

City of Portland, Maine – Building or Use Permit Application 389 Congress Street, 04101, Tel: (207) 874-8703, FAX: 874-8716

Location of Construction: 2 Monument Square 6th Floor		Owner: Equitable Life Assurance		Phone: 874-0397		Permit No: 991181	
Owner Address: 2 Monument Sq, Ptd, ME 04101		Lessee/Buyer's Name: N/A		Phone: N/A		BusinessName: N/A	
Contractor Name: Payton Construction Corp.		Address: 75 Market St. Portland, ME		Phone: 207-772-7222		Permit Issued: OCT 27 1999	
Past Use: Office Space		Proposed Use: Same		COST OF WORK: \$ 291,000.00		PERMIT FEE: \$ 1,770.00	
				FIRE DEPT. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied		INSPECTION: Use Group: B Type: 2B	
				Signature: [Signature]		Signature: [Signature]	
Proposed Project Description: Office Fit Up.				PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Zoning Approval: Special Zone or Reviews: <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan maj <input type="checkbox"/> minor <input type="checkbox"/> mm <input type="checkbox"/>	
Permit Taken By: GD		Date Applied For: 10-19-99					

1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal rules.
2. Building permits do not include plumbing, septic or electrical work.
3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

Call Adam for Pick-Up 772-72222

PERMIT ISSUED
WITH REQUIREMENTS

CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit

SIGNATURE OF APPLICANT _____ ADDRESS: _____ DATE: 10-20-99 PHONE: _____

RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE _____ PHONE: _____

White-Permit Desk Green-Assessor's Canary-D.P.W. Pink-Public File Ivory Card-Inspector

PERMIT ISSUED
WITH REQUIREMENTS
CEO DISTRICT

032 - K-001

REVIEWED FOR
BARRIER FREE
COMPLIANCE

STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
LICENSING AND INSPECTIONS UNIT
AUGUSTA
CONSTRUCTION PERMIT



Permit N° 10361

PERMISSION IS HEREBY GIVEN TO: _____ Location of project: _____ PROJECT TITLE: _____
Marsh _____ Marsh _____
Att: Todd Nations _____
9th Floor, Two Monument Square 6th Floor, Two Monument Square OCCUPANCY CLASSIFICATION: _____
Portland, ME 04101 Portland, ME Business

To construct or alter the afore referenced building according to the plans hitherto filed with the Commissioner and now approved. No departure from such plans shall be made without prior approval in writing.

This permit will expire at midnight on April 24 ~~2000~~ 2000

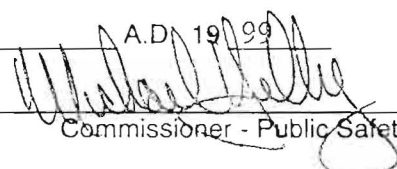
This permit is issued under the provisions of Title 25, Chapter 317, Section 2448

Nothing herein shall excuse the holder of this permit for the failure to comply with local ordinances, zoning laws, or other pertinent legal restrictions.

Dated the 25th day of October A.D. 1999

FEE \$ 150/50

SPRINKLED



Commissioner - Public Safety

**THIS IS NOT A PERMIT/CONSTRUCTION CANNOT COMMENCE UNTIL THE
PERMIT IS ISSUED**

**Building or Use Permit Pre-Application
Attached Single Family Dwellings/Two-Family Dwelling
Multi-Family or Commercial Structures and Additions Thereto**

In the interest of processing your application in the quickest possible manner, please complete the Information below for a Building or Use Permit.

NOTEIf you or the property owner owes real estate or personal property taxes or user charges on ANY PROPERTY within the City, payment arrangements must be made before permits of any kind are accepted.**

Location/Address of Construction (include Portion of Building): 2 Monument Square Floor: 6th Suite:			
Total Square Footage of Proposed Renovation:		Square Footage of Lot 26924sf (bldg=119,442)	
Tax Assessor's Chart, Block & Lot Number Chart# 32 Block# K Lot# 1		Owner: Equitable Life Assurance	Telephone#: (207) 874-0397
Owner's Address: 2 Monument Square Portland ME 04101		Lessee/Buyer's Name (If Applicable) N/A	Cost Of Work: \$ 291,000.00 Fee \$1,770.00
Proposed Project Description: (Please be as specific as possible) Work includes gypsum wall board assemblies, carpet resilient flooring, acoustical ceilings, painting, millwork, doors, frames and hardware, plumbing, HVAC, sprinklers, electrical work including lighting, power and fire protection system relocation, and residential appliances. office fit up			
Contractor's Name, Address & Telephone Payton Construction Corp. 75 Market St. Portland, ME (207) 772-7222			Rec'd By Gina
Current Use: Office space		Proposed Use: Office space	

Separate permits are required for Internal & External Plumbing, HVAC and Electrical installation.

- All construction must be conducted in compliance with the 1996 B.O.C.A. Building Code as amended by Section 6-Art II.
- All plumbing must be conducted in compliance with the State of Maine Plumbing Code.
- All Electrical Installation must comply with the 1996 National Electrical Code as amended by Section 6-Art III.
- HVAC (Heating, Ventilation and Air Conditioning) installation must comply with the 1993 BOCA Mechanical Code.

You must Include the following with you application:

- 1) A Copy of Your Deed or Purchase and Sale Agreement
- 2) A Copy of your Construction Contract, if available
- 3) A Plot Plan/Site Plan

Minor or Major site plan review will be required for the above proposed projects. The attached checklist outlines the minimum standards for a site plan.

4) Building Plans

Unless exempted by State Law, construction documents must be designed by a registered design professional.

A complete set of construction drawings showing all of the following elements of construction:

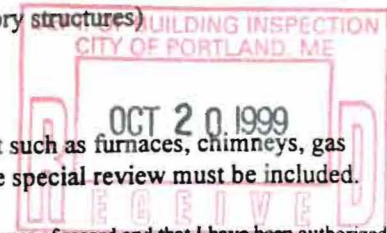
- Cross Sections w/Framing details (including porches, decks w/ railings, and accessory structures)
- Floor Plans & Elevations
- Window and door schedules
- Foundation plans with required drainage and dampproofing
- Electrical and plumbing layout. Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment (air handling) or other types of work that may require special review must be included.

Certification

I hereby certify that I am the Owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <i>Adam D. Jamin</i>	Date: 10-19-99
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Building Permit Fee: \$25.00 for the 1st \$1000.00 cost plus \$5.00 per \$1,000.00 construction cost thereafter.
Additional Site review and related fees are attached on a separate addendum



BUILDING PERMIT REPORT

DATE: 27 OCT. 99 ADDRESS: 2 Monument Sq. 6th Floor CBL: 032-K-001

REASON FOR PERMIT: OFFICE renovations

BUILDING OWNER: Equitable Life Assurance

PERMIT APPLICANT: _____ /CONTRACTOR Payton Const. Corp.

USE GROUP: B CONSTRUCTION TYPE: 2A CONSTRUCTION COST: \$29,000.00 PERMIT FEES: \$1,770.00

The City's Adopted Building Code (The BOCA National Building code/1996 with City Amendments)

The City's Adopted Mechanical Code (The BOCA National Mechanical Code/1993)

CONDITION(S) OF APPROVAL

This permit is being issued with the understanding that the following conditions are met: *1, *21, *22, *23, *25, *27, *29, *34, *36, *37, *38, *39, *40, 20

1. This permit does not excuse the applicant from meeting applicable State and Federal rules and laws.
2. Before concrete for foundation is placed, approvals from the Development Review Coordinator and Inspection Services must be obtained. (A 24 hour notice is required prior to inspection) "**ALL LOT LINES SHALL BE CLEARLY MARKED BEFORE CALLING.**"
3. Foundation drain shall be placed around the perimeter of a foundation that consists of gravel or crushed stone containing not more than 10 percent material that passes through a No. 4 sieve. The drain shall extend a minimum of 12 inches beyond the outside edge of the footing. The thickness shall be such that the bottom of the drain is not higher than the bottom of the base under the floor, and that the top of the drain is not less than 6 inches above the top of the footing. The top of the drain shall be covered with an approved filter membrane material. Where a drain tile or perforated pipe is used, the invert of the pipe or tile shall not be higher than the floor elevation. The top of joints or top of perforations shall be protected with an approved filter membrane material. The pipe or tile shall be placed on not less than 2" of gravel or crushed stone, and shall be covered with not less than 6" of the same material. Section 1813.5.2
4. Foundations anchors shall be a minimum of 1/2" in diameter, 7" into the foundation wall, minimum of 12" from corners of foundation and a maximum 6' O.C. between bolts. Section 2305.17
5. Waterproofing and damp proofing shall be done in accordance with Section 1813.0 of the building code.
6. Precaution must be taken to protect concrete from freezing. Section 1908.0
7. It is strongly recommended that a registered land surveyor check all foundation forms before concrete is placed. This is done to verify that the proper setbacks are maintained.
8. Private garages located beneath habitable rooms in occupancies in Use Group R-1, R-2, R-3 or I-1 shall be separated from adjacent interior spaces by fire partitions and floor/ceiling assembly which are constructed with not less than 1-hour fire resisting rating. Private garages attached side-by-side to rooms in the above occupancies shall be completely separated from the interior spaces and the attic area by means of 1/2 inch gypsum board or the equivalent applied to the garage means of 1.2 inch gypsum board or the equivalent applied to the garage side. (Chapter 4, Section 407.0 of the BOCA/1996)
9. All chimneys and vents shall be installed and maintained as per Chapter 12 of the City's Mechanical Code. (The BOCA National Mechanical Code/1993). Chapter 12 & NFPA 211
10. Sound transmission control in residential building shall be done in accordance with Chapter 12, Section 1214.0 of the City's Building Code.
11. Guardrails & Handrails: A guardrail system is a system of building components located near the open sides of elevated walking surfaces for the purpose of minimizing the possibility of an accidental fall from the walking surface to the lower level. Minimum height all Use Groups 42", except Use Group R which is 36". In occupancies in Use Group A,B,H-4, I-1, I-2, M and R and public garages and open parking structures, open guards shall have balusters or be of solid material such that a sphere with a diameter of 4" cannot pass through any opening. Guards shall not have an ornamental pattern that would provide a ladder effect. (Handrails shall be a minimum of 34" but not more than 38". Use Group R-3 shall not be less than 30", but not more than 38"). Handrail grip size shall have a circular cross section with an outside diameter of at least 1 1/4" and not greater than 2". (Sections 1021 & 1022.0). Handrails shall be on both sides of stairway. (Section 1014.7)
12. Headroom in habitable space is a minimum of 6'6". (Section 1204.0)
13. Stair construction in Use Group R-3 & R-4 is a minimum of 10" tread and 7 1/2" maximum rise. All other Use Group minimum 11" tread, 7" maximum rise. (Section 1014.0)
14. The minimum headroom in all parts of a stairway shall not be less than 80 inches. (6'8") 1014.4
15. Every sleeping room below the fourth story in buildings of Use Groups R and I-1 shall have at least one operable window or exterior door approved for emergency egress or rescue. The units must be operable from the inside without the use of special knowledge or separate tools. Where windows are provided as means of egress or rescue they shall have a sill height not more than 44 inches (1118mm) above the floor. All egress or rescue windows from sleeping rooms shall have a minimum net clear opening height dimension of 24 inches (610mm). The minimum net clear opening width dimension shall be 20 inches (508mm), and a minimum net clear opening of 5.7 sq. ft. (Section 1010.4)
16. Each apartment shall have access to two (2) separate, remote and approved means of egress. A single exit is acceptable when it exits directly from the apartment to the building exterior with no communications to other apartment units. (Section 1010.1)
17. All vertical openings shall be enclosed with construction having a fire rating of at least one (1) hour, including fire doors with self closer's. (Over 3 stories in height requirements for fire rating is two (2) hours. (Section 710.0)
18. The boiler shall be protected by enclosing with (1) hour fire rated construction including fire doors and ceiling, or by providing automatic extinguishment. (Table 302.1.1)

19. All single and multiple station smoke detectors shall be of an approved type and shall be installed in accordance with the provisions of the City's Building Code Chapter 9, Section 920.3.2 (BOCA National Building Code/1996), and NFPA 101 Chapter 18 & 19. (Smoke detectors shall be installed and maintained at the following locations):

- In the immediate vicinity of bedrooms
- In all bedrooms
- In each story within a dwelling unit, including basements

20. A portable fire extinguisher shall be located as per NFPA #10. They shall bear the label of an approved agency and be of an approved type. (Section 921.0)
- *21. The Fire Alarm System shall maintained to NFPA #72 Standard.
- *22. The Sprinkler System shall maintained to NFPA #13 Standard.
- *23. All exit signs, lights and means of egress lighting shall be done in accordance with Chapter 10 Section & Subsections 1023.0 & 1024.0 of the City's Building Code. (The BOCA National Building Code/1996)
24. Section 25 - 135 of the Municipal Code for the City of Portland states, "No person or utility shall be granted a permit to excavate or open any street or sidewalk from the time of November 15 of each year to April 15 of the following year".
- *25. The builder of a facility to which Section 4594-C of the Maine State Human Rights Act Title 5 MRSA refers, shall obtain a certification from a design professional that the plans commencing construction of the facility, the builder shall submit the certification the Division of Inspection Services.
26. Ventilation shall meet the requirements of Chapter 12 Sections 1210.0 of the City's Building Code. (Crawl spaces & attics).
- *27. All electrical, plumbing and HVAC permits must be obtained by a Master Licensed holders of their trade. No closing in of walls until all electrical (min. 72 hours notice) and plumbing inspections have been done.
28. All requirements must be met before a final Certificate of Occupancy is issued.
- *29. All building elements shall meet the fastening schedule as per Table 2305.2 of the City's Building Code (The BOCA National Building Code/1996).
30. Ventilation of spaces within a building shall be done in accordance with the City's Mechanical code (The BOCA National Mechanical Code/1993). (Chapter M-16)
31. Please read and implement the attached Land Use Zoning report requirements.
32. Boring, cutting and notching shall be done in accordance with Sections 2305.3, 2305.3.1, 2305.4.4 and 2305.5.1 of the City's Building Code.
33. Bridging shall comply with Section 2305.16.
- *34. Glass and glazing shall meet the requirements of Chapter 24 of the building code. (Safety Glazing Section 2405.0)
35. All signage, shall be done in accordance with Section 3102.0 signs of the City's Building Code, (The BOCA National Building Code/1996).
- *36. This permit requires STATE Fire Marshall's approval.
- *37. All interior finishes shall comply with Table 803.4
- *38. Fire Partitions shall comply with section 711.0
- *39. Penetrations of fire resistance wall, ceilings or floors shall comply with section 714.0 of the bldg. code.
- *40. Door hardware shall comply with section 1017.0 of the bldg. code.

P. Samuel Hoffses, Building Inspector
Cc: Lt. McDougall, PFD
Marge Schumuckal, Zoning Administrator

PSH 10/25/99

****On the basis of plans submitted and conditions placed on these plans any deviations shall require a separate approval.**

032-k-001

permit # 99-1181

PROJECT MANUAL FOR:

MARSH

6TH FLOOR

TWO MONUMENT SQUARE
PORTLAND, MAINE

Date: October 15, 1999

Project No. 99081

Submitted by:



ARCHITECTURE
ENGINEERING
PLANNING

144 Fore Street
PO Box 618
Portland, Maine 04104
www.smrt.com
☎ 207 772-3846
☎ 207 772-1070

TABLE OF CONTENTS

PART I

Table of Contents

PART II

Division 1 - General Requirements

01010	Summary of Work
01040	Coordination
01045	Cutting and Patching
01095	Reference Standards
01300	Submittals
01400	Quality Control
01500	Construction Facilities and Temporary Controls
01600	Materials and Equipment
01700	Contract Closeout
01740	Warranties

Division 6 - Wood and Plastics

06100	Rough Carpentry
06402	Interior Architectural Woodwork

Division 7 - Thermal and Moisture Protection

07900	Joint Sealants
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Division 8 - Doors and Windows

08110	Steel Frames
08211	Flush Wood Doors
08710	Door Hardware
08800	Glazing

Division 9 - Finishes

09255	Gypsum Board Assemblies
09511	Acoustical Panel Ceilings
09651	Resilient Tile Flooring
09680	Carpet
09900	Painting
09950	Wall Covering

MARSH
PORTLAND, MAINE

Division 11 - Equipment

11132	Projection Screens
11452	Residential Appliances

**SECTION 01010
SUMMARY OF WORK**

A. SUMMARY

1. Payton Construction will be the Construction Manager for this project.
2. Work consists of an interior renovation of approximately 8,500 s.f. of space on the 6th Floor of Two Monument Square, Portland, Maine.
3. The scope of work includes, gypsum board wall assemblies, doors, frames and hardware, glazing, carpet, resilient flooring, acoustical ceilings, painting, millwork and residential appliances, plumbing, HVAC, sprinklers and electrical work including lighting, power and fire protection system relocations.

B. CONTRACTOR USE OF PREMISES

1. Building: Contractor shall be limited to use of areas where renovation work is to occur. Construction Manager will inform all sub-contractors of Building procedures.
2. Notification and coordination with building management company is required for access to adjacent occupied areas.
3. Existing facilities will remain in full operation during execution of this Work. Exercise every precaution to ensure safety and protection for existing facilities, occupants, pedestrians, and vehicles.

C. PRODUCTS WITH SPECIAL NEGOTIATED PRICING:

1. Owner has negotiated pricing with Interface for carpet to be incorporated into this project. Contact Mark Brown, Interface Account Executive at (800- 336-0225 x-1105) for information concerning carpet tile pricing, ordering and availability.

END OF SECTION 01010

**SECTION 01040
COORDINATION**

A. SUMMARY

1. Field verify all dimensions and layout prior to proceeding with work. Notify the Architect and Construction Manager in writing of any discrepancies or inconsistencies.
2. Requests for information (RFI): Contractor shall use an RFI form to communicate questions with Architect and Construction Manager. Architect will issue information Bulletins (IB) to clarify questions.
3. Coordination Meetings: Hold coordination meetings with Personnel and Subcontractors to ensure coordination of work.
4. Construction Meetings: Throughout the construction period, weekly meetings will be held with Building Management Company, tenant representative, Architect and if appropriate engineering representatives, Construction Manager personnel and sub-contractors and suppliers if required.

B. SUBMITTALS

1. Coordination: Coordinate scheduling, submittals and work of various specification sections to avoid conflicts and ensure efficient and orderly sequence of installation of interdependent construction elements.
 - a. Verify that characteristics of operating equipment are compatible with building utilities and services.
 - b. Except as otherwise indicated, conceal pipes, ducts, conduit and wiring in construction. Coordinate locations of fixtures and outlets with finish elements.
2. Coordination Layouts:
 - a. Coordination: Coordinate in field with affected trades for proper relationship to work based on project conditions.
 - b. Notify Architect and Construction Manager of conflicts and other coordination issues requiring resolution prior to commencing construction in each affected area.

END OF SECTION 01040

**MARSH
PORTLAND, MAINE**

**SECTION 01045
CUTTING AND PATCHING**

A. SUMMARY

1. Cutting and patching required for the following:
 - a. Installation of other materials.
 - b. Finishing.
 - c. Alteration work.
 - d. Testing and inspection.
2. Provide temporary support and protection during cutting and patching operations.

B. SUBMITTALS

1. Proposal for cutting and patching.

C. QUALITY ASSURANCE

1. Do not cut and patch structural items or building systems in a way that reduces capacity.

D. WARRANTY

1. Use methods and materials as to maintain existing warranties.

E. MATERIALS

1. Use materials identical to existing materials.

END OF SECTION 01045

SECTION 01095
REFERENCE STANDARDS

A. REFERENCE STANDARDS

1. Comply with association, trade, federal, commercial, standards generating organization (such as ANSI and ASTM), and other similar standards referenced within Specification sections, except where more explicit or stringent requirements are indicated or required by Specification of applicable codes.
 - a. Where wording of reference standard is permissive, or where requirements of more than one reference standard apply, provide under more restrictive and higher requirement.
 - b. Comply with recommendations of reference standards even though they are not mandatory in standard.
 - c. Reference standards include their associated amendments and supplements.
2. Edition: Except where a specific date is indicated, date of standard is latest edition in effect at date of Contract Documents, or date of standard required by code.
3. Reference standards have same force and effect as if bound into or copied directly into Contract Documents; standards are made a part of Contract Documents by reference.
 - a. Contractual relationship, duties, and responsibilities of parties to the Contract, including Owner, Contractor, and Architect, shall not be altered from Contract Documents by mention or inference otherwise in reference standards.
 - b. Units of measurements required by specifications govern regardless of units of measurements used in reference standards.
 - c. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
4. Names and titles of standards are frequently abbreviated. Where acronyms or abbreviations are used in Specifications, they are defined to mean the recognized name of trade association, standards generating organization, governing authority, or other entity applicable to context of text provision.

B. REGULATORY REQUIREMENTS

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

SECTION 01300
SUBMITTALS

A. SUMMARY

1. Contractor's construction schedule.
2. Submittal schedule.
3. Daily construction reports recording events at site.
4. Shop Drawings.
5. Product Data.
6. Samples.
7. Quality-assurance submittals.

B. CONTRACTOR REVIEW:

1. Review and approve submittals prior to transmittal to Architect; determine and verify field measurements. Field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.

C. CONTRACTOR'S CONSTRUCTION SCHEDULE

1. Bar-chart schedule, showing each significant construction activity.

D. SHOP DRAWINGS

1. Submittal: Submit one reproducible and two copies. Only reproducible will be returned to the Contractor.

E. ARCHITECT'S REVIEW:

1. Architect will review submittal schedules, shop drawings and samples and return within 10 working days of receipt.

SECTION 01400
QUALITY CONTROL

A. QUALITY ASSURANCE

1. Supervise performance of Work in such manner and by such means to ensure that Work, whether completed or in progress, will not be subjected to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.
2. Monitor quality control over products, suppliers, manufacturers, services, site conditions, and workmanship to ensure Work complies with Contract Documents.
3. Comply with specified reference standards as minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

B. EXAMINATION OF CONDITIONS

1. Examine substrates and conditions under which Work is to be performed. Do not commence work over unsatisfactory conditions detrimental to proper and timely execution of Work.

C. MANUFACTURER'S INSTRUCTIONS

1. Compliance: Comply with manufacturer's printed installation instructions, including each step in sequence. Do not omit preparatory steps or installation procedures unless specifically modified or exempted by Contract Documents.
2. Maintain one set of complete instructions at Project site during installations and until completion.
3. Should Project conditions or specified requirements conflict with manufacturer's instruction, request clarification in writing from Architect before proceeding.

END OF SECTION 01400

SECTION 01500
CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

A. SUMMARY

1. Temporary utilities.
2. Support facilities.
3. Security and protection facilities.

B. TEMPORARY UTILITIES

1. Electric Power: Use of Owner's electric power is permitted.
2. Telephone Service: Provide a temporary telephone and fax line at the site during construction.
2. Sanitary Facilities: Use of Owner's toilets is permitted.

C. SUPPORT FACILITIES

1. A field office and storage for materials shall be maintained within the area of the building that is being renovated for this project.
2. Waste disposal services are the responsibility of the Contractor.

D. SECURITY AND PROTECTION FACILITIES

1. Existing Fire protection shall be maintained.
2. Provide barricades, warning signs, and lights.

END OF SECTION 01500

SECTION 01600
MATERIALS AND EQUIPMENT

A. MATERIALS

1. Type and Quality of Existing products: Use products or types of construction that exist in structure, as needed to patch, extend, or match existing Work.
2. New Materials: Comply with Specifications for each product involved.
 - a. Match existing products and work for patching existing work.

B. INSTALLATION

1. Where new Work abuts or aligns with existing, perform smooth and even transition to match existing adjacent surface in texture and appearance.
2. Adjustments: Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to provide smooth plane without breaks, steps, or soffits.

END OF SECTION 01600

SECTION 01700
CONTRACT CLOSEOUT

A. SUMMARY

1. Inspection and reinspection procedures.
2. Project record document submittal.
3. Submit operation and maintenance manuals.
4. Submit warranties.
5. Perform final cleaning.
6. Coordinate requirements for Substantial Completion with Construction Manager.
7. Requirements for Final Acceptance.
8. Closeout procedures.

B. RECORD DOCUMENT SUBMITTALS

1. Provide Construction Manager with Record Drawings and Specifications, which indicate changes and modifications made during construction.
2. Maintenance manuals: Prepare data in form of instructional manual in a heavy-duty three ring binder with durable plastic covers.

C. CLOSEOUT PROCEDURES

1. Operation and maintenance instructions to Owner.
2. Final Cleaning:
 - a. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - b. Employ experienced personnel or professional cleaning firm.
 - c. Cleaning: Clean exposed exterior and interior hard-surfaced finishes to dirt-free condition, free of stains, films, and similar foreign substances.
 - d. Remove labels which are not required as permanent labels.

SECTION 01740
WARRANTIES

A. SUMMARY

1. Manufacturers' standard product warranties.
2. Special warranties.

B. SUBMITTALS

1. Submit warranties prior to Substantial Completion.

C. WARRANTY REQUIREMENTS

1. Related damages and losses.
2. Reinstatement of warranty after failure.
3. Replacement cost.
4. Special Warranty Form: Prepared by manufacturer per requirements in material specification section.

D. WARRANTIES

1. Warranties required are listed in their respective Specification Section.

END OF SECTION 01740

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WARRANTIES

A. SUMMARY

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2. Special warranties.

B. SUBMITTALS

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1. Related damages and losses.
2. Reinstatement of warranty after failure.
3. Replacement cost.
4. Special Warranty Form: Prepared by manufacturer per requirements in material specification section.

D. WARRANTIES

1. Warranties required are listed in their respective Specification Section.

END OF SECTION 01740

SECTION 06100
ROUGH CARPENTRY

A. SUMMARY

1. Wood furring, grounds, nailers, blocking.
2. Plywood backing panels.

B. MATERIALS

1. Wood Treatment: Fire retardant where concealed or otherwise required.
2. Framing:
 - a. Dimension lumber for concealed blocking and furring.
3. Plywood backing panels for telephone equipment.

C. INSTALLATION

1. Install blocking to receive millwork.

END OF SECTION 06100

SECTION 06402
INTERIOR ARCHITECTURAL WOODWORK

A. SUMMARY

1. Laminate-clad cabinets (casework).
2. Raised panel cherry cabinets.
3. Plastic-laminate countertops.
4. Plastic laminate window sills with hardwood edge.
5. Cherry standing and running trim.
6. Cherry window and door frame units.

B. QUALITY ASSURANCE

1. Quality Standard: AWI.
2. Provide shop drawings.
3. Field measure for casework and countertops. Where field measurements cannot be made without delaying the project, coordinate dimensions among trades to ensure proper fit.

C. MATERIALS

1. Laminate-Clad Cabinets:
 - a. Grade: Custom.
 - b. Construction: Reveal Overlay.
 - c. Semiexposed Surfaces: Thermoset decorative overlay.
 - d. Laminate product Manufacturer: To be selected.
2. Laminate-Clad Countertops and window sills:
 - a. Grade: Custom.
 - b. Laminate product manufacturer: To be selected.
 - c. Particleboard: ANSI A208.1, phenolic resin particleboard, water-resistant type 2-M2 or 2-M-3 at wet areas.
 - d. Provide cherry edge trim as detailed on construction documents.
3. Raised panel cabinets:

**SECTION 07901
JOINT SEALANTS**

MARY

Interior Joints in Vertical Surfaces and Horizontal Nontraffic Surfaces:

- . Exposed interior surfaces of exterior walls.
- . Perimeter joints between interior wall surfaces and frames of interior doors, and windows.
- . Perimeter joints of plumbing fixtures.
- . Joints at millwork abutting interior finishes.

LITY ASSURANCE

reconstruction compatibility and adhesion testing.

product testing.

ERIALS

latex Sealants: Acrylic emulsion.

acoustical Sealant: Latex.

sanitary sealant: Neutral or acid-curing silicone, non-staining, non-bleeding, fungicide-containing. Color: White.

END OF SECTION 07901

SECTION 08110
STEEL FRAMES

A. SUMMARY

1. Interior frames, including sidelights, placed in gypsum board assemblies.

B. SUBMITTALS

1. Schedule of doors and frames.
2. Product literature.

C. QUALITY ASSURANCE

1. Requirements: ANSI/SDI 100.
2. Installation: SD1105 and HMMA 840.

D. MATERIALS

1. Frames: Knocked down with steel clips welded to frame, type or design compatible with stud system. Locate at top of frame, 12" from top and 24 inch centers maximum intermittently, minimum 4 per jamb. Punch frame for silencers.
2. Frames with sidelights: Welded construction.
3. Finishes: Factory prime for field painting.

END OF SECTION 08110

SECTION 08211
FLUSH WOOD DOORS

A. SUMMARY

1. Solid-core doors with wood-veneer faces.
2. Factory machining for hardware.

B. QUALITY ASSURANCE

1. Quality Standard: AWI.

C. WARRANTY

1. Materials and Workmanship:
 - a. Solid-Core Interior Doors: Life of installation.

D. MATERIALS

1. Interior Solid-Core Doors:
 - a. Grade: Custom.
 - b. Construction: 5-ply construction.
 - c. Faces: Cherry.
 - d. Finish: Transparent finish.

END OF SECTION 08211

SECTION 08710
DOOR HARDWARE

A. SUMMARY

1. Door hardware required for swing doors.

B. SUBMITTALS

1. Final hardware and keying schedules.
2. Product information

C. QUALITY ASSURANCE

1. Standard: ANSI/BHMA.

D. MATERIALS

1. Hinges full mortise type. Ball bearing type required at doors with closers. Provide 1 ½ pairs on doors up to 7'-6" in height. Acceptable manufacturers: McKinney, Hager or Stanley.
2. Lock Cylinders and Keys:
 - a. System: Schlage G-Series to match existing building standard lever style.
 - b. Cylinders: Masterkeyed to building standard system.
3. Locks, latch sets, and bolts: Heavy-duty cylindrical lever style hardware.
4. Surface-mounted closers: Access-free manual closer with maximum operating force of 5 pounds for interior floors. Acceptable Manufacturers: Dorma 7600 series with adjustable back check feature, or equivalent product by LCN or Norton Door Controls.
5. Door Stops: Use at all locations: Ives 436 with machine screw and expansion shield.
6. Silencers: Pre-formed neoprene or rubber. Acceptable product Ives 20 or 21.
7. Finishes: Satin stainless steel.

E. HARDWARE SCHEDULE

SECTION 08800
GLAZING

A. SUMMARY

1. Glazing required for the following:
 - a. Sidelites at doors.
 - b. Vision lites.

B. SUBMITTALS

1. Schedule of glazing.
2. Product literature.

C. QUALITY ASSURANCE

1. Comply with ASTM C1036, ASTM C1048 and ANSI Z97.1.
2. Perform work in accordance with FGMA Glazing Manual for glazing installation methods.

D. MATERIALS

1. Tempered glass:

Type 02 clear tempered glass: ASTM1036, Type 1 transparent flat, Class 1 clear, quality q3 glazing select.

 - a. Tempered, ASTM 1048, kind FT, with tongless tempering.
 - b. Thickness: 6mm (1/4 inch) minimum.
2. Glazing Sealant: Silicone-General purpose.
2. Glazing Tapes: Pre-formed butyl or closed cell PVC foam with integral spacing device and containing paper release. Acceptable products: Pre-shimmed 440 tape, Tremco or Norseal V-988 by Norton or 330 Glazing Tape, PTI.

SECTION 08800
GLAZING

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1. Glazing required for the following:
 - a. Sidelites at doors.
 - b. Vision lites.

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1. Schedule of glazing.
2. Product literature.

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SECTION 09255
GYPSUM BOARD ASSEMBLIES

A. SUMMARY

1. Non-load-bearing steel framing members for gypsum board assemblies.
2. Gypsum board assemblies attached to steel framing.
3. Metal accessories.

B. QUALITY ASSURANCE

1. Submit product data.
2. Reference standard: GA216-Application and Finishing of gypsum board and GA214 levels of gypsum board finish by gypsum board finish.
3. Obtain all products from a single source or from sources recommended by prime manufacturer of gypsum products.
4. Comply with more restrictive of ASTM C840 or manufacturer's written requirements under which products can be installed.

C. MATERIALS

1. Steel Framing for Walls and Partitions: ASTM C645 Studs provide with galvanized coating, ASTM A525M, 290. Stud to have return flange lip minimum dimension of 3/16 inch, flange width of 1 1/4 inch minimum. uncoated steel thickness to be 0.0179 inches.
2. Gypsum Wallboard:
 - a. Regular: 5/8 inch (15.9 mm), ASTM C36, maximum available lengths to minimize end to end butt joints, square cut ends, tapered edge.
3. Metal trim accessories including cornerbeads and One-piece control joints to meet ASTM C1047, zinc alloy or galvanized steel, minimum 26 gage.

SECTION 09511
ACOUSTICAL PANEL CEILINGS

A. SUMMARY

1. Acoustical panels and non-fire-resistance-rated exposed suspension systems.

B. MATERIALS

1. Acoustical Panels:
 - a. Wet formed mineral fiber.
 - b. 2' x 2' x 5/8", Armstrong #704 Angled tegular, Cortega or equal.
2. Metal Suspension Systems:
 - a. Wire hangers, ties, rods, and fasteners.
 - b. Edge Moldings and Trim: Manufacturer's standard.
3. Non-Fire-Resistance-Rated, Direct-Hung Suspension Systems:
 - a. 15/16" wide, intermediate duty.
4. Acoustical sealants.

END OF SECTION 09511

SECTION 09651
RESILIENT TILE FLOORING

A. SUMMARY

1. Vinyl composition floor tile.
2. Resilient wall base and accessories.
3. Substrate: Concrete.

B. MATERIALS

1. Vinyl Composition Tile:
 - a. Class: Two, through pattern.
 - b. Wearing Surface: Smooth.
 - c. Thickness: 1/8 inch (3.2 mm).
 - d. Size: 12 by 12 inches.
 - e. Manufacturer: Armstrong World Industries.
 - f. Pattern: Standard Excelon.
 - g. Colors and Pattern: To be selected.
2. Resilient Accessories:
 - a. Wall Base: 4" Vinyl. Provide cove base at carpeted areas and resilient tile.
 - b. Moldings: Vinyl to match wall base color.

C. INSTALLATION

1. Leveling, patching and underlayment compounds as recommended by manufacturer of resilient products.
2. Adhesives: Manufacturer's recommended products.
3. Clean and polish surfaces per manufacturer's requirements.
4. Prohibit foot traffic on floor finish for minimum of 48 hours after installation.

END OF SECTION 09651

SECTION 09680
CARPET

A. SUMMARY

1. Broadloom carpet and carpet tile.
2. Substrate: Concrete.

B. SUBMITTALS

C. QUALITY ASSURANCE

1. Ensure carpet meets flame-spread, toxicity and smoke-developed requirements of Local, State and Federal codes laws and ordinances.
2. Carpet meeting critical radiant flux: ASTM E648, Class 1, 0.45 watts/cm² minimum.

D. WARRANTY

A. Special Warranty:

- a. Warrant installed carpet, adhesives, and accessories for two years. Include coverage for:
- b. Shrinkage and stretching.
- c. Color irregularity.
- d. Delamination.
- e. Tuft bind and edge unraveling.
- f. Peaking and doming.
- g. Failure to perform as specified.

- B. Wear: Provide carpet wear warranty signed by authorized representative of carpet manufacturer stating that surface wear is not to exceed 10 percent by weight for 10 years.

1. Static Propensity: Provide warranty for life of carpet that static propensity will not exceed performance specified.

SECTION 09900
PAINTING

A. SUMMARY

1. Surface preparation and field painting of exposed interior items and surfaces.
2. Substrates: Ferrous metals and gypsum board.

B. QUALITY ASSURANCE

1. Benchmark samples (mockups) for each type of coating and substrate to establish required sheen, color, and texture.
2. Comply with CPSG 16 CFR 1303 and other applicable Federal, State and Local regulations limiting lead content of paints to be applied.

C. WARRANTY

1. Special Warranty: Prepare and submit in accordance with Section 01780.
 - a. Warrant installation to be free from defects in material and workmanship for one year.
 - b. Repair or replace defects occurring during warranty period.
 - c. Defects include but are not limited to pinholes, crazing or cracking, loss of adhesion to substrate, deficient thickness, improper material and workmanship.

D. MATERIALS

1. Acceptable Manufacturers:
 - a. Benjamin Moore, Montvale, NJ.
 - b. Dulux Paints, Cleveland, OH.
 - c. Sherwin-Williams, Cleveland, OH.
2. Water Reducible Paints:
 - a. Interior Latex Enamel: Eggshell.

MARSH
PORTLAND, MAINE

2. Apply coats of consistency recommended by manufacturer. Thin only within recommended limits using thinners approved by paint manufacturer.

2. Examination And Preparation

- a. Examination: Measure moisture content of substrates using recently calibrated electronic moisture meter. Do not apply paints if moisture content of surfaces exceeds lesser of percentages listed below or those required by paint manufacturer.
 - b. Preparation: Remove surface hardware, mechanical diffusers, escutheons, registers, electrical plates, light fixture trim, fittings and similar items prior to preparing surfaces for finishing, provide surface-applied protective masking for non-removable items. Carefully store removed items for reinstallation
1. Prior to application of paints, ensure surfaces are clean, dry, and free of dirt, dust, rust or rust scale, oil, grease, mold, mildew, algae, efflorescence, release agents, and other foreign material which could adversely affect paint adhesion and finished appearance.
 2. Previously Coated Surfaces: Test compatibility of existing coatings by applying new paint to small, inconspicuous area. If new paint lift or blister existing coatings, request recommendation from Architect.

3. Application

- a. Paints: Apply products in accordance with manufacturer's instructions. Use application materials, equipment, and techniques as recommended by paint manufacturer and best suited for substrate and type of material being applied.
 1. Apply material at not less than manufacturer's recommended spreading rate. Do not exceed maximum single coat thickness recommended by paint manufacturer.
 2. Ensure that edges, corners, crevices, and exposed fasteners receive dry film thickness equivalent of flat surfaces.
 3. Finish edges of paints adjoin other materials and colors sharp and clean, without overlapping.

END OF SECTION 09900

SECTION 09950 - WALL COVERINGS

1.1 SUMMARY

- A. Vinyl wall coverings.
- B. Substrates: Gypsum board.

1.2 SUBMITTALS

- A. Schedule of wall coverings by room.
- B. Product samples and data.

1.3 MATERIALS

- A. Vinyl: Type II, medium duty.
 - 1. Category II, decorative with medium serviceability.

1.4 WALL COVERING SCHEDULE

- A. Wall covering to be selected.

END OF SECTION 09950

SECTION 11132
PROJECTION SCREENS

A. SUMMARY

1. Front-projection screens for recessed mounting, in acoustical panel ceiling.

B. QUALITY ASSURANCE

1. Flame resistance: Tested and passed NFPA 701 or FS-191A/5903 and FS-GG-S-00172D(1)
2. Mildew resistant.

C. MATERIALS

1. Front-Projection Screens:
 - a. Viewing Surface: Matte white with black masking border.
 - b. Operation: Electric with automatic ceiling closure, single station, 3 position, UL listed switch with metal device box and cover plate, 120 VAC..
 - c. Model and Manufacturer: Da-lite, Director Electrol, 70" x 70", length of case is 6'-10-1/2".

D. INSTALLATION

1. Install in accordance with manufacturer's printed instruction.
2. Adjust for free operation, and plumb and square hanging. Adjust motor controls as required for proper operating speeds.

END OF SECTION 11132

SECTION 11452
RESIDENTIAL APPLIANCES

A. SUMMARY

1. Microwave.
2. Refrigerators/freezers.

B. SUBMITTALS

1. Product data on appliances.

C. QUALITY ASSURANCE

1. Appliances with energy-rating labels.

D. WARRANTY

1. Microwave Oven: Nine years on magnetron tube.
2. Refrigerator/Freezer: Five years on refrigeration system.

E. MICROWAVE

1. Type: Equal to G. E. Model No. JE1640GA, 1.6 cubic feet, 1000 watts, color: Black with greystone case. Size: 23-21/32" 13 5/16 H x 18 5/16" D.

F. REFRIGERATORS/FREEZERS

1. Refrigerator/Freezer Type: Side by side, equal to G. E. Model 21.8 c.f., Color: Almond Size 32 1/2" D x 34 1/4" W x 66 5/8" H.

END OF SECTION 11452

2. Submittals:
 - a. Stamped APPROVED: No corrections or resubmittal required; fabrication may proceed.
 - b. Stamped APPROVED AS NOTED: Comply with noted corrections and modifications; resubmittal not required; fabrication may proceed. If for any reason noted corrections and modifications can not be fully complied with, resubmit for review requesting clarification; do not proceed with fabrication.
 - c. Stamped DISAPPROVED/RESUBMIT AND INCOMPLETE/RESUBMIT: Revise and resubmit for review; do not proceed with fabrication. Disapproved submittals will not be considered valid cause for construction delay.
3. Submittal approval does not authorize changes to Contract requirements unless accompanied by a Change Order, Architect's Supplemental Instruction, or Construction Change Directive.

END OF SECTION 01300

MARSH
PORTLAND, MAINE

jurisdiction.

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

C. SUBMITTALS

1. Permits, licenses, and certificates.

END OF SECTION 01095

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PORTLAND, MAINE

- e. Clean glossy materials to polished condition; remove foreign substances.
- f. Polish reflective surfaces to clear shine. Restore existing reflective surfaces to their original condition.
- g. Glass and Glazing:
 - Wash and clean mirrors and both sides of glass.
 - Remove putty and other substances which obscure vision.
 - Replace chipped, scratched, and broken glass.
- h. Clean resilient flooring, tile, and other similar hard-surface flooring, including associated bases. Refer to individual Specification sections for requirements of sealing, buffing, waxing, and polishing.
- i. Clean carpet and similar soft surfaces, removing debris, soil, and excess nap.
- j. Clean exposed surfaces of equipment; remove excess lubrication.
- k. Clean plumbing fixtures, drinking fountains, and similar equipment to sanitary condition.
- l. Clean light fixtures and lamps; replace burned-out lamps.
- m. Heating, Ventilating, and Air Conditioning Systems: Clean permanent filters and replace disposable filters for units operated during construction.
- n. Prior to final completion, conduct inspection of sight-exposed interior surfaces and associated work area to verify that entire Work is clean.
- o. Maintain cleaning until Project, or portion thereof, is accepted by Owner.

END OF SECTION 01700



CITY OF PORTLAND, MAINE
Department of Building Inspection

Certificate of Occupancy

LOCATION 2 Monument Square CBL#032-K-001

Issued to Equitable Life Assurance

Date of Issue 1-21-00

This is to certify that the building, premises, or part thereof, at the above location, built — altered — changed as to use under Building Permit No. 991181, has had final inspection, has been found to conform substantially to requirements of Zoning Ordinance and Building Code of the City, and is hereby approved for occupancy or use, limited or otherwise, as indicated below.

PORTION OF BUILDING OR PREMISES

6th Floor "Marsh" space

APPROVED OCCUPANCY

Office
Use Group B
Type 2 A Boca 96

Limiting Conditions:

This certificate supersedes
certificate issued

Approved:

(Date)

Inspector

Inspector of Buildings

Notice: This certificate identifies lawful use of building or premises, and ought to be transferred from owner to owner when property changes hands. Copy will be furnished to owner or lessee for one dollar.