



Response No: Addendum#001
Date: 05.19.2026
Project: TPAC (Tulsa Performing Arts Center) Finish and Signage (IOT1)
Project No: PR 25-14 (City of Tulsa) / 2025.13.2 (Beck)
To: Hutton Lowry
From: John Hughes, Beck Design
Copies to: Beck Design: File
Subject: 202513.1 ADA PR 25-14 TPAC IOT1

Drawings:

Item #1 Sheet: 1-F&S-G Drawing Index, Abbreviations, Symbols, Location map

1. Revise Drawings Index:
 - a. Add sheets: 2-F&S-G, 3-F&S-G, 4-F&S-G, 5-F&S-G, 6-F&S-G.
 - b. Rename sheet numbers.
2. Remove old specifications

Item #2 Add sheet: 2-F&S-G SPECIFICATIONS

Item #3 Add sheet: 3-F&S-G SPECIFICATIONS

Item #4 Add sheet: 4-F&S-G SPECIFICATIONS

Item #5 Add sheet: 5-F&S-G SPECIFICATIONS

Item #6 Add sheet: 6-F&S-G SPECIFICATIONS

Item #7 Revise sheet numbers

1. From "2-F&S-H" to "7-F&S-G"
2. From "3-F&S-G" to "8-F&S-G"
3. From "4-F&S-A" to "9-F&S-A"
4. From "5-F&S-A" to "10-F&S-A"
5. From "6-F&S-A" to "11-F&S-A"
6. From "7-F&S-A" to "12-F&S-A"
7. From "8-F&S-A" to "13-F&S-A"
8. From "9-F&S-A" to "14-F&S-A"
9. From "10-F&S-B" to "15-F&S-A"
10. From "11-F&S-D" to "16-F&S-A"
11. From "12-F&S-E" to "17-F&S-A"

Item #8 Sheet: 16-F&S-A SIGNAGE LEGEND AND SIGNAGE DESIGN

1. Revise "Legend – Signage"
2. Revise elevation notes.

Item #9 Sheet: 17-F&S-A SIGNAGE DESIGN

1. Revise elevation notes.

END OF ADDENDUM

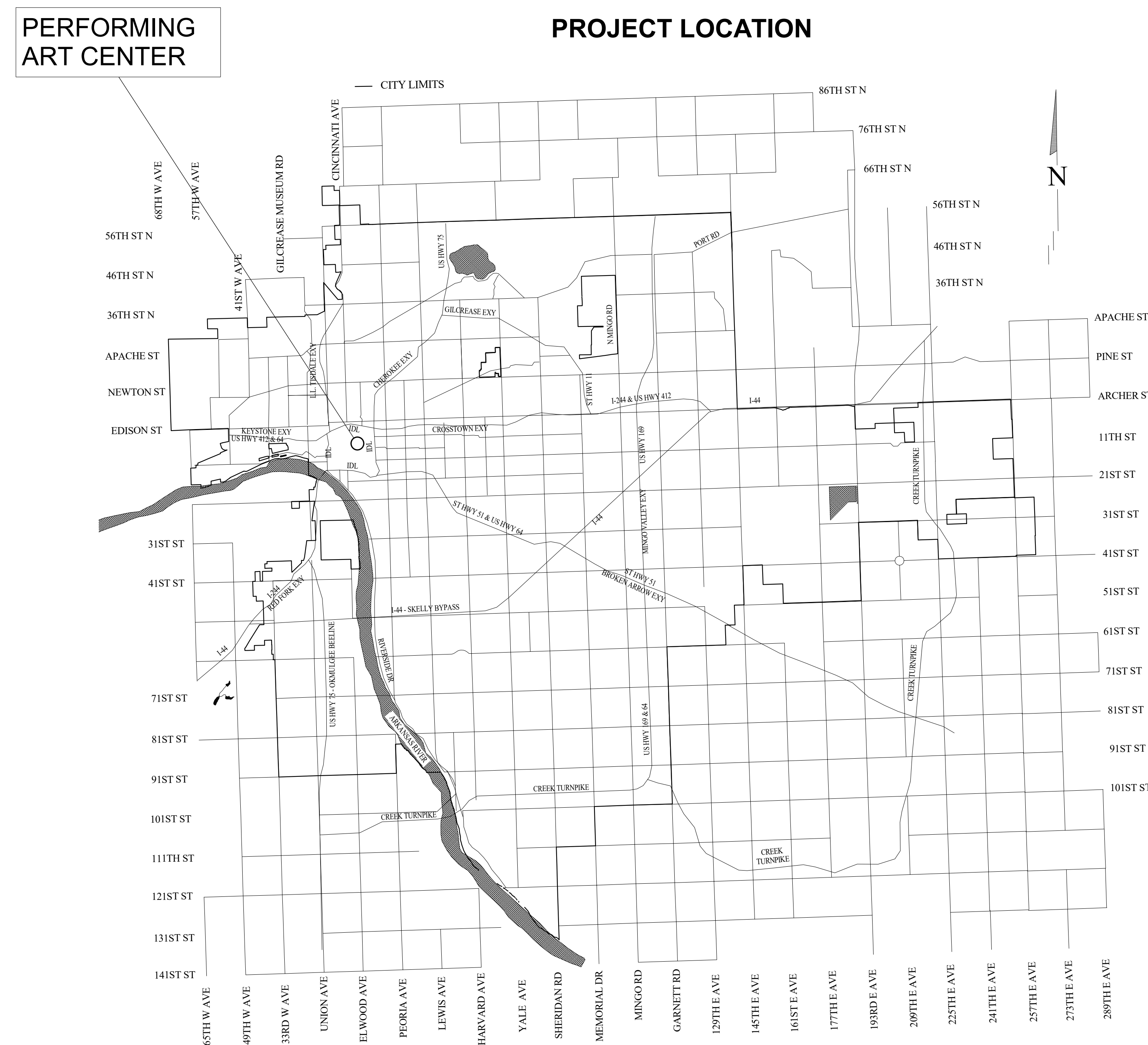
CONSTRUCTION DOCUMENTS

03.06.2026

Project No: PR 25-14

TPAC (TULSA PERFORMING ARTS CENTER) FINISH AND SIGNAGE (IOT1)

110 E. 2nd STREET
TULSA, OKLAHOMA, 74103



City Engineer

Date

Director of Parks, Culture, and Recreation

Date



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PROJECT NO:
PR 25-14
BECK NO:
202513.2

01.23.2026
CONSTRUCTION DOCUMENTS
TPAC FINISH AND SIGNAGE IMPROVEMENTS (IOT1)

PROJECT TEAM

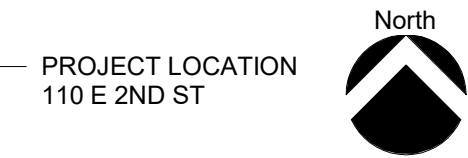
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TULSA PERFORMING ARTS CENTER (TPAC)
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SITE LOCATION



GENERAL NOTES

- FIELD VERIFY ALL MEASUREMENTS REQUIRED. USE DIMENSIONS SHOWN ON DRAWINGS AND ACTUAL FIELD MEASUREMENTS. DO NOT SCALE DRAWINGS. VERIFY ALL DIMENSIONS AND CONDITIONS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES IN WRITING BEFORE PROCEEDING WITH WORK.
- PRIOR TO THE SUBMISSION OF BIDS, THE CONTRACTOR SHALL VISIT THE SITE AND BE RESPONSIBLE FOR COORDINATING THE EXISTING CONDITIONS WITH THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS, TO CONFIRM THAT THE INTENT OF THE CONTRACT DOCUMENTS CAN BE FULFILLED. NOTIFY THE ARCHITECT IN WRITING OF ALL DISCREPANCIES.
- CONTRACTOR SHALL RECEIVE IN WRITING, AUTHORIZATION TO PROCEED BEFORE STARTING ANY WORK THAT IS NOT CLEARLY DEFINED BY THE CONTRACT DOCUMENTS.
- CONTRACTORS SHALL INSTALL ALL EQUIPMENT AND MATERIALS IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS UNLESS SPECIFICALLY OR OTHERWISE INDICATED, OR WHERE APPLICABLE CODES OR REGULATIONS TAKE PRECEDENCE.
- ALL WORK PERFORMED AND MATERIALS INSTALLED SHALL BE IN STRICT ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS AND ORDINANCES. CONTRACTOR SHALL GIVE NOTICES AND COMPLY WITH ALL LAWS, ORDINANCES RULE, REGULATIONS AND LAWFUL ORDERS OF ANY PUBLIC AUTHORITY BEARING ON PERFORMANCE OF THE WORK. MECHANICAL, ELECTRICAL SYSTEMS SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE MUNICIPAL AND UTILITY COMPANY SPECIFICATIONS, LOCAL AND STATE JURISDICTIONS, ORDINANCES, AND APPLICABLE REGULATIONS.
- GENERAL CONTRACTOR OR CONSTRUCTION MANAGER SHALL SUPERVISE, AND DIRECT THE WORK. CONTRACTORS SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES FOR COORDINATING ALL PORTIONS OF THE WORK UNDER THE CONTRACT, INCLUDING CONTRACT AND COORDINATION WITH ALL AUTHORIZED OWNER REPRESENTATIVES.
- DETAILS ARE INTENDED TO SHOW THE END RESULT OF THE DESIGN AND PERFORMANCE. MINOR MODIFICATIONS MAY BE REQUIRED TO SUIT EXISTING CONDITIONS. SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK.
- CONTRACTORS SHALL VERIFY LOCATIONS OF ALL UTILITIES AND SERVICES PRIOR TO PROCEEDING WITH THE WORK TO ENSURE PROPER COORDINATION, SEQUENCING AND INSTALLATION OF NEW WORK.
- PROVIDE FIRE SEALANT TO PERIMETER OF ALL PIPING, HVAC SLEEVING OR OTHER TYPE OF THRU-WALL PENETRATION.
- NOTIFY ARCHITECT IMMEDIATELY OF ANY UNFORESEEN CONDITIONS FOR DIRECTION BEFORE PROCEEDING WITH WORK.
- PAINT ALL EXPOSED SURFACES, EXCEPT WHERE ITEMS ARE SCHEDULED TO REMAIN NATURAL, OR ARE OTHERWISE RESTRICTED BY LOCAL CODES, ORDINANCES, OR AUTHORITIES HAVING JURISDICTION.
- COORDINATE / VERIFY WITH ARCHITECT ALL LIGHTING MOUNTING HEIGHTS.
- CONTRACTOR SHALL PROVIDE AND INSTALL BLOCKING FOR ALL FURNITURE, FIXTURES, AND EQUIPMENT INDICATED HEREIN. FOR OWNER PROVIDED ITEMS SUCH AS AUDIO VISUAL AND INFORMATION TECHNOLOGY ITEMS, THE CONTRACTOR SHALL COORDINATE WITH THE OWNER AND SHALL INSTALL PER CODE MINIMUM.
- CONTRACTOR SHALL PROVIDE ALL FIRE EXTINGUISHERS, FIRE ALARMS, FIRE DAMPERS, AND LIFE SAFETY ITEMS AS REQUIRED BY THE AHJ.

PROJECT ABBREVIATIONS

ABV	ABOVE	F.E.	FIRE EXTINGUISHER	P.S.F.	PER SQUARE FOOT
A.F.F.	ABOVE FINISH FLOOR	F.E.B.	FIRE EXTINGUISHER ON BRACKET	P.S.I.	PER SQUARE INCH
ACOUS	ACOUSTICAL	F.F.C.	FIRE EXTINGUISHER CABINET	P	PLATE
ALT	ALTERNATE	F.H.C.	FIRE HOSE CABINET	PLY	PLYWOOD
ALUM	ALUMINUM	FLASH	FLASHING	PP	POWER POLE
ANCB	ANCHOR BOLT	FLR (ING)	FLOOR (ING)	P.V.C.	POLYVINYL CHLORIDE
L	ANGLE	F.D.	FLOOR CLEANOUT	P.C.C.	PRE-CAST CONCRETE
APPROX	APPROXIMATE	F.D.	FLOOR DRAIN	PFAB	PREFABRICATED
AE	ARCHITECT-ENGINEER	FRT	FIRE RETARDANT TREATED	PT	PRESSURE TREATED WOOD
ARCH	ARCHITECTURE (URAL)	FT	FOOT OR FEET	PL	PROPERTY LINE
A.D.	AREA DRAIN	FTG	FOOTING	Q.T.	QUARRY TILE
@	AT	FDN	FOUNDATION		
AHJ	AUTHORITY HAVING JURISDICTION	GALV	GALVANIZED	RAD	RADIUS
		GA	GAUGE	REF or RE:	REFERENCE
		G.C.	GENERAL CONTRACTOR	REN	REINFORCE (D) (ING)
BM	BEAM	GLS	GLASS	RA	RETURN AIR
BLW	BELOW GRADE	GLS BLK	GLASS BLOCK	REV	REVISION
B.G.	BENCH MARK	GLB	GLUE LAM BEAM	REQD	REQUIRED (ING)
BLK	BLOCK	GB	GRAB BAR	R.O.W.	RIGHT OF WAY
BLKG	BLOCKING	GRD	GRADE, GRADING	R	RISER
BD	BOARD	GYP BD	GYPSON BOARD	RF	ROOF
B.O.B.	BOTTOM OF BEAM			RFG	ROOFING
B.O.D.	BOTTOM OF DECK	HC	HANDICAPPED	RD	ROOF DRAIN
B.O.S.	BOTTOM OF STRUCTURE	HDW	HARDWARE	RFH	ROOF HATCH
BOT	BOTTOM	HDR	HEADER	RTU	ROOF TOP UNIT
BLOG	BUILDING	HVAC	HEATING VENTILATION/ AIR CONDITIONING	RM	ROOM
B.U.R.	BUILT-UP ROOFING	H.D.	HEAVY DUTY	R.O.	ROUGH OPENING
		HGT	HEIGHT	SCH	SCHEDULE
CAB	CABINET	H.C.	HOLLOW CORE	SEC	SECTION
CRPT	CARPET	H.M. or HM	HOLLOW METAL	SHTG	SHEATHING
CSEM	CASEMENT	HRIZ	HORIZONTAL	SHT	SHEET
CLG	CEILING	H.B.	HOSE BIBB (FROST-PROOF)	SH	SIMILAR
CTR	CENTER	HR	HOUR	SL	SLAB
CL	CENTER LINE			SC	SOLID CORE
CEM	CEMENT			S	STEEL
CLR	CLEAR	INCL	INCLUDE	SPECS	SPECIFICATIONS
CLO	CLOSET	INFO	INFORMATION	SO	SQUARED
C.O.	CLEAN OUT	ID.	INSIDE DIAMETER	SS	STAINLESS STEEL
CFMF	COLD FORMED METAL FRAMING	INSUL	INSULATE, INSULATION	STD	STANDARD
COL	COLUMN	INT	INSTALLATION	STL	STEEL
COIB	COMBINATION CONCRETE	INSTAL	INSTALLATION	STOR	STORAGE
CMU	CONCRETE MASONRY UNIT	JST	JOIST	SD	STORM DRAIN
COND	CONDENSATE	J	JOINT	STRUC	STRUCTURAL
CONN	CONNECTION	NO	KNOCKOUT	SUSP	SUSPENDED
CONST	CONSTRUCTION	KP	KICKPLATE	S.C.	SUBCONTRACTOR
CONT	CONTINUOUS (ATION)			SA	SUPPLY AIR
C.F.C.I.	CONTRACTOR FURNISHED, OWNER INSTALLED	L.B.	LAG BOLT	SYS	SYSTEM
		LAM	LAMINATE	TEL	TELEPHONE
C.F.O.I.	CONTRACTOR FURNISHED, OWNER INSTALLED	LT	LIGHT	TEMP	TEMPORARY
C.J.	CONTROL JOINT	LWC	LIGHTWEIGHT CONCRETE	THK	THICK
CORR	CORRUGATED	LVR	LOUVER	T & G	TONGUE AND GROOVE
CF	CUBIC FOOT	LVT	LUXURY VINYL TILE	T.O.B.	TOP OF BEAM
CYD	CUBIC YARD	MGMT	MANAGEMENT	T.O.C.	TOP OF CURB
		MFG	MANUFACTURER	T.O.L.	TOP OF LEDGER
DEMO	DEMOLITION	MAS	MASONRY	T.O.P.	TOP OF PARAPET
DEPT	DEPARTMENT	M.O.	MASONRY OPENING	T.O.P.V.	TOP OF PAVEMENT
DTL	DETAIL	MAT	MATERIAL	T.O.P.L.	TOP OF PLATE
DIAG	DIAGONAL	M.H.	MANHOLE	T.O.S.L.	TOP OF SLAB
DIA	DIAMETER	MAT	MATERIAL	T.O.S.	TOP OF STEEL
DIM	DIMENSION	MH	MANHOLE	T.O.T.	TOP OF TRUSS
DISP	DISPENSER	MECH	MECHANICAL, ELECTRICAL, PLUMBING	T.O.W.	TOP OF WALL
DR	DOOR	MEP	MECHANICAL, ELECTRICAL, PLUMBING	T	TREAD
DBL	DOUBLE	MBR	MEMBER	TYP	TYPICAL
DN	DOWN	MEMB	MEMBRANE	U.G.	UNDERGROUND
D.S.	DOWNSPOUT	MTL	METAL	UNF	UNFINISHED
DWR	DRAWER	MTR	METER	UNO	UNLESS NOTED OTHERWISE
DWG	DRAWING	MIN	MINIMUM	UR	URINAL
D	DRAIN	MIR	MIRROR	U	UTILITIES
		MISC	MISCELLANEOUS	V.B.	VAPOR BARRIER
E	EAST	(N)	NEW	V.I.F.	VERIFY IN FIELD
EA	EACH	NSF	NET SQUARE FEET	VERT	VERTICAL
EIFS	EXTERIOR INSULATION AND FINISH SYSTEM	NOM	NOMINAL	VEST	VESTIBULE
EL	ELEVATION	N	NORTH	WB	WALL BASE
ELEC	ELECTRIC (AL)	N.I.C.	NOT IN CONTRACT	W.H.	WALL HUNG
ELEV	ELEVATOR	N.T.S.	NOT TO SCALE	W.T.O.W.	WALL TO WALL
ENCL	ENCLOSE (URE)	NO.	NUMBER	W/C	WATER CLOSET
E.N.	END NAILING	O.C.	ON CENTER	WH	WATER HEATER
ENG	ENGINEER (ING)	O.T.S.	OPEN TO STRUCTURE	WP	WATERPROOF
EQ	EQUAL	OPNG	OPENING	WR	WATER RESISTANT
EQUIP	EQUIPMENT	OPH	OPPOSITE HAND	WT	WEIGHT
EXH	EXHAUST	O.D.	OUTSIDE DIAMETER	W	WEST
(E)	EXISTING	O.V.D.	OVERHEAD	WDW	WINDOW
E.J.	EXPANSION JOINT	OVH	OVERHANG	W	WITH
EXT	EXTERIOR	O.F.C.I.	OWNER FURNISHED, CONTRACTOR INSTALLED	WIN	WITHIN
		O.F.O.I.	OWNER FURNISHED, OWNER INSTALLED	W/O	WITHOUT
F.O.C.	FACE OF CONCRETE (CURB)			WD	WOOD
F.O.F.	FACE OF FINISH			W.I.	WROUGHT IRON
F.O.M.	FACE OF MASONRY				
F.O.S.	FACE OF STUD				
FIN	FINISH	PR	PAIR		
F.G.	FINISH GRADE	PKG	PARKING		
F.F.	FINISH FLOOR	P	PENNY		
F.F.E.	FINISH FLOOR ELEVATION	P.C.F.	PER CUBIC FOOT		
F.A.	FIRE ALARM	P.L.F.	PER LINEAL FOOT		

MATERIALS LEGEND

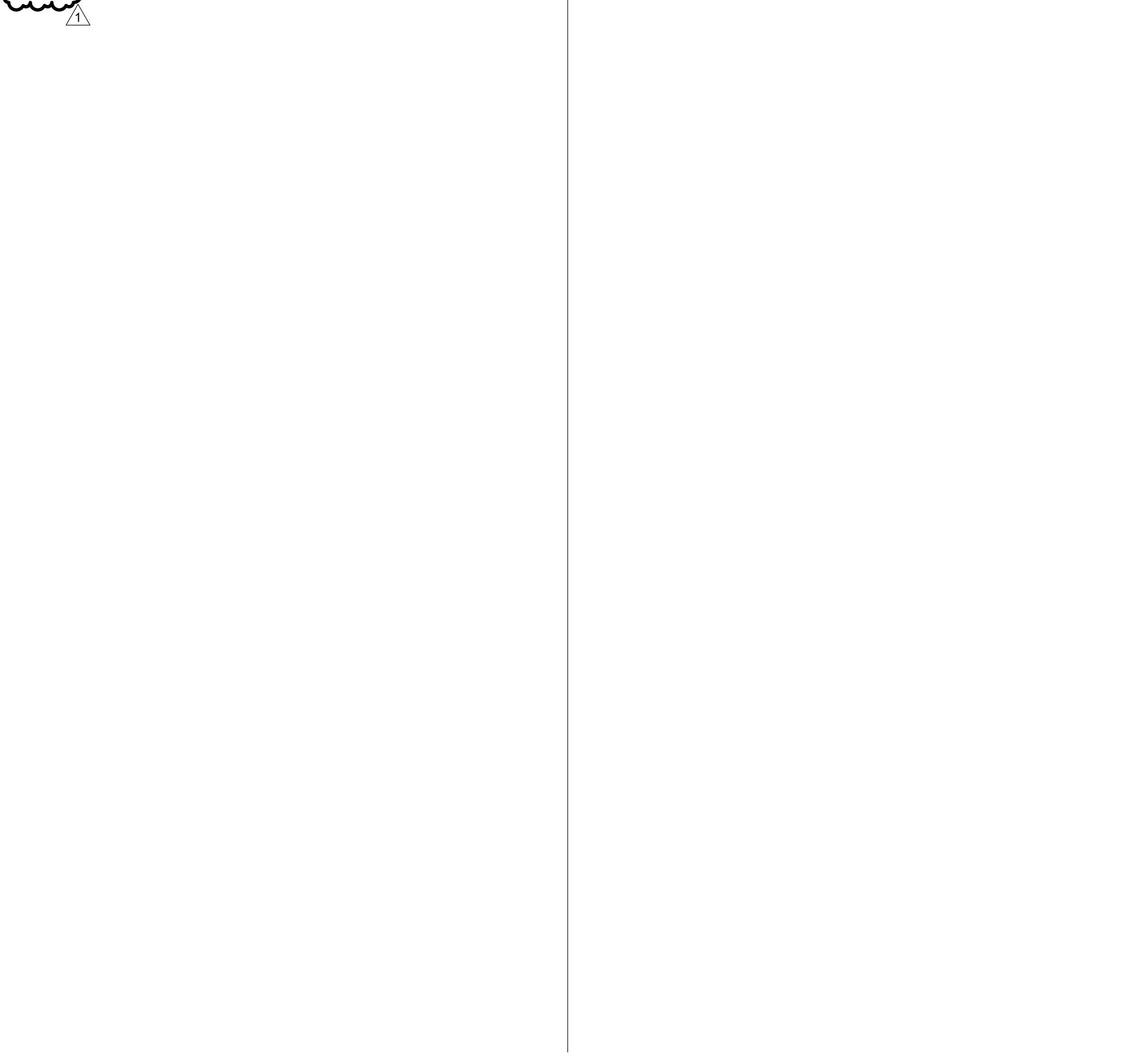
	EARTH		GYP. BD.		MILLED WOOD		PLASTER ON METAL LATH
	BRICK		RIGID INSULATION		ROUGH WOOD		STEEL
	C.M.U.		BLANKET INSULATION		GLASS		GRAVEL
	CONCRETE		PLYWOOD		EIFS		CEMENT, GROUT, OR SAND

REFERENCE SYMBOLS

	1/2"		x / AXXX	INTERIOR ELEVATION
			x / AXXX	EXTERIOR ELEVATION
	ROOM NAME		x / AXXX	BUILDING SECTION
	ROOM TAG		x / AXXX	WALL SECTION
	COLUMN GRID AND BUBBLE		x / AXXX	DETAIL
	DOOR TAG		x / AXXX	ELEVATION MARK
	PARTITION TYPE		North	NORTH ARROW
	BREAK LINE		VIEW TITLE	VIEW TITLE
	CLG. TYPE CLG. HEIGHT		SCALE	SCALE
	CEILING TAG		BACK REF.	BACK REF.
			DRAWING TITLE	DRAWING TITLE

DRAWING INDEX

04-ARCHITECTURAL	DRAWING INDEX, ABBREVIATIONS, SYMBOLS, LOCATION MAP
1-F&S-G	SPECIFICATIONS
2-F&S-G	SPECIFICATIONS
3-F&S-G	SPECIFICATIONS
4-F&S-G	SPECIFICATIONS
5-F&S-G	SPECIFICATIONS
6-F&S-G	SPECIFICATIONS
7-F&S-G	CODE REQUIRED WATER
10-F&S-G	ACCESSIBILITY REQUIREMENTS AND TYPICAL MOUNTING LOCATIONS
15-F&S-A	SCHEDULE AND LEGEND
16-F&S-A	PARTIAL FINISH/SIGNAGE PLAN - SMALL THEATER LEVEL, ROOM FINISH
17-F&S-A	PARTIAL FINISH/SIGNAGE PLAN - 2ND STREET LEVEL
18-F&S-A	PARTIAL FINISH/SIGNAGE PLANS - 3RD STREET AND GALLERY LEVELS
19-F&S-A	PARTIAL FINISH/SIGNAGE PLAN - MAIN ORCHESTRA HALL LEVEL
20-F&S-A	PARTIAL FINISH/SIGNAGE PLANS - MEZZANINE AND BALCONY LEVELS
21-F&S-A	ENLARGED STAIR PLANS AND STAIR SECTION
22-F&S-A	INTERIOR ELEVATIONS
23-F&S-A	SIGNAGE LEGEND AND SIGNAGE DESIGN
24-F&S-A	SIGNAGE DESIGN



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PROJECT NO:
PR 25-14
BECK NO:
202513.2

PROJECT:
TPAC FINISH AND SIGNAGE IMPROVEMENTS IOT1

TULSA PERFORMING ARTS CENTER
TPAC
ARTS. ELEVATED.

CONSULTANT:

ISSUE / REVISION:

No	Description	Date
1	ADDENDUM001	5/19/2026

SEAL:

SCHEMATIC DESIGN

ISSUE DATE:
05.07.2026

SHEET NUMBER:

1-F&S-G

DRAWING INDEX, ABBREVIATIONS, SYMBOLS, LOCATION MAP

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS
SECTION 00 00 00
FINISH AND SIGNAGE PR25-14 TPAC IMPROVEMENTS IOT1

(DRAWING SHEET SPECIFICATIONS)

PROCUREMENT AND CONTRACTING REQUIREMENTS

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

CITY OF TULSA DOCUMENTS

Division 00 Documents issued separately by the City of Tulsa

DIVISION 01 - GENERAL REQUIREMENTS

CITY OF TULSA DOCUMENTS

All other Division 01 Documents not included in this Drawing Sheet Specification are issued separately by the City of Tulsa

END OF SECTION

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01 10 00

SUMMARY

PART 1 GENERAL

01 CONTRACT DESCRIPTION - PROJECT DELIVERY METHOD

- A. Method Type: Construction Management.
- B. Bid/Work Packages: Construction Manager divides the Work into Bid/Work Packages on separate Bid/Work Packages bid documents.
- C. Contract Modification Procedures and Payment Requirements: Procedures and requirements shall be as directed by Owner and in accordance with Agreement with Owner and Construction Manager/Constructor.
- D. Execution of Work: Contractor shall fully execute Work indicated in Contract Documents.
- E. Materials, Equipment and Systems: Contractor shall provide all materials, equipment, systems and labor required to fully complete the Work indicated in the Contract Documents without exception.

02 REQUESTS FOR INTERPRETATION (RFI)

- A. Requests for Information (RFI), is a formal process used during construction to facilitate communication between Contractor and Architect with regard to requests for interpretation and clarification of the intent of Contract Documents as specified in Section 01 26 13 - Requests for Interpretation (RFI).

03 CONTRACTOR QUALITY CONTROL (CQC)

- A. Contractor Quality Control (CQC) for this Project specified in Sections 01 31 00 - Project Management and Coordination and in Section 01 40 00 - Quality Requirements.

04 PRE-INSTALLATION MEETINGS

- A. General Contractor Project Field Superintendent and CQC shall schedule and conduct Pre-Installation Meetings at the Project Site with all Sub-Contractors and Installers involved with material or product installation when specified a Specification Section. See Section 01 31 19.33 - Pre-Installation Meetings for additional information.

05 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of demolition and removal work is indicated on drawings and specified in Section 02 41 00.
- B. Scope of alterations work is indicated on drawings. Contractor shall construct project in phases as indicated on drawings keeping facility in operation for the duration of the Contract.
- C. Upon receipt of Notice to Proceed, Contractor shall meet and discuss the project phases and how Contractor will schedule and conduct the Work for each phase while keeping the existing facility in operation.
- D. The Work contemplated includes the furnishing of all the necessary labor, tools, equipment, materials, supplies, and miscellaneous items required for the project in accordance with the Contract, Drawings, and Specifications, prepared by the Architect.
- E. The Contractor shall be responsible for the correct setting out of the Work in accordance with the Contract Documents. If there is any discrepancy between actual site conditions and the Contract Documents, the Contractor shall notify the Architect in writing and shall not proceed with any Work affected by such discrepancy until they have received instruction from the Architect.

06 OWNER OCCUPANCY

- A. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.
- C. Contractor shall continually meet, coordinate and cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

07 CONTRACTOR USE OF SITE AND PREMISES - SEE SECTION 01 14 20

08 INTENT OF CONTRACT DOCUMENTS

- A. Intent of Contract Documents is to include all items necessary for the proper execution and completion of the Work by Contractor without exception. "All Items" include all necessary accessories, appurtenances, fasteners, parts and pieces that may or may not be indicated in the Contract Documents but are necessary for the complete construction of the entire project.
 - 1. Include as a part of the Work, all miscellaneous devices, accessories, and similar items incidental to or required for a complete installation whether or not mentioned in Contract Documents.
 - 2. Any item, accessory, appurtenance, fastener, blocking, part or piece necessary for the proper execution and complete construction for any item, assembly or system shall be provided as a part of the Work.
 - 3. Contractor requests for additional supplies or time not permitted for any and all items necessary for the proper execution and completion of the Work by Contractor whether or not mentioned in Contract Documents.
- B. Contract Documents are complementary and do not have a system of precedence. In the event of conflicts or discrepancies among the separate parts of the Contract Documents, or within any one part of the Contract Documents, the Architect shall interpret the conflict or discrepancy based upon the Contract Documents as a whole. Should such a conflict or discrepancy occur, it is the specific intent of the Contract Documents to require the better quality or greater quantity of Work to be performed and the Architect's interpretation shall be consistent with this intent.

09 WORK COVERED BY CONTRACT DOCUMENTS

- A. Contract Documents are directed to Contractor. Contractor shall fully execute the Work described in Contract Documents, except to extent specifically indicated in Contract Documents to be the responsibility of others.
- B. Provide and pay for all materials, labor, services, equipment, licenses, permits and other items necessary for the execution, installation and completion of work indicated in Contract Documents.

10 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

- A. Contractor shall thoroughly and completely field investigate, measure, and verify all existing site conditions, including underground utilities, and compare with Contract Documents.
- B. All existing conditions and measurements relating to submittals requiring Shop Drawings shall be indicated on Contractor's Shop Drawings and Submittals to Architect for review.
- C. Execution of Contract by Contractor is a representation that Contractor has visited site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.
 - 1. Prior to submission of Contractor bid, Contractor has a duty, obligation and responsibility to seek clarification of open, obvious or patent error or ambiguity in the proposed Contract Documents.
 - 2. Contractor has a duty, responsibility and obligation to fully disclose relevant requirements contained in the Contract Documents to any entity from which bids or prices are solicited for any portion of the Work, both before and after Bid Date. Requirement shall not be waived for unsolicited bids or prices.
 - 3. During Contractor's careful study and review of Contract Documents and field conditions, Contractor shall note all typographical and spelling errors in the Contract Documents. Any such errors which produce a phrase or sentence in compliance with both well-known technical and trade meanings and common English language usage shall not be deemed a typographical or spelling error. All other such typographical or spelling errors will produce phrases or sentences which are inconsistent with well-known technical and trade meanings or common English usage. Contractor shall report all such errors to Architect.
 - 4. Field measurements shall include, but shall not be limited to, grades, lines, levels and dimensions. Should Contractor fail to notify Architect of any discovered error, inconsistency or omission, the Contractor's liability shall be as described herein.

- D. Because Contract Documents are complementary, Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as information furnished by the Owner, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at site affecting it. Contractor shall promptly report to Architect any errors, inconsistencies or omissions discovered by or made known to Contractor as a Request for Interpretation.
 - 1. Owner shall be entitled to deduct from the Contract Sum, or Guaranteed Maximum Price, amounts paid to Architect for Architect to evaluate and respond to Contractor's Requests for Interpretation, where such information was available to Contractor from a careful study and comparison to Contract Documents, field conditions, other owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation.
- E. If Contractor fails to review Contract Documents and field conditions, Contractor shall pay such costs and damages to Owner as would have been avoided if Contractor had performed review of Contract Documents and field conditions.

11 CONTRACTOR DOCUMENTATION OF EXISTING CONDITIONS BEFORE START OF CONSTRUCTION

- A. See Section 01 30 00 - Administrative Requirements, for construction photograph general requirements.
- B. Owner, Architect and Contractor shall meet and tour project site to inspect existing conditions of the project site, building and Contractor storage, staging and parking areas before start of construction.
- C. Refer to drawings for existing floor surface survey to determine out-of-level conditions requirements.
- D. Contractor shall perform a full photo and video documentation of existing conditions during the project site tour and meeting with Owner and Architect.
- E. Contractor documentation shall consist of a written report, digital photographs and video recording. Photographs and video recordings shall be noted and referenced from a site plan and building plan drawing.
- F. Contractor shall submit existing conditions inspection report including photographs and video recordings to Architect and Owner on a USB digital electronic storage device.
- G. Documentation will be used at the end of construction to determine extent of damage to existing conditions and what work is required for Contractor to return all existing facilities to same or better condition than it originally existed before start of construction.
- H. Meeting Minutes and Documentation Report: Contractor or contractor designee shall record minutes and documentation report. Contractor shall electronically transmit PDF copies to participants within 2 days after meeting. Meeting minutes and documentation report shall be computer word processed.
- I. Hand written minutes and report not permitted.

12 DAMAGE DURING CONSTRUCTION

- A. Any damage caused to existing facilities shall be reported to Architect by Owner and/or Contractor immediately upon occurrence or when first observed. Architect will discuss extent of damage with Owner and Contractor and may make a field visit to inspect and document damage.
- B. Owner and Contractor shall make a written report of observed damage and submit to Architect. Owner's Insurance Provider may make an inspection and prepare a report of damage.
- C. Architect will determine extent of damage and advise Contractor of repairs to be made and date when repairs shall be complete. Decision of Architect is final.
- D. All damage to existing facilities on Project Site caused by Contractor shall be promptly repaired to Owner's satisfaction at Contractor's expense.
- E. At end of construction, return all existing facilities to same or better condition as originally found before Notice to Proceed was issued.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 14 20

CONTRACTOR USE OF SITE AND PREMISES

PART 1 GENERAL

01 CONTRACTOR COORDINATION WITH OWNER

- A. Contractor shall meet with Owner and discuss the project phases for both the ADA TPAC Improvements and the Finish and Signage/TPAC Improvements and how Contractor will schedule and conduct the work for each phase while keeping the existing facility in operation.

02 CONSTRUCTION SITE REQUIREMENTS

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
 - 1. Owner continuous occupancy.
 - 2. Work by Others.
 - 3. Work by Owner Vendors.
- C. Provide access to and from site as required by law and by Owner:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
- D. Time Restrictions: Limit conduct of especially noisy exterior or interior work to the hours determined and directed by Owner.
- E. Coordinate use of site and premises with Owner. Provide temporary construction facilities, parking, barriers, fences, and enclosures as specified in Section 01 50 00 - Temporary Facilities and Controls.
- F. Limited construction vehicle access and construction parking during Owner's hours of operation as specified in Section 01 55 00 - Vehicular Access and Parking. Construction vehicle access and contractor parking will be as directed by Owner.
- G. Assume full responsibility for protection and safekeeping of Products under this Contract, stored on site.

- H. Keep Project Site free from accumulations of waste materials or rubbish. At periodic intervals determined by progress of Work, remove waste and rubbish from Project Site. At completion of Project, remove all waste, rubbish, temporary facilities, project signs, tools, equipment, machinery, materials and all other Contractor items. Refer to Section 01 58 13 - Construction Waste Management and Disposal.

1.03 WORK SEQUENCE

- A. Construct Work continuously from Notice to Proceed until Substantial Completion.
- B. Construct Work and have Work Substantially Complete and ready for Substantial Completion Inspection on or before the Date of Substantial Completion established in the Notice to Proceed.
- C. Complete all Substantial Completion Inspection punch list items ready for Final Completion Inspection no later than 30 days after date of Substantial Completion Inspection.

PART 2 PRODUCTS

PART 3 EXECUTION

END OF SECTION

SECTION 01 25 00

SUBSTITUTION PROCEDURES

PART 1 GENERAL

1.01 DEFINITIONS

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, and equipment.
 - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
 - a. Unavailability.
 - b. Regulatory changes.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

- A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
 - 2. Agrees to provide the same warranty for the substitution as for the specified product.
 - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
 - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
 - 5. Waives claims for additional costs or time extension that may subsequently become apparent.
 - 6. Refer to Section 00 43 25 - Substitution Request Form - During Bidding / Negotiating Phase for additional requirements.
- B. Where "Basis of Design" or named products are specified, alternate equivalent manufacturers and materials may be proposed provided they are of equal quality and appearance to that specified, in the opinion of the Architect. The Contractor shall provide an item-by-item and side-by-side comparison of proposed substitutions. Include all deviations and/or differences between the proposed and specified products. Include side-by-side images to indicate differences in appearance. Substitution forms without this information or incomplete proposals will be returned without review. The Contractor shall coordinate alternate substrate and backing requirements that may be required and compatibility with other adjacent materials and systems.
- C. Because a Substitution Request is during Procurement (Bidding / Negotiating Phase), a Substitution Request constitutes a request by the submitter for the Architect to make a determination about the equivalency of a manufacturer, product, assembly, material or equipment to that specified in the Bidding Documents and, upon acceptance of the substitution, to add the manufacturer, product, assembly, material or equipment to the Bidding Documents by Addendum.
 - 1. Substitution Time Restrictions:
 - a. Time for Substitution Submittal: The Owner / Architect will consider requests for substitutions only if submitted at least **TEN (10) WORKING DAYS BEFORE BID DATE**.
 - 1) If the substitution is not received during the specified time period, it will be returned without review.
 - 2) Working Day Definition for this Contract: Monday through Friday, Memorial Day, Good Friday, and the following Federal Holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Veterans Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
 - b. Substitution Request Form - During Bidding / Negotiating Phase:
 - 1) Forms that are not fully filled out or not signed will be returned without review.
 - 2) Working Day Definition for this Contract: Monday through Friday, Memorial Day, Good Friday, and the following Federal Holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Veterans Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
 - 2. Substitution Request Form - During Bidding / Negotiating Phase:
 - a. Submit substitution requests by completing the form in Section 00 43 25. Refer to this for additional instructions. Use only this form; Other submissions are unacceptable.
 - 1) Forms that are not fully filled out or not signed will be returned without review.
 - 2. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
 - D. A Substitution Request for specified installer constitutes a representation that the submitter:
 - 1. Has acted in good faith to obtain services of specified installer, but was unable to come to commercial, or other terms.

3.02 ARCHITECT'S CONSIDERATION

- A. Architect will consider a request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action:
 - 1. Proposed substitution offers the Owner a substantial advantage or savings in cost, time, energy conservation, or other considerations.
 - 2. Specified Product becomes unavailable through no fault of the submitter.
 - a. Failure to order the specified product in time to meet the completion date is not a reason for substitution.
 - 3. Proposed substitution does not require extensive revisions to the Contract Documents.
 - 4. Proposed substitution is consistent with the Contract Documents and will produce indicated results.
 - 5. Proposed substitution is fully documented and properly submitted.
 - 6. Proposed substitution will not adversely affect construction schedule.
 - 7. Proposed substitution has received necessary approvals of authorities having jurisdiction.
 - 8. Proposed substitution is compatible with other portions of the Work.
 - 9. Proposed substitution has been coordinated with other portions of the Work.
 - 10. Proposed substitution provides the specified warranty.
- B. Architect will not consider a request for substitution if the following conditions occur, and Architect will return requests without action:
 - 1. Proposed substitution is not submitted in accordance with the requirements of this section.
 - 2. Acceptance of proposed substitution will require substantial revision of Contract Documents or building spaces.
 - 3. Proposed substitution does not indicate specific item request is for.
 - 4. Proposed substitution requires extensive revisions to the Contract Documents.
 - 5. Proposed substitution is not consistent with the Contract Documents and will not produce indicated results.
 - 6. Proposed substitution is not fully documented and properly submitted.
 - 7. Proposed substitution will adversely affect the construction schedule.
 - 8. Proposed substitution has not received required approvals of authorities having jurisdiction.
 - 9. Proposed substitution is not compatible with other portions of the Work.
 - 10. Proposed substitution has not been coordinated with other portions of the Work.
 - 11. Proposed substitution does not provide the specified warranty.
- C. Manufacturers, materials, products, and equipment described in the Contract Documents establish a standard of required function, dimension, appearance, and quality to be met by any product substitution.
- D. The architect's decision to accept or reject a proposed substitution is final.

3.03 SUBSTITUTION REQUEST PACKAGE

- A. Prepare a separate Substitution Request Package for each proposed substitution. Package shall be assembled and organized into an easily manageable format and accompanied by transmittal form on proposer's letterhead.
- B. Clearly and legibly identify and complete all items included on Section 00 42 35 - Substitution Request Form - During Bidding / Negotiating Phase.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on submitter.
 - 1. Note explicitly any non-compliant characteristics.
- D. Content: Include information necessary for tracking the status of each Substitution Request Package, and information necessary to provide an actionable response.
 - 1. Forms indicated and included in the Project Manual are adequate for this purpose, and must be used.
 - 2. Package documentation must include the following:
 - a. Project Information:
 - 1) Official project name and number.
 - 2) Owner's, Architects', and Contractor's names.
 - 3) Additional information as required to facilitate review.
 - b. Substitution Request Information:
 - 1) Discrete and consecutive Substitution Request number, title, and descriptive subject/title.
 - 2) Issue date.
 - 3) Reference to particular Contract Document(s) specification section number, title, and article/paragraph(s).
 - 4) Description of Substitution.
 - 5) Reason why the specified item cannot be provided.
 - 6) Differences between proposed substitution and specified item.
 - 7) Description of how proposed substitution affects other parts of work.
 - 8) Certification on the proposer's letterhead that the proposed substitution conforms to requirements of the Contract Documents in every respect and is appropriate for the applications indicated, including a waiver of the right to additional payment or time that may subsequently become required because of the failure of substitution to perform adequately.
 - c. Attached Comparative Data: Provide point-by-point, side-by-side comparison detailing essential attributes specified, as appropriate and relevant for the item:
 - 1) Physical characteristics.
 - 2) In-service performance.
 - 3) Expected durability.
 - 4) Visual effect.
 - 5) Sustainable design features.
 - 6) Warranties.
 - 7) Other salient features and requirements.
 - 8) Include, as appropriate or requested, the following types of documentation:
 - (a) Product Data:
 - (b) Samples.
 - (c) Certificates, test reports or similar qualification data.
 - (d) Drawings, when required to show impact on adjacent construction elements.
 - (e) Photos or images.
 - (f) Photos or images, legible, high-resolution electronic documents.
 - (g) Blurry, distorted, or mis-aligned text or images, or low-quality scans of printed materials will not be reviewed.
 - e. Impact of Substitution:
 - 1) Savings to Owner for accepting substitution.
 - 2) Change to Contract Time due to accepting substitution.

- E. Limit each request to a single proposed substitution item.
- 1. Submit an electronic document, combining the request form with supporting data into single document.
- F. Substitution requests that do not follow all specified procedures or contain all specified requirements and information will be returned without review.
- G. The architect must review all substitution requests.
- H. Vendor correspondence or solicitation to engineers or architect's other consultants does not constitute a substitution request.

3.04 SUBSTITUTION PROCEDURES DURING PROCUREMENT (BIDDING / NEGOTIATING PHASE)

- A. Submit requests for substitution within the Time for Substitution Submittal as defined in this specification Section.
 - 1. Substitution Requests submitted after Time for Substitution Submittal will be returned to submitter marked "Substitution Arrived Too Late."
 - 2. Substitution Requests submitted after Time for Substitution Submittal will be returned to Construction Manager marked "Substitution Arrived Too Late."
- B. Submit request for substitution to Construction Manager for this project listed in Section 00 10 13 - Project Directory to the attention of the Construction Management Company Project Manager. DO NOT submit directly to Beck Design.
 - 1. Any Request for Substitution submitted directly to Beck Design will be returned to submitter without review.
- C. Submittal Format:
 - 1. E-Mail Subject Line to Read as Follows: Project Number, Bidder Request for Substitution from [Insert Bidder Company] Regarding [Insert what Product Substitution Request is for]
 - 2. The body of E-Mail to Include the Following: Project Name, Specification Section relating to Substitution Request, Drawing Number, or Drawing Detail Designation relating to Substitution Request.
 - 3. Submitter Information: Include the submitter name, submitter title and submitter company name, indicate whether submitter is a general contractor, sub-contractor or supplier, company address, telephone number and e-mail address.
 - 4. Attachments to E-Mail: Attach a PDF copy of Submitter Transmittal on Submitter Letterhead and a complete Substitution Request Package.
- D. Submittal Form - During Procurement (before award of contract):
 - 1. Submit substitution requests by completing the form in Section 00 43 25; see this Section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
 - 2. Substitution Request Package: Submit substitution request package along with Section 00 43 25 - Substitution Request Form - During Bidding / Negotiating Phase.

3.05 SUBSTITUTION PROCEDURES DURING CONSTRUCTION

- A. Not Permitted, unless for cause, as defined in Paragraph B.3 below.
- B. It is the responsibility of the Contractor to obtain or purchase the specified products in a timely manner to avoid delays in the project. A Substitution Request will not be considered for failure to obtain the specified products due to the Contractor's delay in purchasing or failure to adhere to the project schedule.
 - 1. Submittal Form (after award of contract):
 - a. Submit substitution requests by completing the form in Section 00 43 25; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.

- 2. Architect will consider requests for substitutions only within 30 days after date established in Notice to Proceed.
- 3. Submit request for Substitution for Cause immediately upon discovery of need for substitution, but not later than 15 days prior to time required for review by Architect, in order to stay on approved project schedule.
- 4. Substitutions will not be considered under one or more of the following circumstances:
 - a. When they are indicated or implied on shop drawing or product data submittals, without having received prior approval.
 - b. Without a separate written request.
 - c. When acceptance will require revisions to Contract Documents.

3.06 RESOLUTION

- A. Architect may request additional information and documentation prior to rendering a decision. Provide this data in an expeditious manner.

- B. Architect will notify Contractor in writing of decision to accept or reject request.
 - 1. Architect's decision following review of proposed substitution will be noted on the submitted form.

3.07 SUBSTITUTION ACCEPTANCE DURING BIDDING / NEGOTIATING PHASE

- A. Accepted substitutions change the work of the Project. They will be documented and incorporated into work of the project by Change Order, Construction Change Directive, Architectural Supplementary Instructions, or similar instruments provided for in the Conditions of the Contract.

END OF SECTION

SECTION 01 26 13

REQUESTS FOR INTERPRETATION (RFI)

PART 1 GENERAL

1.01 DEFINITIONS

- A. RFI: Requests for Interpretation (RFI), is a formal process used during construction to facilitate communication between Contractor and Architect with regard to requests for interpretation and clarification of the intent of Contract Documents.
 - 1. A request seeking one of the following:
 - a. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed, or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
 - b. A resolution to an issue which has arisen due to field conditions and affects design intent.

1.02 WORK DESCRIBED IN CONTRACT DOCUMENTS

- A. SPECIAL NOTE ABOUT WORK THAT IS DESCRIBED DIFFERENTLY AT MORE THAN ONE PLACE IN THE CONTRACT DOCUMENTS.
 - 1. THE CONTRACT DOCUMENTS, DRAWINGS, AND SPECIFICATIONS ARE COMPLEMENTARY, AND WHAT IS REQUIRED BY ONE SHALL BE AS BINDING AS IF REQUIRED BY ALL.
 - 2. IN THE EVENT OF APPARENT DISCREPANCIES BETWEEN THE DRAWINGS AND SPECIFICATIONS OR WITHIN THE DRAWINGS AND SPECIFICATIONS THEMSELVES, THE BETTER QUALITY, MORE STRINGENT REQUIREMENT, OR GREATER QUANTITY OF WORK SHALL FORM THE BASIS OF THE BID IN ACCORDANCE WITH THE ARCHITECT'S INTERPRETATION.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Architect will review and respond to requests for interpretation about the Contract Documents. Architect's response to such requests will be made in writing within time limits agreed upon or otherwise with reasonable promptness. If appropriate, Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for interpretation.
- B. Whenever possible, request clarifications at next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary issuance of a formal Request for Interpretation (RFI).
- C. RFIs and their responses are an agenda item for Owner, Contractor, and Architect Progress Meetings.
- 1.04 1.RFI SUBMITTAL METHOD, RFI FORM AND RFI LOG
 - A. Submittal Method: Submit Requests for Interpretation (RFI) electronically thru the RFI function of the Electronic Document Submittal Service specified in Section 01 30 00 - Administrative Requirements.
 - B. RFI Form: RFI form is a part of the RFI function of the Electronic Document Submittal Service.
 - 1. Prepare in a format and with content acceptable to Owner.
 - C. RFI Log: RFI log is a part of the RFI function of the electronic document submittal service.
 - 1. Indicate current status of every RFI. Update log promptly and on a regular basis.
 - 2. Note dates of when each request is made, and when a response is received.
 - 3. Highlight items requiring priority or expedited response.
 - 4. Highlight items for which a timely response has not been received to date.
 - 5. Remove improper or frivolous RFIs.

1.05 RFI PREPARATION

- A. Prepare an RFI immediately upon discovery of a need for interpretation of the Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare using software provided by the Electronic Document Submittal Service.
- B. Prepare a separate RFI for each specific item.
- C. CR/Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
- D. Do not forward requests which solely require internal coordination between subcontractors.
- E. Combine RFI and its attachments into a single electronic file. PDF format is preferred.

1.06 REASON FOR RFI

- A. Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
- B. Include in each request Contractor's signature attesting to good faith effort to determine from the Contract Documents information requiring interpretation.
- C. Unacceptable uses for RFIs: Do not use RFIs to request the following:
 - 1. Approval of submittals (use procedures specified elsewhere in this section).
 - 2. Approval of substitutions (see Section - 01 60 00 - Product Requirements).
 - 3. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
 - 4. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).

1.07 IMPROPER RFIS

- A. Improper RFIs: Requests not prepared in conformance to requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
- B. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, the Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.

1.08 RFI CONTENT

- A. Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
- B. Official Project name and number, and any additional required identifiers established in the Contract Documents.
- C. Owner's, Architects', and Contractor's names.
- D. Discrete and consecutive RFI number, and descriptive subject/title.
- E. Issue date, and requested reply date.
- F. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraphs).
- G. Annotations: Field dimensions and/or description of conditions which have engendered the request.
- H. Contractor's Suggested Resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- I. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.

1.09 REVIEW TIME

- A. Architect will respond and return RFIs to Contractor within 5 WORKING DAYS of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
 - 1. Working Day Definition for this Contract: Monday through Friday, excluding Saturday, Sunday, Good Friday, and the following Federal Holidays: New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Labor Day, Independence Day, Veterans Day, Thanksgiving Day and Christmas Day.
- B. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.

1.10 RESPONSES

- A. Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 - 1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an "R" suffix to the original number.
 - 2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
 - 3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
 - 4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION

SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Make the following types of submittals to Architect:
 - 1. Requests for Interpretation (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.
 - 9. Coordination drawings.
 - 10. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 11. Closeout submittals.
- 1.02 CONSTRUCTION MANAGER
 - A. Cooperate with the Construction Manager in allocation of mobilization areas of site, for field offices and sheds, for construction access, traffic, and parking facilities.
 - B. During construction, coordinate use of site and facilities through the Construction Manager.
 - C. Comply with Construction Management procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
 - D. Comply with instructions of the Construction Manager for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 10 00 - Summary.
- E. Make the following types of submittals to Architect through the Construction Manager:
 - 1. Requests for Interpretation.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Applications for payment and change order requests.
 - 6. Progress schedules.
 - 7. Correction Punch List and Final Correction Punch List for Substantial Completion.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

- A. Schedule

3. Distribution of Contract Documents.
 4. Submission of list of subcontractors, list of products, schedule of values, and progress schedule.
 5. Submission of initial Submittal schedule.
 6. Designation of personnel representing the parties to Contract and Architect.
 7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 8. Scheduling.
- D. Schedule and administer meetings throughout progress of the work at maximum bi-monthly intervals, or as determined in the Preconstruction Meeting.
- E. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- F. Attendance Required:
1. Contractor.
 2. Owner.
 3. Architect.
 4. Special consultants.
 5. Contractor's superintendent and COC.
 6. Major subcontractors.
- G. Agenda:
1. Review minutes of previous meetings.
 2. Review of work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of RFIs log and status of responses.
 7. Maintenance of progress schedule.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding work period.
 10. Coordination of projected progress.
 11. Maintenance of quality and work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to work.
- H. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.02 CONSTRUCTION PROGRESS SCHEDULE

3.03 PRE-INSTALLATION MEETINGS - SEE SECTION 01 70 00.

3.04 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Photography Type: Digital; electronic files.
- C. Provide photographs of site and construction throughout progress of work by the Project Field Superintendent.
 1. High quality cell phone photographs acceptable.
- D. In addition to periodic, recurring views, take photographs of each of the following events:
 1. Completion of site clearing.
 2. Excavations in progress.
 3. Foundations in progress and upon completion.
 4. Structural framing in progress and upon completion.
 5. Enclosure of building, upon completion.
 6. Final completion, minimum of ten (10) photos.
- E. Take photographs as evidence of existing project conditions as follows:
 1. Interior views: As required to document existing conditions.
 2. Exterior views: As required to document existing conditions.
- F. Views:
 1. Provide aerial photographs from four cardinal views at each specified time, until structure is enclosed.
 2. Provide non-aerial photographs from four cardinal views at each specified time, until date of Substantial Completion.
 3. Consult with Architect for instructions on views required.
 4. Provide factual presentation.
 5. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
- G. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.
 1. Delivery Medium: Via email.
 2. File Naming: Include project identification, date and time of view, and view identification.
 3. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.
 4. Hard Copy: Printed hardcopy (grayscale) of PDF file and point of view sketch.

3.05 PROJECT COORDINATION - SEE SECTION 01 31 00

END OF SECTION
SECTION 01 31 00
PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.01 CONTRACTOR PROJECT MANAGEMENT AND SUPERVISORY PERSONNEL

- A. Project Manager: Experienced in administration, supervision, and quality control of earthwork, grading, site work, site utilities, and new and/or alteration building construction, special acoustical construction similar to acoustical construction included in this Project, including mechanical and electrical work as required for this Project.
- B. Contractor Quality Control Representative: See Section 01 40 00 - Quality Requirements / Contractor Quality Control, for COC Representative and COC Program specific requirements.
- C. Project Field Superintendent:
 1. Contractor shall employ a competent Project Field Superintendent and necessary assistants who shall be in attendance at Project Site full time during performance of Work.
 2. Superintendent shall represent Contractor, and communications given the superintendent shall be as binding as if given to Contractor.
 3. Project Field Superintendent shall represent Contractor, and communications given to Project Field Superintendent shall be as binding as if given to Contractor.
 - a. Important communications shall be confirmed in writing.
 - b. Other communications shall be similarly confirmed on written requests in each case.

1.02 CONTRACTOR SUPERVISION AND CONSTRUCTION PROCEDURES

- A. Contractor shall supervise and direct the Work, using Contractor's best skill and attention. Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, temporary facilities and safety and security precautions and programs sequences and procedures and for coordinating all portions of the Work under the Contract.
- B. Contractor is responsible to Owner for acts and omissions of Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, Contractor or any of Contractor's Subcontractors.

1.03 CONTRACTOR QUALITY CONTROL (CQC)

- A. Establish and maintain a Contractor Quality Control (CQC) program as described in this Section and Section 01 40 00 - Quality Requirements / Contractor Quality Control. This CQC program is a key element in meeting the objective of full and complete compliance with the Contract Documents.

1.04 ON-SITE DOCUMENTS, RECORD KEEPING, DOCUMENTATION AND REPORTING

- A. Approved Building Permit Set: Maintain a current, complete full size printed set of Building Permit Stamped Approved Drawings in project job office ready for use by Building Department field inspector.
- B. Current Construction Set of Documents: Maintain one copy of all Drawings, Specifications, Addenda, Approved Submittals and Shop Drawings, Change Orders and other modifications, in good order in project job office. When documents are issued as a part of a Proposal Request it is the responsibility of the General Contractor to maintain a complete and current set of Construction Documents and issue current set to all Sub-Contractors. **IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE ALL PARTIES ARE USING ONLY THE CURRENT SET OF DOCUMENTS.**
 1. Construction Set: Complete current full-size printed and bound set of Drawings and full-size printed bound set of Project Manual (Specifications). Printed set may be augmented by electronic copies of Construction Set on electronic devices, however full set of printed documents required for construction site reference.
 2. Addenda, Change Orders and other modifications may be electronic copies on project job office computer.
- C. Project Field Superintendent's Daily Log: Project field superintendent shall keep a chronological daily log to record day-to-day accounting of work force, activities performed, weather conditions and any specific events that take place on Project Site.
 1. Contractor's Daily Log shall be computer word processed in Microsoft Word format.
 - a. Hand written logs not permitted.
 2. Architect may require submission of Contractor's Daily Log to be attached to Contractor's monthly Payment Request Package.
 - a. Contractor failure to include requested Contractor's Daily Log in Payment Request Package will cause processing of Application for Payment until Contractor's Daily Log is received by Architect.

1.05 PROJECT COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's partial occupancy.
- D. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
- E. Cooperate with the Owner Representative in allocation of mobilization areas of site, for field offices and sheds, storage, for vehicular access and parking facilities.
- F. During construction, coordinate use of site and facilities through the Owner Representative.
- G. Comply with procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- H. Comply with instructions of the Owner Representative for use of temporary utilities and construction facilities.
- I. Testing and Inspections: Coordinate scheduling and preparation for all testing and inspections.
- J. Conflicts:
 1. Where conflicts occur Contractor shall submit a Request for Interpretation (RFI) to Architect and receive Architect response before continuing Work. Submit Request for Information as specified in Section 01 28 13 - Requests for Interpretation (RFI) and Architect's Responses.
 2. Contractor shall coordinate the Work and propose solutions for conflicts noted in Requests for Interpretation (RFIs), shop drawings and coordination drawings.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 31 19.33
PRE-INSTALLATION MEETINGS

PART 1 GENERAL

1.01 DESCRIPTION

- A. Pre-installation meetings help to clarify installation procedures, phasing, and coordination of the participants and processes involved in the installation of a specific product or system.
- B. Pre-installation meetings are specified to focus on specific concerns and do not relieve the Contractor of responsibility to coordinate the Work.
- C. The requirement for a pre-installation meeting is based on the nature of the installation, complexity and interrelationship of the installation with other Work.

1.02 PRE-INSTALLATION MEETINGS

- A. When required in individual specification sections, convene a pre-installation meeting at the site prior to commencing work of the section. Pre-installation meetings shall be organized, coordinated and supervised by the Construction Manager Project Field Superintendent.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
 1. Pre-installation meetings are defined as within scope of work for specific unit(s) of work.
 2. When noted within specific section, pre-installation meetings are required.
- C. Construction Manager Project Field Superintendent shall prepare a written agenda for the Pre-Installation Meeting and distribute the agenda to all affected parties minimum 3 days before the Pre-Installation Meeting is scheduled.

1.03 PRE-INSTALLATION MEETING REPORTS

- A. Project Field Superintendent or designee shall prepare a Pre-Installation Meeting Report for each meeting conducted describing the Subject and reason for the Meeting, what was discussed and what decisions were made and who made the decisions.
- B. Project Field Superintendent shall transmit Pre-Installation Meeting notes to Owner Representative, Architect and those attending the meeting.

1.04 GENERAL PRE-INSTALLATION MEETING REQUIREMENTS

- A. Construction Manager Project Field Superintendent and COC shall schedule a pre-installation meeting 1 week (or other time as determined by Construction Manager) before starting the Work.
- B. Require attendance of parties directly affecting the Work.

1. Owner Representative (If Owner has expressed interest to attend; provide advance scheduling).
2. Construction Manager Project Field Superintendent.
3. Contractor Quality Control Representative (CQC).
4. Subcontractor (installer, applicator or erector).
5. Material or equipment supplier.
6. Manufacturer's representative.
7. Others directly affecting or affected by the Work.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION
SECTION 01 32 16
CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL

1.01 SUBMITTALS

- A. Within 10 days after date established in Notice to Proceed, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
 - B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
 - C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
 - D. Within 10 days after joint review, submit complete schedule.
 - E. Submit updated schedule with each Application for Payment.
 - F. Submit in PDF format.
- 1.02 SCHEDULE FORMAT**
- A. Listings: In chronological order according to the start date for each activity. Identify each activity with the applicable specification section number.
 - B. Schedule Template: Contractor standard schedule template with information indicated in "Content" subject to Architect review and acceptance.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
 1. Provide overall project schedule and schedule for activities for each project phase.
- B. Identify each item by specification section number.
- C. Identify work of separate stages and other logically grouped activities.
- D. Provide sub-schedules for each stage of Work identified in Section 01 10 00 - Summary.
- E. Provide sub-schedules to define critical portions of the entire schedule.
- F. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- G. Provide separate schedule of submittal dates for shop drawings, product data, and samples, owner-furnished products, products identified under Allowances, and dates reviewed submittals will be required from Architect. Indicate decision dates for selection of finishes.
- H. Indicate delivery dates for owner-furnished products and products identified under Allowances.
- I. Provide legend for symbols and abbreviations used.

3.02 REVIEW AND EVALUATION OF SCHEDULE

- A. Participate in joint review and evaluation of schedule with Architect at each submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.
- C. After review, revise as necessary as result of review, and resubmit within 10 days.

3.03 UPDATING SCHEDULE

- A. Maintain schedules to record actual start and finish dates of completed activities.
- B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
- C. Annotate diagrams to graphically depict current status of Work.
- D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
- E. Indicate changes required to maintain Date of Substantial Completion.
- F. Submit reports required to support recommended changes.
- G. Provide narrative report to define problem areas, anticipated delays, and impact on the schedule. Report corrective action taken or proposed and its effect.

3.04 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to subcontractors, suppliers, Architect, Owner, and other concerned parties.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

END OF SECTION
SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 GENERAL

1.01 SUBSTITUTION REQUESTS

- A. Submit Substitution Requests as specified in Section 01 25 00 - Substitution Procedures.

1.02 SUBMITTAL PROCESSING TIME

- A. Schedule submittals to expedite the Project and coordinate submission.
- B. For each submittal for review, allow **FIFTEEN (15) WORKING DAYS** excluding delivery time to and from the Contractor.
- C. For sequential reviews involving Architect's Consultants, Owner or other affected party, allow an additional **SEVEN (7) WORKING DAYS**.
- D. For each resubmittal review, allow **FIFTEEN (15) WORKING DAYS** excluding delivery time to and from the Contractor.
- E. For sequential reviews involving approval from Authorities Having Jurisdiction (AHJ), in addition to Architect's review and acceptance, allow an additional **THIRTY (30) WORKING DAYS**.
- F. Submit all life safety submittals, including but not limited to fire protection and fire alarm systems, to the Architect before submitting them to the Authority Having Jurisdiction (AHJ). Only submittals reviewed by the Architect may be submitted to the Authority Having Jurisdiction (AHJ).

1.03 ARCHITECT'S REVIEW OF SUBMITTALS - GENERAL

- A. Architect will review or take other appropriate action upon, Contractor's submittals but only for the limited purpose of checking for conformance with information given and design concept expressed in Contract Documents. Architect's actions will be taken in accordance with the Submittal Schedule accepted by Architect with reasonable promptness while allowing sufficient time in Architect's professional judgment to permit adequate review within the constraints of Contractor's accepted Schedule of Submittals and Architect's current workload.
- B. Review of submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of Contractor as required by Contract Documents.
- C. Architect's review shall not constitute acceptance of safety precautions or, any construction means, methods, techniques, sequences or procedures. Architect acceptance of a specific item shall not indicate acceptance of warranty of assembly of which the item is a component.

1.04 SCHEDULE OF SUBMITTALS

- A. Contractor shall prepare a Schedule of Submittals and shall submit schedule to Architect for Architect review. Schedule shall be coordinated with Contractor construction schedule and allow reasonable time for Architect and Architect's consultant review.
- B. Coordinate Schedule of Submittals with Construction Schedule. Revise and update Schedule of Submittals when required by changes in the Construction Schedule. Provide Architect with updated schedule.

1.05 SUBMITTAL LOG

- A. Submittal Log shall include anticipated submittal, sortable by initial submittal date and by Specification Division. Submittal Log shall also include the following information for each submittal, arranged in tabular form.

1.06 SUBMITTAL PACKAGE GROUPINGS

- A. Contractor shall submit complete Submittal Packages.
- B. Contractor shall submit items BY SPECIFICATION SECTION.
- C. Coordinate each submittal with submittal requirements defined within each Specification Section.
 1. Use the Table of Contents from Project Manual, prepare Submittals, and Submittal Packages to identify contents of each Submittal.
 2. Submit Mechanical and Electrical Submittal Packages concurrent with one another.
- D. Data within Mechanical and Electrical Submittal Packages shall be coordinated prior to submitting to Architect for action.

1.07 SHOP DRAWINGS

- A. It is the sole responsibility of Contractor, Subcontractors or Material Suppliers to prepare their own drawings or offer materials as required by their submittals.
- B. Submit only information required by individual Specification Sections.
 1. Submittals not required by the individual Specification Sections will be returned, without review.
 2. Reproductions of Contract Documents: NOT PERMITTED.
 1. Submittals received containing reproductions of Contract Documents will be returned, without review, for revision and re-submittal.
- C. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents according to related work.
 1. Generic, non-project-specific information submitted as shop drawings do not meet.
- D. Shop Drawings shall be presented in clear and thorough manner. Plan drawings shall be identified by reference to sheet numbers and room numbers indicated on Contract Documents. Detail drawings shall be identified by shop mark and plan drawing indicated on Contract Documents.
 1. Indicate special utility and electrical characteristics, utility connection requirements and location of utility outlets for service for functional equipment and appliances.

1.08 PRODUCT DATA

- A. Submit only information required by individual Specification Sections.
 1. Submittals not required by the individual Specification Sections will be returned, without review.
- B. Collect required information into a single submittal.
- C. Submit product data concurrently with related shop drawing submittal.
- D. Do not submit Material Safety Data Sheets (MSDS) for materials and products.
- E. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to Work. Indicate performance characteristics and capacities. Indicate dimensions and clearance required. Indicate connections to building systems and adjacent materials. Include manufacturers' installation instructions when required by individual Specification Section.
- F. Manufacturer's standard schematic drawings and diagrams shall be modified to delete information which is not applicable to Work.

1.09 COLOR AND MATERIAL SAMPLE SUBMITTAL FOR REVIEW

- A. Samples: Submit 3 samples of type as specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.
- B. Submit all exterior and interior color and material samples together in a single package.

1.10 CONTRACTOR ACTION

- A. Prepare Overall Submittal Package:
 1. Preparation of Submittal Package is the responsibility of the Contractor.
 2. Preparation of trade specific Submittals is the responsibility of specific trade subcontractor.
 3. Preparation of product specific Submittals is the responsibility of the product manufacturer representative.
- B. Prepare Submittals and submit to Architect, after Contractor review and approval, in accordance with the approved Submittal Schedule.
 1. Contractor shall review submittal data for compliance with Contract Documents, approve and submit to the Architect such submittal data shop drawings, product data, samples and similar submittals, required by the Contract Documents, in accordance with the Submittal Schedule approved by the Architect, in such sequence as to cause no delay in the Work or in the activities of the Owner or separate contractors.
 2. By submitting submittal data such as shop drawings, product data and similar submittals, Contractor represents to the Owner and Architect that the Contractor has:
 - a. Reviewed and verified the submittal data.
 - b. Determined and verified materials, field measurements and field construction criteria related to the submittal data.
 - c. Checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- C. Receive Submittals from subcontractors, material suppliers and others.
- D. Review Submittals and re-Submittals from subcontractors, material suppliers and others for conformance with the Contract Documents before submitting to Architect. Review shall be thorough, complete and detailed.
 1. Return incomplete or incorrect Submittals for correction and re-submittal to Contractor.
 2. Receive corrected re-Submittals from subcontractors, material suppliers and others; review for required corrections and conformance with Contract Documents.

- E. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- F. Upload Submittal Package with an attached Contractor Transmittal into Procure project submittal system.
 1. Procure will notify Architect that submittal is available.
- G. Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Architect.

1.11 ARCHITECT'S ACTION

- A. Action: For Submittals where action and return is required or requested, Architect will review each Submittal, mark to indicate action taken, and return to Contractor.
 1. Compliance with specified requirements is Contractor's responsibility.
 2. Submittals for Information, Closeout Documents, Record Documents and other Submittals for similar purposes, no action will be taken.
- B. Action Stamp: Architect will stamp each Submittal with a uniform, self-explanatory action stamp that reads as follows:
 1. "This submittal has been reviewed for general compliance with the design concept expressed in the Contract Documents. This review and the response indicated below does not extend to deviations, completeness, qualities, performances, quantities, dimensions, safety or construction means/methods; and shall relieve the Contractor or its subcontractors/suppliers of any contractual responsibilities. Review or acceptance of a specific item shall not indicate approval of an assembly of which the item is a component."
- C. Procure Submittal Action Designations:
 1. Submittal action designations used in the Procure Electronic Document Submittal Management System are SUPERCEDED AND REPLACED by the Beck Design Submittal Stamp Action Designations indicated as follows.
- D. Action Stamp Designations: The stamp will be appropriately marked, as follows, to indicate the action taken.
 1. "NO EXCEPTIONS": Final Unrestricted Release.
 - a. Where Submittals are marked "No Exceptions", that part of the Work covered by Submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
 2. "EXCEPTIONS NOTED": Final-But-Restricted Release.
 - a. When Submittals are marked "Exceptions Noted", that part of the Work covered by the Submittal may proceed provided it complies with notations or corrections on the Submittal and requirements of the Contract Documents; final acceptance will depend on that compliance.
 3. "REVISE AND RESUBMIT": Returned for Re-submittal.
 - a. When Submittal is marked "Revise and Resubmit", do not proceed with that part of the Work covered by the Submittal, including purchasing, fabrication, delivery, or other activity.
 - b. Review or prepare a new Submittal in accordance with the notations; resubmit without delay.
 - c. Do not permit Submittals marked "Revise and Resubmit," to be used at the Project site, or elsewhere where Work is in progress.
 4. "REJECT": When Submittal is marked "REJECT", do not proceed with that part of the Work covered by the Submittal, including purchasing, fabrication, delivery, or other activity. **PRODUCT SHALL NOT BE USED.**
 - a. Do not permit Submittals marked "Reject," to be used at the Project site, or elsewhere where Work is in progress.
 - E. Architect will upload Submittal with an attached Architect's Submittal Transmittal indicating Architect Action to Procure.
 1. Procure will notify Contractor that submittal is available.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION
SECTION 01 35 16
ALTERATION PROJECT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Products and installation for patching and extending Work.
- B. Transition and adjustments.
- C. Repair of damaged surfaces, finishes, and cleaning.

PART 2 PRODUCTS

2.01 PRODUCTS FOR PATCHING AND EXTENDING WORK

- A. New Materials: As specified in product sections; match existing Products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing Products where necessary, referring to existing Work as a standard.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as indicated, and ready for alteration work.
 1. Examine elements subject to damage or movement during alterations.
 2. After uncovering existing Work, assess conditions affecting performance of work.
 3. Verify that demolition is complete and areas are ready for installation of new Work.
- B. Report in writing to Architect and Owner's Representative prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions are corrected.
 - C. By starting Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to Owner.

3.02 ALTERATIONS

- A. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
 1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 50 00 locations required as directed by Owner.
- B. Remove existing work as indicated and as required to accomplish new work.
 1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
 2. Remove existing patching and damaged surfaces as specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
 3. Relocate items indicated on drawings.
 4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
 - b. Provide temporary connections as required to maintain existing systems in service.
- D. Protect existing work to remain.
 1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.

E. Adapt existing work to fit new work: Make as neat and smooth transition as possible.

1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendations to Architect.
2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
3. Where a change of plane of 1/4 inch (6.35 mm) or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.

F. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior

3. Qualification Statement: Provide documentation showing testing laboratory is accredited under IAS AC89.
- C. Contractor's Quality Control (CQC) Plan:
 1. Prior to start of work, submit a comprehensive plan describing how contract deliverables will be produced. Tailor CQC plan to specific requirements of the project. Include the following information:

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

- 0.01 CONTRACTOR QUALITY CONTROL (CQC)**
- A. Contractor shall establish and maintain a Contractor Quality Control program. Contractor Quality Control program is a key element in Contractor meeting objectives of Contract Documents.
 - B. Program includes documentation necessary to provide materials, equipment, workmanship, fabrication, construction and operations which comply with requirements of this Contract.
 - C. Although Contractor is primary individual responsible for quality control, all individuals will be held responsible for quality of work.
 - D. Contractor is responsible for managing and coordinating the three phases of control and documentation of tests performed by testing inspection agency and any other inspection and testing personnel required by this Contract.
 - E. Contractor is responsible for notifying Authority Having Jurisdiction Building Inspector and/or Special Inspector of activities which require their review.
 - F. Contractor is responsible for conducting all operations and all aspects of Work in safest possible manner as specified in Contractor Site Safety Program. Comply with all Federal, State and Local Law and Regulations and accepted safe practices for use and storage of flammable, hazardous, toxic and dangerous materials, products or techniques and health and safety of all Workers.
- 0.02 CONTROL OF INSTALLATION**
- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
 - B. Comply with manufacturers' instructions, including each step in sequence.
 - C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
 - D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
 - E. Have work performed by persons qualified to produce required and specified quality.
 - F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
 - G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
- 0.03 TOLERANCES**
- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
 - B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
 - C. Adjust products to appropriate dimensions; position before securing products in place.
- 0.04 REPAIR AND PROTECTION**
- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in as specified in Section 01 73 00 - Execution Requirements.
 - B. Protect construction exposed by or for quality-control service activities.
 - C. Repair and protection are Contractor's responsibility, regardless of assignment of responsibility for quality-control services.

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

END OF SECTION

**SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS**

PART 1 GENERAL

- 0.01 REFERENCE STANDARDS**
- A. NFPA 10 - Standard for Portable Fire Extinguishers.
 - B. NFPA 241 - Standard for Safeguarding Construction, Alterations, and Demolition Operations.
- 0.02 GENERAL REQUIREMENTS**
- A. Contractor shall meet and continually coordinate with Owner for temporary facilities and controls, particularly locations of Project Office, Contractor Storage and Staging areas, and Contractor Parking.
 - B. Provide all temporary facilities necessary to facilitate the Work to include, but not limited to, scaffolds, staging, ladders, stairs, ramps, chutes, runways, pumps, platforms, railings, hoists, cranes, shoring, bracing, formwork, safety barriers and similar items.
- 0.03 QUALITY ASSURANCE**
- A. Responsibility: Contractor shall provide all temporary facilities and controls required for construction of Project.
 - B. Regulations: Contractor shall comply with industry standards and with applicable laws and regulations of Authorities Having Jurisdiction including, but not limited to, the following:
 1. Building code requirements.
 2. OSHA health and safety regulations.
 3. Local law enforcement and emergency services regulations.
 4. Federal and State Department of Environmental Quality environmental protection regulations.
 - C. Standards: Comply with NFPA 241.
- 0.04 PROJECT CONDITIONS**
- A. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as Work progresses. Take necessary fire prevention measures. Do not allow hazardous, dangerous, or unsanitary conditions, or public nuisances to develop or persist at Project Site.
 - B. Temporary Facilities and Controls Installation:
 1. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve Project adequately and result in minimum interference with performance of Work. Relocate and modify temporary facilities as required.
 2. Provide each temporary facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until temporary facilities are no longer needed and are replaced by authorized use of completed permanent facilities.
 3. Construct and maintain all necessary temporary drainage and shall pump as necessary to keep excavations, floors, pits, trenches and other features free of water.
 4. At all times, maintain positive surface drainage away from all parts of Work.
 5. Protect Work at all times from rain, wind, snow, sleet, storms, frost, heat or other weather so as to maintain the Work, materials, fixtures and equipment free from damage. If low temperatures, or other extreme adverse weather conditions, make it impossible to continue operations safely even with reasonable precautions, stop work and notify Owner and Architect immediately.

- 0.05 PROTECTION OF EXISTING FACILITIES**
- A. Provide temporary fire protection. Maintain existing fire protection.
 1. Install and maintain temporary fire protection of types required to protect against fire losses.
 - a. Provide hand-carried portable UL rated "ABC" dry chemical type.
 2. Provide temporary fire extinguishers in accordance with NFPA 10.
 3. Protect construction in accordance with NFPA 241.
 4. Locate temporary fire extinguishers at locations easily accessible by construction workers in case of fire.
 5. Store combustible materials in containers in fire-safe locations.
 6. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire protection facilities, and other access routes for fighting fires.
 7. Provide supervision of welding and soldering operations, combustion type temporary heating units and similar sources of fire ignition.
 8. Smoking not permitted by anyone in any area.
 - B. Fully protect all existing facilities on Project Site from fire and other hazards and damage from construction operations. Existing facilities include structures, buildings, paving, walks, lawns, trees and other landscape materials, and all other items existing on Project Site.

- 0.06 CONTRACTOR DOCUMENTATION OF EXISTING CONDITIONS BEFORE START OF CONSTRUCTION**
- A. Owner, Architect and Contractor shall meet and tour the project site to inspect the existing conditions of the site, building and Contractor storage, staging and parking areas before start of construction.
 - B. Contractor shall perform a full photo and video documentation of existing conditions during the project site tour and meeting with Owner and Architect.
 - C. Contractor documentation shall consist of a written report, digital photographs and video recording. Photographs and video recordings shall be noted and referenced from a site plan and building plan drawing.
 - D. Contractor shall submit existing conditions inspection report including photographs and video recordings to Architect and Owner on a USB digital electronic storage device.
 - E. Documentation will be used at the end of construction to determine extent of damage to existing conditions and what work is required for Contractor to return all existing facilities to same or better condition than it originally existed before start of construction.

- 0.07 DAMAGE DURING CONSTRUCTION**
- A. Any damage caused to existing facilities shall be reported to Architect by Owner and/or Contractor immediately upon occurrence or when first observed. Architect will discuss extent of damage with Owner and Contractor and may make a field visit to inspect and document damage.
 - B. Owner and Contractor shall make a written report of observed damage and submit to Architect. Owner's Insurance Provider may make an inspection and prepare a report of damage.
 - C. Architect will determine extent of damage and advise Contractor of repairs to be made and date when repairs shall be complete. Decision of Architect is final.
 - D. All damage to existing facilities on Project Site caused by Contractor shall be promptly repaired to Owner's satisfaction at Contractor's expense.
 - E. At end of construction, return all existing facilities to same or better condition as originally found before Notice to Proceed was issued.

- 0.08 TEMPORARY UTILITIES**
- A. Owner will provide the following:
 1. Electrical power and metering, consisting of connection to existing facilities.
 2. Water supply, consisting of connection to existing facilities.
 - B. Existing facilities may not be used.
 - C. Contractor shall meet and coordinate with Owner for use of existing building temporary utilities.

- 0.09 TELECOMMUNICATIONS SERVICES**
- A. Contractor shall provide a cellular phone number for the following to provide the Owner and Architect a person to contact as necessary.
 1. Contractor's Project Field Superintendent.
 2. Contractor's Project Manager.

- 0.10 TEMPORARY SANITARY FACILITIES**
- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
 1. Coordinate location with Owner Representative.
 - B. Provide self-contained portable chemical toilets for construction personnel. Portable toilets shall be vented and fully enclosed with glass fiber reinforced polyester shell. Make arrangements for cleaning and servicing of chemical toilets on a regular basis.
 - C. Use of existing facilities Not Permitted.
 - D. Maintain daily in clean and sanitary condition.
 - E. At end of construction, return facilities to same or better condition as originally found.

- 0.11 SECURITY**
- A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.
 - B. Coordinate with Owner's security program.

- 0.12 VEHICULAR ACCESS AND PARKING**
- A. Coordinate Contractor access and parking locations and requirements with Owner Representative and locate as directed.
 - B. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
 - C. Coordinate access and haul routes with governing authorities and Owner.
 - D. Provide and maintain access to fire hydrants, free of obstructions.
 - E. Provide means of removing mud from vehicle wheels before entering streets.
 - F. Designated existing on-site roads may be used for construction traffic. Coordinate with Owner Representative.
 - G. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

- 0.13 WASTE REMOVAL**
- A. Remove construction waste from site in compliance with Authorities Having Jurisdiction requirements.
 - B. Meet and coordinate with Owner's Representative to discuss Owner's requirements for construction waste management and disposal at start of project.
 - C. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition. Comply with Owner's requirements.

- D. Provide central construction waste dumpster and periodic water removal services as required to maintain the site in clean and orderly condition. Coordinate location with Owner Representative.
 - E. Provide containers with lids. Remove trash from site, weekly or more frequently, and as directed by Owner Representative.
 - F. Contractor and each Subcontractor shall collect waste from their respective construction areas and Project Site daily and deposit in central construction waste dumpster.
 - G. Comply with requirements of NFPA 241 for removal of combustible waste material and debris.
 - H. Do not hold materials more than 7 days during normal weather or 3 days when temperature is expected to rise above 80 degrees F.
 - I. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by placing in hazardous material containers in accordance with applicable Federal, State and local hazardous material regulations. Dispose of material in a lawful manner at approved hazardous material waste site.
- 1.14 STORAGE AND STAGING AREAS**
- A. Contractor and each Subcontractor shall provide lockable, secure, portable steel construction material storage containers for storage of Contractor and Subcontractor materials, tools and equipment of quantity and sizes required for proper and secure storage.
 - B. Locate storage containers and staging areas where directed by Owner Representative.

- 1.15 ENVIRONMENTAL PROTECTION**
- A. Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result.
 - B. Avoid using tools and equipment that produce harmful noise.

- 1.16 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**
- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
 - B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
 - C. Clean and repair damage caused by installation or use of temporary work.
 - D. Restore existing facilities used during construction to original condition.

- 1.17 FIELD QUALITY CONTROL**
- A. Project Field Superintendent shall inspect and maintain temporary facilities and controls continuously throughout contract.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 01 60 00
PRODUCT REQUIREMENTS**

- PART 1 GENERAL**
- 1.01 SUBMITTALS**
- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
 - B. Shop Drawing Submittals: Prepared specifically for this Project, indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
 - C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

- 1.02 QUALITY ASSURANCE**
- A. Manufacturer's Inventory of Product Content: Publicly available inventory of every ingredient identified by name and Chemical Abstract Service Registration Number (CAS RN).
 1. For ingredients considered a trade secret or intellectual property, the name and CAS RN may be omitted, provided the ingredient's role, amount, and GreenScreen Benchmark are given.
 - B. Reused Products: Materials and equipment previously used in this or other construction, salvaged and refurbished as specified.
 1. Wood fabricated from timber abandoned in transit after harvesting is considered reused, not recycled.
 2. Acceptable Evidence: Information about the origin or source, from Contractor or supplier.

- PART 2 PRODUCTS**
- 2.01 EXISTING PRODUCTS**
- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
 - B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstated, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor, remove from site.
 - C. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is not prohibited.
 1. See drawings for list of items required to be salvaged for reuse and relocation.
 2. If reuse of other existing materials or equipment is desired, submit substitution request.

- 2.02 NEW PRODUCTS**
- A. Provide new products unless specifically required or permitted by Contract Documents.
 - B. See Section 01 40 00 - Quality Requirements/Contractor Quality Control (CQC), for additional source quality control requirements.
 - C. Use of products having any of the following characteristics is not permitted:
 1. Made using or containing CFC's or HCFC's.
 2. Made of wood from newly cut old growth timber.
 3. Containing lead, cadmium, asbestos, or mercury.

- 2.03 PRODUCT OPTIONS**
- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
 - B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
 - C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

PART 3 EXECUTION

- 3.01 SUBSTITUTION LIMITATIONS**
- A. See Section 01 25 00 - Substitution Procedures.
 - B. Submitter is required to provide Submittal Data that includes contents described in "Substitution Request Package" of Section 01 25 00 - Substitution Procedures. Burden of proof is on Submitter.

- 3.02 TRANSPORTATION AND HANDLING**
- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
 - B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
 - C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
 - D. Transport and handle products in accordance with manufacturer's instructions.
 - E. Transport materials in covered trucks to prevent contamination of product and filtering of surrounding areas.
 - F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
 - G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
 - H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

- 3.03 STORAGE AND PROTECTION**
- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
 - B. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 74 19.
 - C. Structural Loading Limitations: Handle and store products and materials so as not to exceed static and dynamic load-bearing capacities of project floor and roof areas.
 - D. Store and protect products in accordance with manufacturers' instructions.
 - E. Store with seals and labels intact and legible.
 - F. Arrange storage of materials and products to allow for visual inspection for the purpose of determination of quantities, amounts, and unit counts.
 - G. Store sensitive products in weatheright, climate-controlled enclosures in an environment favorable to product.
 - H. For exterior storage of fabricated products, place on sloped supports above ground.
 - I. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
 - J. Comply with manufacturer's warranty conditions, if any.
 - K. Do not store products directly on the ground.
 - L. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
 - M. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
 - N. Prevent contact with material that may cause corrosion, discoloration, or staining.
 - O. Notify equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
 - P. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

**SECTION 01 73 00
EXECUTION REQUIREMENTS**

- PART 1 GENERAL**
- 1.01 REFERENCE STANDARDS**
- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2022, with Errata (2021).

- 1.02 PROJECT CONDITIONS**
- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
 - B. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
 1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
 2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
 - C. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - D. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

- 1.03 COORDINATION**
- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
 - B. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
 - C. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
 - D. In finished areas except as otherwise indicated, conece pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
 - E. Coordinate completion and clean-up of work of separate sections.
 - F. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

- PART 2 PRODUCTS**
- PART 3 EXECUTION**
- 3.01 EXAMINATION**
- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
 - B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
 - C. Examine and verify specific conditions described in individual specification sections.
 - D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
 - E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
 - F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

- 3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

- 3.03 PREINSTALLATION MEETINGS - SEE SECTION 01 31 19.33.**
- 3.04 GENERAL INSTALLATION REQUIREMENTS**
- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
 - B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
 - C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
 - D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
 - E. Make neat transitions between different surfaces, maintaining texture and appearance.
 - F. Installation:
 1. Refer to installation requirements included in each individual Specification Section.
 2. For each Product, inspect substrate and conditions that work will be performed. Do not proceed until unsatisfactory conditions have been corrected.
 3. By starting work, Contractor accepts conditions and assumes responsibility for correcting unsuitable or unsatisfactory conditions encountered at Contractor's expense.
 4. Comply with manufacturer's published installation instructions and recommendations, to extent that instructions and recommendations are more explicit or stringent than requirements in Contract Documents.
 5. Inspect Products immediately upon delivery to Project Site ready for installation.

- 3.05 ALTERATION PROJECT PROCEDURES - SEE SECTION 01 35 16**
- 3.06 CUTTING AND PATCHING - SEE SECTION 01 73 29**
- 3.07 PROGRESS CLEANING**
- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
 - B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
 - C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
 - D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site, do not burn or bury.

- 3.08 PROTECTION OF INSTALLED WORK**
- A. Protect installed work from damage by construction operations.
 - B. Provide special protection where specified in individual specification sections.
 - C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
 - D. Provide protective coverings at walls, projections, jams, sills, and soffits of openings.
 - E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
 - F. Protect work from spilled liquids. If work is exposed to spilled liquids, immediately remove protective coverings, dry out work, and replace protective coverings.
 - G. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
 - H. Prohibit traffic from landscaped areas.
 - I. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

- 3.09 ADJUSTING**
- A. Adjust operating products and equipment to ensure smooth and un hindered operation.
 - B. Testing, adjusting, and balancing HVAC systems. See Division 23.

- 3.10 FINAL CLEANING**
- A. Execute final cleaning prior to final project assessment.
 1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
 - B. Use cleaning materials that are nonhazardous.
 - C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
 - D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
 - E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
 - F. Clean site; sweep paved areas, rake clean landscaped surfaces.
 - G. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner, do not burn or bury.

END OF SECTION

**SECTION 01 73 29
CUTTING AND PATCHING**

- PART 1 GENERAL**
- 1.01 SECTION INCLUDES**
- 1.02 ADMINISTRATIVE REQUIREMENTS**
- A. Coordination: Coordinate demolition work with other Work within the area to allow installation of new Work to be installed in openings created by the cutting and patching shortly after cutting and patching work is completed.

- PART 2 PRODUCTS**
- 2.01 MATERIALS**
- A. Primary Products: Those required for original installation.
 - B. Product Substitution: For any proposed change in materials, submit request for substitution to Architect.

- PART 3 EXECUTION**
- 3.01 EXAMINATION**
- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as indicated, and ready for cutting and patching.
 - B. Report in writing to Architect and Owner's Representative prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions are corrected.
 - C. By starting Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to Owner.

- 3.02 PREPARATION**
- A. Provide temporary supports to ensure structural integrity of the Work. Provide devices and methods to protect other portions of Project from damage.
 - B. Provide protection from elements for areas which may be exposed by uncovering work.
 - C. Maintain excavations free of water.

- 3.03 CUTTING**
- A. Execute cutting and fitting to complete the Work.
 - B. Uncover work to install improperly sequenced work.
 - C. Remove and replace defective or non-conforming work.
 - D. Provide openings in the Work for penetration of mechanical and electrical work.
 - E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
 - F. Cut rigid materials using masonry saw or core.
 - G. Execute work by methods to avoid damage to other Work, and which will provide appropriate surfaces to receive patching and finishing.
 - H. Employ skilled and experienced installer to perform patching for weather exposed and moisture resistant elements, and sight-exposed surfaces.

- 3.04 PATCHING**
- A. Execute patching to complement adjacent Work.
 - B. Fit Products together to integrate with other Work.
 - C. Restore work with new Products in accordance with requirements of Contract Documents.
 - D. Fit work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
 - E. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

END OF SECTION

**SECTION 01 77 00
CLOSEOUT PROCEDURES**

- PART 1 GENERAL**
- 1.01 DEFINITIONS**
- A. Substantial Completion: The stage in progress of the Work when the Work or designated portion of the Work is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.
 - B. Final Completion: Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance upon receipt of a final Application for Payment, the Architect will make the inspection. When the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will issue a final Certificate of Payment.

- 1.02 CLOSEOUT PROCEDURES - SUBSTANTIAL COMPLETION**
- A. At completion of Work of each subcontract or designated division of Work, conduct an initial inspection to verify completion of Work; prepare list of Work to be completed or corrected, and conduct follow-up inspection to verify that corrections have been made as specified in Section 01 40 00 - Quality Requirements.
 - B. Comply with procedures stated in Contract General Conditions for Substantial Completion, which is used as a reference for the procedure for issuance of Certificate of Substantial Completion.
 1. Substantial Completion definition.
 2. Comprehensive Contractor list of items to be corrected.
 3. Architect Substantial Completion inspection.
 4. Establishment of Date of Substantial Completion.
 5. Certificate of Substantial Completion.
 - C. When Contractor considers Work, or a portion of Work which Owner agrees to accept separately, is Substantially Complete, submit written certification, on Contractor letterhead, to Architect indicating Contract Documents have been reviewed. Work has been inspected by Project Field Superintendent and Contractor Project Manager, and Work is complete in accordance with Contract Documents and ready for Substantial Completion inspection.
 1. Submit list of items to be completed or corrected.
 2. Complete and correct items on list.
 3. Failure to include an item on list does not change Contractor responsibility to complete Work in accordance with Contract Documents.
 - D. Architect and Owner Representative will review list and make inspection to determine if Work, or designated portion of Work, is substantially complete.
 1. Contractor will be notified by Architect of items identified during inspection as not in accordance with Contract Documents in a Substantial Completion Punchlist.
 2. Complete and correct items on Punchlist.
 3. Notify Architect that items have been corrected and request a Final Inspection.
 4. Architect will make inspection to determine if Work, or designated portion of Work, is substantially complete.
 - E. When Work, or designated portion of Work, is substantially complete, Architect will notify Contractor and document Date of Substantial Completion.

- 1.03 CLOSEOUT PROCEDURES - FINAL COMPLETION**
- A. Submit written certification, on Contractor's Letterhead, that items on the Substantial Completion Punch-list are completed. Work has been re-inspected, and Work is Final Complete in accordance with Contract Documents and ready for Architect final inspection.
 - B. Architect will make inspection to determine if Work of this Contract is complete.
 1. Contractor will be notified by Architect of items identified during inspection as not in accordance with contract documents and not ready for final acceptance.
 2. Contractor shall complete and correct items on list.
 3. Contractor shall notify Architect that items have been corrected and request re-inspection.
 4. When Work is complete, as determined by Architect, Architect will notify Contractor and document Date of Final Acceptance.

- 1.04 SUBSTANTIAL COMPLETION CLEANING**
- A. Remove temporary protection and facilities installed during construction to protect previously completed installations during remainder of construction.
 1. Remove temporary utilities and temporary utility equipment before Date of Substantial Completion.
 2. Clean and repair damage caused by installation or use of temporary protection and facilities.
 3. Restore existing facilities used during construction to original condition.
 4. Restore new permanent facilities used during construction to specified condition.
 - B. Comply with governing regulations and safety standards for cleaning operations.
 1. Remove waste materials from Project Site and dispose of in accordance with requirements of local authorities having jurisdiction.
 - C. Execute project cleaning before Substantial Completion inspection and have cleaning fully complete just before Substantial Completion inspection.



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- D. Clean interior surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition, clean or replace filters of mechanical equipment.
- E. Remove waste and surplus materials, rubbish, and construction facilities from the Project and from the site.
- F. Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned.
 - 1. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.
- G. Remove tools, construction equipment, machinery and surplus material from Project Site.
- H. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
- I. Remove labels that are not permanent labels.
- J. Touch-up and otherwise repair and restore marred exposed finishes and surfaces.
 - 1. Replace finishes and surfaces that cannot be satisfactorily repaired or restored, or that show evidence of repair or restoration.
- K. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- L. Clean light fixtures, lamps, globes and reflectors to function with full efficiency.
- M. Leave Project clean and ready for occupancy.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION

DIVISION 05 - METALS
SECTION 05 02 10
METAL HANDRAIL REFINISHING

PART 1 GENERAL

- 1.01 SECTION INCLUDES**
 - A. Application of powder coat finish on existing metal handrail and bracket assemblies indicated.
- 1.02 ADMINISTRATIVE REQUIREMENTS**
 - A. Field Verification: Contractor shall field inspect and verify existing metal handrail and bracket assembly, existing condition and method of attachment to building structure.
- 1.03 QUALITY ASSURANCE**
 - A. Finisher Qualifications: Company specializing in refinishing the products specified in this section with minimum 5 years of documented experience.
 - B. Installer Qualifications: Company specializing in removing, refurbishing and reinstalling the products specified in this section with minimum 5 years of documented experience.

PART 2 PRODUCTS

- 2.01 POWDER COAT FINISH SYSTEM**
 - A. AAMA 2605 high performance commercial grade coating.
 - B. Finish and Color: Matte Black.

PART 3 EXECUTION
3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

3.02 HANDRAIL REMOVAL AND PREPARATION FOR REFINISHING

- A. Remove existing handrail and bracket assemblies; inspect existing condition, repair any damage and prepare handrails and brackets for application of powder coat finish.

3.03 POWDER COAT FINISH APPLICATION

- A. Apply a powder coat finish to existing metal handrails and brackets in accordance with AAMA 2605 high performance commercial grade coating.

3.04 HANDRAIL REINSTALLATION

- A. After powder coat finish application, reinstall handrails and brackets back to their original locations with their original fastening methods.

3.05 FIELD QUALITY CONTROL

- A. Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
- B. Inspect metal handrail and bracket assemblies reinstallation and attachment to building structure, locations, finish and color.
- C. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.06 CLEANING AND PROTECTION

- A. Clean surfaces immediately after installation and just before Substantial Completion Inspection.

END OF SECTION

DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES
SECTION 06 46 19
WOOD BASE AND TRIM

PART 1 GENERAL

- 1.01 SECTION INCLUDES**
 - A. New wood base to match existing as indicated.
- 1.02 SUBMITTALS**
 - A. Shop Drawings: Indicate materials, component profiles, fastening methods, jointing details, and accessories.
 - B. Samples for Verification: Submit 3 samples of wood base and trim 12 inch (304.8 mm) long indicating species, finish and color.
- 1.03 QUALITY ASSURANCE**
 - A. Fabricator Qualifications: Company specializing in fabricating the products specified in this section with minimum 5 years of documented experience.
 - B. Installer Qualifications: Company specializing in fabricating the products specified in this section with minimum 5 years of documented experience.

PART 2 PRODUCTS

- 2.01 WOOD BASE AND TRIM**
 - A. Wood base and trim size, species, finish and color to match existing.
 - B. Contractor shall field verify existing wood base and trim size, profile, finish and color.

PART 3 EXECUTION
3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

3.02 INSTALLATION

- A. Install new wood base and trim at locations indicated on drawings.
- B. Set and secure materials and components in place, plumb and level.
- C. Carefully scribe work abutting other components.

3.03 FIELD QUALITY CONTROL

- A. Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
- B. Inspect wood base and trim for size, species, finish, color and location.
- C. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.04 CLEANING AND PROTECTION

- A. Clean surfaces immediately after installation and just before Substantial Completion Inspection.

END OF SECTION

DIVISION 09 - FINISHES
SECTION 09 02 00
EXISTING FINISH UP AND REPAIR

PART 1 GENERAL

- 1.01 SECTION INCLUDES**
 - A. Touch-up and repair all finishes damaged by the work of this contract to match existing.
- 1.02 ADMINISTRATIVE REQUIREMENTS**
 - A. Field Verification: Contractor shall field verify existing finish materials, types, finishes and colors.
- 1.03 QUALITY ASSURANCE**
 - A. Installer/Applicator Qualifications: Company specializing in performing work of the type specified in this section, with at least 5 years documented experience.

PART 2 PRODUCTS

2.01 FINISH TOUCH-UP AND REPAIR MATERIALS

- A. Match existing finish materials.

PART 3 EXECUTION
3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

3.02 PREPARATION

- A. Prepare touch-up and repair areas in accordance with the specific finish material manufacturer's instructions.

3.03 FINISH TOUCH-UP AND REPAIR

- A. Provide protection for existing adjacent finish surfaces to prevent damage from touch-up and repair.
- B. Touch-up and repair all finishes damaged by the work of this contract to match existing.
- C. Paint: Match paint type, sheen and color with existing. Apply touch-up paint to provide a uniform overall finish with adjacent painted surfaces.

3.04 FIELD QUALITY CONTROL

- A. Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
- B. Inspect touch-up and repair areas to ensure that touch-up and repair work matches existing adjacent materials and provides a uniform overall finish appearance.
- C. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.05 CLEANING AND PROTECTION

- A. Clean surfaces immediately after installation and just before Substantial Completion Inspection.

END OF SECTION

SECTION 09 05 61
COMMON WORK RESULTS FOR FLOORING PREPARATION

PART 1 GENERAL

- 1.01 SECTION INCLUDES**
 - A. Removal of existing floor coverings.
 - B. Preparation of existing concrete floor slabs for installation of floor coverings.
 - C. Testing of concrete floor slabs for moisture and alkalinity (pH).
 - D. Patching compound.

- E. Remedial floor coatings.

1.02 SUBMITTALS

- A. Visual Observation Report: For existing floor coverings to be removed.
- B. Remedial Materials Product Data: Manufacturer's published data on each product to be used for remediation.
 - 1. Manufacturer's qualification statement.
 - 2. Certificate: Manufacturer's certification of compatibility with types of flooring applied over remedial product.
 - 3. Test reports indicating compliance with specified performance requirements, performed by nationally recognized independent testing agency.
 - 4. Manufacturer's installation instructions.
- C. Testing Agency's Report:
 - 1. Description of areas tested; include floor plans and photographs if helpful.

1.03 QUALITY ASSURANCE

- A. Moisture and alkalinity (pH) testing shall be performed by an independent testing agency employed and paid by Contractor.
- B. Remedial Coating Installer Qualifications: Company specializing in performing work of the type specified in this section, trained by or employed by coating manufacturer, and able to provide at least 3 project references showing at least 3 years' experience installing moisture emission coatings.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Patching Compound: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:
 - 1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.
 - 2. Compressive Strength: 3000 psi minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.
- B. Remedial Floor Coating: Single- or multi-layer coating or coating/overlay combination intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.
 - 1. Thickness: As required for application and in accordance with manufacturer's installation instructions.
 - 2. Products - Basis of Design:
 - a. UZIN UTZ NORTH AMERICA, INC; UZIN PE 460 with UZIN PE 280: <https://www.us.uzin.com>.

PART 3 EXECUTION
3.01 CONCRETE SLAB PREPARATION

- A. Perform following operations in the order indicated:
 - 1. Existing concrete slabs (on-grade and elevated) with existing floor coverings:
 - a. Visual observation of existing floor covering, for adhesion, water damage, alkaline deposits, and other defects.
 - b. Removal of existing floor covering.
 - 2. Preliminary cleaning.
 - 3. Moisture vapor emission tests: 3 tests in the first 1000 sq feet (1.07643 sq cm) and one test in each additional 1000 sq feet (1.07643 sq cm), unless otherwise indicated or required by flooring manufacturer.
 - 4. Internal relative humidity tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
 - 5. Alkalinity (pH) tests; in same locations as moisture vapor emission tests, unless otherwise indicated.
 - 6. Specified remediation, if required.
 - 7. Patching, smoothing, and leveling, as required.
 - 8. Other preparation specified.
 - 9. Adhesive bond and compatibility test.
 - 10. Protection.
- B. Remediations:
 - 1. Active Water Leaks or Continuing Moisture Migration to Surface of Slab: Correct this condition before doing any other remediation; re-test after correction.
 - 2. Excessive Moisture Emission or Relative Humidity: If an adhesive that is resistant to the level of moisture present is available and acceptable to flooring manufacturer, use that adhesive for installation of the flooring; if not, apply remedial floor coating or remedial sheet membrane over entire suspect floor area.
 - 3. Excessive Alkalinity (pH): If remedial floor coating is necessary to address excessive moisture, no additional remediation is required; if not, if an adhesive that is resistant to the level present is available and acceptable to the flooring manufacturer, use that adhesive for installation of the flooring; otherwise, apply a skim coat of specified patching compound over entire suspect floor area.

3.02 REMOVAL OF EXISTING FLOOR COVERINGS

- A. Comply with local, State, and federal regulations and recommendations of RFCI (RWP), as applicable to floor covering being removed.
- B. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

3.03 PRELIMINARY CLEANING

- A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive lantance, mold, mildew, and other materials that might prevent adhesive bond.
- B. Do not use solvents or other chemicals for cleaning.

3.04 MOISTURE VAPOR EMISSION TESTING

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.
- C. Test in accordance with ASTM F1869 and as follows.
- D. Plastic sheet test and mat bond test may not be substituted for the specified ASTM test method, as those methods do not quantify the moisture content sufficiently.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if test values exceed 3 pounds per 1000 sq feet (1.07643 sq cm) per 24 hours.
- F. Report: Report the information required by the test method.

3.05 INTERNAL RELATIVE HUMIDITY TESTING

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.
- C. Test in accordance with ASTM F2170 Procedure A and as follows.
- D. Testing with electrical impedance or resistance apparatus may not be substituted for the specified ASTM test method, as the values determined are not comparable to the ASTM test values and do not quantify the moisture content sufficiently.
- E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if any test value exceeds 75 percent relative humidity.
- F. Report: Report the information required by the test method.

3.06 ALKALINITY TESTING

- A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.
- B. The following procedure is the equivalent of that described in ASTM F710, repeated here for the Contractor's convenience.
 - 1. Use a wide range alkalinity (pH) test paper, its associated chart, and distilled or deionized water.
 - 2. Place several drops of water on a clean surface of concrete, forming a puddle approximately 1 inch (25.4 mm) in diameter. Allow the puddle to set for approximately 60 seconds, then dip the alkalinity (pH) test paper into the water, remove it, and compare immediately to chart to determine alkalinity (pH) reading.
 - 3. Use of a digital pH-meter with probe is acceptable; follow meter manufacturer's instructions.
- C. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if alkalinity (pH) test value is over 10.

3.07 PREPARATION

- A. See individual floor covering section(s) for additional requirements.
- B. Comply with requirements and recommendations of floor covering manufacturer.
- C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.
- D. Do not fill expansion joints, isolation joints, or other moving joints.

3.08 ADHESIVE BOND AND COMPATIBILITY TESTING

- A. Comply with requirements and recommendations of floor covering manufacturer.

3.09 APPLICATION OF REMEDIAL FLOOR COATING

- A. Comply with requirements and recommendations of coating manufacturer.

3.10 CONTRACTOR QUALITY CONTROL

- A. Contractor Quality Control: Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
 - 2. Test and Inspection Reports shall be available to Architect upon request.
- B. Inspect and document concrete floor slab condition after preliminary cleaning and before start of concrete slab preparation; identify areas that will require patching compound, remedial floor coating or other remedial slab measures.
- C. Inspect and observe moisture vapor emission testing, internal relative humidity testing, alkalinity testing, adhesive bond and compatibility testing.
- D. Inspect installation of patching compound or remedial floor coating, if installation is required.
- E. Inspect and document floor preparation for each individual floor covering as required by each floor covering section.
- F. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.11 PROTECTION

- A. Cover prepared floors with building paper or other durable covering.
- B. Keep prepared floor protected from damage by adjacent construction operations.
- C. Clean carpet areas immediately after installation and just before Substantial Completion Inspection.

END OF SECTION

SECTION 09 08 00
CARPETING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Carpet tile, fully adhered.
- B. Stair tread and riser carpet tile, fully adhered.
- C. Flooring transition strips.

1.02 REFERENCE STANDARDS

- A. CRI (GLP) - Green Label Plus Testing Program - Certified Products; Current Edition.
- B. CRI 104 - Standard for Installation of Commercial Carpet; 2018.
- C. ICC A117.1 - Accessible and Usable Buildings and Facilities; 2017.

1.03 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
 - 1. Coordinate installation of tile carpeting and locations with the installation of other flooring materials and base
 - 2. Coordinate types and locations of flooring transition strips.

1.04 SUBMITTALS

- A. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns, colors available, and method of installation.
 - 1. Include transition strip type and finish data.
- B. Shop Drawings: Indicate layout of joints, direction of carpet tile, location of edge moldings, and interface with adjacent materials.
- C. Samples for Verification: Submit three carpet tiles illustrating color and pattern design for each carpet color selected.
- D. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.
- E. Operation and Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning.

1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing specified carpet tile with minimum 10 years documented experience.
- B. Installer Qualifications: Company specializing in installing carpet tile with minimum 5 years documented experience and approved by carpet tile manufacturer.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Tile Carpeting: As indicated in "Room Finish Legend" on Architectural Drawings.

2.02 TRANSITION STRIPS

- A. Type and Finish: As indicated on drawings.

2.03 ACCESSORIES

- A. Subfloor Filler: White premix latex; type recommended by flooring material manufacturer.

- 1. Do not install resilient flooring over gypsum-based patching or leveling compounds.
- B. Edge Strips: Manufacturer's standard, color as selected by Architect.
 - 1. Unless otherwise indicated on drawings.

C. Adhesives:

- 1. Compatible with materials being adhered; maximum VOC content of 50 g/L; CRI (GLP) certified; in lieu of labeled product, independent test report showing compliance is acceptable.

- D. Carpet Tile Adhesive: Recommended by carpet tile manufacturer; releasable type.

PART 3 EXECUTION
3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
 - 1. Verify that subfloor surfaces are smooth and flat within tolerances specified for that type of work and are ready to receive carpet tile.
 - 2. Verify that subfloor surfaces are dust-free and free of substances that could impair bonding of adhesive materials to subfloor surfaces.
 - 3. Verify that required floor-mounted utilities are in correct location.
- B. Cementitious Subfloor Surfaces: Verify that substrates are ready for flooring installation by testing for moisture and alkalinity (pH).
- C. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

3.02 PREPARATION

- A. Contractor is responsible for all floor substrate preparation. Any remedial floor preparation required shall be by Contractor at no additional cost to Owner.

3.03 INSTALLATION

- A. Starting installation constitutes acceptance of subfloor conditions.
- B. Install carpet tile in accordance with manufacturer's instructions.
- C. Blend carpet from different cartons to ensure minimal variation in color match.
- D. Cut carpet tile clean. Fit carpet tight to intersection with vertical surfaces without gaps.
- E. Lay carpet tile as indicated on drawings.
 - 1. If layout is not indicated on drawings, request pattern and / or layout from Architect prior to installation.
- F. Locate change of color or pattern between rooms under door centerline.
- G. Fully adhere carpet tile to substrate.
- H. Trim carpet tile neatly at walls and around interruptions.
- I. Complete installation of edge strips, concealing exposed edges.
- J. Install carpet and accessories in compliance with the requirements of ADA and ANSI/ICC A117.1.

3.04 TRANSITION STRIPS

- A. Install transition strips at locations noted on drawings.

3.05 FIELD QUALITY CONTROL

- A. Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
- B. Inspect carpet installation, seams, adherence to substrate, color and style type.
- C. Inspect floor transition strip model, finish and location.
- D. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.06 CLEANING

- A. Comply with CRI 104, Section 15 - Protection of Indoor Installation and manufacturer's recommended cleaning procedures.
- B. Remove excess adhesive without damage, from floor, base, and wall surfaces.
- C. Clean and vacuum carpet surfaces immediately after installation and just before Substantial Completion Inspection.

END OF SECTION

SECTION 09 78 13
STAINLESS STEEL WALL PANELS AND TRIM

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Stainless steel panels and trim applied over existing elevator doors and frames indicated.

1.02 ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Field verify all dimensions of areas where wall panels are indicated to be installed.

- C. Sign Edges: Squared.
- D. Letter Edges: Squared.
- E. Corners: Squared.
- F. Tactile Letters: Raised 1/32 inch minimum.
 - 1. Unless otherwise indicated on drawings.
- G. Braille: Grade II, ADA-compliant.
- H. Suspended Mounting: Stainless steel suspension cables, cable clamps, and ceiling fastener suitable for attachment to ceiling construction indicated.
 - 1. Unless otherwise indicated on drawings.
- I. One-Sided Wall Mounting: Concealed standoffs.
 - 1. Unless otherwise indicated on drawings.
- J. Wall Mounted Projecting Sign: Concealed screws to wall.

2.03 SIGNAGE APPLICATIONS

- A. Room and Door Signs:
 - 1. Office Doors: Identify with the room names and numbers indicated on drawings.
 - 2. Conference and Meeting Rooms: Identify with the room names and numbers indicated on drawings.
 - 3. Service Rooms: Identify with room names and numbers indicated on drawings.
 - 4. Rest Rooms: Identify with pictograms, the names "MEN" and "WOMEN", room numbers to be determined later, and braille.
 - a. Universal Occupancy Types: Room names and locations are indicated on drawings.
- B. Interior Directional and Informational Panel Signs:
 - 1. Directories: For customer-produced media, provide divider strips.
 - 2. Where suspended, ceiling mounted, or projecting from wall signs are indicated, provide two-sided signs with same information on both sides.
- C. Emergency Evacuation Map Panel Signs:
 - 1. Allow one map per lobby.
 - 2. Map content to be provided by Owner.
 - 3. Provide a minimum of (15) fifteen signs unless more stringent conditions are indicated on drawings.

2.04 ACCESSORIES

- A. Concealed Screws: Noncorroding metal; stainless steel.
- B. Exposed Screws: Not allowed.
- C. Tape Adhesive: Double-sided tape, permanent adhesive.
- D. Concealed Standoffs: To match signage finish.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
 - 1. Verify that substrate surfaces are ready to receive work.
- B. Report in writing to Architect prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the Owner.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Install with horizontal edges level.
- C. Locate panel signs and mount at heights indicated on drawings and in accordance with ADA Standards and ICC A117.1.

3.03 FIELD QUALITY CONTROL

- A. Contractor Quality Control Representative shall perform contractor quality control inspections.
 - 1. Document preparatory, initial and follow-up inspection in Contractor's Test and Inspection Reports.
- B. Inspect interior sign types, locations, mounting heights, numbers and text, finish and color.
- C. Correct deficiencies in products and installation found not to be in compliance with Contract Documents.

3.04 CLEANING AND PROTECTION

- A. Clean surfaces immediately after installation and just before Substantial Completion Inspection.
- END OF SECTION**



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BECK NO:
202513.2

PROJECT:
TPAC FINISH AND SIGNAGE IMPROVEMENTS IOT1



CONSULTANT:

ISSUE / REVISION:

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SPECIFICATIONS

AUTHORITY HAVING JURISDICTION	
CITY OF TULSA, OKLAHOMA	
ADOPTED CODES	
INTERNATIONAL EXISTING BUILDING CODE®, 2018 EDITION INTERNATIONAL BUILDING CODE®, 2018 EDITION INTERNATIONAL EXISTING BUILDING CODE®, 2018 EDITION INTERNATIONAL FIRE CODE®, 2018 EDITION INTERNATIONAL ENERGY CONSERVATION CODE®, 2006 EDITION INTERNATIONAL FUEL GAS CODE®, 2018 EDITION	INTERNATIONAL MECHANICAL CODE®, 2018 EDITION INTERNATIONAL PLUMBING CODE®, 2018 EDITION NATIONAL ELECTRIC CODE®, 2020 EDITION 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES, ICC A117.1, 2009 EDITION, AMERICAN NATIONAL STANDARDS INSTITUTE®

SUMMARY	
THIS PROJECT INCLUDES ALTERATIONS TO THE RESTROOMS AND TICKET OFFICE TO IMPROVE ACCESSIBILITY. IT INCLUDES REPAIRS TO EXISTING CONSTRUCTION AND FINISHES RESULTING FROM THE ALTERATIONS. THERE ARE NO ALTERATIONS TO LAYOUT OF THE FLOOR PLANS, LIFE SAFETY, MEANS OF EGRESS OR FIRE PROTECTION.	
NO CHANGE ASSEMBLY GROUPS	
NO CHANGE OF OCCUPANCY	
NO CHANGE OF HEIGHT	
NO CHANGE OF STORIES	
NO CHANGE OF AREA	
NO CHANGE TO CONSTRUCTION TYPE	
IEBC - ALTERATIONS - LEVEL 1	

IEBC CODE STUDY	
IEBC CHAPTER 2 - DEFINITIONS	
202 GENERAL DEFINITIONS	ALTERATION: ANY CONSTRUCTION OR RENOVATION TO AN EXISTING STRUCTURE OTHER THAN A REPAIR OR ADDITION.
IEBC CHAPTER 3 - PROVISIONS FOR ALL COMPLIANCE METHODS	
301 ADMINISTRATION	
301.3 ALTERATION, ADDITION OR CHANGE OF OCCUPANCY	
301.3.2 WORK AREA COMPLIANCE METHOD	ALTERATIONS - LEVEL 1 - IEBC, CHAPTER 7
301.5 COMPLIANCE WITH ACCESSIBILITY	2009 ICC A117.1
302 GENERAL PROVISIONS	
302.6 OCCUPANCY AND USE	IBC 2018, CHAPTER 3
305 ACCESSIBILITY FOR EXISTING BUILDINGS	
305.6 ALTERATIONS	IBC 2018, CHAPTER 11, UNLESS TECHNICALLY INFEASIBLE

CHAPTER 6 - CLASSIFICATION OF WORK	
602 ALTERATION—LEVEL 1	APPLICABLE: LEVEL 1 ALTERATIONS INCLUDE THE REMOVAL AND REPLACEMENT OR THE COVERING OF EXISTING MATERIALS, ELEMENTS, EQUIPMENT, OR FIXTURES USING NEW MATERIALS, ELEMENTS, EQUIPMENT, OR FIXTURES THAT SERVE THE SAME PURPOSE.

CHAPTER 7 - ALTERATIONS - LEVEL 1	
702 BUILDING ELEMENTS AND MATERIALS	
702.1 INTERIOR FINISHES	IBC, CHAPTER 8
702.2 INTERIOR FLOOR FINISH	IBC, SECTION 804
702.3 INTERIOR TRIM	IBC, SECTION 805
702.6 MATERIALS AND METHODS	NEW WORK SHALL COMPLY WITH THE MATERIALS AND METHODS REQUIREMENTS IN THE IBC, IECC, IMC, AND IPC

IBC CODE STUDY	
IBC CHAPTER 3 - USE AND OCCUPANCY CLASSIFICATION	
302 OCCUPANCY CLASSIFICATION AND USE DESIGNATION	
302.1 OCCUPANCY CLASSIFICATION	
303 ASSEMBLY GROUP A	
303.1 ASSEMBLY GROUP A	
303.2 ASSEMBLY GROUP A-1	
303.3 ASSEMBLY GROUP A-2	
303.4 ASSEMBLY GROUP A-3	
304 BUSINESS GROUP B	
304.1 BUSINESS GROUP B	

IBC CHAPTER 5: GENERAL BUILDING HEIGHTS AND AREAS		
504 BUILDING HEIGHT AND NUMBER OF STORIES		
504.3 HEIGHT IN FEET TABLE 504.3 ALLOWABLE BUILDING HEIGHT IN FEET ABOVE GRADE PLANE TYPE IB OCCUPANCY CLASS (A AND B) S = BUILDINGS EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM	ALLOWED 180- FEET	NO CHANGE IN BUILDING HEIGHT
504.4 NUMBER OF STORIES TYPE IB OCCUPANCY CLASS (A AND B) S = BUILDINGS EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM	ALLOWED A-1 = 6-STORIES A-2 = 12-STORIES A-3 = 12-STORIES B = 12-STORIES	NO CHANGE IN THE NUMBER OF STORIES
506 BUILDING AREA		
506.2 ALLOWABLE AREA DETERMINATION TABLE 506.2 ALLOWABLE AREA FACTOR IN SQUARE FEET TYPE IB SM = BUILDINGS TWO OR MORE STORIES ABOVE GRADE PLANE EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM	ALLOWED A-1 = UL A-2 = UL A-3 = UL B = UL	NO CHANGE IN AREA
508 MIXED USE AND OCCUPANCY		
NO CHANGE IN USE OR OCCUPANCY		

IBC CHAPTER 6: TYPES OF CONSTRUCTION		
602 CONSTRUCTION CLASSIFICATION	TYPE 1B	NO CHANGE

IBC CHAPTER 8: INTERIOR FINISHES			
803 WALL AND CEILING FINISHES			
803.1.2 INTERIOR WALL AND CEILING FINISH MATERIALS TESTED IN ACCORDANCE WITH ASTM E84 OR UL 723	CLASS A: = FLAME SPREAD INDEX 0-25; SMOKEDEVELOPED INDEX 0-450 CLASS B: = FLAME SPREAD INDEX 26-75; SMOKEDEVELOPED INDEX 0-450 CLASS C: = FLAME SPREAD INDEX 76-200; SMOKEDEVELOPED INDEX 0-450		
803.13 INTERIOR FINISH REQUIREMENTS BASED ON OCCUPANCY			
TABLE 803.13 INTERIOR WALL AND CEILING FINISH REQUIREMENTS BY OCCUPANCY			
GROUP (SPRINKLERED)	INTERIOR EXIT STAIRWAYS AND RAMPS AND EXIT PASSAGEWAYS	CORRIDORS AND ENCLOSURE FOR EXIT ACCESS STAIRWAYS AND RAMPS	ROOMS AND ENCLOSED SPACES
A-1, A-2	B	B	C
A-3	B	B	C
B	B	C	C

IBC CHAPTER 10: MEANS OF EGRESS					
2902 MINIMUM PLUMBING FACILITIES					
TABLE 1004.5 MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT					
	OCCUPANCY TYPE	AREA	OCCUPANT LOAD FACTOR	GROSS /NET	OCCUPANT LOAD
SMALL THEATRE LEVEL	ASSEMBLY	9,345 SF	15 SF	FIXED SEATING	184
	ASSEMBLY	761 SF	30 SF	NET	1,064
	ASSEMBLY	230 SF	100 SF	NET	26
	ASSEMBLY	1,622 SF	300 SF	NET	3
					6
					1,283 (NO CHANGE IN OCCUPANT LOAD)
2ND STREET LEVEL	ASSEMBLY	641 SF	30 SF	NET	22
	ASSEMBLY	1,471 SF	100 SF	NET	15
	BUSINESS AREAS	5,130 SF	100 SF	GROSS	52
					4
					93
3RD STREET LEVEL	ASSEMBLY	5,725 SF	30 SF	NET	191
	BUSINESS AREAS	5,877 SF	100 SF	GROSS	59
	BUSINESS AREAS	4,153 SF	300 SF	GROSS	14
					264 (NO CHANGE IN OCCUPANT LOAD)
MAIN THEATRE LEVEL	ASSEMBLY	13,232 SF	15 SF	NET	883
	ASSEMBLY	5,290 SF	30 SF	NET	177
	ASSEMBLY			FIXED SEATING	1,496
	BUSINESS AREAS	225 SF	300 SF	GROSS	3
	BUSINESS AREAS	2,870 SF	100 SF	GROSS	17
					2,576 (NO CHANGE IN OCCUPANT LOAD)
MEZZANINE LEVEL	ASSEMBLY	1,953 SF	15 SF	NET	131
	ASSEMBLY		FIXED SEATING	FIXED SEATING	618
					749 (NO CHANGE IN OCCUPANT LOAD)
BALCONY LEVEL	ASSEMBLY	1,953 SF	15 SF	NET	131
	ASSEMBLY		FIXED SEATING	FIXED SEATING	368
					499 (NO CHANGE IN OCCUPANT LOAD)

IBC CHAPTER 29: PLUMBING SYSTEMS														
2902 MINIMUM PLUMBING FACILITIES														
TABLE 2902.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES														
CLASSIFICATION	DESCRIPTION		WATER CLOSET (M)		WATER CLOSET (F)		LAVATORIES (M)		LAVATORIES (F)		RINKING FOUNTAIN		SERVICE SINK	
	MALE	FEMALE	REQ'D	PROVIDED	REQ'D	PROVIDED	REQ'D	PROVIDED	REQ'D	PROVIDED	REQ'D	PROVIDED	REQ'D	PROVIDED
BALCONY LEVEL	2	6	4	3	2	3	2	3	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
MEZZANINE LEVEL	3	6	6	3	2	3	2	3						
MAIN THEATER LEVEL	15	11	24	22	10	5	10	10						
3RD STREET LEVEL	4	25	6	24	3	15	3	17						
2ND STREET LEVEL	3	3	3	2	3	2	3	3						
SMALL THEATER LEVEL	6	10	10	10	4	5	4	7						
TOTAL	33	61	53	65	23	34	23	43						



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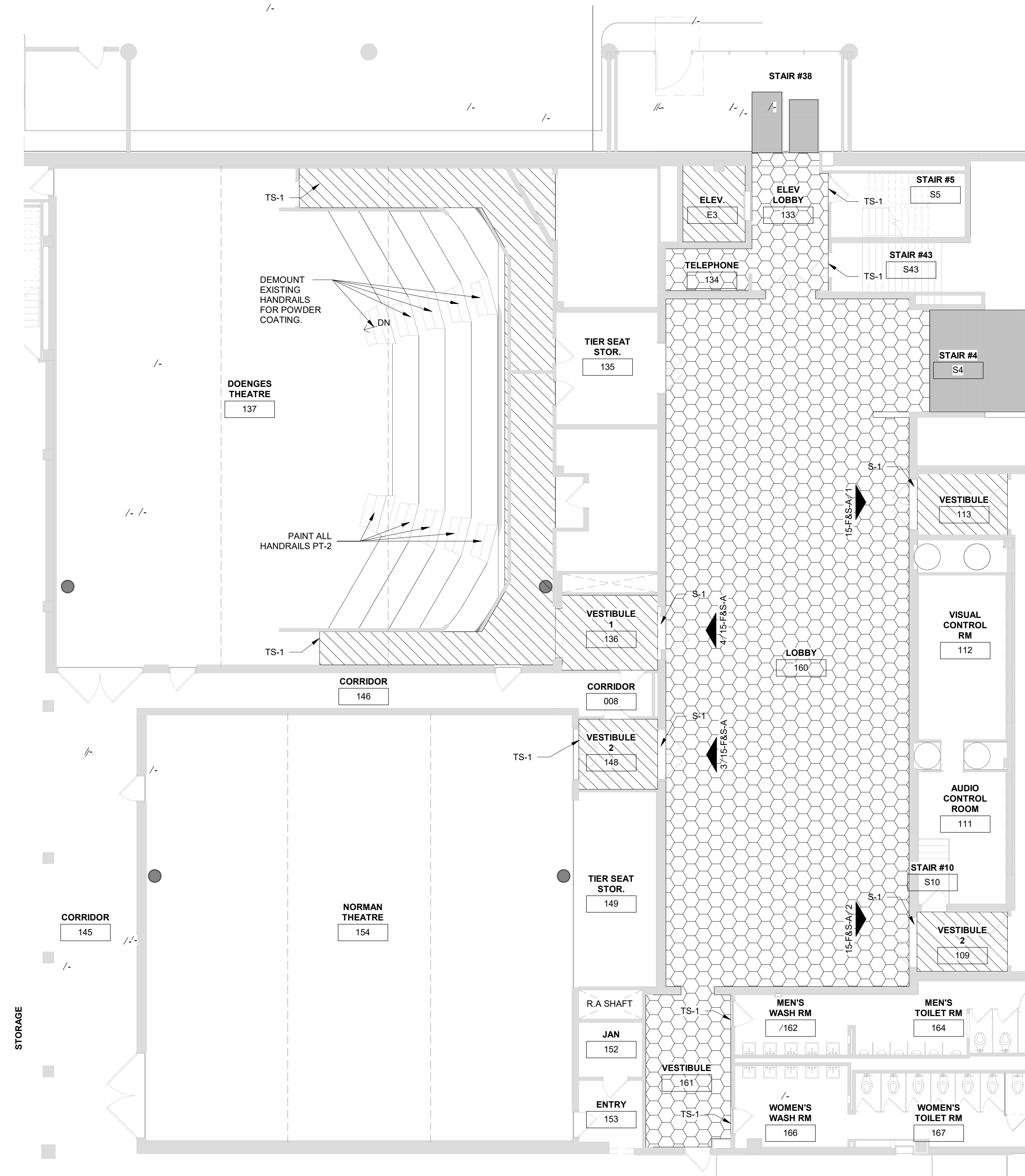
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SCHEMATIC DESIGN

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CODE REVIEW MATRIX

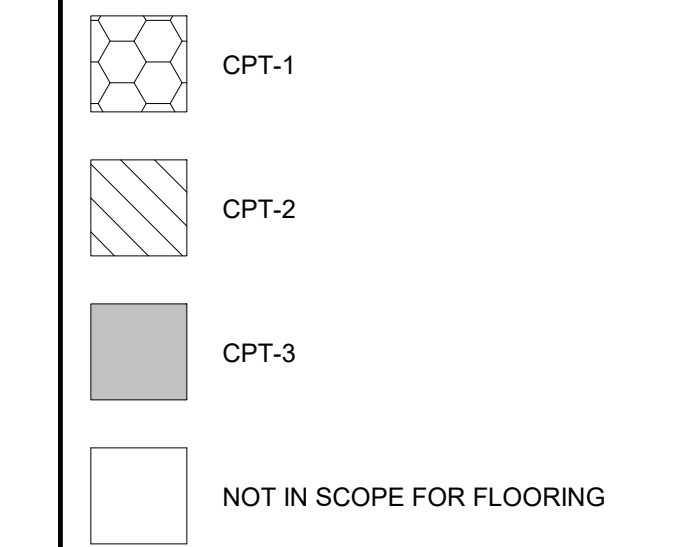


1 FINISH/SIGNAGE PLAN - SMALL THEATER FLOOR LEVEL
1/8" = 1'-0"

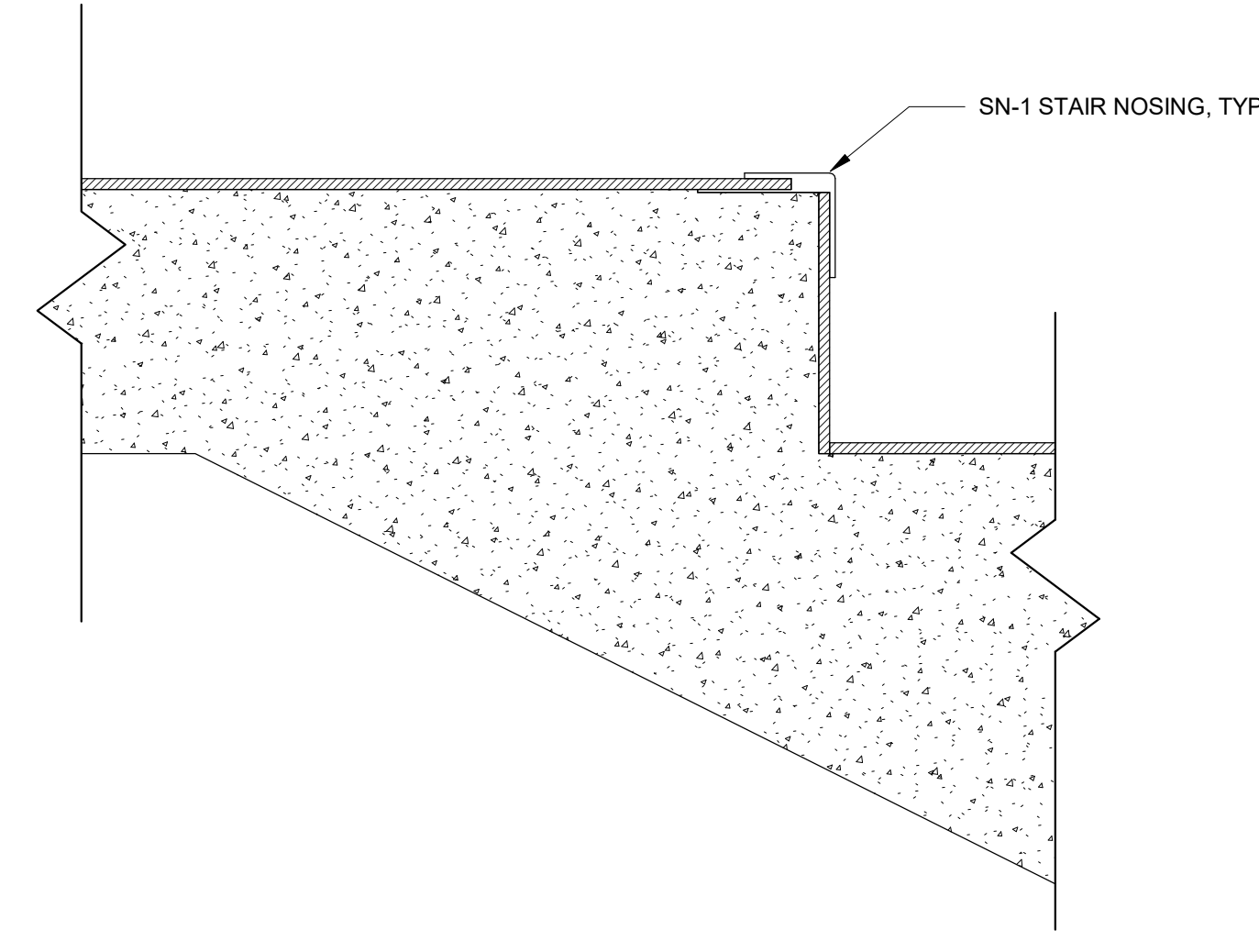
SHEET NOTES - FINISH PLAN

1. ALL FLOOR TRANSITIONS ARE TO OCCUR AT THE CENTERLINE OF DOOR WHEN DOOR IS IN CLOSED POSITION UNLESS NOTED OTHERWISE. VERIFY AND LOCATE TS-1 WHERE NEEDED EVEN IF NOT SHOWN IN THE DRAWINGS.
2. PROVIDE EXTRUDED ALUMINUM TRANSITION STRIP BETWEEN DIFFERENT FLOOR MATERIALS. SIZE ACCORDINGLY FOR HEIGHT DIFFERENCES.
3. PATCH, REPAIR, AND PAINT WALLS WHERE NEEDED TO MATCH EXISTING.

LEGEND - FINISH PLAN



ROOM FINISH SCHEDULE				
ROOM NO.	ROOM NAME	FLOOR	BASE	COMMENTS
S36	LOBBY (I)	CPT-1	WB-1	
B11	FOYER (I)	CPT-1	WB-1	
E6	ELEV. (I)	CPT-2	WB-1	WRAP ELEVATOR DOORS WITH SS-1
S38	STAIR #38 (I)	STR-1	WB-1	USE SN-1 ON ALL STAIR AND LANDING NOSING



2 STAIR NOSING DETAIL - TYP.
3" = 1'-0"

ROOM FINISH LEGEND - FINISH AND SIGNAGE PR 25-14 IOT1						
FINISH CODE	MANUFACTURER	MODEL / TILE	COLOR NAME / NUMBER	PATTERN	DESCRIPTION	LOCATION / NOTES
BASE						
WB-1			WOOD STAINED TO MATCH EXISTING		WOOD BASE SPECIES AND HEIGHT TO MATCH EXISTING	RE: ROOM FINISH SCHEDULE
FLOOR						
CPT-1	BENTLEY MILLS	CHRONICLE 8CM23	DOCUMENT 801532	ASHLAR	18 X 36 CARPET TILE WITH AFIRMA II HARDBACK	RE: FLOOR FINISH PLAN
CPT-2	BENTLEY MILLS	REDACTED 8RF23	DOCUMENT 801532	ASHLAR	18 X 36 CARPET TILE WITH AFIRMA II HARDBACK	RE: FLOOR FINISH PLAN
STR-1	BENTLEY MILLS	REDACTED 8RF23	DOCUMENT 801532	MONOLITHIC	STAIR TREAD/ RISER CARPET TILE WITH AFIRMA II HARDBACK	RE: FLOOR FINISH PLAN
MISC.						
SN-1	JOHNSONITE	STAIR NOSING	RCN 283 A (COLOR TOAST)	-	STAIR NOSING	STAIR NOSING FOR ALL STAIRS AND LANDINGS GETTING NEW CARPET. CONTRACTOR TO VERIFY SIZE NEEDED FOR CARPET
SS-1	INPRO	-	STAINLESS STEEL WALL CLADDING	-	20 GAUGE WALL CLADDING WITH OUTSIDE CORNER TRIM	ELEVATOR DOORS AND FRAME
TS-1	JOHNSONITE	TRANSITION	CTA 283 J 1/4" (COLOR TOAST)	-	TRANSITION - CARPET TO HARD FLOOR	RE: FLOOR FINISH PLAN
WALLS						
PT-1	SHERWIN WILLIAMS	-	MATCH EXISTING WALL	-	PAINT	TOUCHUP AND REPAINT WALLS WHERE NEEDED
PT-2	SHERWIN WILLIAMS	-	MATCH EXISTING HANDRAILS	-	HANDRAILS ARE TO BE MOUNTED AND SENT OUR FOR POWDER COATING	HANDRAILING IN DOENGES THEATER



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PROJECT NO:
PR 25-14
BECK NO:
202513.2

PROJECT:
TPAC FINISH AND SIGNAGE IMPROVEMENTS IOT1



CONSULTANT:

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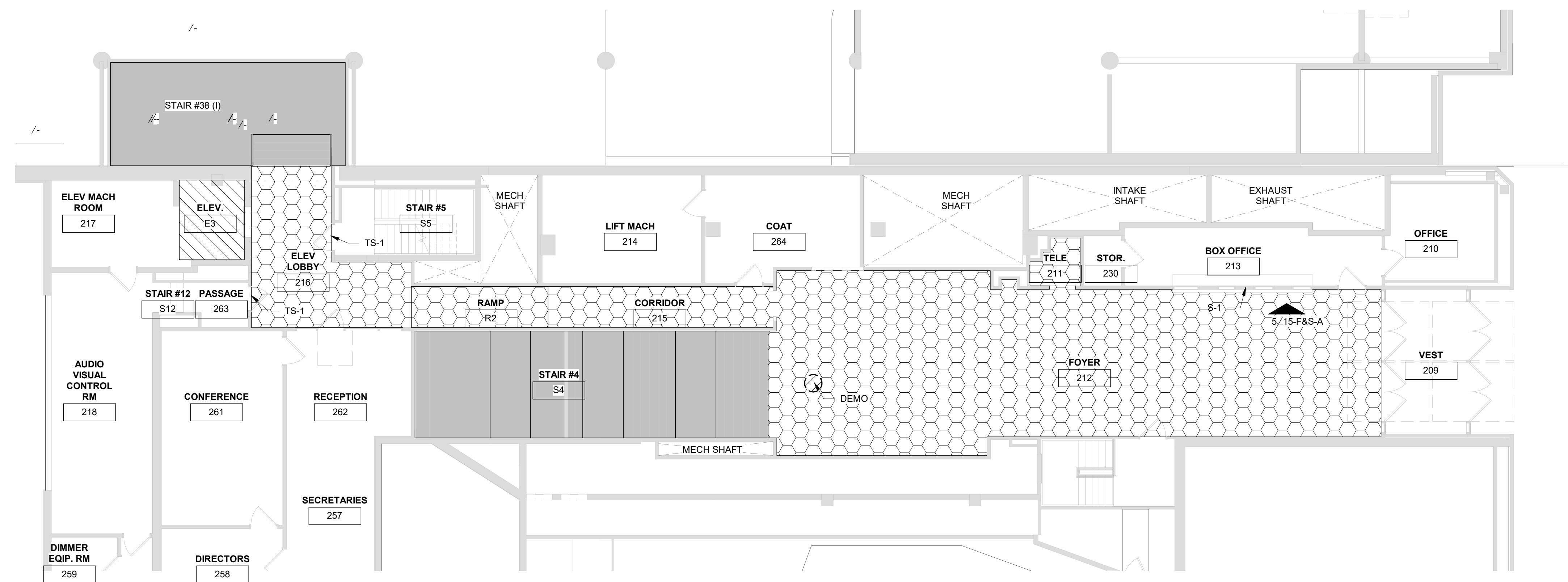
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ISSUE DATE:
05.07.2026

SHEET NUMBER:
9-F&S-A
PARTIAL
FINISH/SIGNAGE PLAN
- SMALL THEATER
LEVEL, ROOM FINISH
SCHEDULE AND
LEGEND



SHEET NOTES - FINISH PLAN

1. ALL FLOOR TRANSITIONS ARE TO OCCUR AT THE CENTERLINE OF DOOR WHEN DOOR IS IN CLOSED POSITION UNLESS NOTED OTHERWISE. VERIFY AND LOCATE TS-1 WHERE NEEDED EVEN IF NOT SHOWN IN THE DRAWINGS.
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3. PATCH, REPAIR, AND PAINT WALLS WHERE NEEDED TO MATCH EXISTING.

LEGEND - FINISH PLAN

- CPT-1 (Hexagonal pattern)
- CPT-2 (Diagonal lines)
- CPT-3 (Solid gray)
- NOT IN SCOPE FOR FLOORING (White)



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No	Description	Date
1	ADDENDUM#001	5/19/2026

SEAL:

SCHEMATIC DESIGN

ISSUE DATE:
05.07.2026

SHEET NUMBER:
10-F&S-A
PARTIAL
FINISH/SIGNAGE PLAN
- 2ND STREET LEVEL

1 PARTIAL FINISH/SIGNAGE PLAN - 2ND STREET LEVEL
1/8" = 1'-0"

SHEET NOTES - FINISH PLAN

1. ALL FLOOR TRANSITIONS ARE TO OCCUR AT THE CENTERLINE OF DOOR WHEN DOOR IS IN CLOSED POSITION UNLESS NOTED OTHERWISE. VERIFY AND LOCATE TS-1 WHERE NEEDED EVEN IF NOT SHOWN IN THE DRAWINGS.
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3. PATCH, REPAIR, AND PAINT WALLS WHERE NEEDED TO MATCH EXISTING.

LEGEND - FINISH PLAN

- CPT-1
- CPT-2
- CPT-3
- NOT IN SCOPE FOR FLOORING

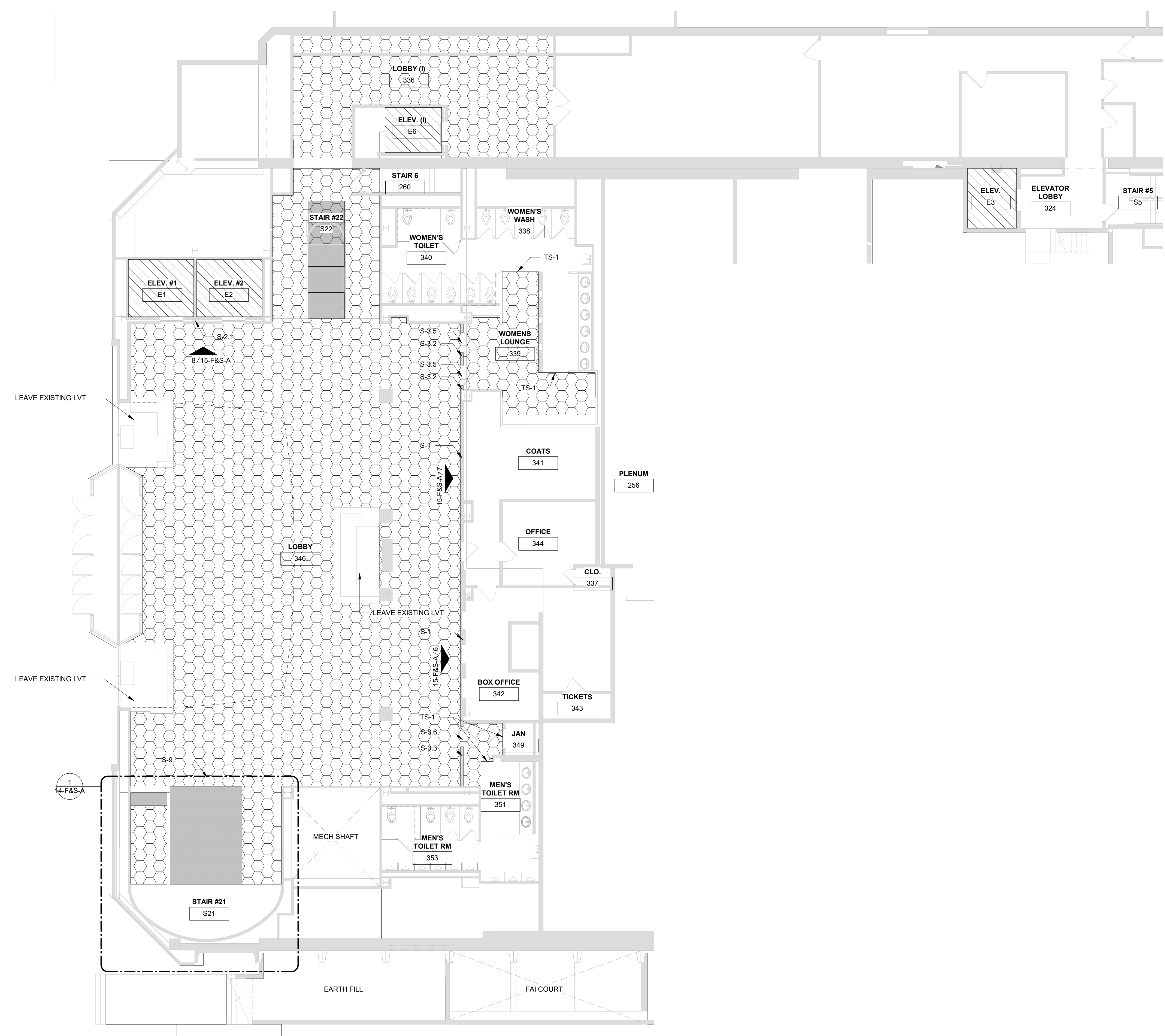


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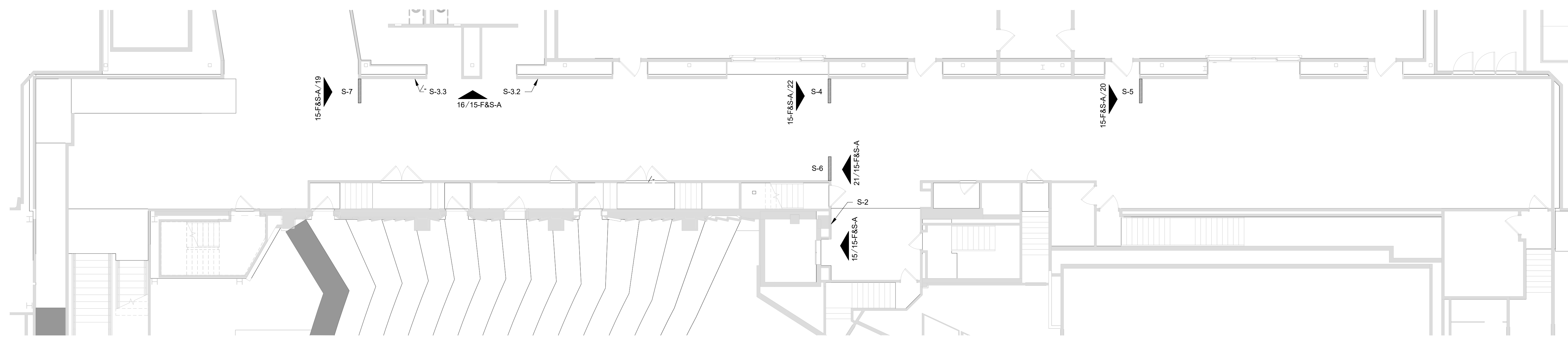
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1 PARTIAL FINISH/SIGNAGE PLAN - 3RD STREET LEVEL
1/8" = 1'-0"



2 PARTIAL FINISH/SIGNAGE PLAN - GALLERY LEVEL
1/8" = 1'-0"

PROJECT NO:
PR 25-14
BECK NO:
202513.2

PROJECT:
TPAC FINISH AND SIGNAGE IMPROVEMENTS IOT1



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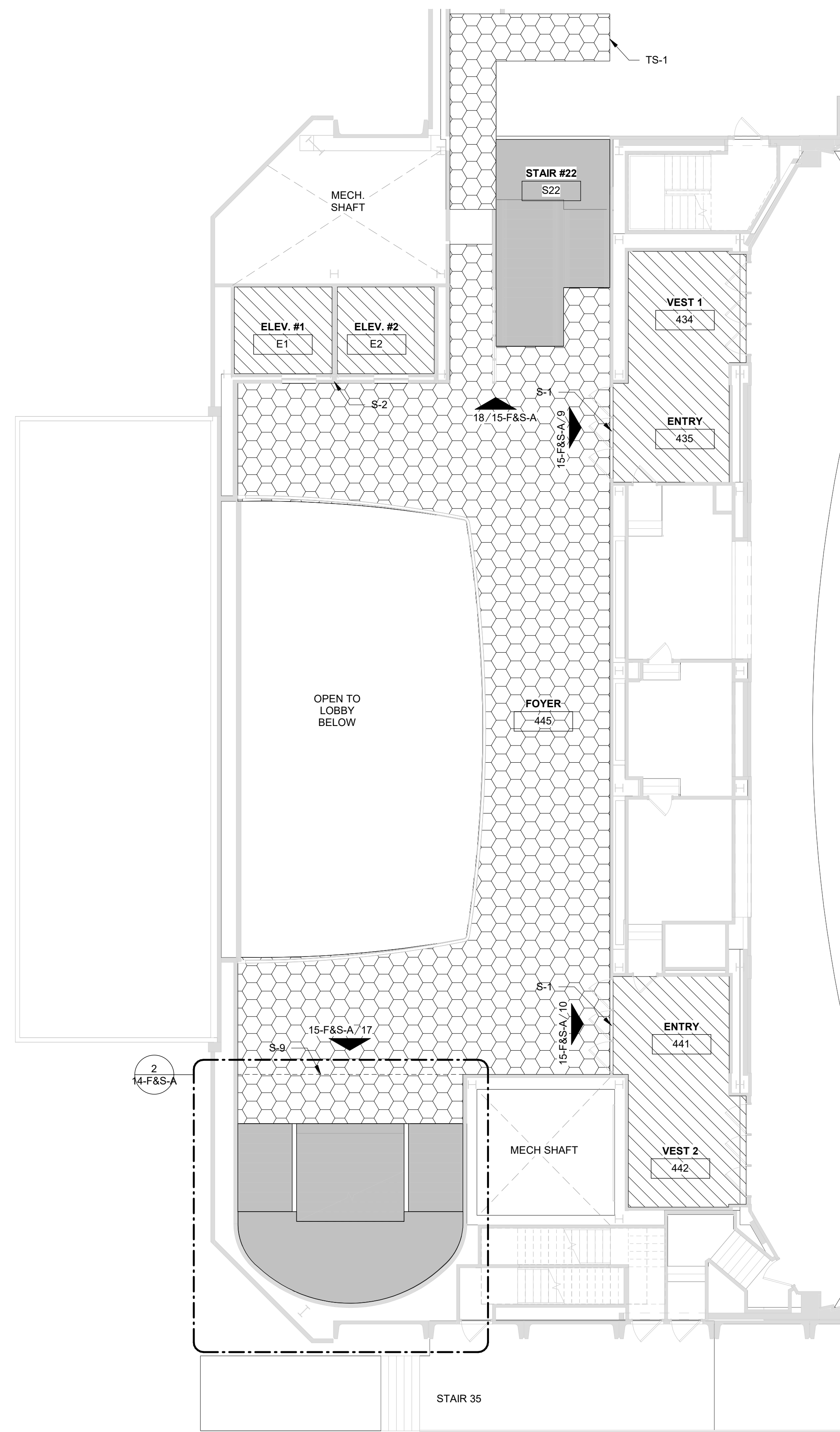
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ISSUE DATE:
05.07.2026

SHEET NUMBER:
11-F&S-A
PARTIAL FINISH/SIGNAGE PLANS - 3RD STREET AND GALLERY LEVELS



SHEET NOTES - FINISH PLAN

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LEGEND - FINISH PLAN

- CPT-1 (Hexagonal pattern)
- CPT-2 (Diagonal line pattern)
- CPT-3 (Solid grey)
- NOT IN SCOPE FOR FLOORING (White)



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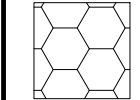
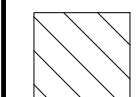

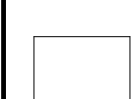
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12-F&S-A
 PARTIAL FINISH/SIGNAGE PLAN - MAIN ORCHESTRA HALL LEVEL

1 PARTIAL FINISH/SIGNAGE PLAN - MAIN ORCHESTRA HALL LEVEL
 1/8" = 1'-0"

SHEET NOTES - FINISH PLAN

1. ALL FLOOR TRANSITIONS ARE TO OCCUR AT THE CENTERLINE OF DOOR WHEN DOOR IS IN CLOSED POSITION UNLESS NOTED OTHERWISE. VERIFY AND LOCATE TS-1 WHERE NEEDED EVEN IF NOT SHOWN IN THE DRAWINGS.
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LEGEND - FINISH PLAN

-  CPT-1
-  CPT-2
-  CPT-3
-  NOT IN SCOPE FOR FLOORING



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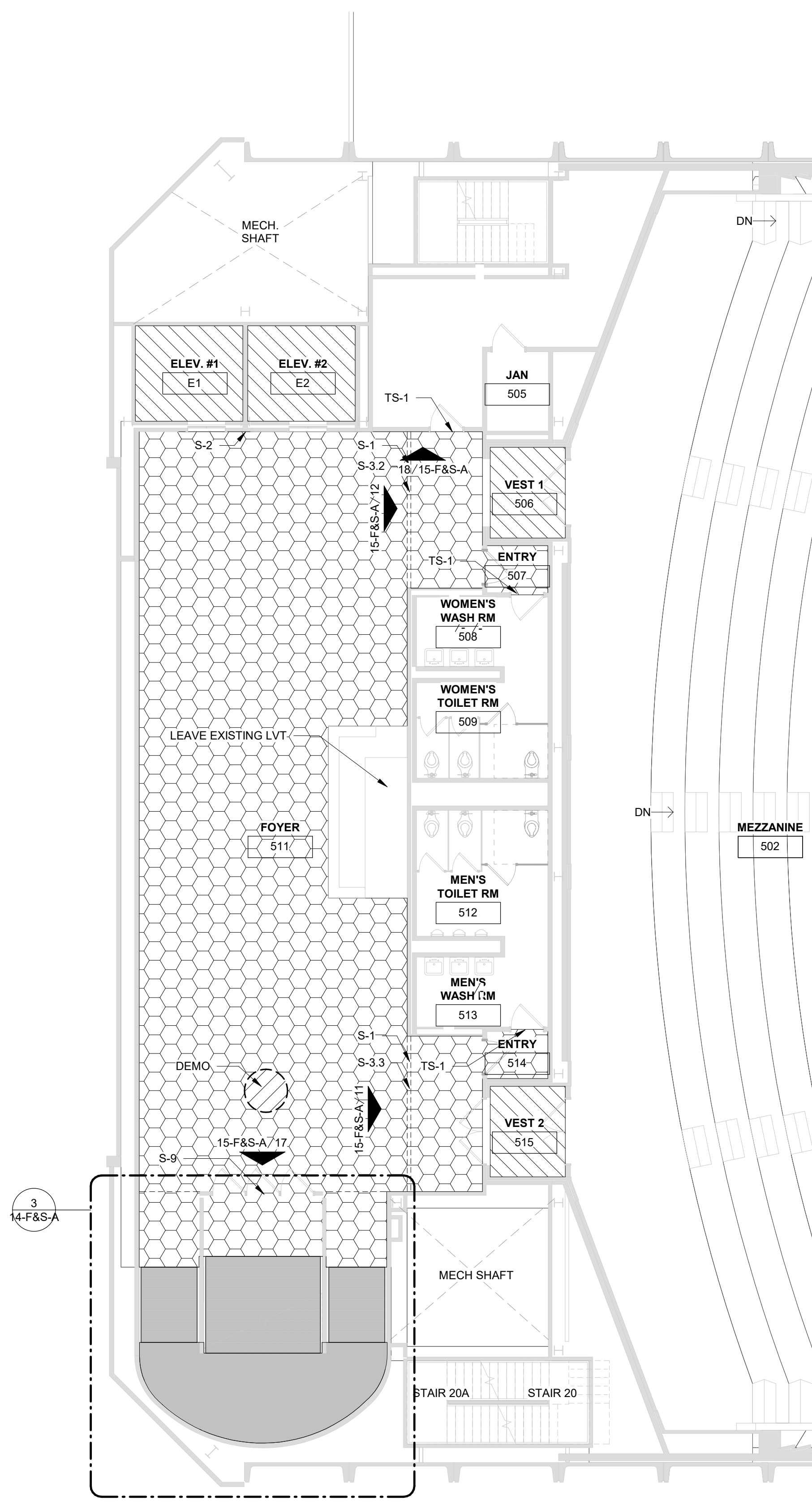
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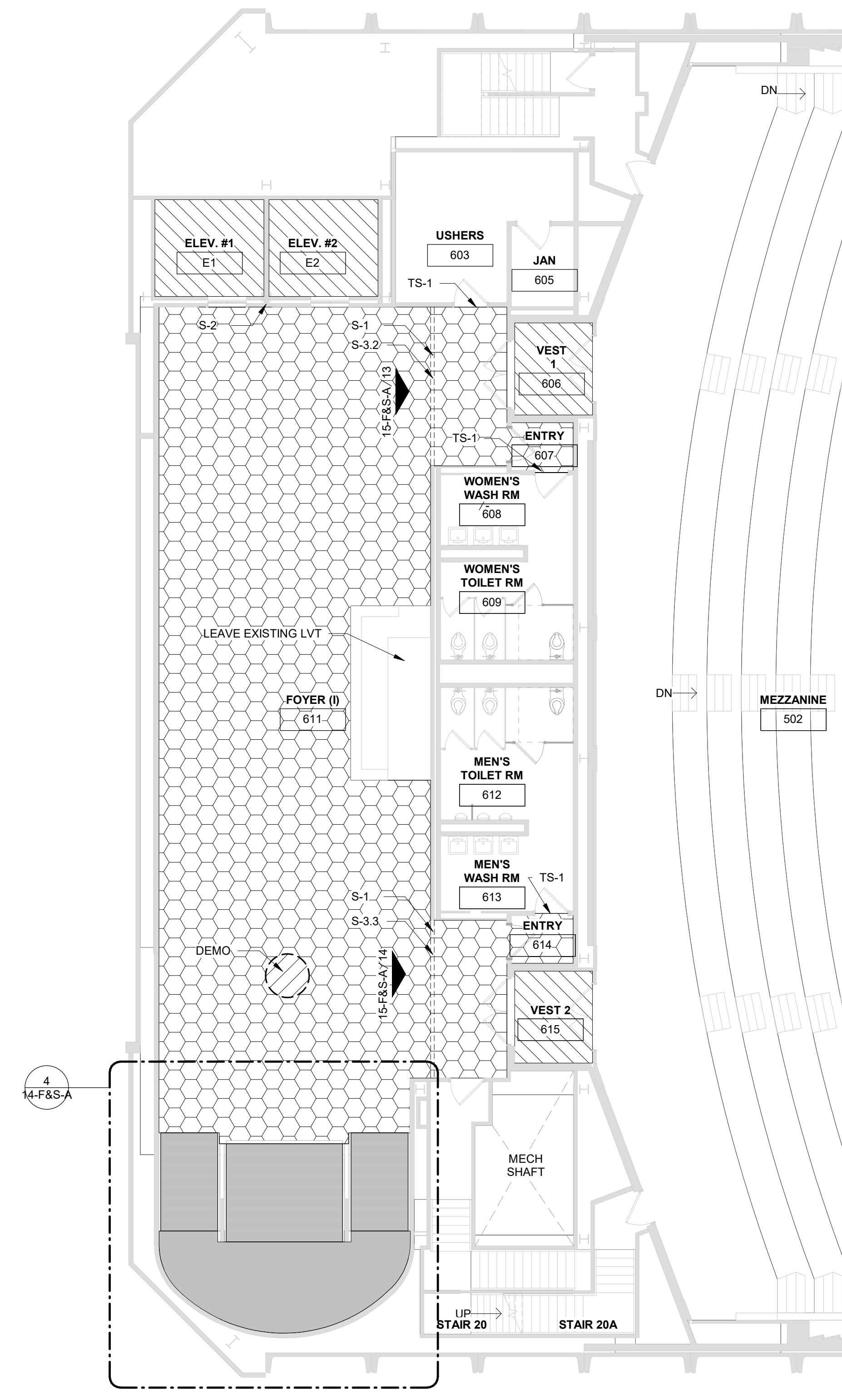
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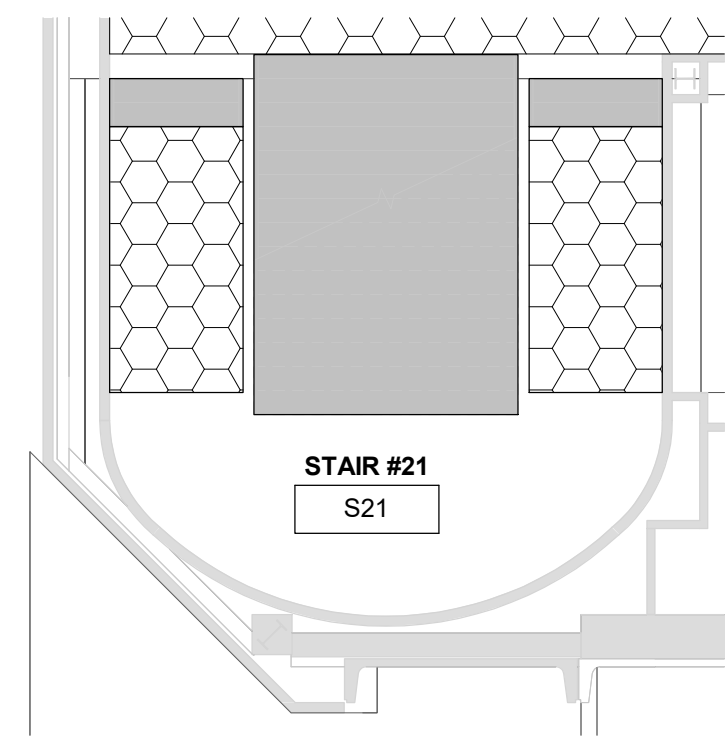
13-F&S-A
PARTIAL FINISH/SIGNAGE PLANS - MEZZANINE AND BALCONY LEVELS



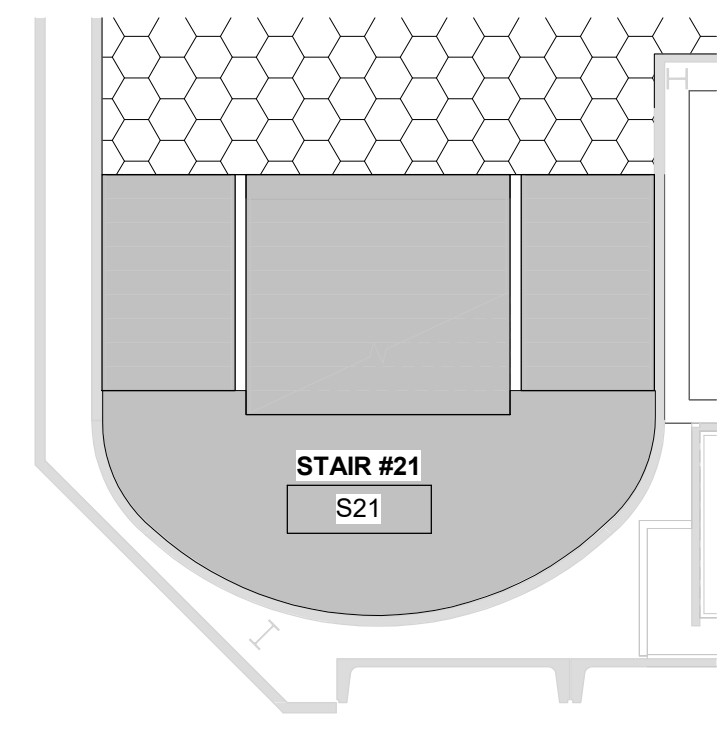
1 PARTIAL FINISH/SIGNAGE PLAN - MEZZANINE LEVEL
1/8" = 1'-0"



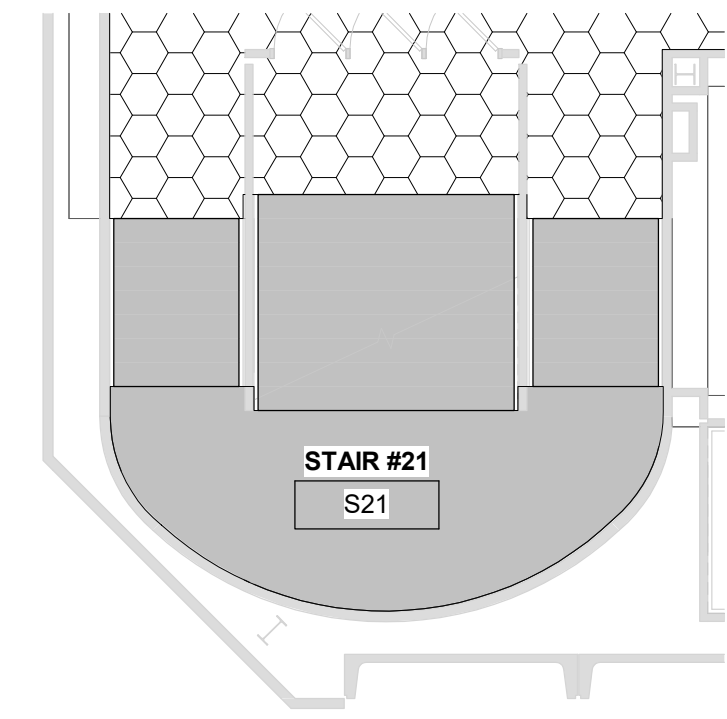
2 PARTIAL FINISH/SIGNAGE PLAN - BALCONY LEVEL
1/8" = 1'-0"



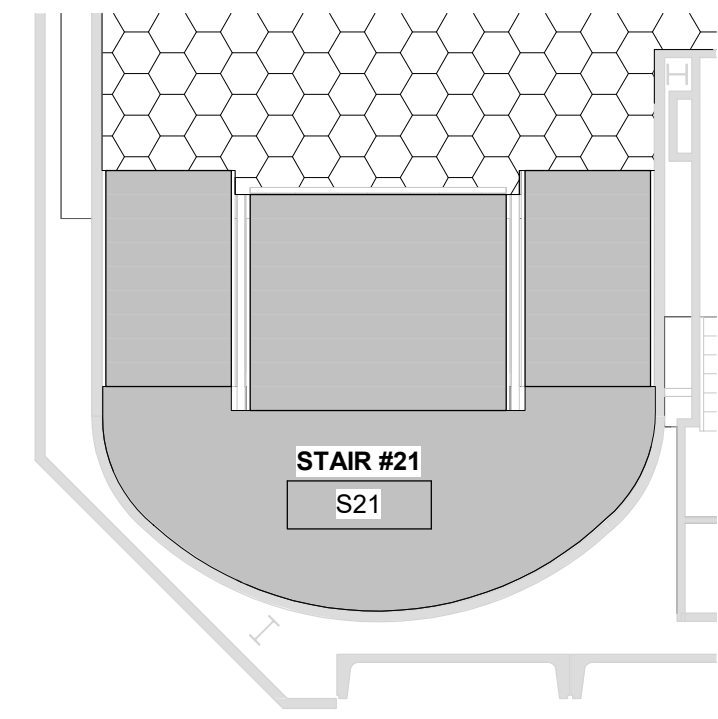
1 ENLARGED STAIR PLAN - 3RD STREET LEVEL
1/8" = 1'-0" 1 / 11-F&S-A



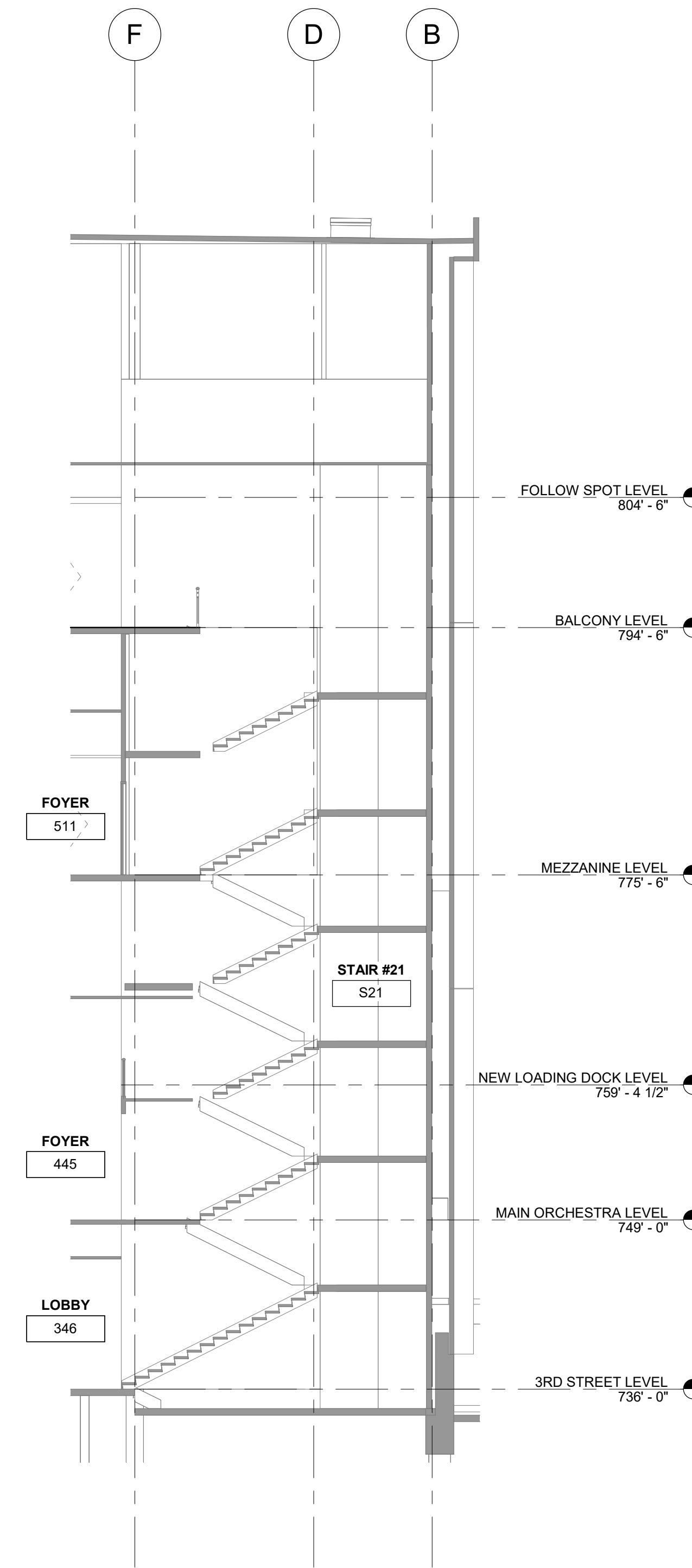
2 ENLARGED STAIR PLAN - MAIN ORCHESTRA HALL LEVEL
1/8" = 1'-0" 1 / 12-F&S-A



3 ENLARGED STAIR PLAN - MEZZANINE LEVEL
1/8" = 1'-0" 1 / 13-F&S-A



4 ENLARGED STAIR PLAN - BALCONY LEVEL
1/8" = 1'-0" 2 / 13-F&S-A



5 STAIR SECTION
1/8" = 1'-0"

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LEGEND - FINISH PLAN

- CPT-1 (Hexagonal tile pattern)
- CPT-2 (Diagonal line pattern)
- CPT-3 (Solid grey fill)
- NOT IN SCOPE FOR FLOORING (White box)

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1	ADDENDUM#001	5/19/2026

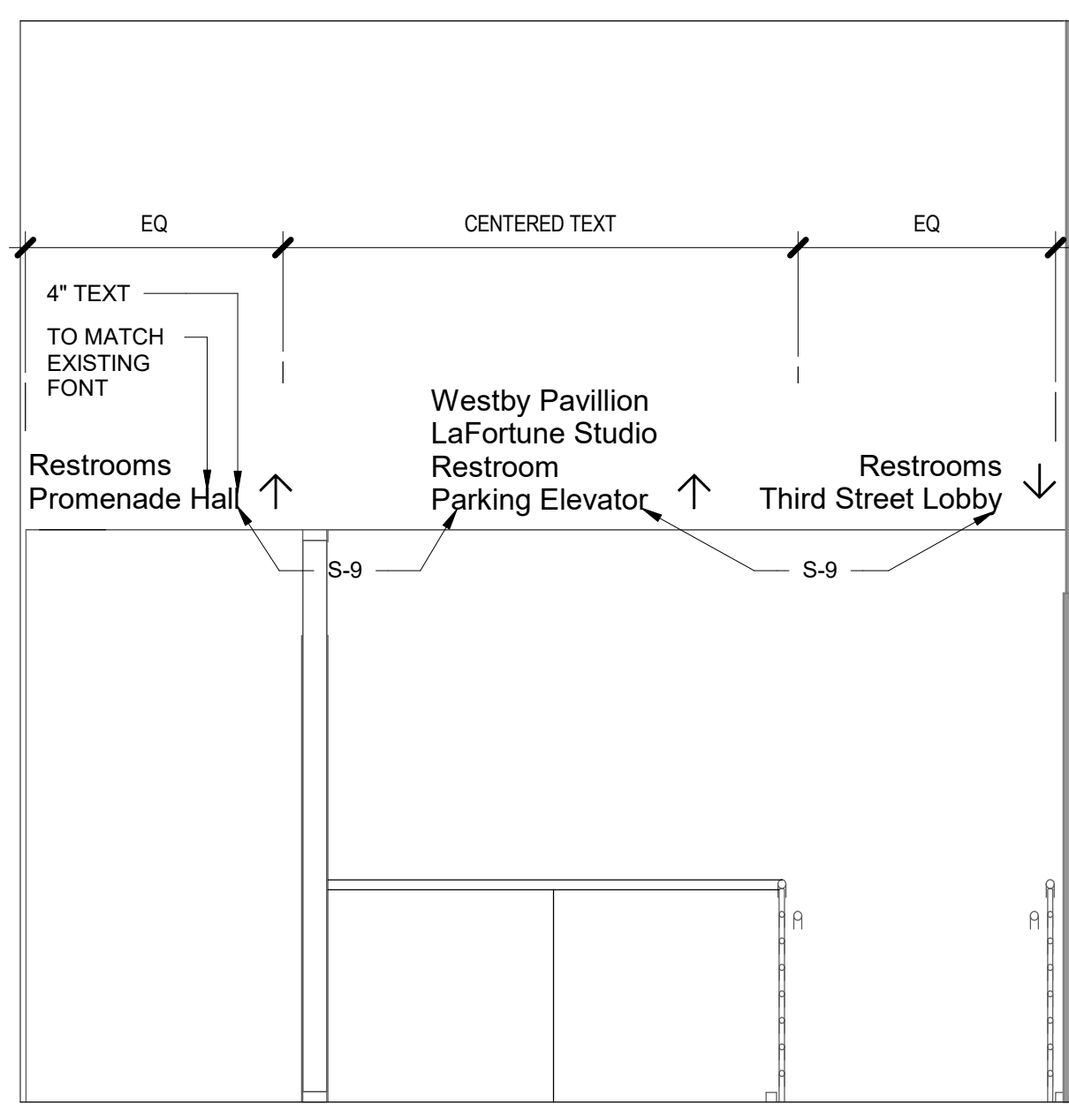
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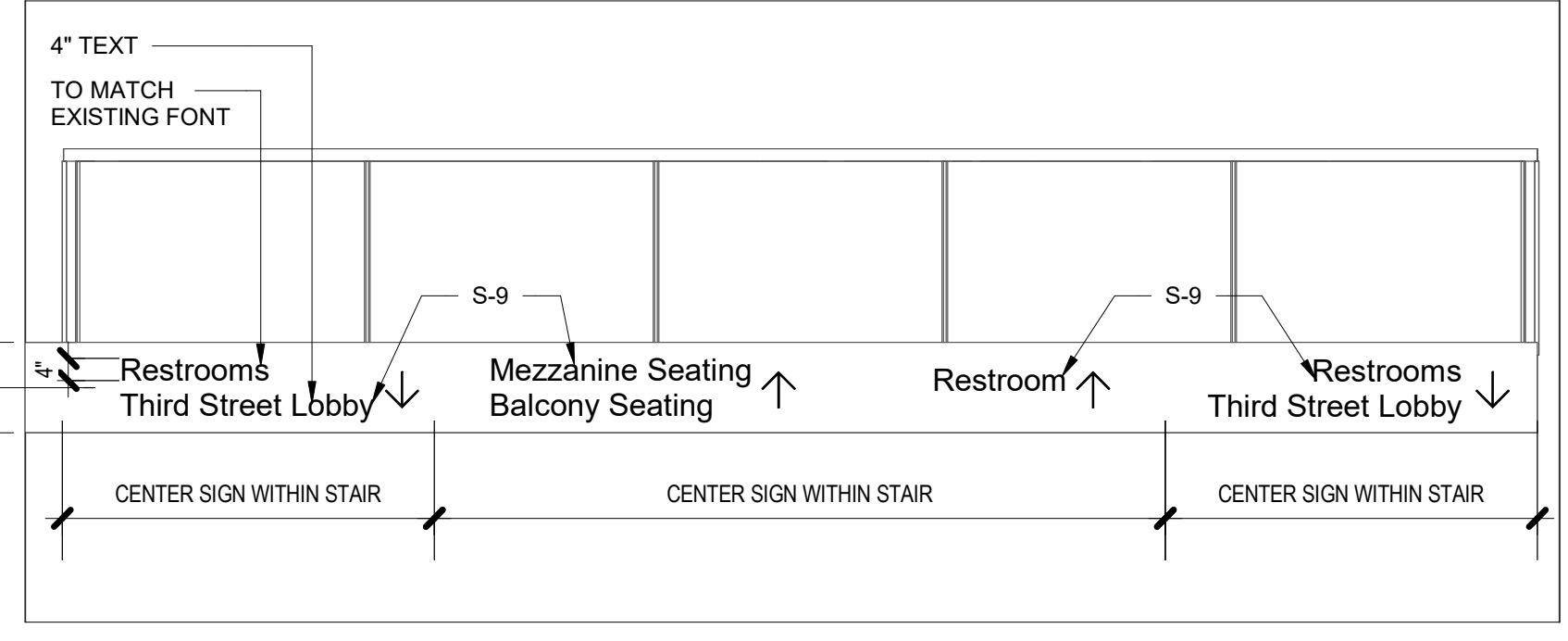
ISSUE DATE:
05.07.2026

SHEET NUMBER:
14-F&S-A
ENLARGED STAIR PLANS AND STAIR SECTION

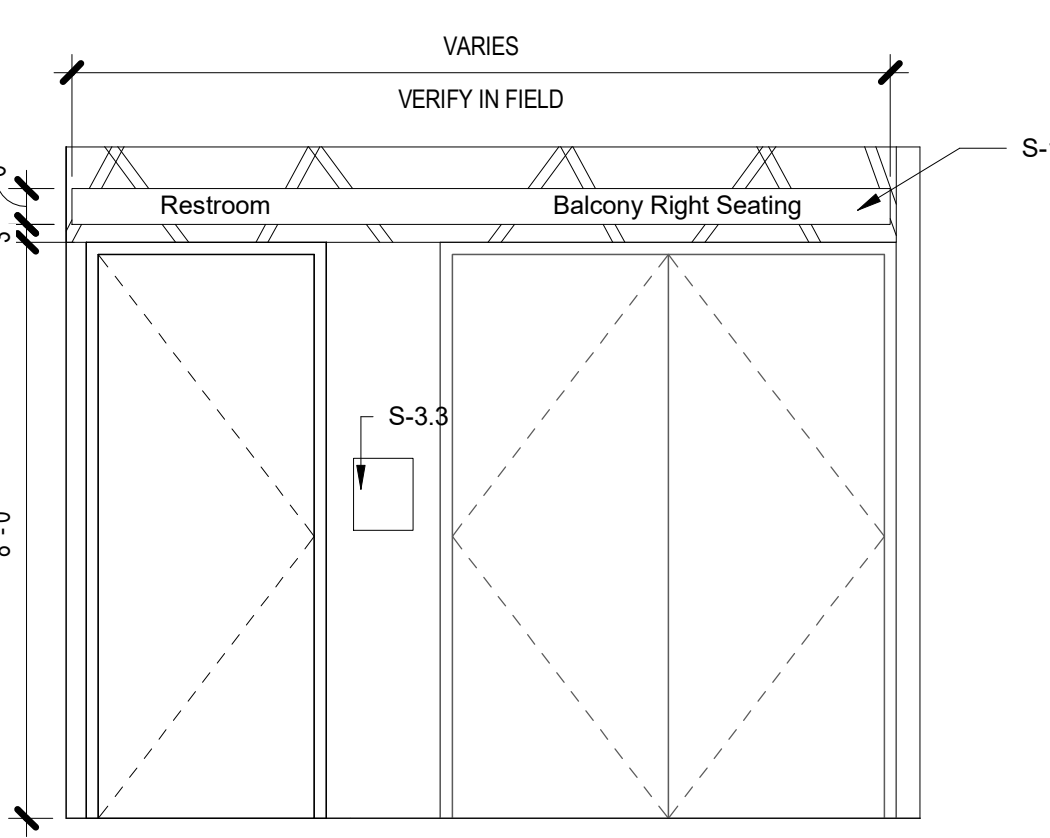
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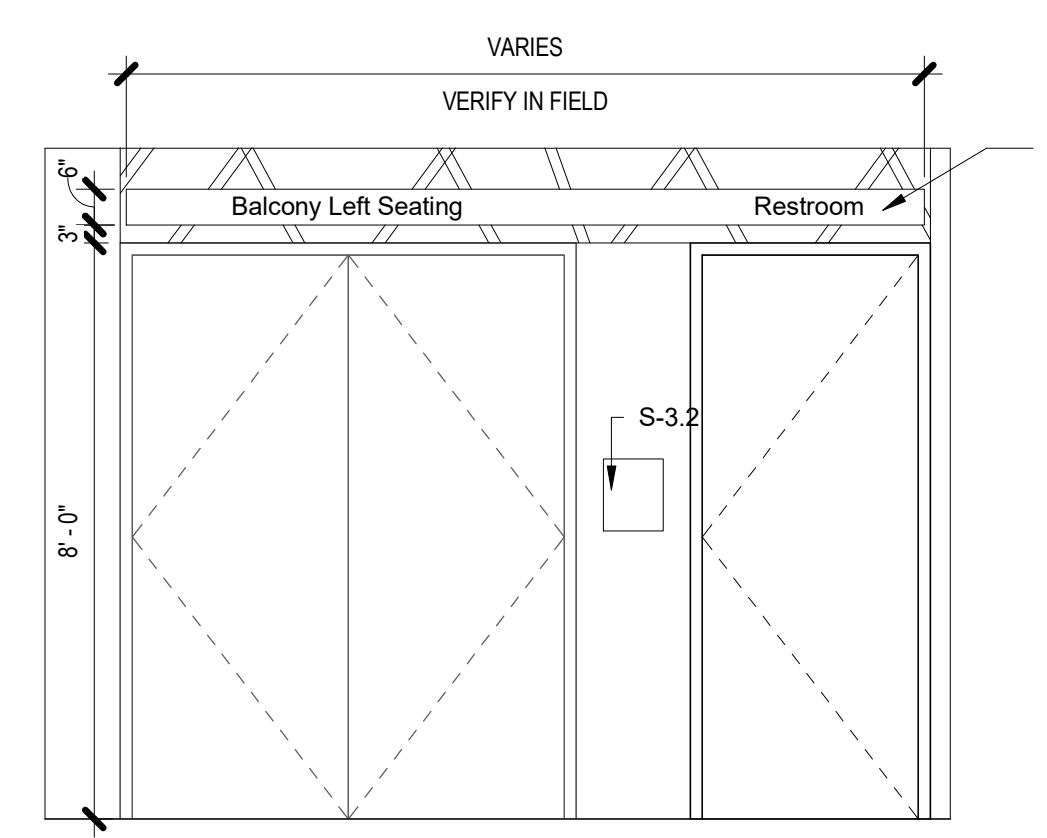
18 INTERIOR ELEVATION (MAIN ORCHES.)
3/8" = 1'-0" 1 / 12-F&S-A



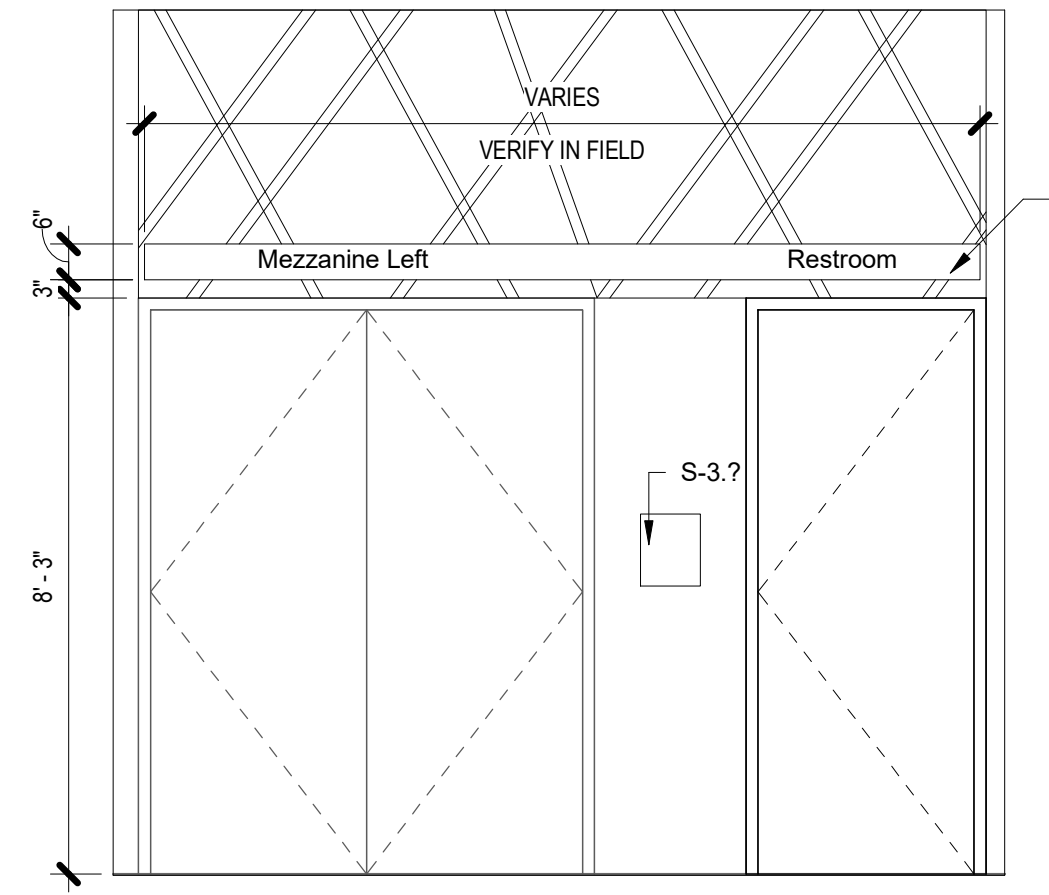
17 INTERIOR ELEVATION (MAIN ORCHES.)
3/8" = 1'-0" 1 / 12-F&S-A



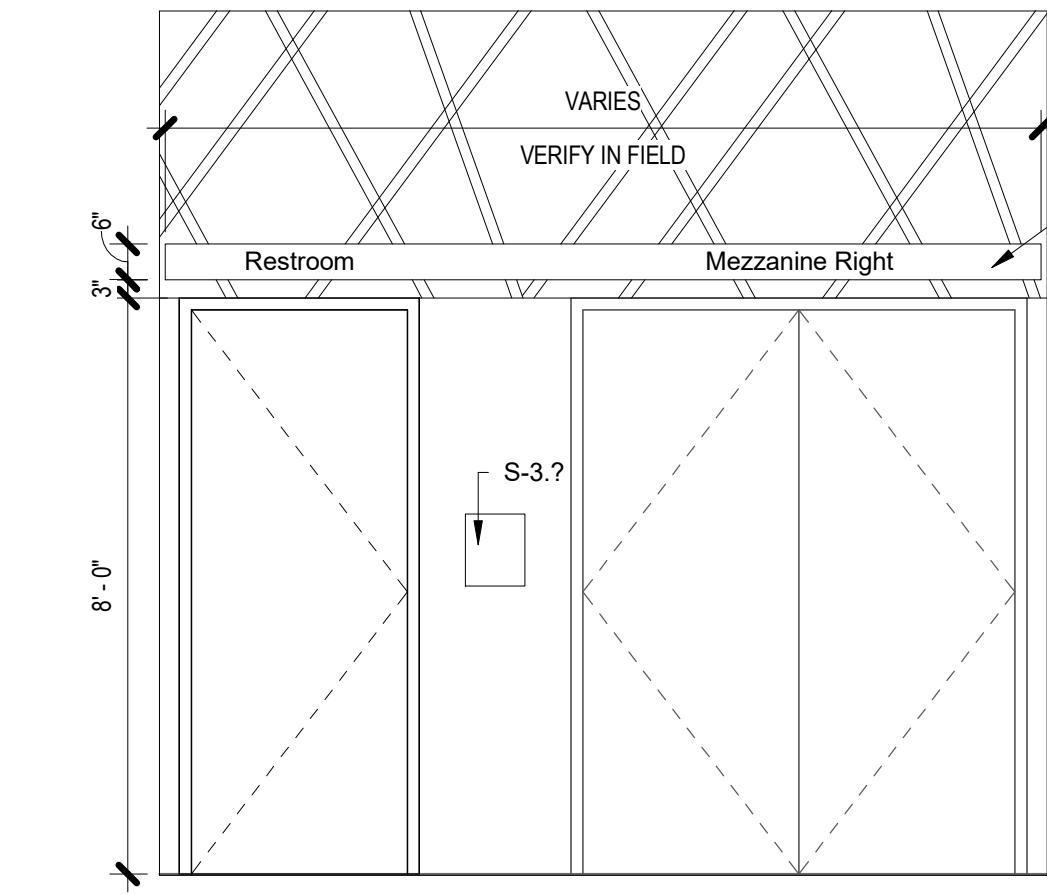
14 INTERIOR ELEVATION (BALCONY)
3/8" = 1'-0" 2 / 13-F&S-A



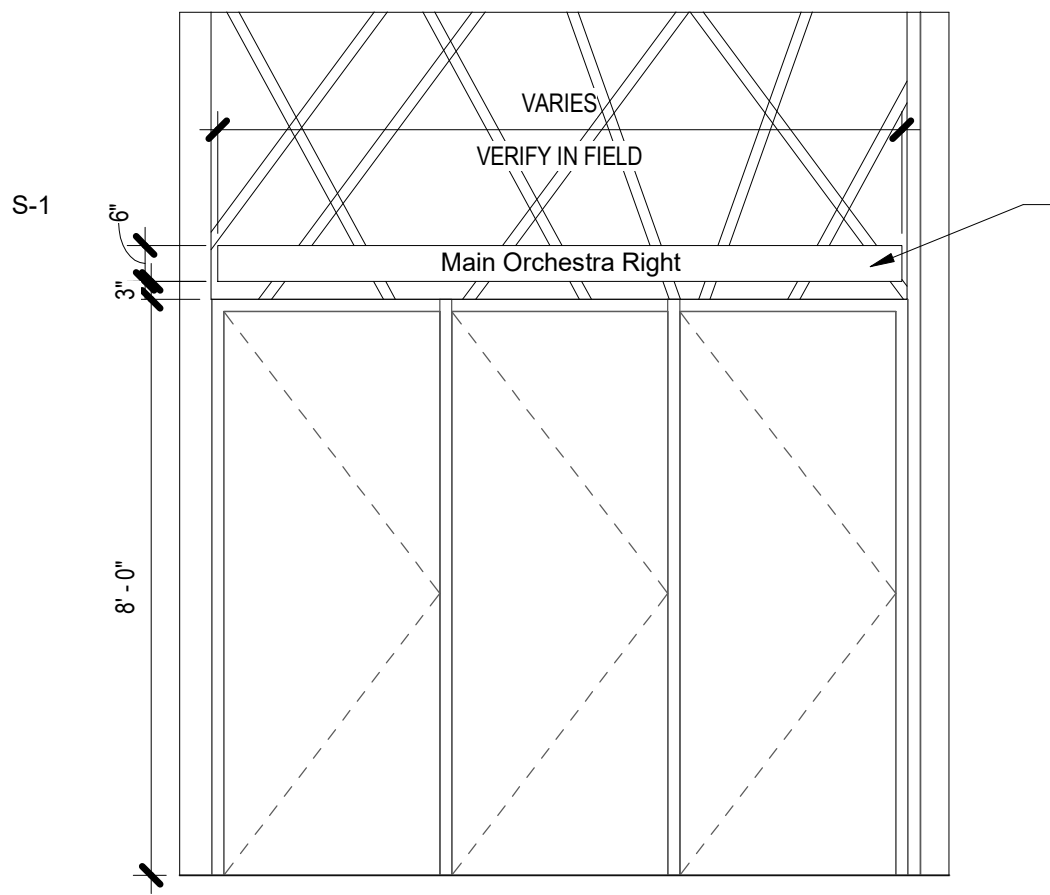
13 INTERIOR ELEVATION (BALCONY)
3/8" = 1'-0" 2 / 13-F&S-A



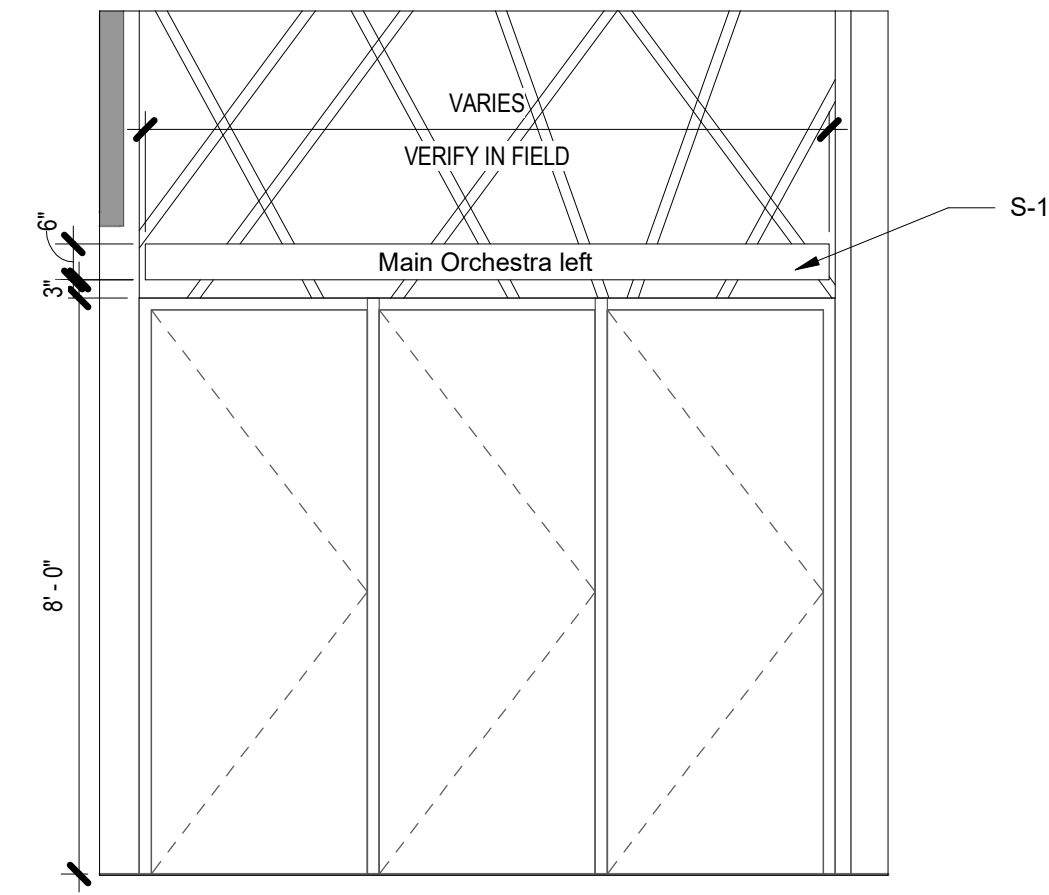
12 INTERIOR ELEVATION (MEZZANINE)
3/8" = 1'-0" 1 / 13-F&S-A



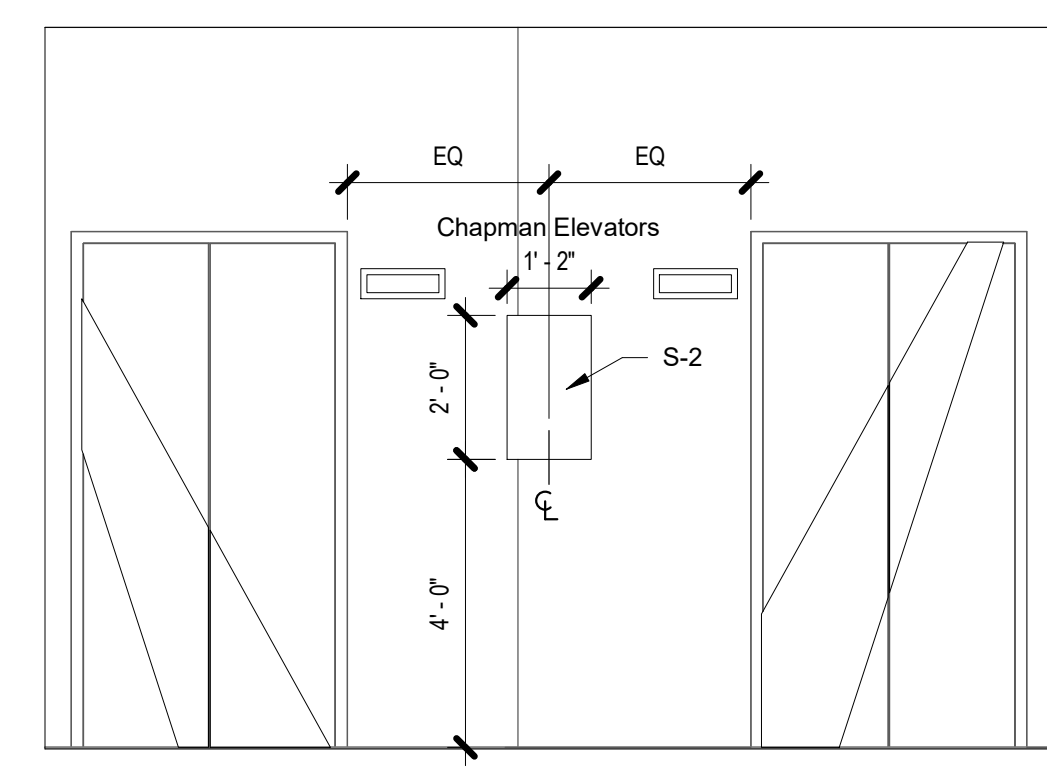
11 INTERIOR ELEVATION (MEZZANINE)
3/8" = 1'-0" 1 / 13-F&S-A



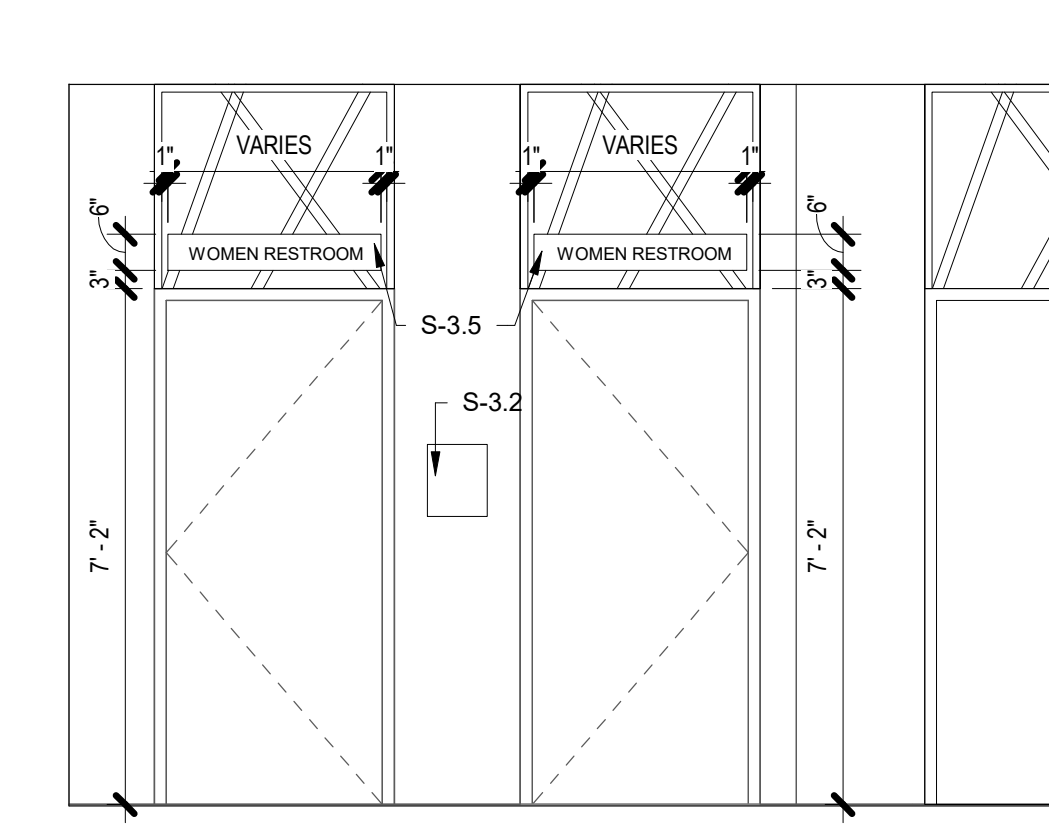
10 INTERIOR ELEVATION (ORCHESTRA)
3/8" = 1'-0" 1 / 12-F&S-A



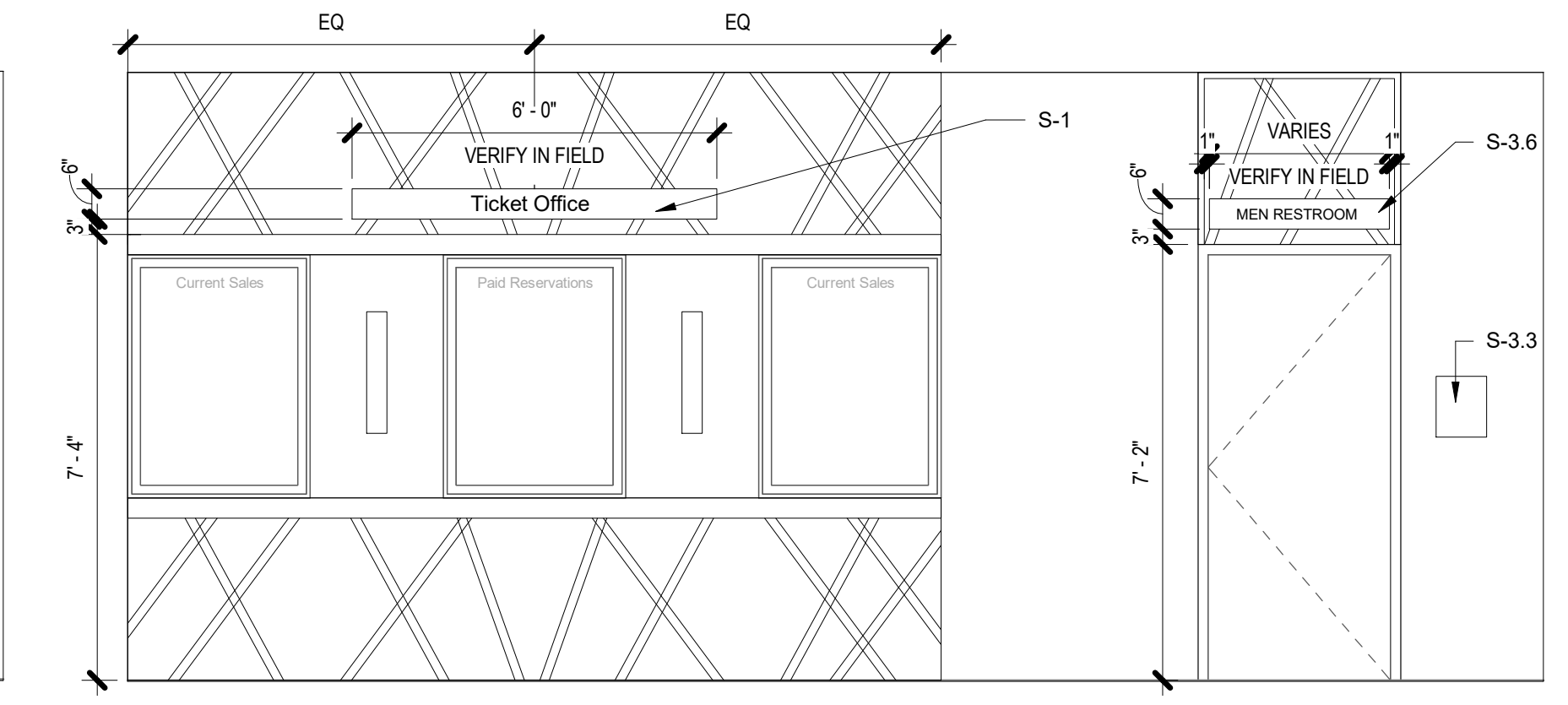
9 INTERIOR ELEVATION (ORCHESTRA)
3/8" = 1'-0" 1 / 12-F&S-A



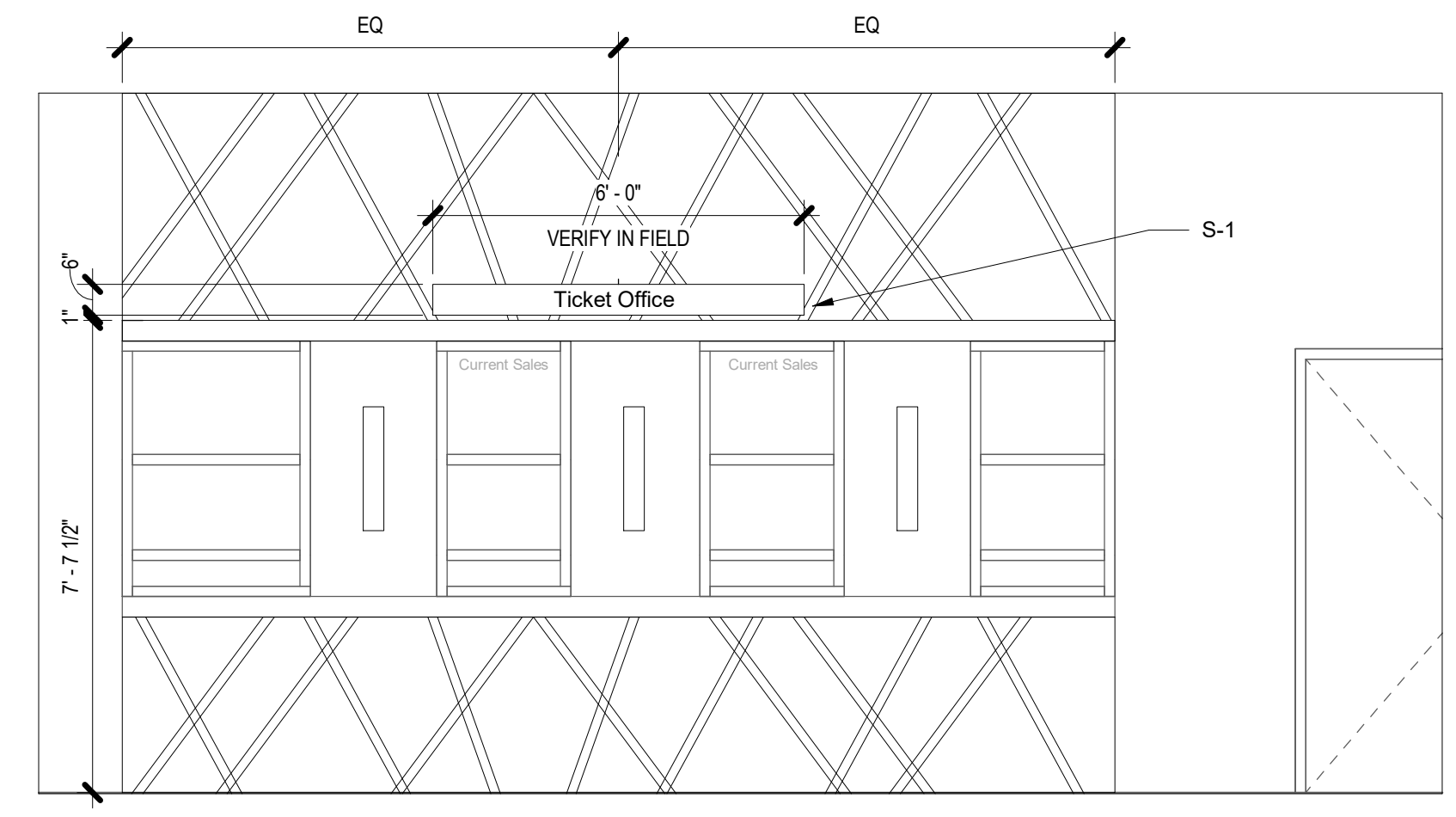
8 INTERIOR ELEVATION (3RD ST LOBBY)
3/8" = 1'-0" 1 / 11-F&S-A



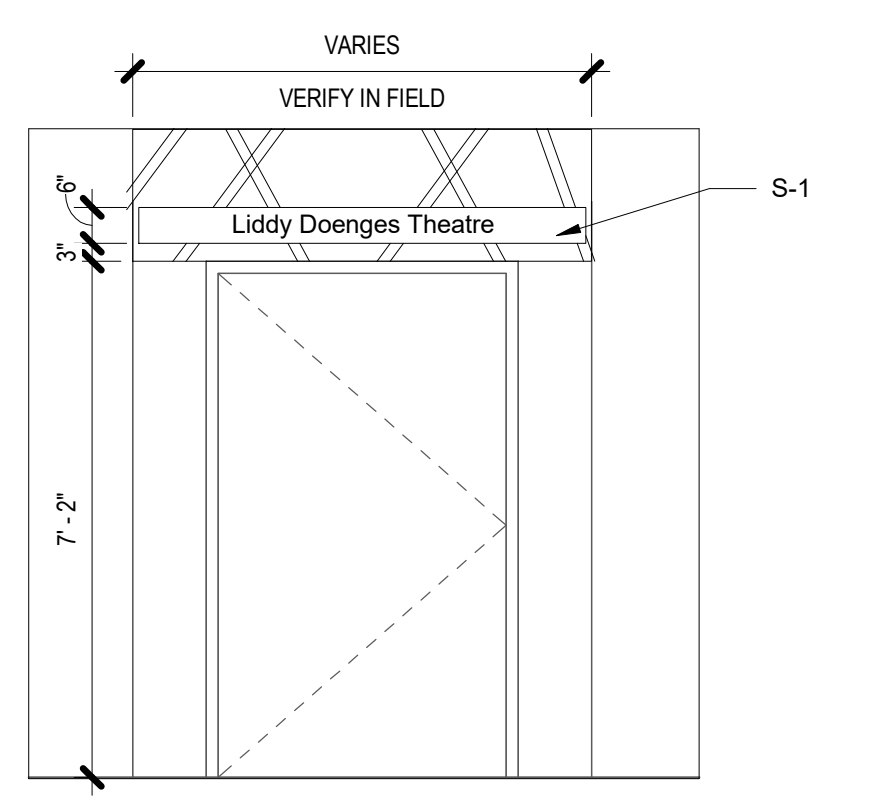
7 INTERIOR ELEVATION (3RD STREET LOBBY)
3/8" = 1'-0" 1 / 11-F&S-A



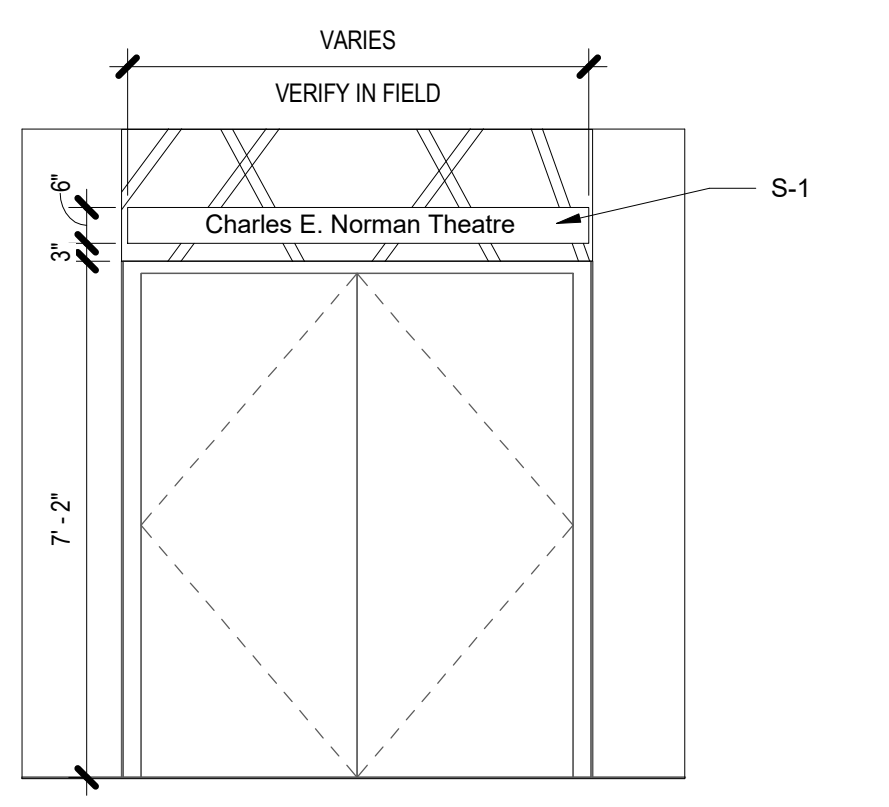
6 INTERIOR ELEVATION (3RD STREET LOBBY)
3/8" = 1'-0" 1 / 11-F&S-A



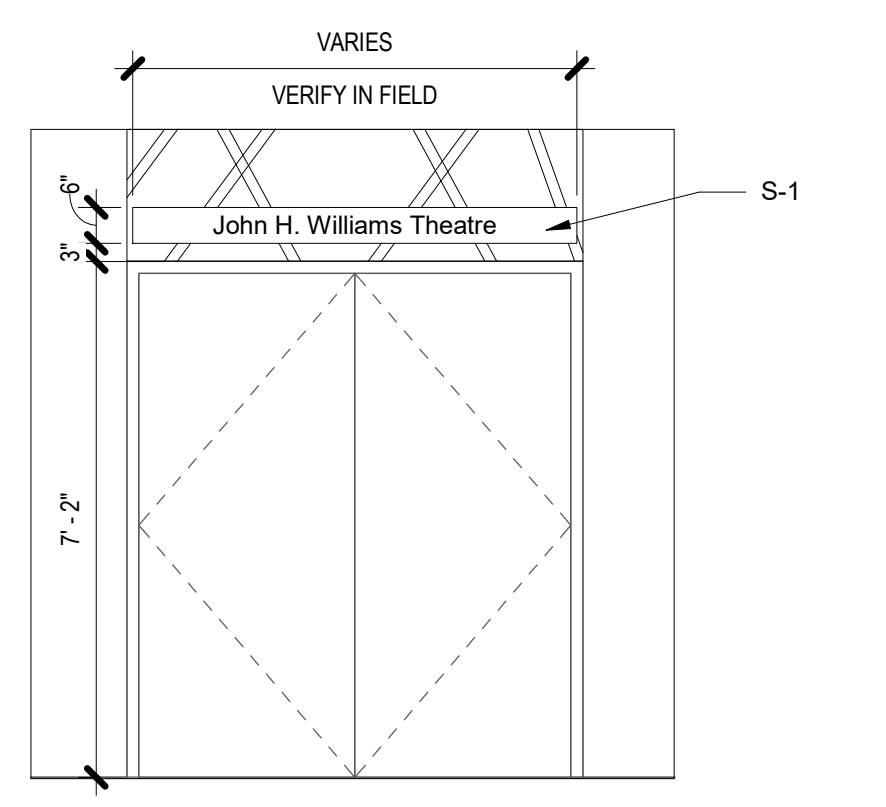
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3/8" = 1'-0" 1 / 10-F&S-A



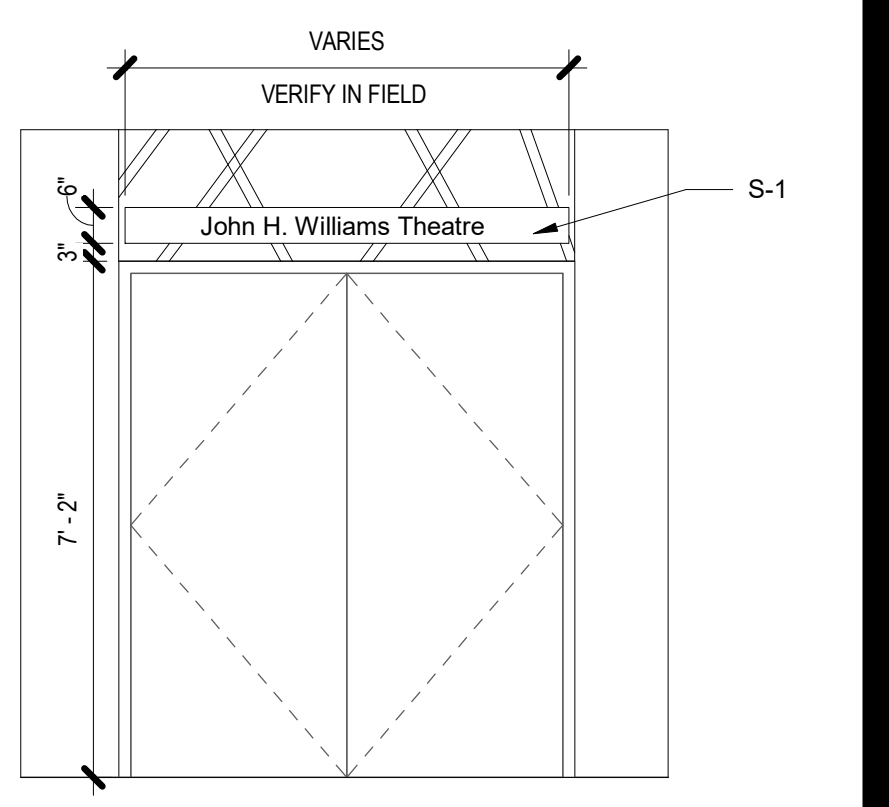
4 INTERIOR ELEVATION
3/8" = 1'-0" 1 / 9-F&S-A



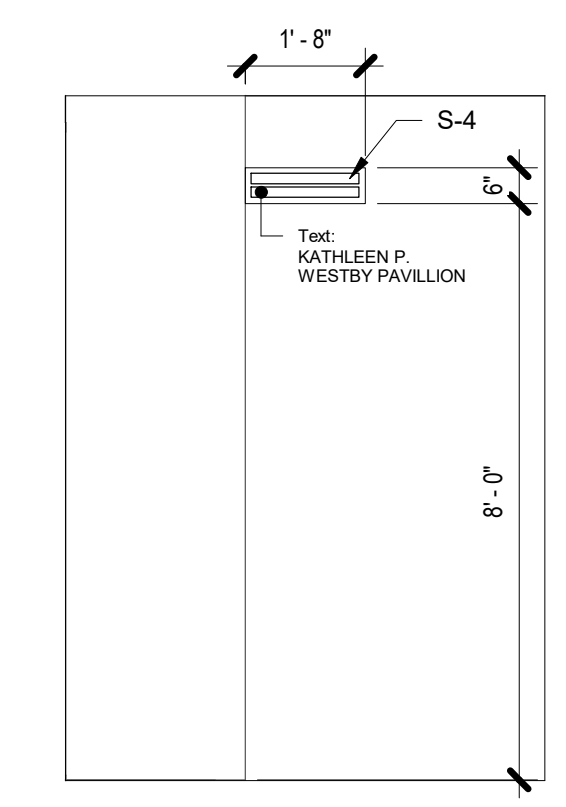
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3/8" = 1'-0" 1 / 9-F&S-A



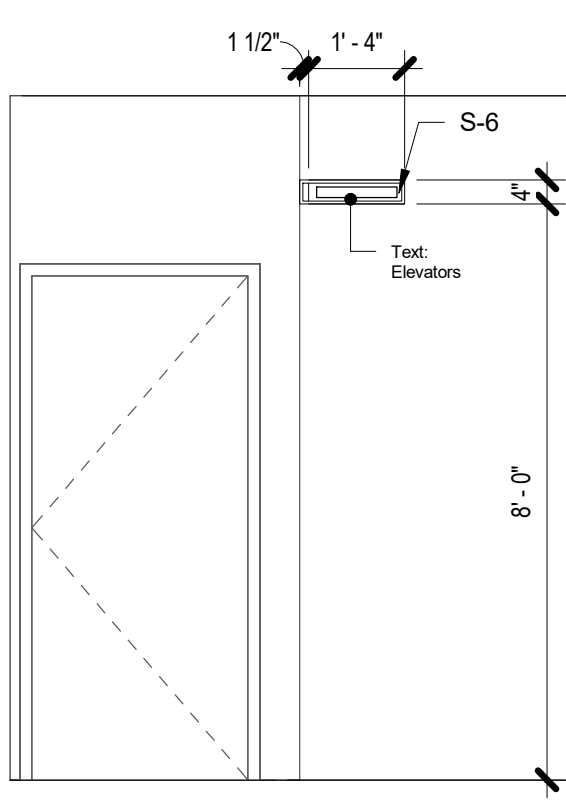
2 INTERIOR ELEVATION
3/8" = 1'-0" 1 / 9-F&S-A



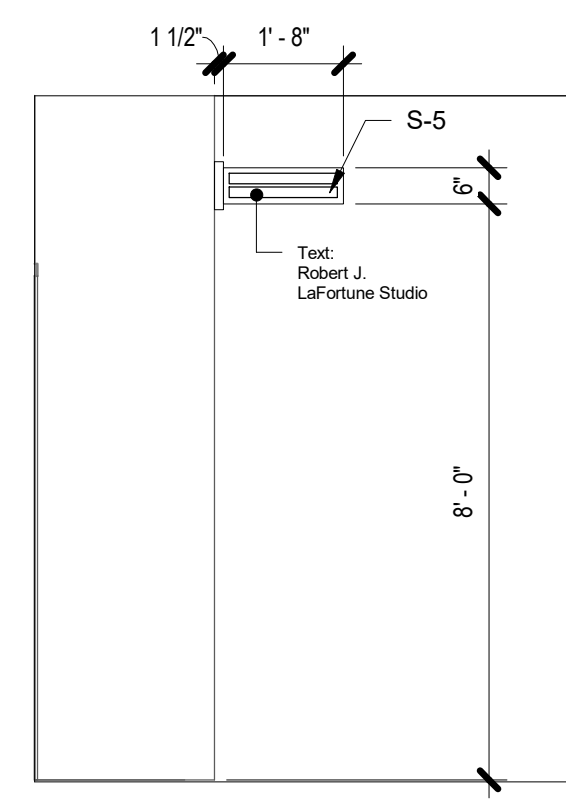
1 INTERIOR ELEVATION
3/8" = 1'-0" 1 / 9-F&S-A



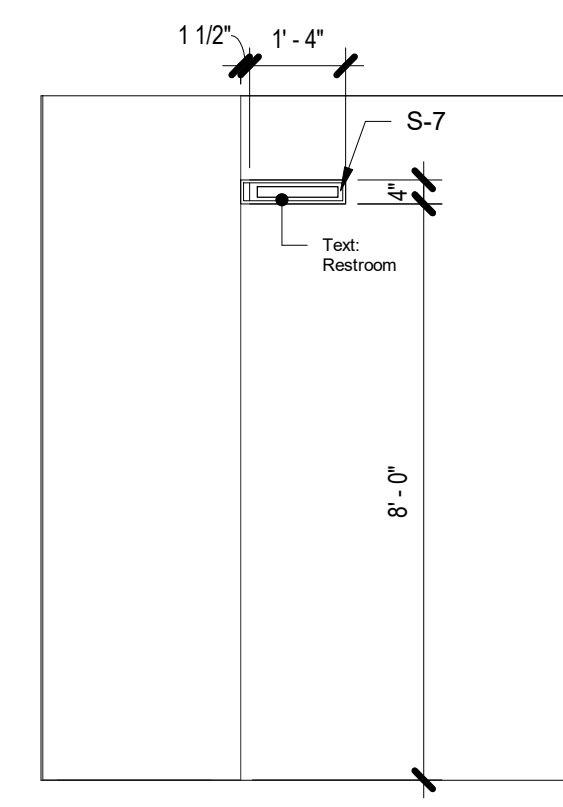
22 INTERIOR ELEV. (PROMENADE)
3/8" = 1'-0" 2 / 11-F&S-A



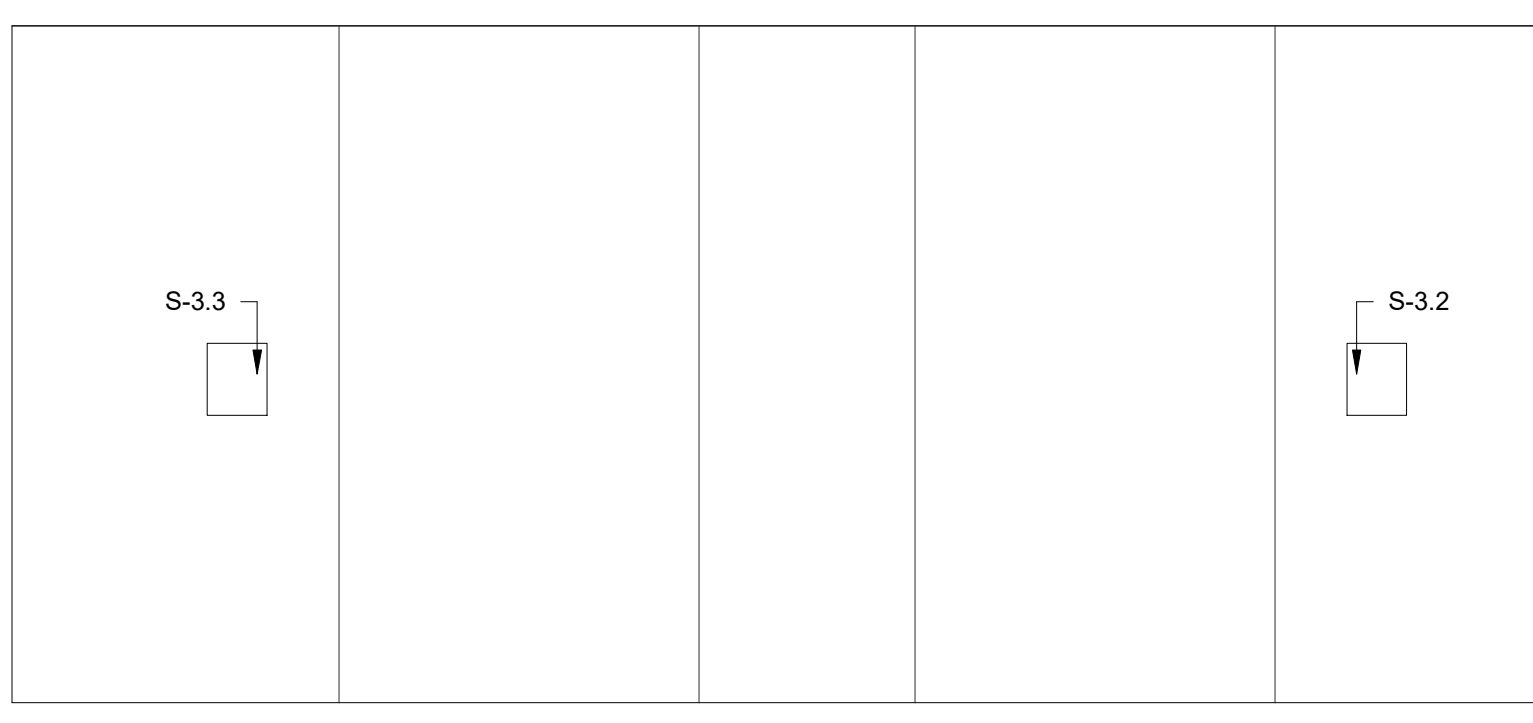
21 INTERIOR ELEV. (PROMENADE)
3/8" = 1'-0" 2 / 11-F&S-A



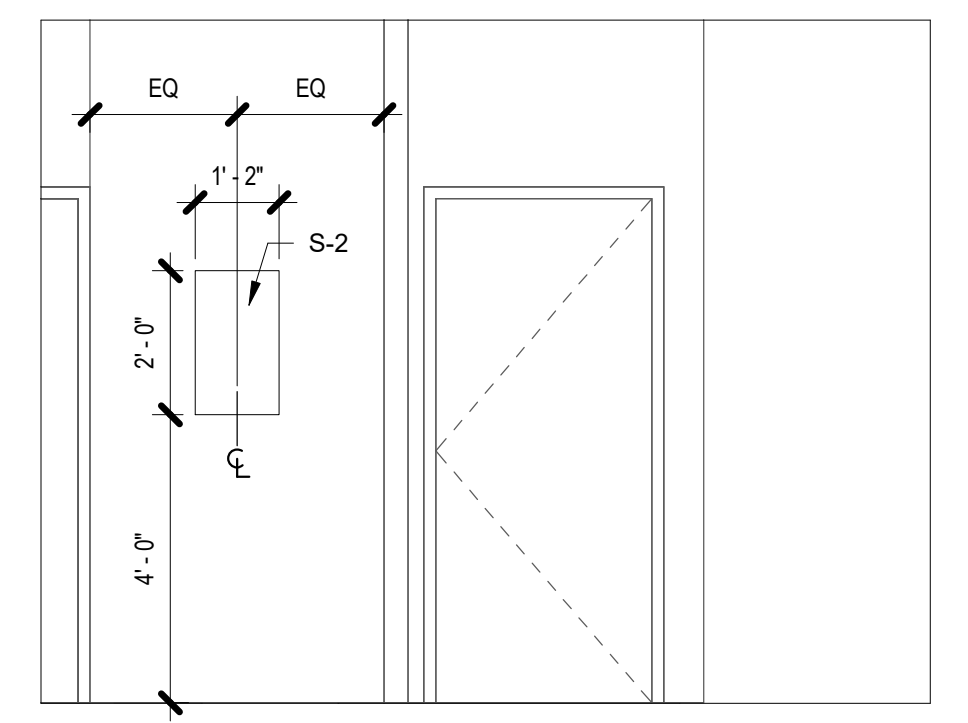
20 INTERIOR ELEV. (PROMENADE)
3/8" = 1'-0" 2 / 11-F&S-A



19 INTERIOR ELEV. (PROMENADE)
3/8" = 1'-0" 2 / 11-F&S-A

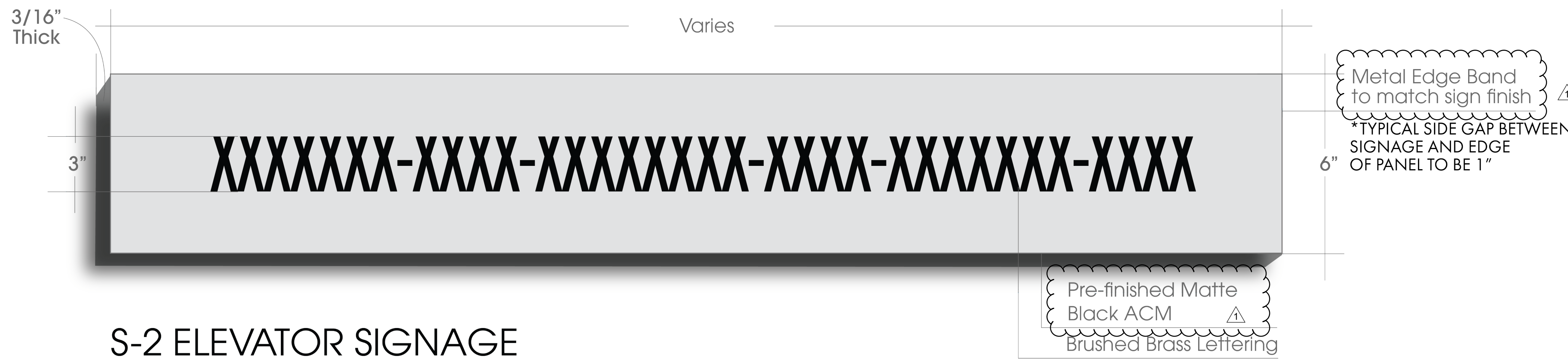


16 INTERIOR ELEVATION (PROMENADE)
3/8" = 1'-0" 2 / 11-F&S-A

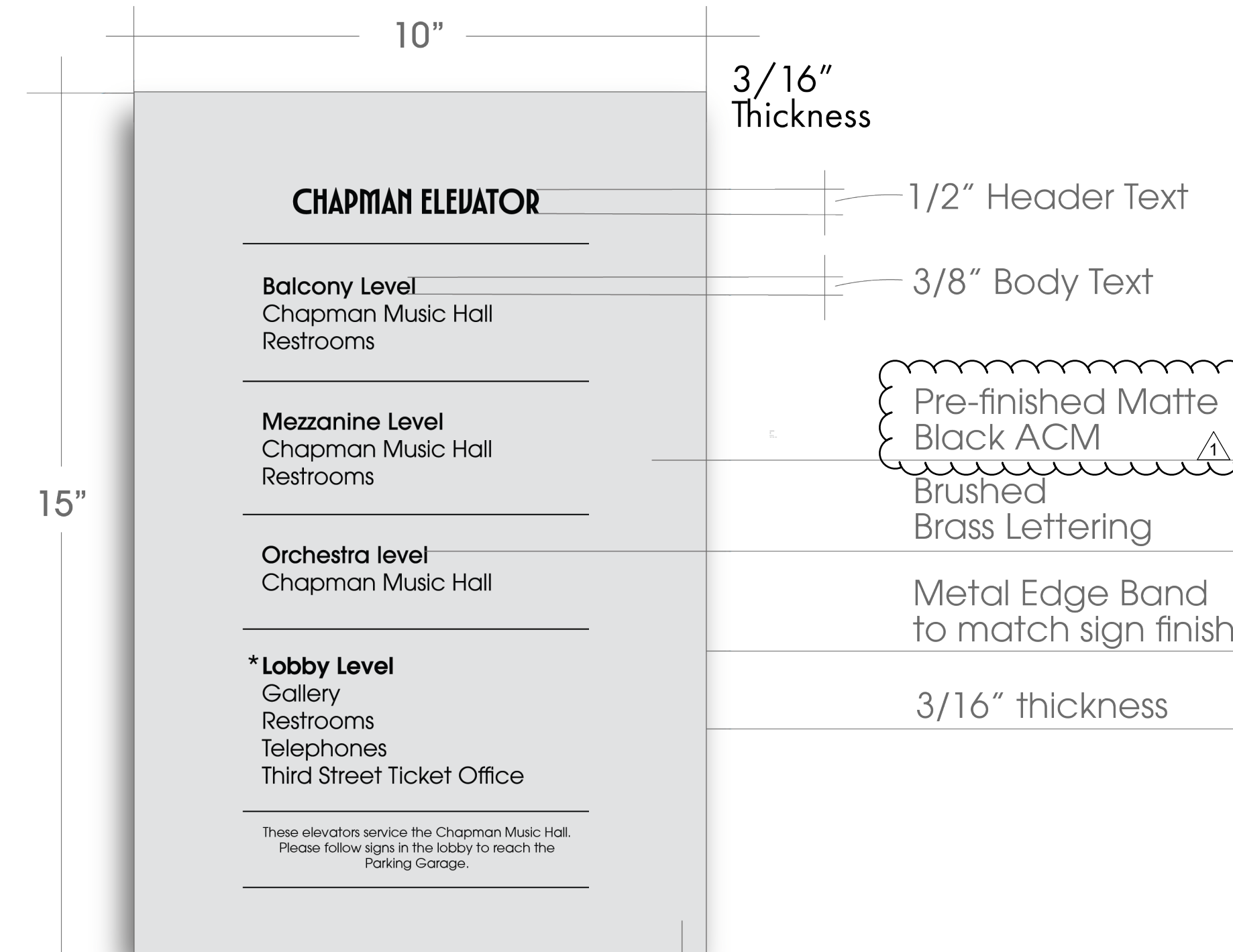


15 INTERIOR ELEVATION
3/8" = 1'-0" 2 / 11-F&S-A

S-1 RE: SIGNAGE ELEVATIONS



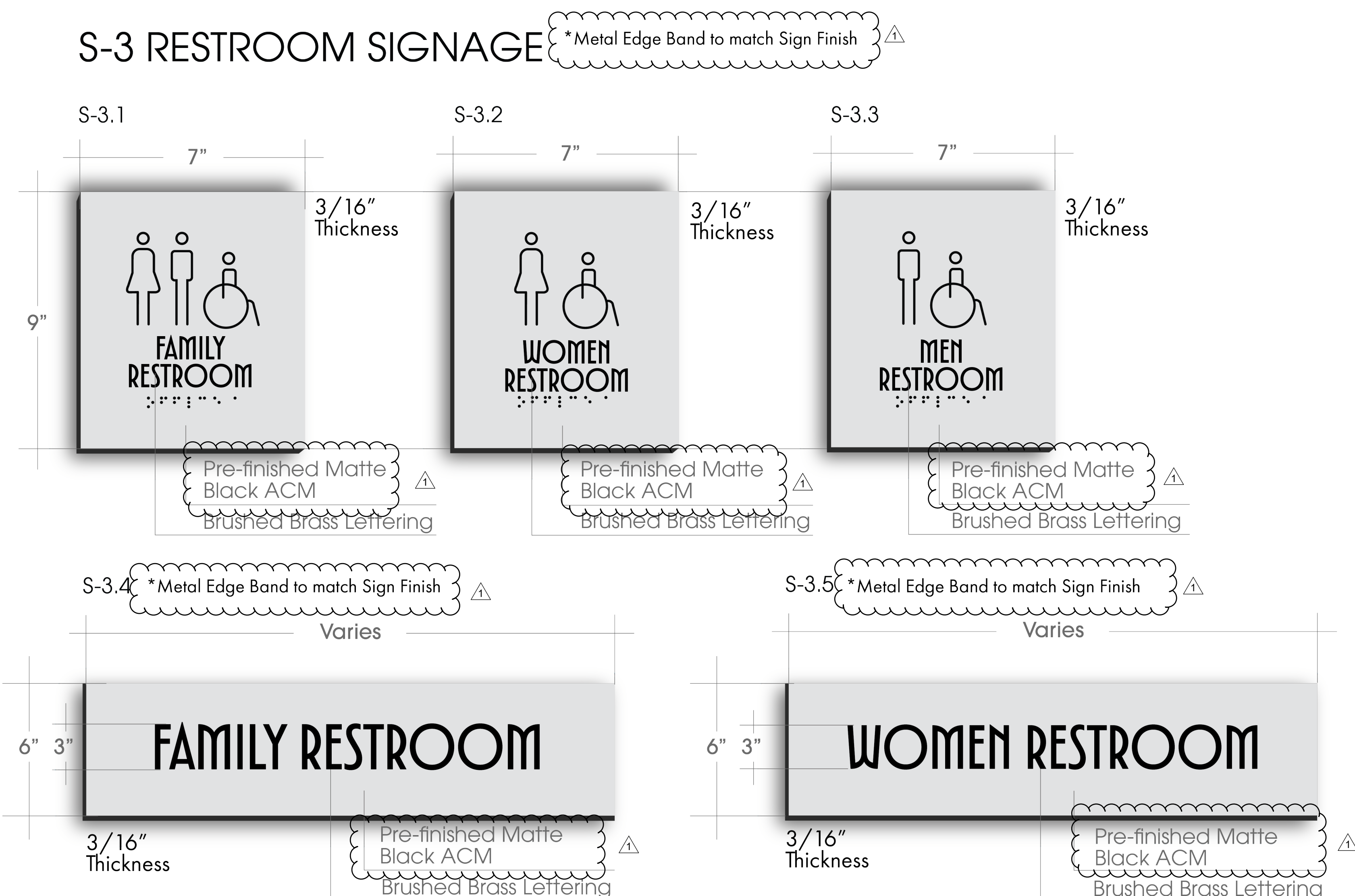
S-2 ELEVATOR SIGNAGE



*The asterisk will change location depending on the floor that it is on. Only at the asterisk on the signage that is located outside of the elevators at each floor. Signage inside of elevator does not need and asterisk.

Elevator Signage to be Adhered

S-3 RESTROOM SIGNAGE



*TYPICAL GAP BETWEEN SIGNAGE AND EDGE OF PANEL TO BE 1"

LEGEND - SIGNAGE				
TAG	DESCRIPTION	SIZE	FINISH	NOTES
S-1	RE: SIGNAGE ELEVATIONS	RE: SIGNAGE ELEVATIONS	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING	1 1/2" CONCEALED STANDOFFS IN BLACK
S-2	ELEVATOR SIGNAGE (ELEVATORS 1-4)	10"x15"	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING	PROVIDE BEST INSTALLATION TO ACCOUNT FOR WEIGHT OF SIGN.
S-3	RE: SIGNAGE ELEVATIONS	RE: SIGNAGE ELEVATIONS	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING	PROVIDE BEST INSTALLATION TO ACCOUNT FOR WEIGHT OF SIGN.
S-3.1	FAMILY RESTROOM	9"x7"	-	TO BE ADHERED RE: NOTE 11
S-3.2	WOMEN RESTROOM	9"x7"	-	TO BE ADHERED RE: NOTE 11
S-3.3	MEN RESTROOM	9"x7"	-	TO BE ADHERED RE: NOTE 11
S-3.4	FAMILY RESTROOM	RE: SIGNAGE ELEVATIONS	-	TO HAVE CONCEALED STANDOFFS IN BLACK. RE: NOTE 11
S-3.5	WOMEN RESTROOM	RE: SIGNAGE ELEVATIONS	-	TO HAVE CONCEALED STANDOFFS IN BLACK. RE: NOTE 11
S-3.6	MEN RESTROOM	RE: SIGNAGE ELEVATIONS	-	TO HAVE CONCEALED STANDOFFS IN BLACK. RE: NOTE 11
S-4	WESTBY PAVILLION SIGNAGE (PROMENADE)	RE: SIGNAGE ELEVATIONS	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING BOTH SIDES	COUNTERSUNK PIN MOUNTED IN BRUSHED BRASS TO MATCH BRACKET. BLOCKING REQUIRED.
S-5	LA FORTUNE SIGNAGE (PROMENADE)	RE: SIGNAGE ELEVATIONS	SIGNAGE LETTERS TO BE ILLUMINATED ON BOTH SIDES	COUNTERSUNK PIN MOUNTED IN BRUSHED BRASS TO MATCH BRACKET. BLOCKING REQUIRED.
S-6	ELEVATORS (PROMENADE)	RE: SIGNAGE ELEVATIONS	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING BOTH SIDES	COUNTERSUNK PIN MOUNTED IN BRUSHED BRASS TO MATCH BRACKET. BLOCKING REQUIRED.
S-7	RESTROOMS (PROMENADE)	RE: SIGNAGE ELEVATIONS	PRE-FINISHED MATTE BLACK ACM WITH BRUSHED BRASS LETTERING BOTH SIDES	COUNTERSUNK PIN MOUNTED IN BRUSHED BRASS TO MATCH BRACKET. BLOCKING REQUIRED.
S-8	DOOR SIGNAGE	18"x24"	PRE-FINISHED MATTE BLACK ACM WITH SLIDING CLEAR THIN ACRYLIC PANEL. BACK PANEL THICKNESS TO BE STABLE. OWNER TO PROVIDE SIGNAGE INSERT SHEET.	INSTALL TO MATCH EXISTING
S-9	INDIVIDUAL LETTERS	TO MATCH EXISTING	TO MATCH EXISTING	INSTALL TO MATCH EXISTING

- NOTE:
- ALL SIGNAGE SHALL MEET MINIMUM ACCESSIBILITY REQUIREMENTS AS DEFINED IN THE INTERNATIONAL BUILDING CODE, 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN AND ANSI A117.1, 2009.
 - VERIFY SIGNAGE ROOM NUMBERS AND NAMES WITH ARCHITECT.
 - VERIFY DIMENSIONAL LETTER SIGNAGE WITH ARCHITECT.
 - AT INSTALLATION CONTRACTOR TO REPAIR HOLES AS NEEDED IN WALL AND PANELS.
 - CONTRACTOR TO VERIFY SIGNAGE LOCATION WITH ARCHITECTS.
 - COORDINATE SIGNAGE FONT WITH ARCHITECT (FONT TO BE: TT MODERNOIR), ONLY S-9 TO MATCH EXISTING FONT.
 - COORDINATE NAMING WITH ARCHITECT AND CLIENT, IT SHOULD BE SIMILAR TO EXISTING.
 - AT PROMENADE AREA, VERIFY IF THERE IS A CONFLICT WITH ARTWORK, COORDINATE HEIGHT AND PLACEMENT WITH ARCHITECT BEFORE INSTALLATION.
 - CONTRACTOR IS RESPONSIBLE FOR VERIFYING SIGNAGE QUANTITIES NEEDED.
 - PROVIDE SAMPLES OF MATERIALS TO ARCHITECT FOR REVIEW BEFORE MOCKUP IS CREATED.
 - MOCK-UP OF SIGNAGE TO BE PROVIDED
 - CONTRACTOR RESPONSIBLE FOR INSURING ADEQUATE INSTALLATION FOR SIGNAGE ACCORDING TO THEIR WEIGHT AND STABILITY REQUIREMENTS.

beck
DESIGN

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PROJECT NO:
PR 25-14

BECK NO:
202513.2

PROJECT:
TPAC FINISH AND SIGNAGE IMPROVEMENTS IOT1

TULSA PERFORMING ARTS CENTER
TPAC
ARTS. ELEVATED.

CONSULTANT:

ISSUE / REVISION:

No	Description	Date
1	ADDENDUM#001	5/19/2026

SEAL:

SCHEMATIC DESIGN

ISSUE DATE:
05.07.2026

SHEET NUMBER:
16-F&S-A

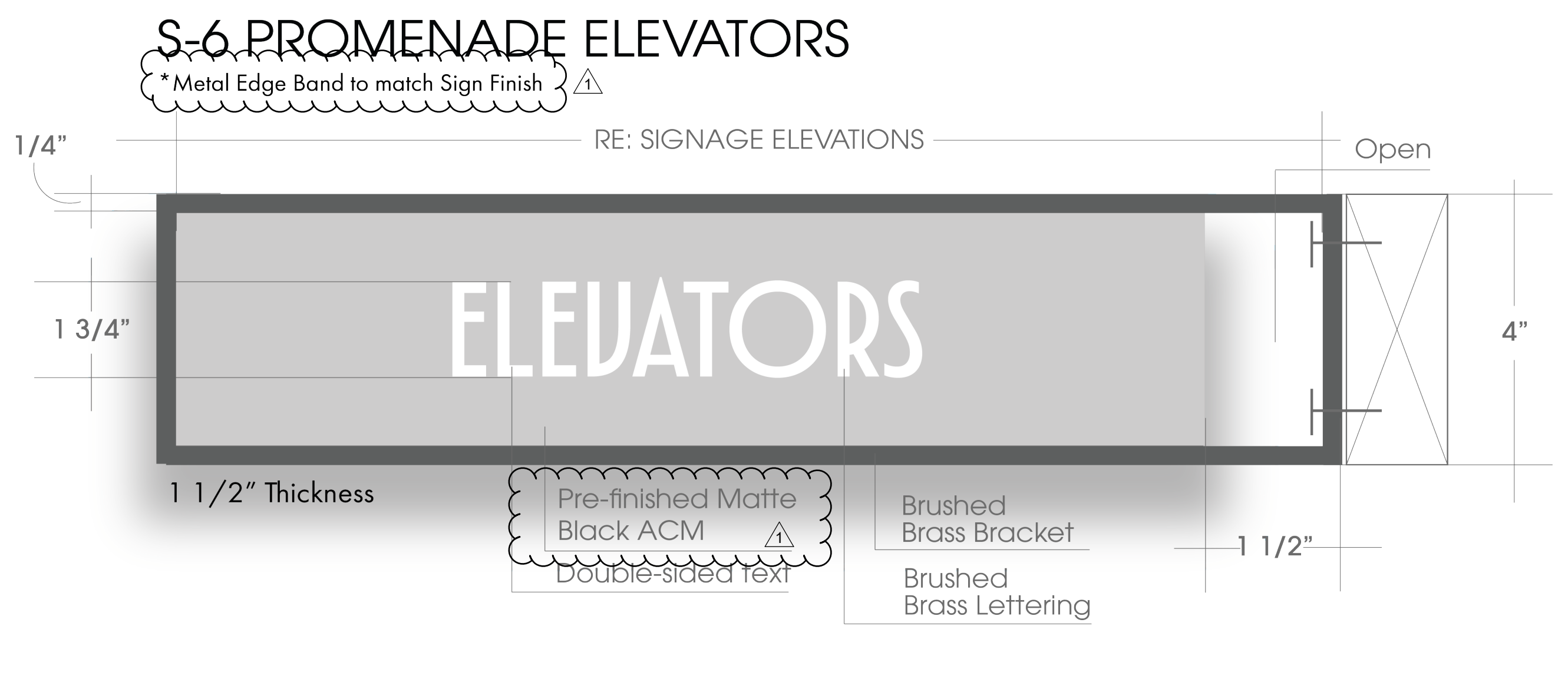
SIGNAGE LEGEND AND SIGNAGE DESIGN

ISSUE / REVISION:

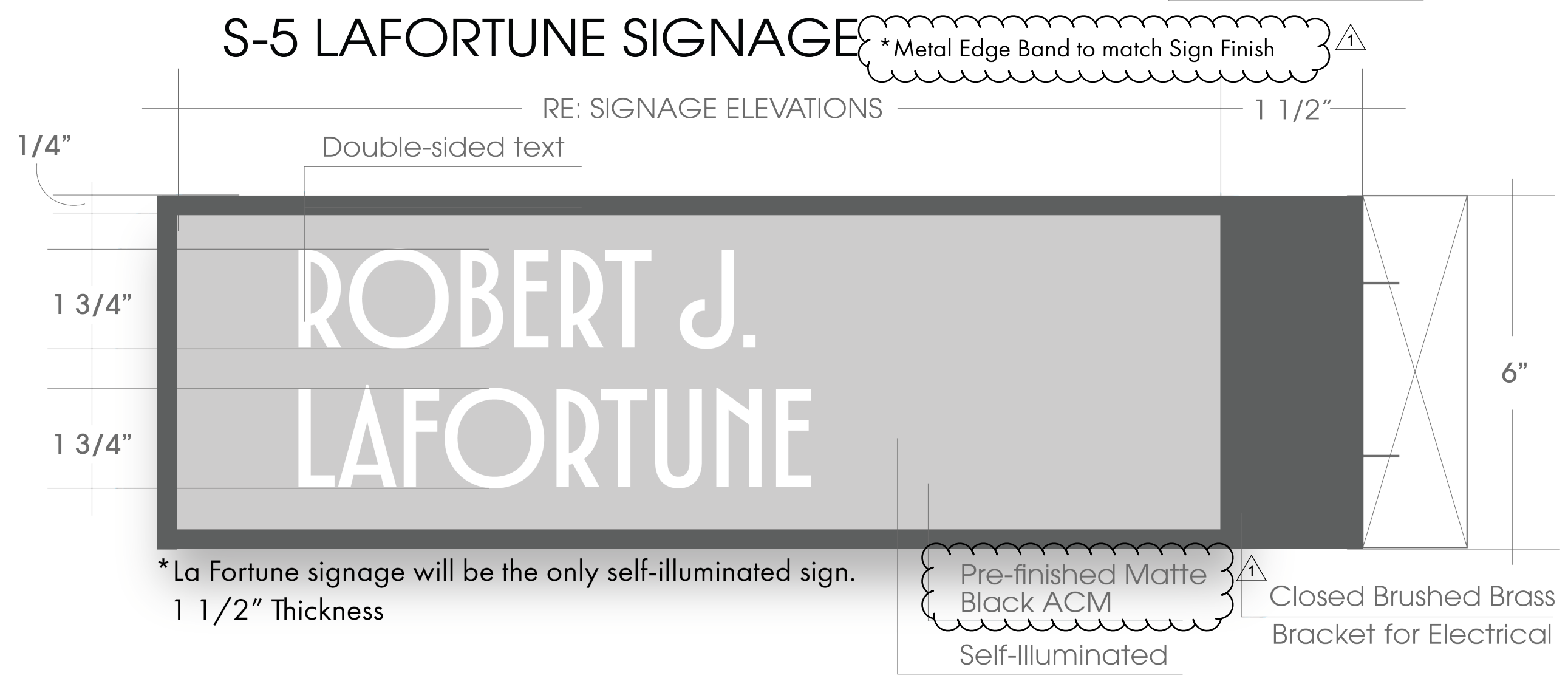
No	Description	Date
1	ADDENDUM#001	5/19/2026



Blocking required for all projecting signage. Heavy-Duty fasteners to match brushed brass mounting bracket.



Blocking required for all projecting signage. Heavy-Duty fasteners to match brushed brass mounting bracket.



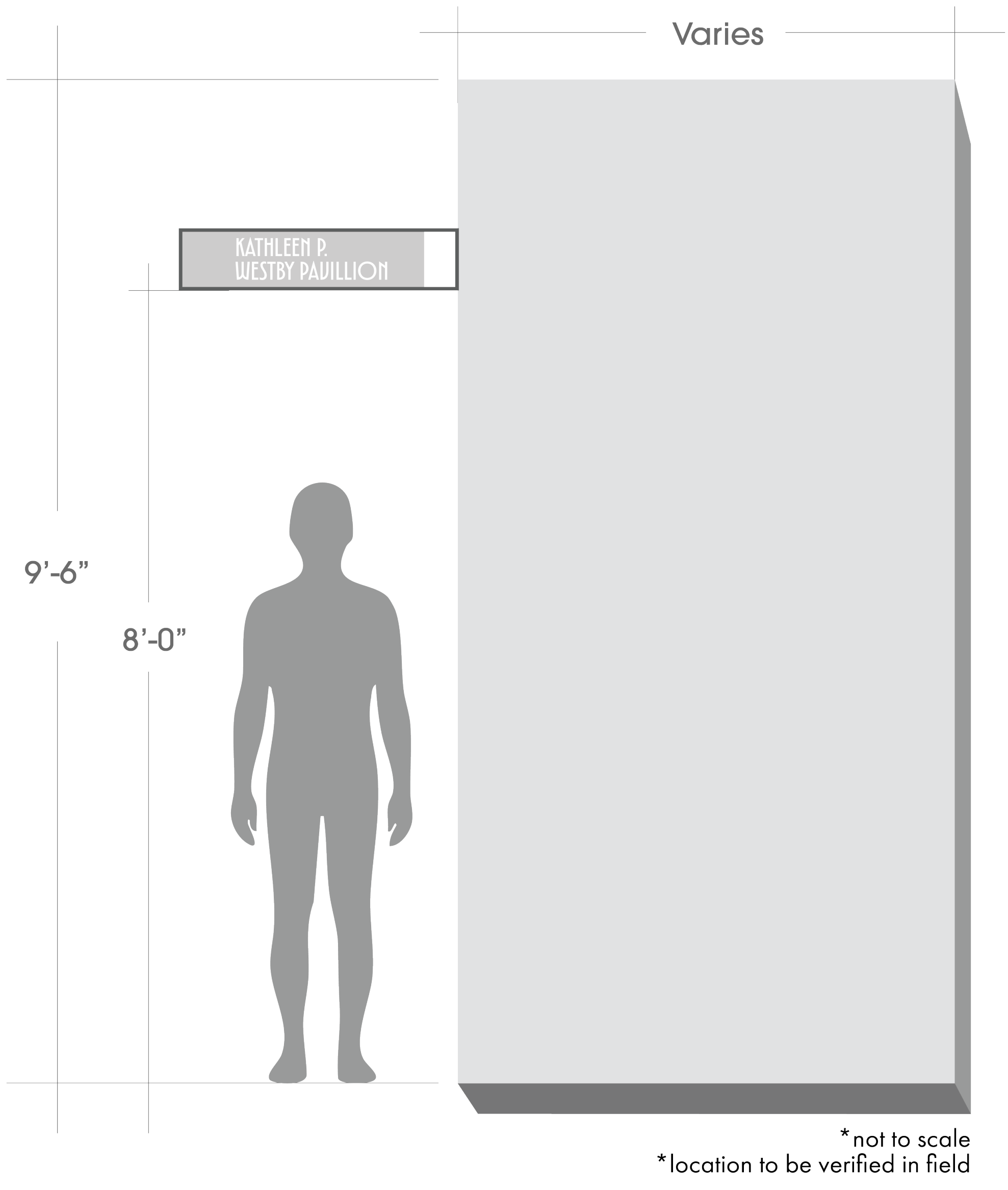
Blocking required for all projecting signage. Heavy-Duty fasteners to match brushed brass mounting bracket.



Blocking required for all projecting signage. Heavy-Duty fasteners to match brushed brass mounting bracket.



S-4 PROJECTING SIGNAGE WALL MOUNT



S-5 PROJECTING SIGNAGE WALL MOUNT

