

# Offices for UNUM

## Fifth Floor One Monument Square Portland, Maine

### DRAWING LIST

#### ARCHITECTURAL

|    |                                     |
|----|-------------------------------------|
| G1 | Title Sheet & Specifications        |
| G2 | Specifications                      |
| D1 | Demolition Plan                     |
| A1 | Floor Plan and Finish Schedule      |
| A2 | Reflected Ceiling Plan              |
| A3 | Life Safety Plan                    |
| A4 | Door Schedule and Partition Details |

#### SECTION 01000 - PROJECT REQUIREMENTS

##### Summary:

- The Project consists of renovations to vacant fifth floor space at 1 Monument Square, Portland, for the offices of UNUM.

##### Project Requirements:

- Existing Site Conditions and Restrictions: Adjacent spaces are occupied by other tenants. Work hours to be between 7:00 am and 5:00 pm.
- Contractor's Use of Premises and Adjacent Facilities: As directed by property manager.

##### Permits:

- Apply for, obtain, and pay for building permits, other permits, and utility company backcharges required to perform the work. Submit copies to Architect.

##### Intent:

- Drawings and specifications are intended to provide the basis for the proper completion of the Project suitable for the intended use of the Owner.
- Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.
- Reference is made to Tenant Specifications prepared by UNUM, dated 9/11/12 and updated 8/14/13. Document contains detailed information on finishes, equipment, and layout of specific rooms.

##### Coordination:

- Coordinate the work of all trades.
- Prepare coordination drawings for areas above ceilings where close tolerances are required between building elements and mechanical and electrical work.
- Verify location of utilities and existing conditions. Notify Architect of conditions differing from those indicated on the Drawings.
- Verify dimensions on Drawings with dimensions at the Project. Do not scale Drawings.

##### Cutting and Patching:

- Provide cutting and patching work to properly complete the Project.
- Do not remove or alter structural components without written approval.
- Cut with tools appropriate for materials to be cut.
- Patch with materials and methods to produce patch which is not visible from a distance of five feet.
- Do not cut and patch in a manner that would result in a failure of the work to perform as intended, decrease fire performance, decrease acoustical performance, decrease energy performance, decrease operational life, or decrease safety factors.

##### Field Engineering:

- Verify and locate utilities, existing facilities, and equipment.

##### Project Meetings:

- Arrange for a preconstruction conference prior to start of construction. Meeting shall be attended by Owner, Architect, Contractor, and major subcontractors.
- Arrange for progress meetings once a month during construction, prior to application for payment. Record minutes and distribute promptly.

##### Submittals:

- Submit a project schedule and update at least monthly. Submit for approval all submittals listed in individual sections with the following number of copies: Shop drawings, reviewed and annotated by the Contractor, 3 copies; product data, 3 copies; samples, 3 sets plus range samples where applicable; test reports, 3 copies; warranties, 3 copies; other submittals, 3 copies.
- Include details of construction and adjacent construction in shop drawings. Clearly indicate any deviations from requirements of the contract documents. Fabricate materials from approved shop drawings only.

##### Quality Assurance:

- Comply with applicable codes, regulations, ordinances and requirements of authorities having jurisdiction, including accessibility guidelines where applicable. Submit copies of inspection reports, notices and similar documents to Architect.
- Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years.
- Use experienced installers. Furnish evidence of experience if requested.
- Deliver, handle, and store materials in strict accordance with manufacturer's instructions.
- Use of any supplier or subcontractor is subject to Owner's approval.
- Engage and pay for testing agencies as required. Refer to individual sections for additional requirements.

##### Temporary Facilities:

- Provide temporary facilities and connections as required for the proper completion of the project.
- Owner will pay for utility service consumed. Do not waste.
- Provide temporary protection for adjacent areas to prevent contamination by construction dust and debris.
- Provide temporary barricades as necessary to ensure protection of the public.
- Provide suitable waste disposal units and empty regularly. Do not permit accumulation of trash and waste materials.
- Use of designated existing sanitary facilities in building is acceptable.
- Maintain egress within and around construction areas.
- Maintain fire alarm systems in operation during construction.
- Provide fire extinguishers in work areas during construction.
- Provide temporary protection for adjacent construction. Promptly repair any damage at no additional cost to the Owner.

##### Products and Substitutions:

- Provide products and materials specified. Request Architect's selection of colors and accessories in sufficient time to avoid delaying progress of the work.
- Submit requests for substitutions shall be in writing, including reasons. Submit sufficient information for Architect to evaluate proposed substitution.
- Remove and replace work which does not conform to the contract documents at no additional expense to the Owner.

##### Installation:

- Inspect substrates and report unsatisfactory conditions in writing.
- Do not proceed until unsatisfactory conditions have been corrected.
- Take field measurements prior to fabrication where practical. Form to required shapes and sizes with true edges, lines and angles. Provide inserts and templates as needed for work of other trades.
- Install materials in exact accordance with manufacturer's instructions and approved submittals.
- Install materials in proper relation with adjacent construction and with proper appearance.
- Restore units damaged during installation. Replace units which cannot be restored at no additional expense to the Owner.
- Refer to additional installation requirements and tolerances specified under individual specification sections.

##### Closeout:

- Prepare punchlist for remaining work for review by the Architect.
- Complete punchlist items promptly at no additional expense to the Owner.
- Submit accurate record documents of building and site.
- Submit operating manuals, maintenance manuals, and warranty information.
- Obtain and submit copy of occupancy permits.
- Train Owner's personnel in use of building systems.
- Remove temporary facilities and provide final cleaning and touch-up.
- Restore portions of building, site improvements, landscaping and other items damaged by construction operations to the satisfaction of the Architect at no additional expense to the Owner.

#### SECTION 02220 - DEMOLITION

##### Summary:

- Provide selective demolition of interior partitions, systems, and building components designated to be removed.
- Protect portions of building, site and adjacent structures affected by demolition operations.
- Remove abandoned utilities and wiring systems.
- 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.

##### 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.

##### Demolition:

- Survey existing conditions and correlate with Drawings and specifications to verify extent of demolition required.
- Verify conditions at site to determine whether demolition methods proposed for use will not endanger existing structures by overloading, failure, or unplanned collapse.
- Perform demolition operations by methods which do not endanger adjacent spaces, structures, or the public.
- Perform demolition operations to prevent dust and pollutant hazards. Provide chutes as required to control dust and debris.

##### Schedule:

- Items to be Salvaged for Reinstallation: Existing light fixtures, HVAC diffusers and grilles, doors and frames.

#### SECTION 06100 - ROUGH CARPENTRY

##### Summary:

- Provide Rough Carpentry:
  - Wood grounds, nailers, and blocking.
  - Backing panels.

##### Submittals:

- Submit product data.

##### Products:

- Lumber Standards and Grade Stamps: PS 20, American Softwood Lumber Standard and inspection agency grade stamps.
- Construction Panel Standards: PS 1, U.S. Product Standard for Construction and Industrial Plywood; APA PRP-108.
- Wood Framing Standards: NFPA House Framing Manual.
- Fire-Retardant Treatment: AFWPA C20 for lumber and AFWPA C27 for plywood; noncorrosive type.
- 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 requirements of Section 01000 - Project Requirements.
- Comply with NFPA Manual for House Framing, NFPA Recommended Nailing Schedule, and NFPA National Design Specifications for Wood Construction.
- 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.

#### SECTION 06402 - INTERIOR ARCHITECTURAL WOODWORK

##### Summary:

- Provide Interior Architectural Woodwork:
  - Casework and countertops.

##### Submittals:

- Submit product data, samples, mockup of each type.

##### Products:

- AWI Standards: Architectural Woodwork Institute (AWI) "Architectural Woodwork Quality Standards."
- Interior Plastic Laminate Clad Casework:
  - Laminate: High pressure decorative laminate, NEMA LD-3.
  - Grade: Custom.
  - Face Style: Flush overlay.
  - Frame Fabrication: Frameless.
- Casework Hardware and Auxiliary Materials:
  - Hardware Standard: ANSI/BHMA A156.9
  - Hardware Finish and Base Metal: Satin chromium plated steel
- Interior Plastic Laminate Clad Countertops:
  - Laminate: High pressure decorative laminate, NEMA LD-3.
  - Grade: Custom.
  - Core: As allowed by grade.
  - Edge: Laminate
- Auxiliary Materials:
  - Screws: FS FF-S-111, countersunk.
  - Nails: FS FF-N-105, countersunk.
  - Anchors: Type required for secure anchorage.

##### Installation:

- Comply with requirements of Section 01000 - Project Requirements.
- Comply with standards referenced.
- Backprime work before installation.
- Provide trim for scribing and site cutting.
- Install work plumb, level and in proper alignment.
- Provide work free from tool marks and blemishes.
- Securely fasten to substrates.
- Install in lengths to minimize joints and seams.
- Touch-up damaged or abraded finishes.

#### SECTION 07270 - FIRESTOPPING

##### Summary:

- Provide Firestopping at the Following Locations:
  - Penetrations through fire-resistance-rated floor and roof construction.
  - Penetrations through fire-resistance-rated walls and partitions.
  - Penetrations through smoke barriers and construction enclosing compartmentalized areas.
  - Sealant joints in fire-resistance-rated construction.

##### Submittals:

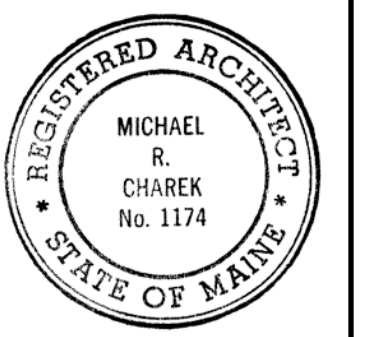
- Submit product data, test reports, mockup of each type of joint.

##### Products:

- Fire Performance: ASTM E 119, ASTM E 814, and local regulations.
- Through-Penetration Firestop Systems:
  - Intumescent Latex Sealant.
  - Intumescent Putty.
- Fire-Resistive Elastomeric Joint Sealants:
  - Single-component, neutral-curing, silicone sealant.

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Offices for  
UNUM

Fifth Floor  
One Monument Square  
Portland, Maine

#### Title

TITLE SHEET &  
SPECIFICATIONS

Scale: NO SCALE

Date: 8/30/13

#### Revisions

#### Sheet

# G1