

**SECTION 012100
ALLOWANCES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Cash allowances.
- B. Labor and material allowances.
- C. Payment and modification procedures relating to allowances.

1.02 ALLOWANCES

- A. When authorized by the Architect/Engineer, cash allowances will be authorized by a Construction Change Directive. The determination shall be as described in Article 7.3 of the General Conditions of the Contract for Construction and Supplementary Conditions of the Contract for Construction.
- B. Costs included in the Contractor's labor and materials allowances shall include all costs as outlined in the General Conditions of the Contract for Construction and Supplementary Conditions of the Contract for Construction.
- C. Architect/Engineer Responsibilities:
 - 1. Consult with Contractor for consideration and selection of products.
 - 2. Select products in consultation with Owner and transmit decision to Contractor.
 - 3. Prepare allowance authorization.
- D. Contractor Responsibilities:
 - 1. Assist Architect/Engineer in selection of products, suppliers, and installers.
 - 2. Obtain proposals from suppliers and installers and offer recommendations.
 - 3. Arrange for and process Shop Drawings, product data, and samples. Arrange for delivery.
 - 4. Promptly inspect products upon delivery for completeness, damage, and defects.
- E. The Owner reserves the right to reduce or eliminate all allowances at any time during this Contract by change order.

1.03 CASH ALLOWANCES

- A. Contract No. 1 - General Construction:
 - 1. Bid Item No.1 - Field Directive Allowance: The General Contractor shall include in his Total Base Bid a cash allowance in the amount of \$15,000.00 for Work Directive Changes as authorized by the Resident Project Representative in accordance with pertinent provisions of the General Conditions of the Construction Contract.
 - 2. Bid Item No.2 - Rock Removal Directive Allowance: The General Contractor shall include in his Total Base Bid a rock (bulk and trench) removal allowance in the amount of 100 cubic yards for Work Directive Changes as authorized by the Resident Project Representative in accordance with pertinent provisions of the General Conditions of the Construction Contract.
- B. Contract No. 2 - Mechanical:
 - 1. Bid Item No.1 - Field Directive Allowance: The Mechanical Contractor shall include in his Total Base Bid a cash allowance in the amount of \$25,000.00 for Work Directive Changes as authorized by the Resident Project Representative in accordance with pertinent provisions of the General Conditions of the Construction Contract.
- C. Contract No. 3 - Plumbing:
 - 1. Bid Item No.1 - Field Directive Allowance: The Plumbing Contractor shall include in his Total Base Bid a cash allowance in the amount of \$5,000.00 for Work Directive Changes as authorized by the Resident Project Representative in accordance with pertinent provisions of the General Conditions of the Construction Contract.

D. Contract No. 4 - Electrical:

1. Bid Item No.1 - Field Directive Allowance: The Electrical Contractor shall include in his Total Base Bid a cash allowance in the amount \$10,000.00 for Work Directive Changes as authorized by the Resident Project Representative in accordance with pertinent provisions of the General Conditions of the Construction Contract.

1.04 PAYMENT AND MODIFICATION PRICE

- A. Unit price allowances shall be utilized, when authorized by the Architect/Engineer to determine the value of added or reduced scope to be performed, as described in each Bid Item. Unit pricing shall be prorated based on the actual quantities determined necessary on-site. The ultimate quantities procured may exceed or be less than the quantity stipulated on the Contractor's Form of Proposal and may be utilized in multiple work areas.
- B. It is expressly understood that, at the completion of the project, all remaining unused portions of the allowance(s) shall be credited to the Owner. A deductive Change Order shall be prepared by the Architect/Engineer and executed by the Contractor and the Owner.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 012200
UNIT PRICES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. List of unit prices, for use in preparing Bids.
- B. Measurement and payment criteria applicable to Work performed under a unit price payment method.

1.02 RELATED REQUIREMENTS

- A. Document 002113 - Instructions to Bidders: Instructions for preparation of pricing for Unit Prices.
- B. Section 012000 - Price and Payment Procedures: Additional payment and modification procedures.

1.03 COSTS INCLUDED

- A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

1.04 UNIT QUANTITIES SPECIFIED

- A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.05 MEASUREMENT OF QUANTITIES

- A. Measurement methods delineated in the individual specification sections complement the criteria of this section. In the event of conflict, the requirements of the individual specification section govern.
- B. Assist by providing necessary equipment, workers, and survey personnel as required.

1.06 PAYMENT

- A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.
- B. Payment will not be made for any of the following:
 - 1. Products wasted or disposed of in a manner that is not acceptable.
 - 2. Products determined as unacceptable before or after placement.
 - 3. Products not completely unloaded from the transporting vehicle.
 - 4. Products placed beyond the lines and levels of the required Work.
 - 5. Products remaining on hand after completion of the Work.
 - 6. Loading, hauling, and disposing of rejected Products.

1.07 DEFECT ASSESSMENT

- A. Replace Work, or portions of the Work, not complying with specified requirements.

1.08 SCHEDULE OF UNIT PRICES

- A. Unit Price Item No. 1: Trench Rock Removal - per cubic yard; Section 31 0000 - Earthwork, Part 1 General, Paragraph 1.03.
- B. Unit Price Item No. 2: Resilient Flooring [Gray] - per 50 square feet; Section 09 6500 - Resilient Flooring, Part 2 General Paragraph 2.02. Flooring to match the type and color of the Owner's Stock [VCT-1: Tarkett Tarkett VCT II 557 Shooting Star CG].

- C. Unit Price Item No. 3: Resilient Flooring [White]- per 50 square feet; Section 09 6500 - Resilient Flooring, Part 2 General Paragraph 2.02. Flooring to match the type and color of the Owner's Stock [VCT-2: Tarkett Tarkett 480 Pure White].

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 017000
EXECUTION AND CLOSEOUT REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Pre-installation meetings.
- D. Surveying for laying out the work.
- E. Cleaning and protection.
- F. Starting of systems and equipment.
- G. Demonstration and instruction of Owner personnel.
- H. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- I. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS

- A. Division 1 - General Requirements for all Contracts.
- B. Section 01 3529.10 - Life Safety Requirements during School Construction.
- C. Section 015000 - Temporary Facilities and Controls: Temporary exterior enclosures.
- D. Section 015000 - Temporary Facilities and Controls: Temporary interior partitions.
- E. Section 078400 - Firestopping.

1.03 REFERENCE STANDARDS

- A. Manual of Planning Standards - Manual of Planning Standards 2022 - The State Education Department; 2022.

1.04 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.
 - 1. On request, submit documentation verifying accuracy of survey work.
 - 2. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in compliance with Contract Documents.
 - 3. Submit surveys and survey logs for the project record.

1.05 QUALIFICATIONS

- A. For surveying work, employ a land surveyor registered in the State of New York and acceptable to Architect and Construction Manager. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities,
- B. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in the State of New York. Employ only individual(s) trained and experienced in establishing and maintaining horizontal and vertical control points necessary for laying out construction work on project of similar size, scope and/or complexity.

1.06 PROJECT CONDITIONS

- A. Use of explosives is not permitted.

- B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- C. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- D. Perform dewatering activities, as required, for the duration of the project.
- E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- F. 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.
- G. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.
 - 1. Minimize amount of bare soil exposed at one time.
 - 2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.
 - 3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.
 - 4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.
 - 5. Comply with Storm Water Pollution Protection Plan as attached in the Project Manual.
- H. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Reference Section 01 3529.10 Life Safety Requirements during School Construction for additional noise control requirements.
- I. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
 - 1. Coordinate with Owner's pest control program for any pest control required as part of the Work.
- J. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
 - 1. Coordinate with Owner's rodent control program for any rodent control required as part of the Work.
- K. 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.

1.07 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. Notify affected utility companies and comply with their requirements.
- C. 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.

- D. 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.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. 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

2.01 PATCHING MATERIALS

- 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.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 016000 - Product Requirements.

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. Existing condition photographs will be required to be submittal to the Architect for record prior to the start of any work.
- 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

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect, Construction Manager, and Owner four days in advance of meeting date.

- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. 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.

3.04 LAYING OUT THE WORK

- A. Reference Section 01 0000 - General Requirements for Owner provided project lines and grades.
- B. The Contractors shall be responsible for the layout of his Work as follows:
 - 1. Verify locations of survey control and reference points prior to starting Work. Preserve and protection of survey control and reference points during construction.
 - 2. Promptly notify Owner's Project Representative and Architect and of any discrepancies discovered.
- C. Promptly report to Architect, Construction Manager, and Owner the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
 - 1. Have dislocated survey control points re-established based on original survey control. Make no changes without prior written notice to Architect, Construction Manager, and Owner.
 - 2. Utilize recognized engineering survey practices.
 - 3. Establish a minimum of two permanent bench marks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.
- D. Establish elevations, lines, and levels. Locate and lay out the Work utilizing the services of a Licensed Land Surveyor:
 - 1. Site improvements including pavements, athletic facilities, stormwater management improvements, utilities, and any and all other site improvements requiring location and layout. Provide stakes for grading, fill and topsoil placement; utility locations and elevations, slopes, and invert elevations.
 - 2. Grid or axis for structures.
 - 3. Building foundation, column locations, ground floor elevations.
 - 4. Any and all other survey control required to establish location, lines and grades for site improvements as outlined in the Contract Documents.
 - 5. Periodically verify layouts by same means.
 - 6. Maintain a complete and accurate log of Control and Survey Work as it progresses.
 - 7. On completion of foundation walls and major site improvements, prepare a certified survey illustrating dimensions, locations, angles, and elevations of construction and site work.
- E. Verify locations of survey control points prior to starting work.
- F. Promptly notify Architect and Construction Manager of any discrepancies discovered.
- G. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- H. Utilize recognized engineering survey practices.
- I. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
 - 1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
 - 2. Grid or axis for structures.
- J. Periodically verify layouts by same means.

3.05 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.

3.06 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect and Construction Manager before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. 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 015000 in locations indicated on drawings.
- C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
 - 1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
 - 2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
- D. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
 - 2. Relocate items indicated on drawings.
 - 3. 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.
 - 4. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- E. 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.

4. Verify that abandoned services serve only abandoned facilities.
 5. Remove abandoned pipe, ducts, conduits, and equipment , including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- F. 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.
 - G. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
 - H. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
 - I. Refinish existing surfaces as indicated:
 1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
 2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
 - J. Clean existing systems and equipment.
 - K. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
 - L. Do not begin new construction in alterations areas before demolition is complete.
 - M. Comply with all other applicable requirements of this section.

3.07 CUTTING AND PATCHING

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 078400, to full thickness of the penetrated element.
- G. Patching:

1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
2. Match color, texture, and appearance.
3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.08 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.

3.09 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, jambs, 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. 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.
- G. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.10 SYSTEM STARTUP

- A. Coordinate with requirements of Section 019113 - General Commissioning Requirements.
- B. Coordinate schedule for start-up of various equipment and systems.
- C. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- E. Verify that wiring and support components for equipment are complete and tested.
- F. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- G. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.11 DEMONSTRATION AND INSTRUCTION

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.

- B. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
- C. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.
- D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- E. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
- F. The amount of time required for instruction on each item of equipment and system is that specified in individual sections.

3.12 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Testing, adjusting, and balancing HVAC systems: See Section 230593 - Testing, Adjusting, and Balancing for HVAC.

3.13 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, light fixture lenses, cabinetry (interior and exterior surfaces), ductwork (interior and exterior - exposed to view), exposed structural elements, 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 filters of operating equipment. Replace all filters utilized during the Construction Phase.
- G. Clean debris from overflow drains, area drains, and drainage systems.
- H. Clean site; sweep paved areas, rake clean landscaped surfaces.
- I. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.14 CLOSEOUT PROCEDURES

- A. Make submittals that are required by Section 01 7800 - Closeout Submittals.
- B. Accompany Architect, Construction Manager, and Owner on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect and Construction Manager when work is considered ready for Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.

- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect, Construction Manager, and Owner's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect and Construction Manager.
- F. Correct items of work listed in list in the executed Certificate of Substantial Completion and comply with requirements for access to Owner-occupied areas.
 - 1. Items of Work listed in executed Certificates of Substantial Completion shall be scheduled and completed within 15 working days of the date of issuance.
 - 2. Exterior and Site-Related Corrective Work, which may be weather dependent, will be completed within 20 business days of acceptable weather conditions.
 - 3. Schedule and complete items of Work determined by Architect/Engineer's final inspection immediately.
- G. Notify Architect and Construction Manager when work is considered finally complete and ready for Architect's Substantial Completion final inspection.

3.15 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION