

**Products:**

- Lumber Standards and Grade Stamps: PS 20, American Softwood Lumber Standard and inspection agency grade stamps. Lumber shall be FSC certified.
- Construction Panel Standards: PS 1, U.S. Product Standard for Construction and Industrial Plywood; APA PRP 108; with no added urea-formaldehyde.
- Fire Retardant Treatment: AWWA C20 for lumber and AWWA C27 for plywood; noncorrosive type.
- Boards:
  - Concealed Boards: 19 percent moisture content.
- Miscellaneous Lumber, Blocking and Nailers:
  - Moisture Content: 19 percent.
  - Grade: Standard grade light framing.
- Construction Panels:
  - Plywood Backing Panels: APA C D Plugged Exposure 1 with exterior glue, fire retardant treated.

**Installation:**

- Comply with APA Design and Construction Guide, Residential and Commercial Construction.
- Provide nailers, blocking and grounds where required. Set work plumb, level and accurately cut.
- Comply with manufacturer's requirements for treated materials.

**Demolition:**

- Prior to commencing any demolition of mechanical or electrical systems, the Contractor shall review the extent of work with the Owner to ensure that said work will not adversely affect existing systems. The Contractor shall be responsible for the safe separation and shut down of utilities while providing temporary services as required.
- Demolition work shall be performed in accordance with state and local regulations. Secure required demolition permits. Arrange with Owner and/or appropriate utilities for service shutoffs before beginning demolition operations. Take special care to control dust and noise to avoid disturbing nearby persons or property. Obtain Owner's and Architect's approval of dust and noise control measures prior to performing demolition work.
- Survey existing conditions and correlate with Drawings and specifications to verify extent of demolition required. The use of the word "remove" or "removed" relative to any items so indicated on the Drawings is intended to mean, unless otherwise noted, that such item is to be demolished, disconnected and/or disassembled in its entirety including adhesives, fasteners, hangers and accessories and removed from the premises and legally disposed of, or turned over to the Owner if so specified.
- Verify conditions at site to determine whether demolition methods proposed for use will not endanger existing structures by overloading, failure, or unplanned collapse.
- Provide temporary protection of adjacent work to remain, including dust partitions to protect adjacent areas.
- Perform demolition operations by methods which do not endanger adjacent spaces, structures, or the public. Proceed with demolition in a systematic and orderly manner.
- Perform demolition operations to prevent dust and pollutant hazards. Demolish in small sections. Do not overload building structures.
- Storage or sale of demolished items on the project site is prohibited.
- Demolition debris shall be promptly removed from the building utilizing only passageways and exits designated for such purpose by the building management office.
- Unless otherwise noted, in areas scheduled to receive floor and/or base finish, the Contractor shall scrape and remove existing base and/or carpet, padding, loose floor tile, adhesives, fasteners, etc. Patching and preparation of floor surfaces is specified under heading resilient flooring and carpeting. Patching of walls is specified under heading gypsum board.
- The Contractor shall exercise special care in the temporary placement and support of existing diffusers with attached flex duct. The flex duct shall not be left hanging whereby it becomes subject to stress and potential damage.
- The Contractor shall be responsible for the complete demolition (including all trades) required for the successful completion of alternatives shown on the plans and specifications including but not limited to, patching of areas affected by demolition.
- Cabinetry, worksurfaces or other millwork indicated to be removed will be removed with care so as to cause minimal damage.
- Remove miscellaneous unused brackets, hangers, nails, cleats, clips, hooks or any other fastener attached to existing-to-remain walls, ceilings or millwork. The remaining openings are to be filled, sanded smooth and covered with one coat of primer prior to painting or finishing.
- Remove existing unused or abandoned electric, gas, water, ventilation, and drain lines and other services as indicated on the Engineer's Drawings or as required to accommodate new construction. Lines shall be removed to the nearest wall or chase. Pipes shall be capped off flush with the wall surface or inside the chase. Patch and repair walls affected for a smooth and even wall surface.
- Relocate existing active gas, water, ventilation, drain, electric, and other utility lines as indicated on the Engineer's Drawings or as required for new construction. Maintain and continue use of active utilities except those requiring removal or relocation. Do not interrupt utilities serving occupied areas if any, without owner's approval. Provide temporary service as required.
- Where plumbing fixtures are designated for removal; remove fixture and associated hangers. Cut and cap associated plumbing per Code.

**SECTION 0010000 - PROJECT REQUIREMENTS**

- A. Project Requirements:  
Refer to Bank of America Bid Documents for General Project Requirements.
- B. Allowances:  
Refer to Bank of America Bid Documents for Allowances, if any.
- D. Conditions of Contract: Refer to Bank of America Bid Documents for Consitions of Contract.
- E. Site Visit: Prior to submission of cost proposals or bids, Contractors and Subcontractors shall arrange, through Bank of America, to visit the site of the proposed work to fully acquaint themselves with existing conditions affecting their work.
- F. Vendor Coordination: Bank of America maintains certain Vendor contractual relationships. Refer to Bid Documents for Contractor's responsibilities regarding Vendor coordination.
- G. G.C. to comply with Building Rules & Regulations and Landlord Requirements.
- H. Owner Furnished and Installed Items: Carpet, AV, Tel/Data, Furniture, & Signage.

011000

**GENERAL REQUIREMENTS**

Trades: It is not the intent of these specifications to assign responsibility for various aspects of the work to specific subcontractors. The General Contractor has prime responsibility and shall coordinate all work and contract for same in whatever manner he deems expedient.

Execution: Work shall be executed in conformance with manufacturers' specifications and standard trade practice, by mechanics skilled in the work and familiar with the materials to be installed.

Definitions: The use of the word "provide" or "provided" in connection with any item specified is intended to mean, unless otherwise noted, that such item shall be furnished and installed with all required accessories, and connected where so required.

Jurisdiction and Codes: Design and construction performed shall conform to the Specifications set forth in this Schedule and shall comply with applicable statutes, ordinances, regulations, laws and codes including, without limitations, the foregoing: The National Electric Code; The Guide of the American Society of Heating, Refrigerating and Air Conditioning Engineers; requirements of Owner's fire insurance underwriter; Massachusetts State Building Code-Current Edition, Massachusetts Architectural Access Board, Americans with Disabilities Act, and all other applicable governmental building and safety codes, orders and ordinances.

Permits: Prior to the commencement of construction, Permits shall be obtained by the Contractor and posted in a prominent place within the Premises and copies there of supplied to the Owner.

Building Regulations: Work shall be carried out in compliance with the Owner's building construction regulations, which are hereby incorporated into this contract. Prior to commencement of the work, the Contractor shall submit all necessary construction permits and certificates of insurance to the Owner.

Building Operations: Construction performed shall not unreasonably interfere with the operation of the Building and its Tenants. Construction equipment and materials shall be located in confined areas and truck traffic shall be routed in and from the site as directed by the Owner so as not to burden the operation of the Building. The Owner shall have the right to designate parking areas for the Contractor.

Schedules and Meetings: The General Contractor shall furnish a construction schedule to the Landlord and the Architect, indicating projected commencement and completion dates for all major phases of the work. Weekly job meetings shall occur on site between Contractor, Architect and a Tenant Representative. The Contractor shall periodically advise the Landlord of his progress in relation to the schedule and update same to reflect any changes.

**General Meeting Requirements:**

- Take meeting minutes and distribute copies within two days to the Owner, Architect and all attendees. Distribute copies to other parties as appropriate.
- All representatives attending meetings shall be authorized to act on behalf of the entity each represents.
- Make physical arrangements for weekly meeting. Prepare an agenda with copies for all parties.

Field Measurements: Each Contractor shall check and verify all dimensions and conditions at the job site, and the General Contractor shall notify the Architect and request clarification with regard to any discrepancies between the Drawings, these notes and field conditions. Dimensions shown on the plan indicate finish (not rough) measurements. Do not scale the Drawings.

Work Outside of Project Lines: Wherever work is required within adjacent occupied spaces or occupied spaces on the floor below, the Contractor shall obtain permission from the Owner in order to schedule the work. Such work is to be performed during non-business hours if required by the Owner and the Contractor shall be responsible for protection and moving of furniture and equipment as may be required. Upon completion of the work, the Contractor shall dust and vacuum and otherwise restore the premises to its original condition prior to the commencement of each business day.

Shop Drawings and Submittals: Shop drawings shall be submitted by the General Contractor only to the Architect, in electronic format, accompanied by an appropriate transmittal form. Each shop drawing shall be thoroughly checked by the General Contractor for accuracy and conformity with the certification appearing on each shop drawing that the General Contractor has made such a check. References on Shop Drawings to other trade(s) shall designate such trade(s), and the term "by others" shall not be used.

Shop Drawings, product data, and sample submissions shall clearly identify by note, mark or labels, the specification sections by CSI number applicable to each product. The Contractor shall be required to issue and maintain a submittal log. Submittals are required for, but not limited to, the following:

- Flooring materials, paints, finishes, and wall coverings, doors, frames and finish hardware. Samples are required.
- Custom casework, acoustical ceiling tiles and grids. Samples are required.
- Fire Protection, Electrical and Lighting, Plumbing, Mechanical and HVAC cut sheet and product data are required.

Cutting and Patching: The General Contractor shall coordinate cutting, fitting and patching of work that may be required to make all parts come together properly and fit to receive or be received by work of other contractors shown upon or reasonably implied by the Drawings and notes.

- Existing and/or new openings through the floor slab to facilitate piping, cabling, etc., shall be packed solid with firesafing insulation making the openings smoke-light.
- Holes in the floor slab at abandoned or removed floor outlets piping, etc., shall be filled solid with concrete.

Temporary Lighting and Power: The Contractor shall provide adequate temporary lighting and power in as required for the proper execution of the work.

Cleaning: Maintain construction area in a clean and orderly manner. Remove trash and debris promptly from the building on a daily basis.

- The Contractor shall, upon completion of construction, just prior to turning the space over to the Owner, thoroughly clean all glass, floor covering, vinyl base and other materials installed under the contract.

Closeout Procedures: The General Contractor shall deliver the following documents to the Architect for transmission to the Owner at the close of the project prior to final payment:

- Record drawings.
- Certificate of Substantial Completion AIA Document G704.
- Contractor's Affidavit of Payment of Debts and Claims AIA Document G706.
- Contractor's Affidavit of Release of Liens AIA Document G706A.
- Certificate of Occupancy issued by the City/Town Inspectional Services Department.

Attic Stock: The General Contractor shall provide to the Owner/Tenant, if requested by the Owner or Tenant, the following quantities of attic stock of flooring materials, in new, un-opened packaging:

- 2% of carpet goods and carpet tile (one full box minimum), for every type, color, and pattern installed.
- 2% (one full box minimum) of resilient floor tile and ceramic tile, for every type, color, and pattern installed, including bullnose edges, corners, and other accessories.
- 1% (one full box minimum) of resilient base for every type, color, and pattern installed.

Temporary Protection: Wherever work takes place within occupied areas, the Contractor is to provide protective coverings for carpet, furnishing and equipment, and provide temporary barriers to isolate the construction area. Except as may be required for incidental access beyond the immediate work area, the moving of furniture and equipment shall be the responsibility of the tenant. The occupied areas are to be dusted and vacuumed daily. Upon completion of work construction materials, equipment and debris are to be removed.

- Where temporary barriers are required for protection of persons or property, or to isolate work in phased operations, they shall be constructed of air-tight, heavy weight polyethylene sheeting or equivalent secured to the floor, ceiling and adjacent walls with continuous wood cleats. All seams are to be tape-sealed and all such barriers are to be maintained for the duration of the work.
- All temporary doors opening into building corridors or lobbies are to match Building Standard doors and frames. All temporary doors to occupied tenant areas are to be equipped with locks. All such doors and frames are to be returned undamaged to the Owner upon completion of the work
- The Contractor shall provide and maintain adequate protective coverings around existing finished items scheduled to remain in the completed space, including but not limited to, doors and frames and HVAC cabinet enclosures.
- Building lobbies and public corridors used for delivery and access to the construction site shall be protected and maintained by the Contractor in a clean and dust-free condition at all times. Said lobbies and corridors shall not be used to temporarily store construction materials or equipment. Any damage that occurs in these areas as a result of construction activities shall be repaired to its original condition, at no expense to the Building Owner.
- During the construction phase of a project within an occupied area, required temporary barriers and doors shall be located so as to permit unobstructed egress from the space to the building exitways and exit way access corridors, all to be in conformance with code requirements.

**DEMOLITION**

**Summary:**

- Provide selective demolition of interior partitions, systems, and building components designated to be removed.
- Provide selective demolition and patching required for the work of this Contract, whether or not specifically noted on these Drawings.
- Refer to the Engineer's Drawings for scope of mechanical, plumbing, fire protection and electrical demolition.
- Protect portions of building, site and adjacent structures affected by demolition operations.
- Remove hollow items or items which could collapse.
- Remove abandoned utilities and wiring systems.
- Cut new holes for penetrations required by other work.
- Notify Owner of schedule of shut off of utilities which serve occupied spaces.
- Provide temporary protection for the public from demolition operations.
- Provide pollution control during demolition operations.
- Provide removal and legal disposal of materials.
- The construction area shall be maintained by the Contractor in a clean and orderly condition and trash and debris is to be promptly removed from the building.

**Submittals:**

- Submit demolition schedule. Include methods for protecting adjacent work and location of temporary partitions if applicable.
- Submit proposed location for disposal of materials, and permit if applicable.
- Salvaged Items: Identify existing items of work, hardware and devices schedules to remain, or to be salvaged for reuse.

**Products: Provide list of salvaged items.**

- Coordinate salvage with Owner prior to demolition and save as directed. Items not salvageable by Owner shall be disposed of by the General Contractor.
- Storage of Salvaged Items: Properly store and protect materials to be reused or to be retained by the Owner. Items scheduled to be salvaged for reuse shall be removed with care, stored and protected from damage until salvaged items are incorporated into the new work. It shall be the Contractor's responsibility to replace and/or restore any items scheduled for salvage and reuse that are damaged during the course of contract operations. The Owner shall be the sole judge of suitability of these salvaged items for reuse in the work.
- Prior to reinstallation, salvaged items shall be cleaned and restored to the highest quality possible.
- Hazardous Materials: It is not intended, nor the responsibility of these notes, Drawings and specifications for the discovery, handling or removal of hazardous materials in any form from the project site, including, but not limited to asbestos products, polychlorinated biphenyl C/PCB or other toxic substances.

055000

**METAL FABRICATIONS**

**Summary: Provide metal fabrications**

- Miscellaneous steel trim
- Provide miscellaneous metal supports for framing of partial height partitions.
- Remodel existing metal fabrications as required for new construction.
- Tolerances: Fabrication tolerance 1/8 inch in 10 feet; erection tolerance, 1/16 inch.

**Submittals: Submit product data, shop drawings.**

- Submit signed and sealed shop drawings for any work not fully detailed on the Construction Documents.

**Products:**

- Steel Plates, Shapes and Bars: ASTM A 36.
- Steel Tubing: ASTM A 500 or A 501.
- Steel Pipe, Black Finish: ASTM A 53.
- Fasteners: non corrosive, suitable for service intended.
- Zinc Coating: Hot dip galvanized coating for materials in exterior assemblies or exterior walls.
- Steel Finish: Primed.
- Steel Finish: Baked enamel.

**Installation:**

- Comply with ASTM E 985 for handrail and railing structural performance.
- Comply with AISC codes and specifications and with AWS Structural Welding Code.

061000

**ROUGH CARPENTRY**

**Summary:**

- Wood grounds, nailers, and blocking, fire-rated.
- Wood furring.
- Backing panels.
- Remodel existing rough carpentry.

Submittals: Submit product data.



**REVISIONS**

**CONSTRUCTION DOCUMENTS**

**BANK OF AMERICA - HOME LOANS**

BANK OF AMERICA

I MONUMENT SQUARE, PORTLAND ME

**TITLE SPECIFICATIONS**

**DATE JOB NO.**

06/29/17 17.0239

**DRAWING NO.**

**A00.02**

ISSUED FOR CONSTRUCTION