform to methods and operations of best standards and accepted practices of trade or trades involved and shall include items of fabrication, construction, or installation regularly furnished or required for completion (including finish and for successful operation, as intended).
- B. Work shall be executed by tradespersons skilled in their respective lines of Work. When completed, parts shall have been durably and substantially built and present a neat appearance.

### **3.02 COORDINATION**

- A. Contractor shall coordinate installation of Work to not interfere with installation of others. Adjustment or rework because of Contractor’s failure to coordinate will be at no additional cost to County.
- B. Contractor shall examine in-place work for readiness, completeness, fitness to be concealed or to receive other work, and in compliance with Contract Documents. Concealing or covering Work constitutes acceptance of additional cost which will result should in-place Work be found unsuitable for receiving other Work or otherwise deviating from the requirements of the Contract Documents.

### **3.03 COMPLETENESS**

- A. Contractor shall provide all portions of the Work, unless clearly stated otherwise, installed complete and operational with all elements, accessories, anchorages, utility connections, etc., in manner to assure well-balanced performance, in accordance with

manufacturer's recommendations and by Contract Documents. For example, electric water coolers require water, electricity, and drain services; roof drains require drain system; sinks fit within countertop, etc. Terms such as "installed complete," "operable condition," "for use intended," "connected to all utilities," "terminate with proper cap," "adequately anchored," "patch and refinish," "to match similar," should be assumed to apply in all cases, except where completeness of functional or operable condition is specifically stated as not required.

### **3.04 APPROVED INSTALLER OR APPLICATOR**

- A. Installation by a manufacturer's approved installer or applicator is an understood part of Specifications and only approved installer or applicator is to provide on-site Work where specified manufacturer has on-going program of approving (i.e., certifying, bonding, re-warranting) installers or applicators. Newly established relationships between a manufacturer and an installer or applicator that does not have other approved applicator work in progress or completed is not approved for this Project.

### **3.05 MANUFACTURER'S RECOMMENDATIONS**

- A. All installations shall be in accordance with manufacturer's published recommendations and specific written directions of manufacturer's representative. Should Contract Documents differ from recommendations of manufacturer or directions of his representative, Contractor shall analyze differences, make recommendations to the County and the Architect in writing, and shall not proceed until interpretation or clarification has been issued by the County and/or the Architect.

END OF DOCUMENT

**QUALITY CONTROL**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, (00 72 13) including, without limitation, Inspections and Tests, Uncovering of Work and Non-conforming of Work and Correction of Work;
- B. Special Conditions (00 73 13).

**1.02 RELATED CODES:**

- A. The Work is governed by requirements of Title 24, California Code of Regulations ("CCR"), and the Contractor shall keep a copy of these available at the job Site for ready reference during construction.

**1.03 OBSERVATION AND SUPERVISION:**

The County and Architect or their appointed representatives will review the Work and the Contractor shall provide facilities and access to the Work at all times as required to facilitate this review. Administration by the Architect and any consulting Structural Engineer will be in accordance with applicable regulations.

**1.04 TESTING AGENCIES:**

- A. Testing agencies and tests shall be in conformance with the General Documents.
- B. Testing and inspection in connection with earthwork shall be under the direction of the County's consulting soils engineer, if any, referred to hereinafter as the "Soils Engineer."
- C. Testing and inspection of construction materials and workmanship shall be performed by a qualified laboratory, referred to hereinafter as the "Testing Laboratory." The Testing Laboratory shall be under direction of an engineer registered in the State of California, shall conform to requirements of ASTM E329, and shall be employed by or in contract with the County.

**1.05 TESTS AND INSPECTIONS:**

- A. The Contractor shall be responsible for notifying the Construction Manager of all required tests and inspections. Contractor shall notify the Construction Manager forty-eight (48) hours in advance of performing any Work requiring testing or inspection.
- B. The Contractor shall provide access to Work to be tested and furnish incidental labor, equipment, and facilities to facilitate all inspections and tests.
- C. The County will pay for first inspections and tests required by the “CCR”, and other inspections or tests that the County and/or the Architect may direct to have made, including the following principal items:
  - (1) Tests for concrete mix designs, including tests of trial batches.
  - (2) Tests and inspections for structural steel work.
  - (3) Field tests for framing lumber moisture content.
  - (4) Additional tests directed by the County that establish that materials and installation comply with the Contract Documents.
  - (5) Test and observation of welding and expansion anchors.
  - (6) Test and observation of anchors for ceiling grids, seismic bracing systems, and other equipment and systems that utilize anchored ceiling cables.
- D. The County may at its discretion, pay and back charge the Contractor for:
  - (1) Retests or reinspection, if required, and tests or inspections required due to Contractor error or lack of required identifications of material.
  - (2) Uncovering of work in accordance with Contract Documents.
  - (3) Testing done on weekends, holidays, and overtime will be chargeable to the Contractor for the overtime portion.
  - (4) Testing done off Site.
- E. Testing and inspection reports and certifications:
  - (1) If initially received by Contractor, Contractor shall provide to each of the following a copy of the agency or laboratory report of each test or inspection or certification.
    - a. The County;

- b. The Construction Manager, if any;
- c. The Architect;
- d. The Consulting Engineer, if any;
- e. Other Engineers on the Project, as appropriate; and
- f. The Contractor.

## **PART 2 - PRODUCTS**

### **2.01 TYPE OF TEST AND INSPECTIONS (As Applies to the Project):**

- A. Reinforcing, Steel; Scanning of existing concrete slab to identify existing prestressed cable

END OF DOCUMENT



**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions (00 72 13).
- B. Special Conditions (00 73 13).
- C. Site Standards.

**1.02 TEMPORARY UTILITIES:**

- A. Contractor shall prepare and submit a Site Usage Plan showing how the Contractor intends to use the site for staging, deliveries, material storage, vehicle routes, trash containment and removal, temporary electrical service, personnel pathways, toilets, and other temporary facilities. Should the Site Usage Plan change in different phases of the Work, Contractor shall modify the Site Usage Plan indicating the dates it is expected to be revised and defining the revised areas and usage requirements. The County will review the Contractor's Site Usage Plan each time it is submitted and shall determine if it is acceptable. Under no circumstances will the County warrant or guarantee that the site will accommodate all usages, functions, and spaces that the Contractor perceives are necessary for it to perform its work. The Contractor assumes full risk and liability for the proper and necessary functions of the site. Should the County approve or reject the Contractor's Site Usage Plan at no time will the County assume any liability that the Site Usage Plan will be sufficient to perform its work.
- B. Electric Power and Lighting
  - (1) The County will furnish and pay for power during the work to the extent power is available in the building(s) or on the Site. The Contractor shall be responsible for providing temporary facilities required to deliver that power service from its existing location in the building(s) or on the Site to point of intended use.
  - (2) Contractor shall verify characteristics of power available in building(s) or on the Site. Contractor shall take all actions required to make modifications where power of higher voltage or different phases of current

are required. Contractor shall be fully responsible for providing that service and shall pay all costs required therefor.

- (3) The Contractor shall furnish, wire for, install, and maintain temporary electrical lights wherever it is necessary to provide illumination for the proper performance and/or observation of the Work: a minimum of 20 foot-candles for rough work and 50 foot-candles for finish work.

C. Heat and Ventilation

- (1) Contractor shall provide temporary heat to maintain environmental conditions to facilitate progress of the Work, to meet specified minimum conditions for the installation and curing of materials, and to protect materials and finishes from damage due to improper temperature and humidity conditions. Portable heaters shall be standard units complete with controls.
- (2) Contractor shall provide forced ventilation and dehumidification, as required, of enclosed areas for proper installation and curing of materials, to disperse humidity, and to prevent hazardous accumulations of dust, fumes, vapors, and gases.
- (3) Contractor shall pay the costs of installation, maintenance, operation, and removal of temporary heat and ventilation, including costs for fuel consumed, required for the performance of the Work.

D. Water

- (1) The County will furnish and pay for water during the work to the extent water is then available in the building(s) or on the Site. The Contractor shall be responsible for providing temporary facilities required to deliver such utility service from its existing location in the building(s) or on the Site to point of intended use.
- (2) Contractor shall use backflow preventers on water lines at point of connection to County's water supply. Backflow preventers shall comply with requirements of Uniform Plumbing Code.
- (3) Contractor shall make potable water available for human consumption.

E. Sanitary Facilities

- (1) Contractor shall provide sanitary temporary facilities in no fewer numbers than required by law and such additional facilities as may be directed by the County for the use of all workers. The facilities shall be maintained in a sanitary condition at all times and shall be left at the Site until removal is

directed by the County or Contractor completes all other work at the Site.

- (2) Use of toilet facilities in the Work under construction shall not be permitted except by consent of the County.

F. Telephone Service

- (1) Contractor shall arrange with local telephone service company for telephone service for the performance of the Work. Contractor shall, at a minimum, provide in its field office one line for telephone and one line for fax machine.
- (2) Contractor shall pay the costs for telephone and fax lines installation, maintenance, service, and removal.

G. Fire Protection:

- (1) Contractor shall provide and maintain fire extinguishers and other equipment for fire protection. Such equipment shall be designated for use for fire protection only and shall comply with all requirements of the California Fire, State Fire Marshall and/or its designee.
- (2) Where on-site welding and burning of steel is unavoidable, Contractor shall provide protection for adjacent surfaces.

H. Trash Removal:

- (1) See Document 01 74 19 (Construction Waste Management)

**1.03** Section intentionally omitted.

**1.04 BARRIERS AND ENCLOSURES:**

- A. Contractor shall obtain the County's written permission for locations and types of temporary barriers and enclosures, including fire-rated materials proposed for use, prior to their installation.
- B. Contractor shall provide and maintain temporary enclosures to prevent public entry and to protect persons using other buildings and portions of the Site and/or Premises, the public, and workers. Contractor shall also protect the Work and existing facilities from the elements, and adjacent construction and improvements, persons, and trees and plants from damage and injury from demolition and construction operations.
- C. Contractor shall provide site access to existing facilities for persons using other buildings and portions of the Site, the public, and for deliveries and other services

and activities.

**1.05 SECURITY AND PARKING:**

- A. The Contractor shall be responsible for project security for materials, tools, equipment, supplies, and completed and partially completed Work.
- B. Contractor is responsible for any charges associated with parking of Contractor and Contractor employee's vehicles either at County facilities or off-site.

**1.06 TEMPORARY CONTROLS:**

- A. Noise Control
  - (1) Contractor acknowledges that adjacent facilities must remain in operation during all or a portion of the Work period, and it shall take all reasonable precautions to minimize noise as required by applicable laws and the Contract Documents.
  - (2) Notice of proposed noisy operations, including without limitation, operation of pneumatic demolition tools, concrete saws, and other equipment, shall be submitted to the County a minimum of forty-eight (48) hours in advance of their performance.
- B. Noise and Vibration
  - (1) Equipment and impact tools shall have intake and exhaust mufflers.
  - (2) Contractor shall cooperate with County to minimize and/or seize the use of noisy and vibratory equipment if that equipment becomes objectionable by its longevity.
- C. Dust and Dirt
  - (1) Contractor shall conduct demolition and construction operations to minimize the generation of dust and dirt and prevent dust and dirt from interfering with the progress of the Work and from accumulating in the Work and adjacent areas including, without limitation, occupied facilities.
  - (2) Contractor shall ensure that all hauling equipment and trucks carrying loads of debris shall have their loads sprayed with water or covered with tarpaulins, and as otherwise required by local and state ordinance.
  - (3) Contractor shall prevent dust and dirt from accumulating on walks, roadways, parking areas, and planting, and from washing into sewer and

storm drain lines.

D. Water

Contractor shall not permit surface and subsurface water, and other liquids, to accumulate in or about the vicinity of the Premises. Should accumulation develop, Contractor shall control the water or other liquid, and suitably dispose of it by means of temporary pumps, piping, drainage lines, troughs, ditches, dams, or other methods.

E. Pollution

- (1) No burning of refuse, debris, or other materials shall be permitted on or in the vicinity of the Premises.
- (2) Contractor shall comply with applicable regulatory requirements and anti-pollution ordinances during the conduct of the Work including, without limitation, demolition, construction, and disposal operations.

**1.07** Section intentionally omitted.

**1.08 PUBLICITY RELEASES:**

- A. Contractor shall not release any information, story, photograph, plan, or drawing relating information about the Project to anyone, including press and other public communications medium, including, without limitation, on website(s).

END OF DOCUMENT

**PRODUCT OPTIONS AND SUBSTITUTIONS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. Instructions to Bidders (00 21 13);
- B. General Conditions, including, without limitation, Substitutions For Specified Items (00 72 13);
- C. Special Conditions (00 73 13).

**1.02 SUBSTITUTIONS OF MATERIALS AND EQUIPMENT:**

- A. Catalog numbers and specific brands or trade names followed by the designation "or equal" are used in conjunction with material and equipment required by the Specifications to establish the standards of quality, utility, and appearance required. Substitutions which are equal in quality, utility, and appearance to those specified may be reviewed subject to the provisions of the General Conditions.
- B. Wherever more than one manufacturer's product is specified, the first-named product is the basis for the design used in the work and the use of alternative-named manufacturers' products or substitutes may require modifications in that design. If such alternatives are proposed by Contractor and are approved by the County and/or the Architect, Contractor shall assume all costs required to make necessary revisions and modifications of the design resulting from the substitutions requested by the Contractor.
- C. When materials and equipment are specified by first manufacturer's name and product number, second manufacturer's name and "or approved equal," supporting data for the second product, if proposed by Contractor, shall be submitted in accordance with the requirements for substitutions.
- D. If the County and/or Architect, in reviewing proposed substitute materials and equipment, require revisions or corrections to be made to previously accepted Shop Drawings and supplemental supporting data to be resubmitted, Contractor shall promptly do so. If any proposed substitution is judged by the County and/or Architect to be unacceptable, the specified material or equipment shall be provided.

- E. Samples may be required. Tests required by the County and/or Architect for the determination of quality and utility shall be made at the expense of Contractor, with acceptance of the test procedure first given by the County.
- F. In reviewing the supporting data submitted for substitutions, the County and/or Architect will use for purposes of comparison all the characteristics of the specified material or equipment as they appear in the manufacturer's published data even though all the characteristics may not have been particularly mentioned in the Contract Documents. If more than two (2) submissions of supporting data are required, the cost of reviewing the additional supporting data shall be borne by Contractor, and the County will deduct the costs from the Contract Price.

END OF DOCUMENT

**DELIVERY, STORAGE AND HANDLING**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Site Access, Conditions and Requirements;
- B. Special Conditions.

**1.02 PRODUCTS**

- A. Products are as defined in the General Conditions.
- B. Contractor shall not use and/or reuse materials and/or equipment removed from existing Premises, except as specifically permitted by the Contract Documents.
- C. Contractor shall provide interchangeable components of the same manufacturer, for similar components.

**1.03 TRANSPORTATION AND HANDLING**

- A. Contractor shall transport and handle Products in accordance with manufacturer's instructions.
- B. Contractor shall promptly inspect shipments to confirm that Products comply with requirements, quantities are correct, and products are undamaged.
- C. Contractor shall provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

**1.04 STORAGE AND PROTECTION**

- A. Contractor shall store and protect Products in accordance with manufacturer's instructions, with seals and labels intact and legible. Contractor shall store sensitive products in weather-tight, climate-controlled enclosures.
- B. For exterior storage of fabricated Products, Contractor shall place on sloped supports, above ground as approved by the County.



- C. Contractor shall provide off-site storage and protection when Site does not permit on-site storage or protection.
- D. Contractor shall cover products subject to deterioration with impervious sheet covering and provide ventilation to avoid condensation.
- E. Contractor shall store loose granular materials on solid flat surfaces in a well-drained area and prevent mixing with foreign matter.
- F. Contractor shall provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- G. Contractor shall arrange storage of Products to permit access for inspection and periodically inspect to assure Products are undamaged and are maintained under specified conditions.

END OF DOCUMENT

**FIELD ENGINEERING**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Site Investigation, and Soils Investigation Report;
- B. Special Conditions;
- C. Site-Visit Certification.

**1.02 REQUIREMENTS INCLUDED:**

- A. Contractor shall provide and pay for field engineering services by a California-registered engineer, required for the project, including, without limitations:
  - (1) Survey work required in execution of the Project.
  - (2) Civil or other professional engineering services specified or required to execute Contractor's construction methods.

**1.03 QUALIFICATIONS OF SURVEYOR OR ENGINEERS:**

- A. Contractor shall only use a qualified licensed engineer or registered land surveyor, to whom County makes no objection. Contractor shall engage a qualified surveyor or engineer to examine existing conditions in walls, slabs and other conditions affecting performance of the Work. Provide written report to the County prior to any penetration work. Contractor shall coordinate with County for all penetrations.

**1.04 SURVEY REFERENCE POINTS:**

- A. Existing basic horizontal and vertical control points for the Project are those designated on the Drawings.
- B. Contractor shall locate and protect control points prior to starting Site Work and preserve all permanent reference points during construction. In addition, Contractor shall:

- (1) Make no changes or relocation without prior written notice to County and Architect.
- (2) Report to County and Architect when any reference point is lost or destroyed or requires relocation because of necessary changes in grades or locations.
- (3) Require surveyor to replace Project control points based on original survey control that may be lost or destroyed.

**1.05 RECORDS:**

- A. Contractor shall maintain a complete, accurate log of all control and survey work as it progresses.

**1.06 SUBMITTALS:**

- A. Contractor shall submit name and address of Surveyor and Professional Engineer to County and Architect prior to its/their work on the Project.
- B. On request of County and Architect, Contractor shall submit documentation to verify accuracy of field engineering work, at no additional cost to the County.
- C. Contractor shall submit a certificate signed by registered engineer or surveyor certifying that elevations and locations of improvements are in conformance or nonconformance with Contract Documents.

**PART 2 – PRODUCTS**

Not Used.

**PART 3 - EXECUTION**

- 3.01 Contractor is responsible for meeting all applicable codes, OSHA, safety, and shoring requirements.
- 3.02 Contractor is responsible for any re-surveying required by correction of nonconforming work.

END OF DOCUMENT

**CUTTING AND PATCHING**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions;
- B. Special Conditions;
- C. Hazardous Materials Procedures and Requirements;
- D. Hazardous Materials Certification;
- E. Imported Materials Certification.

**1.02 CUTTING AND PATCHING:**

- A. Contractor shall be responsible for all cutting, fitting, and patching, including associated excavation and backfill, required to complete the Work or to:
  - (1) Make several parts fit together properly.
  - (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 specified for testing.
  - (6) Provide routine penetrations of non-structural surfaces for installation of piping and electrical conduit.
  - (7) Attach new materials to existing remodeling areas, including painting (or other finishes) to match existing conditions.
- B. In addition to Contract requirements, upon written instructions from the County, Contractor shall uncover Work to provide for observations of covered Work in

accordance with the Contract Documents; remove samples of installed materials for testing as directed by County; and remove Work to provide for alteration of existing Work.

- C. Contractor shall not cut or alter Work, or any part of it, in such a way that endangers or compromises the integrity of the Work, the Project, or work of others.

### **1.03 SUBMITTALS:**

- A. Prior to any cutting or alterations that may affect the structural safety of Project, or work of others, and well in advance of executing such cutting or alterations, Contractor shall submit written notice to County pursuant to the applicable notice provisions of the Contract Documents, requesting consent to proceed with the cutting or alteration, including the following:
  - (1) The Work of the County or other trades.
  - (2) Structural value or integrity of any element of Project.
  - (3) Integrity or effectiveness of weather-exposed or weather-resistant elements or systems.
  - (4) Efficiency, operational life, maintenance, or safety of operational elements.
  - (5) Visual qualities of sight-exposed elements.
- B. Contractor's Request shall also include:
  - (1) Identification of Project.
  - (2) Description of affected Work.
  - (3) Necessity for cutting, alteration, or excavations.
  - (4) Effects of Work on County, other trades, or structural or weatherproof integrity of Project.
  - (5) Description of proposed Work:
    - (a) Scope of cutting, patching, alteration, or excavation.
    - (b) Trades that will execute Work.
    - (c) Products proposed to be used.

- (d) Extent of refinishing to be done.
- (6) Alternates to cutting and patching.
- (7) Cost proposal, when applicable.
- (8) The scheduled date the Contractor intends to perform the Work and the duration of time to complete the Work.
- (9) Written permission of other trades whose Work will be affected.

#### **1.04 QUALITY ASSURANCE:**

- A. Contractor shall ensure that cutting, fitting, and patching shall achieve security, strength, weather protection, appearance for aesthetic match, efficiency, operational life, maintenance, safety of operational elements, and the continuity of existing fire ratings.
- B. Contractor shall ensure that cutting, fitting, and patching shall successfully duplicate undisturbed adjacent profiles, materials, textures, finishes, colors, and that materials shall match existing construction. Where there is dispute as to whether duplication is successful or has been achieved to a reasonable degree, the County's decision shall be final.

#### **1.05 PAYMENT FOR COSTS:**

- A. Cost caused by ill-timed or defective Work or Work not conforming to Contract Documents, including costs for additional services of the County, its consultants, including but not limited to the Construction Manager, the Architect, the Project Inspector(s), Engineers, and Agents, will be paid by Contractor and/or deducted from the Contract by the County.
- B. County shall only pay for cost of Work if it is part of the original Contract Price or if a change has been made to the contract in compliance with the provisions of the General Conditions. Cost of Work performed upon instructions from the County, other than defective or nonconforming Work, will be paid by County on approval of written Change Order. Contractor shall provide written cost proposals prior to proceeding with cutting and patching.

### **PART 2 - PRODUCTS**

#### **2.01 MATERIALS:**

- A. Contractor shall provide for replacement and restoration of Work removed. Contractor shall comply with the Contract Documents and with the Industry Standard(s), for the type of Work, and the Specification requirements for each

specific product involved. If not specified, Contractor shall first recommend a product of a manufacturer or appropriate trade association for approval by the County.

- B. Materials to be cut and patched include those damaged by the performance of the Work.

### **PART 3 – EXECUTION**

#### **3.01 INSPECTION:**

- A. Contractor shall inspect existing conditions of the Site and the Work, including elements subject to movement or damage during cutting and patching, excavating, and backfilling. After uncovering Work, Contractor shall inspect conditions affecting installation of new products.
- B. Contractor shall report unsatisfactory or questionable conditions in writing to County as indicated in the General Conditions and shall proceed with Work as indicated in the General Conditions by County.

#### **3.02 PREPARATION:**

- A. Contractor shall provide shoring, bracing and supports as required to maintain structural integrity for all portions of the Project, including all requirements of the Project.
- B. Contractor shall provide devices and methods to protect other portions of Project from damage.
- C. Contractor shall, provide all necessary protection from weather and extremes of temperature and humidity for the Project, including without limitation, any work that may be exposed by cutting and patching Work. Contractor shall keep excavations free from water.

#### **3.03 ERECTION, INSTALLATION AND APPLICATION:**

- A. With respect to performance, Contractor shall:
  - (1) Execute fitting and adjustment of products to provide finished installation to comply with and match specified tolerances and finishes.
  - (2) Execute cutting and demolition by methods that will prevent damage to other Work and provide proper surfaces to receive installation of repairs and new Work.
  - (3) Execute cutting, demolition excavating, and backfilling by methods that

will prevent damage to other Work and damage to settlement.

- B. Contractor shall employ original installer or fabricator to perform cutting and patching for:
  - (1) Weather-exposed surfaces and moisture-resistant elements such as roofing, sheet metal, sealants, waterproofing, and other trades.
  - (2) Sight-exposed finished surfaces.
- C. Contractor shall execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances, and finishes as shown or specified in the Contract Documents including, without limitation, the Drawings and Specifications.
- D. Contractor shall fit Work airtight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces. Contractor shall conform to all Code requirements for penetrations or the Drawings and Specifications, whichever calls for a higher quality or more thorough requirement. Contractor shall maintain integrity of both rated and non-rated fire walls, ceilings, floors, etc.
- E. Contractor shall restore Work which has been cut or removed. Contractor shall install new products to provide completed Work in accordance with requirements of the Contract Documents and as required to match surrounding areas and surfaces.
- F. Contractor shall refinish all continuous surfaces to nearest intersection as necessary to match the existing finish to any new finish.

END OF DOCUMENT



**CONSTRUCTION WASTE MANAGEMENT**

**PART 1 – GENERAL**

**1.01 SUMMARY**

- A. This section specifies the requirements for the diversion of demolition (non-hazardous) and construction debris from landfill and submittal of the Waste Management Plan.
- B. Performance Requirement: Divert a **minimum of 65% of construction and demolition (non-hazardous) debris from landfill.**

**1.02 DEFINITIONS**

- A. "Conversion Rate" means the rate set forth in the standardized Conversion Rate Table approved by the County of Alameda for use in estimating the weight of materials identified in the Waste Management Plan.
- B. "Divert" means to use material for any purpose other than disposal in a landfill or transfer facility.
- C. "Good faith" shall be as defined by law.
- D. "Hauler" means the entity who transports construction and demolition debris to either a landfill or a recycling service.
- E. "Material Stream" means the flow of materials coming from a job site into markets for building materials. A stream can be either: (1) a specific material category that is diverted in a specific way; or (2) a mixture of several material categories that are diverted in a specific way.
- F. "Recycling Service" means an off-site service that provides processing of material and diversion from landfill.
- G. "Re:Source" is an online guide for reuse, repair, and recycling. It is maintained by StopWaste.Org and can be accessed at [www.StopWaste.Org](http://www.StopWaste.Org) or [www.resource.stopwaste.org](http://www.resource.stopwaste.org).
- H. "Waste Management Plan" means a waste management plan required under this contract that is used to track and report the disposal of all construction debris generated on this project.
- I. "WasteTracking.com powered by Green Halo Systems" is the web-based system required for use in developing a waste management plan, uploading recycling data throughout the construction process, and submitting the final report demonstrating the project compliance online. More information about WasteTracking.com powered by Green Halo Systems is available by visiting them online at [www.greenhalosystems.com](http://www.greenhalosystems.com) or calling (888) 525-1301.

- J. “Universal Waste” are hazardous wastes that are widely produced by households and many different types of businesses. Universal wastes include televisions, computers, and other electronic devices as well as batteries, fluorescent lamps, mercury thermostats, and other mercury containing equipment, among others. Any unwanted item that falls within one of these waste streams can be handled, transported, and recycled following the requirements set forth in the universal waste regulations (UWR) (Cal. Code Regs, tit. 22, div. 4.5, ch. 23).

### 1.03 QUALITY ASSURANCE

- A. The Contractor shall obtain all special permits and licenses and meet all special requirements for performance and completion of the work of this section.
- B. Regulatory requirements
  - 1. Approval of the Waste Management Plan and Waste Management Table using the WasteTracking.com powered by Green Halo Systems by the County’s Representative is required before beginning construction or demolition.
- C. Recycling service company qualifications – Submit certification for recycling services listed in the approved Waste Management Plan that accepted waste will be diverted from landfill. Certification shall be demonstrated in one of the following ways:
  - 1. Recycling service is listed in the Green Halo System as an approved recycler for Alameda County projects; or
  - 2. Recycling service is listed within the RE:Source guide maintained by StopWaste.Org. and found at <https://resource.stopwaste.org/>; or
  - 3. If not listed as described in items 1 and 2 above, submit certification in writing from any recycling services that verifies accepted waste will be diverted from landfill.

### 1.04 SUBMITTALS

- A. Submit specified Waste Management Plan to indicate how waste will be diverted from landfills. Include procedures and schedule for debris disposal. Submittal shall be made using WasteTracking.com powered by Green Halo Systems using the following URL: [ACGSA.WasteTracking.com](https://www.acgsa.org/WasteTracking.com). Submittal is required **within 7 calendar days after receipt of Notice to Proceed**; and
- B. Submit written documentation from recycling services that are not listed in the WasteTracking.com powered by Green Halo Systems or the Stopwaste.Org RE:Source online guide identifying where the construction and demolition material is taken, what method or process is being used to recycle the material, and identifying applicable state and local permits held by the recycling service provider and recycling facility; and
- C. Submit completed Waste Management Plan to report on the means of disposal of waste generated from project at the following project milestones:
  - 1. **Fifty percent (50%) progress payment**; and
  - 2. **One hundred percent (100%) construction complete**. County approval of final

Waste Management Plan is required before full release of retention.

## 1.05 WASTE MANAGEMENT PLAN

- A. Plan Development: Using the website [ACGSA.WasteTracking.com](http://ACGSA.WasteTracking.com) develop a plan for diverting the specified percentage of construction debris from landfill. The plan shall include the following:
1. Submit **within 10-calendar days after the date of the Notice to Proceed.**
  2. Propose means and methods for collecting and separating each type of debris deemed reusable or recyclable.
  3. Identify the off-site recycling service and hauler of each designated debris item, who has agreed to accept and divert that item from landfill, in the proposed quantities anticipated. Schedule each item and list off-site recycling service and hauler company name, telephone number, address, and person contacted.
  4. Include a "good faith" estimate of each type of construction waste that would be generated if no diversion methods were implemented. Submit with calculations based upon weight or volume of each. The following items are subject to the "good faith" estimate and diversion requirement:
    - a. Concrete
    - b. Cardboard and other paper products
    - c. Ceiling Tiles (acoustic)
    - d. Drywall
    - e. Electrical Components (cables, etc.)
    - f. Film Plastic & Expanded Foam blocks
    - g. Mechanical Debris (ducts, controls, plumbing fixtures, etc.)
    - h. Scrap Metal
    - i. Unpainted Wood and Pallets
    - j. Other (painted wood & drywall, roofing, etc.)
    - k. Mixed C&D (defined as a mixture of three or more materials from construction or demolition sites that will be taken to a "qualified" facility for recycling.)
    - l. Trash/garbage
    - m. Universal Waste (may not be disposed of in landfill or comingled for recycling with other construction debris)
  5. Construction waste quantities entered in volume will be converted automatically using the defined Conversion Rate approved by Alameda County that is integrated into WasteTracking.com powered by Green Halo Systems.
- B. Plan Implementation
1. Contractor shall do all the following:
    - a. Retain a copy of, and upload into WasteTracking.com powered by Green Halo Systems, all weight tickets, copies of receipts and invoices and any other documentation related to the reuse, recycling, and disposal of generated waste/debris from demolition and construction activities; and
    - b. Maintain a log of each load of each category item diverted from landfill. Log

in separately debris sent to a Class III landfill and materials sent to recycling facilities.

- 1) Include in log: type of load, load weight, name of hauling service, name of recycling service or landfill, and date accepted by recycling service or by landfill.
  - 2) County reserves the right to audit the log at any time. Contractor shall retain and provide to the County all weight tickets, copies of receipts and invoices and any other documentation related to the disposal or recycling of generated waste/debris from demolition and construction activities.
- c. Units of measure: Use same units as stated in the approved plan "good faith" estimate of construction waste that would be generated if no remedial methods were implemented.
2. Material handling
- a. Separation facilities
    - 1) Designate a specific on-site area or areas to facilitate separation of materials for potential reuse, salvage, recycling, and return.
    - 2) Keep waste bins and pile areas neat and clean. Clearly mark bins for each category of waste. Do not co-mingle non-recyclable waste with materials designated for reuse or recycling.
  - b. Environmental controls during handling, storage, or transport: Do not permit designated materials to become contaminated or to contaminate site or surrounding areas.
3. Training and coordination
- a. Provide access and training as needed to subcontractors to the online construction and demolition debris waste management tool Green Halo Systems for the purposes of input of waste management information.
  - b. Furnish copies of the Waste Management Plan to all on-site supervisors, each subcontractor, and the County.
  - c. Instruction: Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all entities at the appropriate stages of the Project.
  - d. Meetings: Include construction waste management on the agenda of meetings. At a minimum, discuss waste management goals and issues at the following meetings:
    - 1) Pre-bid meetings.
    - 2) Pre-construction meeting.
    - 3) Regularly scheduled job-site meetings.

## 2.01 MATERIALS, EQUIPMENT AND FACILITIES

Furnish all materials, tools, equipment, devices, appurtenances, facilities, and services required for performing waste management of debris covered under this Section.

## PART 3 - EXECUTION

### 3.01 EXAMINATION AND PREPARATION

- A. Set up and maintain in good standing a project account with WasteTracking.com powered by Green Halo Systems using the website [ACGSA.WasteTracking.com](http://ACGSA.WasteTracking.com) to be used exclusively for this project to develop a waste management plan, upload all reuse, recycling and waste disposal data throughout the construction process, and submit the final online report demonstrating project compliance.
- B. Perform as required in the approved Waste Management Plan.

### 3.02 DISPOSAL OF DEBRIS

- A. Dispose of waste, trash, and debris in a safe, acceptable manner, in accordance with applicable laws and ordinances and as prescribed by authorities having jurisdiction. **Burying of trash and debris on the site is strictly prohibited.**
- B. Remove demolished materials from site as work progresses. Remove debris from the site so that its presence will not delay the progress of the work.
- C. Debris shall be the property of the Contractor and shall be removed and disposed of in a legal manner off the County's property in accordance with the approved Waste Management Plan described herein. Location of recycling facility or landfill site and length of haul shall be the Contractor's responsibility.

END OF DOCUMENT

**PROTECTING INSTALLED CONSTRUCTION**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions;
- B. Special Conditions.

**PART 2 - PRODUCTS**

**2.01 PRODUCTS FOR PATCHING AND EXTENDING WORK:**

- A. New Materials: As specified in the Contract Documents including, without limitation, in the Specifications, Contractor shall match existing products, conditions, and work for patching and extending work.
- B. Type and Quality of Existing Products: Contractor shall determine by inspection, by testing products where necessary, by referring to existing conditions and to the Work as a standard.

**PART 3 - EXECUTION**

**3.01 EXAMINATION:**

- A. Contractor shall verify that demolition is complete and that areas are ready for installation of new Work.
- B. By beginning restoration Work, Contractor acknowledges and accepts the existing conditions.

**3.02 PREPARATION:**

- A. Contractor shall cut, move, or remove items as necessary for access to alterations and renovation Work. Contractor shall replace and restore these at completion.
- B. Contractor shall remove unsuitable material not as salvage unless otherwise indicated in the Contract Documents. Unsuitable material may include, without

limitation, rotted wood, corroded metals, and deteriorated masonry and concrete. Contractor shall replace materials as specified for finished Work.

- C. Contractor shall remove debris and abandoned items from all areas of the Site and from concealed spaces.
- D. Contractor shall prepare surface and remove surface finishes to provide for proper installation of new Work and finishes.
- E. Contractor shall close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity. Contractor shall insulate ductwork and piping to prevent condensation in exposed areas. Contractor shall insulate building cavities for thermal and/or acoustical protection, as detailed.

### **3.03 INSTALLATION:**

- A. Contractor shall coordinate Work of all alternations and renovations to expedite completion and to accommodate County occupancy.
- B. Designated Areas and Finishes: Contractor shall complete all installations in all respects, including operational, mechanical work and electrical work.
- C. Contractor shall remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring Products and finishes to original or specified condition.
- D. Contractor shall refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with a neat transition to adjacent finishes.
- E. Contractor shall install products as specified in the Contract Documents, including without limitation, the Specifications.

### **3.04 TRANSITIONS:**

- A. Where new Work abuts or aligns with existing, Contractor shall perform a smooth and even transition. Patched Work must match existing adjacent work in texture and appearance.
- B. When finished surfaces are cut so that a smooth transition with new Work is not possible, Contractor shall terminate existing surface along a straight line at a natural line of division and make a recommendation for resolution to the County and the Architect for review and approval.

### **3.05 ADJUSTMENTS:**

- A. Where removal of partitions or walls results in adjacent spaces becoming one, Contractor shall rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
- B. Where a change of plane of 1/4 inch or more occurs, Contractor shall submit a recommendation for providing a smooth transition to the County and the Architect for review and approval.
- C. Contractor shall trim existing doors as necessary to clear new floor finish and refinish trim as required.
- D. Contractor shall fit Work at penetrations of surfaces.

**3.06 REPAIR OF DAMAGED SURFACES:**

- A. Contractor shall patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- B. Contractor shall repair substrate prior to patching finish.

**3.07 CULTIVATED AREAS AND OTHER SURFACE IMPROVEMENTS:**

- A. Cultivated or planted areas and other surface improvements which are damaged by actions of the Contractor shall be restored by Contractor to their original condition or better, where indicated.
- B. Contractor shall protect and replace, if damaged, all existing guard posts, barricades, and fences.

**3.08 FINISHES:**

- A. Contractor shall finish surfaces as specified in the Contract Documents, including without limitations, the provisions of all Divisions of the Specifications.
- B. Contractor shall finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, Contractor shall refinish entire surface to nearest intersections.

**3.09 CLEANING:**

- A. Contractor shall continually clean the Site and the Premises as indicated in the Contract Documents, including without limitation, the provisions in the General Conditions and the Specifications regarding cleaning.

END OF DOCUMENT



SECTION 01 77 00

**CONTRACT CLOSEOUT**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, (00 72 13) including, without limitation, Completion of Work;
- B. Special Conditions; (00 73 13)
- C. Temporary Facilities and Controls. (01 50 00)
- D. Division 23 Heating, Ventilating, and Air Conditioning (HVAC)
- E. Division 26 Electrical
- F. Division 28 Electronic Safety and Security

**1.02 CLOSEOUT PROCEDURES**

Contractor shall comply with all closeout provisions as indicated in the General Conditions.

**1.03 FINAL CLEANING**

- A. Contractor shall execute final cleaning prior to final inspection.
- B. Contractor shall clean interior and exterior glass and surfaces exposed to view; remove temporary labels, tape, stains, and foreign substances, polish transparent and glossy surfaces, wax and polish new vinyl floor surfaces, vacuum carpeted and soft surfaces.
- C. Contractor shall clean equipment and fixtures to a sanitary condition.
- D. Contractor shall replace filters of operating equipment.
- E. Contractor shall clean debris from roofs, gutters, down spouts, and drainage systems.
- F. Contractor shall clean Site, sweep paved areas, and rake clean

landscaped surfaces.

- G. Contractor shall remove waste and surplus materials, rubbish, and construction facilities from the Site.

#### **1.04 ADJUSTING**

- A. Contractor shall adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Record Documents and Shop Drawings: Contractor shall legibly mark each item to record actual construction, including:
  - (1) Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - (2) Field changes of dimension and detail.
  - (3) Details not on original Contract Drawings.
  - (4) Changes made by modification(s).
  - (5) References to related Shop Drawings and modifications.
- C. County will provide one set of reproducible drawings to Contractor.
- D. Contractor shall submit all required documents to County and/or Architect prior to or with its final Application for Payment.

#### **1.06 INSTRUCTION OF COUNTY PERSONNEL:**

- A. Before final inspection, at agreed upon times, Contractor shall instruct County's designated personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Contractor shall use operation and maintenance manuals as basis for instruction. Contractor shall review contents of manual with personnel in detail to explain all aspects of operation and maintenance.
- C. Contractor shall prepare and insert additional data in Operation and Maintenance Manual when need for such data becomes apparent during instruction.

**1.07 SPARE PARTS AND MAINTENANCE MATERIALS:**

- A. Contractor shall provide products, spare parts, maintenance, and extra materials in quantities specified in the Specifications and in Manufacturer's recommendations. Contractor shall provide County all required Operation and Maintenance Data.
  
- B. Contractor shall provide County with list of equipment information and location. List shall include:
  - (1) Device Name
  - (2) Manufacturer
  - (3) Model Number
  - (4) Serial Number
  - (5) Location
  - (6) IP Address assigned

**PART 2 – PRODUCTS** Not used.

**PART 3 – EXECUTION** Not used.

END OF DOCUMENT

**OPERATION AND MAINTENANCE INSTRUCTIONS**

**PART 1 – GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, (00 72 13) including, without limitation, Completion of the Work;
- B. Special Conditions.(00 73 13)
- C. Division 23 Heating, Ventilating, and Air Conditioning (HVAC)
- D. Division 26 Electrical
- E. Division 27 Communications
- F. Division 28 Electronic Safety and Security

**1.02 QUALITY ASSURANCE:**

- A. Contractor shall prepare instructions and data by personnel experienced in maintenance and operation of described products.

**1.03 FORMAT:**

- A. Contractor shall prepare data in the form of an instructional manual entitled “OPERATIONS AND MAINTENANCE MANUAL & INSTRUCTIONS” (“Manual”).
- B. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two-inch maximum ring size. When multiple binders are used, Contractor shall correlate data into related consistent groupings. Contractor will provide a digital copy of the complete Operations and Maintenance Manual & Instructions in PDF format.
- C. Cover: Contractor shall identify each binder with typed or printed title "OPERATION AND MAINTENANCE MANUAL & INSTRUCTIONS"; and shall list title of Project and identify subject matter of contents.

- D. Contractor shall arrange content by systems process flow under section numbers and sequence of Table of Contents of the Contract Documents.
- E. Contractor shall provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: The content shall include Manufacturer's printed data, or typewritten data on 24-pound paper.
- G. Drawings: Contractor shall provide with reinforced punched binder tab and shall bind in with text; folding larger drawings to size of text pages.

#### **1.04 CONTENTS, EACH VOLUME:**

- A. Table of Contents: Contractor shall provide title of Project; names, addresses, and telephone numbers of the Architect, any engineers, subconsultants, Subcontractor(s), and Contractor with name of responsible parties; and schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: Contractor shall list names, addresses, and telephone numbers of Subcontractor(s) and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Contractor shall mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- D. Drawings: Contractor shall supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Contractor shall not use Project Record Documents as maintenance drawings.
- E. Text: The Contractor shall include all information as required to supplement product data. Contractor shall provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- F. Warranties and Bonds: Contractor shall bind in one copy of each.

#### **1.05 MANUAL FOR MATERIALS AND FINISHES:**

- A. Building Products, Applied Materials, and Finishes: Contractor shall include product data, with catalog number, size, composition, and color and texture designations. Contractor shall provide information for re-ordering custom manufactured products.

- B. Instructions for Care and Maintenance: Contractor shall include Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Weather Exposed Products: Contractor shall include product data listing applicable reference standards, chemical composition, and details of installation. Contractor shall provide recommendations for inspections, maintenance, and repair.
- D. Additional Requirements: Contractor shall include all additional requirements as specified in the Specifications.
- E. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

**1.06 MANUAL FOR EQUIPMENT AND SYSTEMS:**

- A. Each Item of Equipment and Each System: Contractor shall include description of unit or system, and component parts and identify function, normal operating characteristics, and limiting conditions. Contractor shall include performance curves, with engineering data and tests, and complete nomenclature, and commercial number of replaceable parts.
- B. Panelboard Circuit Directories: Contractor shall provide electrical service characteristics, controls, and communications.
- C. Contractor shall include color coded wiring diagrams as installed.
- D. Operating Procedures: Contractor shall include start-up, break-in, and routine normal operating instructions and sequences. Contractor shall include regulation, control, stopping, shutdown, and emergency instructions. Contractor shall include summer, winter, and any special operating instructions.
- E. Maintenance Requirements: Contractor shall include routine procedures and guide for troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Contractor shall provide servicing and lubrication schedule, and list of lubricants required.
- G. Contractor shall include manufacturer's printed operation and maintenance instructions.
- H. Contractor shall include sequence of operation by controls manufacturer.

- I. Contractor shall provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Contractor shall provide control diagrams by controls manufacturer as installed.
- K. Contractor shall provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Contractor shall provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Contractor shall provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Additional Requirements: Contractor shall include all additional requirements as specified in Specification(s).
- O. Contractor shall provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

**1.06 SUBMITTAL:**

- A. Contractor shall submit to the County for review two (2) hard copies and one (1) digital copy in PDF format of preliminary draft or proposed formats and outlines of the contents of the Manual within thirty (30) days of Contractor's start of Work.
- B. For equipment, or component parts of equipment put into service during construction and to be operated by County, Contractor shall submit draft content for that portion of the Manual within ten (10) days after acceptance of that equipment or component.
- C. Contractor shall submit two (2) hard copies and one (1) digital copy in PDF format of a complete Manual in final form prior to final Application for Payment. Copy will be returned with Architect/Engineer comments. Contractor must revise the content of the Manual as required by County prior to County's approval of Contractor's final Application for Payment.
- D. Contractor must submit two (2) hard copies and one (1) digital copy in PDF format of revised Manual in final form within ten (10) days after final inspection.

END OF DOCUMENT

**WARRANTIES**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions (00 72 13) including, without limitation, Warranty/Guarantee Information;
- B. Special Conditions (00 73 13)
- C. Division 23 Heating, Ventilating, and Air Conditioning (HVAC)
- D. Division 26 Electrical
- E. Division 27 Communications
- F. Division 28 (Electronic Safety and Security)

**1.02 FORMAT**

- A. Binders: Contractor shall use commercial quality, 8-1/2 by 11 inch, three-side rings, with durable plastic covers; two-inch maximum ring size.
- B. Cover: Contractor shall identify each binder with typed or printed title "WARRANTIES" and shall list title of Project.
- C. Table of Contents: Contractor shall provide title of Project; name, address, and telephone number of Contractor and equipment supplier, and name of responsible principal. Contractor shall identify each item with the number and title of the specific Specification, document, provision, or section in which the name of the product or work item is specified.
- D. Contractor shall separate each warranty with index tab sheets keyed to the Table of Contents listing, providing full information, and using separate typed sheets as necessary. Contractor shall list each applicable and/or responsible subcontractor(s), supplier(s), and/or manufacturer(s), with name, address, and telephone number of each responsible principal(s).

**1.03 PREPARATION:**



- A. Contractor shall obtain warranties, executed in duplicate by each applicable and/or responsible subcontractor(s), supplier(s), and manufacturer(s), within ten (10) days after completion of the applicable item or work. Except for items put into use with County's permission, Contractor shall leave date of beginning of time of warranty until the date of completion is determined.
- B. Contractor shall verify that documents are in proper form, contain full information, and are notarized, when required.
- C. Contractor shall co-execute submittals when required.
- D. Contractor shall retain warranties until time specified for submittal.

**1.04 TIME OF SUBMITTALS:**

- A. For equipment or component parts of equipment put into service during construction with County's permission, Contractor shall submit a draft warranty for that equipment or component within ten (10) days after acceptance of that equipment or component.
- B. Contractor shall submit for County approval all warranties and related documents within ten (10) days after date of completion. Contractor must revise the warranties as required by the County prior to County's approval of Contractor's final Application for Payment.
- C. For items of work delayed beyond date of completion, provide updated submittal within ten days after acceptance, listing the date of acceptance as start of warranty period.

END OF DOCUMENT

**PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.01 RELATED DOCUMENTS AND PROVISIONS:**

All Contract Documents should be reviewed for applicable provisions related to the provisions in this document, including without limitation:

- A. General Conditions, including, without limitation, Documents on Work;
- B. Special Conditions;
- C. Division 23 Heating, Ventilating, and Air Conditioning (HVAC)
- D. Division 26 Electrical
- E. Division 28 Electronic Safety and Security

**PART 2 - RECORD DRAWINGS**

**2.01 GENERAL:**

- A. The County will provide Contractor with AutoCAD drawing files of the original Contract Drawings, and Microsoft Word documents of the original contract Specifications.
- B. Contractor shall maintain at each Project Site one set of marked-up blue-line prints and each month, or as otherwise agreed, shall transfer all changes and information to those marked-up blue-line prints. Contractor shall submit to the County a PDF of the Project Record Drawings ("As-Built") showing all changes incorporated into the Work since the preceding monthly submittal. The Record Drawings shall be available at the Project Site. The Contractor shall submit two (2) hard copies and a digital copy in PDF format at the conclusion of the Project following review of the blue-line prints.
- C. Label and date each Record Drawing "RECORD DOCUMENT" in legibly printed letters.
- D. All deviations in construction, including but not limited to pipe and conduit locations and deviations caused by without limitation Change Orders, Construction Claim Directives, RFI's, and Addenda, shall be accurately and

legibly recorded by Contractor.

- E. Locations and changes shall be done by Contractor in a neat and legible manner and, where applicable, indicated by drawing a "cloud" around the changed or additional information.

## **2.02 RECORD DRAWING INFORMATION:**

- A. Contractor shall record the following information:
  - (1) Locations of Work buried under or outside each building, including, without limitation, all utilities, plumbing and electrical lines, and conduits.
  - (2) Actual numbering of each electrical circuit.
  - (3) Locations of significant Work concealed inside each building whose general locations are changed from those shown on the Contract Drawings.
  - (4) Locations of all items, not necessarily concealed, which vary from the Contract Documents.
  - (5) Installed location of all cathodic protection anodes.
  - (6) Deviations from the sizes, locations, and other features of installations shown in the Contract Documents.
  - (7) Locations of underground work, points of connection with existing utilities, changes in direction, valves, manholes, catch basins, capped stub outs, invert elevations, etc.
  - (8) Sufficient information to locate Work concealed in each building with reasonable ease and accuracy. In some instances, this may be by dimension, in others, it may be in relation to the spaces in the building near which it was installed.
- B. Contractor shall provide additional drawings as necessary for clarification.
- C. Contractor shall provide reproducible record drawings, made from final Shop Drawings marked "No Exceptions Taken" or "Approved as Noted."

## **PART 3 - RECORD SPECIFICATIONS**

### **3.01 GENERAL:**

- A. Contractor shall mark each section legibly to record manufacturer, trade name,

catalog number, and supplier of each Product and item of equipment installed.

## **PART 4 - MAINTENANCE OF RECORD DOCUMENTS**

### **4.01 GENERAL**

- A. Contractor shall store Record Documents apart from documents used for construction:
  - (1) Provide files and racks for storage of Record Documents.
  - (2) Maintain Record Documents in a clean, dry, legible condition and in good order.
- B. Do not use Record Documents for construction purposes.

END OF DOCUMENT