

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

This is to certify that RB Portland LLC

Located At 157 HIGH ST

Job ID: 2012-07-4438-ALTCOMM

CBL: 037- E-007-001

has permission to Demo ext. windows, Int walls, & MEP infrastructure
provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

[Signature]
Code Enforcement Officer / Plan Reviewer

8/22/12

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY
PENALTY FOR REMOVING THIS CARD**

037 E007

2012-07-4438-

ALTCOMM

DEMO – 157 High
Eastland Park Hotel

PLANS IN LARGE PLAN AREA

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

or email: buildinginspections@portlandmaine.gov

With the issuance of this permit, the owner, builder or their designee is required to provide adequate notice to the city of Portland Inspections Services for the following inspections. Appointments must be requested 48 to 72 hours in advance of the required inspection. The inspection date will need to be confirmed by this office.

- **Please read the conditions of approval that is attached to this permit!! Contact this office if you have any questions.**
- **Permits expire in 6 months. If the project is not started or ceases for 6 months.**
- **If the inspection requirements are not followed as stated below additional fees may be incurred due to the issuance of a "Stop Work Order" and subsequent release to continue.**

Required Inspections:

Footings/Setbacks prior to pouring concrete

Close In Elec/Plmb/Frame prior to insulate or gyp

Final Inspection

The project cannot move to the next phase prior to the required inspection and approval to continue, REGARDLESS OF THE NOTICE OF CIRCUMSTANCES.

IF THE PERMIT REQUIRES A CERTIFICATE OF OCCUPANCY, IT MUST BE PAID FOR AND ISSUED TO THE OWNER OR DESIGNEE BEFORE THE SPACE MAY BE OCCUPIED.



PORTLAND MAINE

Strengthening a Remarkable City, Building a Community for Life • www.portlandmaine.gov

Director of Planning and Urban Development
Jeff Levine

Job ID: 2012-07-4438-ALTCOMM

Located At: 157 HIGH ST

CBL: 037- E-007-001

Conditions of Approval:

Fire

1. All construction shall comply with City Code Chapter 10. Permit is for demolition only. Any construction will require a separate permit.
2. This permit is being approved on the basis of the plans submitted, including the project Fire Prevention Program Manual. Any deviation from the plans would require amendments and approval.
3. Application requires State Fire Marshal approval.
4. While floors two, four and six are still occupied by tenants, no demolition or construction activity shall take place on floors two through seven.
5. Exits and exit discharges shall be maintained free and unobstructed to a public way.
6. Stairways shall not be used for any purpose than will interfere with their use as an exit.
7. Additional Fire Department approvals are required to modify or remove from service any portion of the fire alarm system, sprinkler system, standpipes, or fire pumps.
8. The fire alarm, standpipe and sprinkler systems shall be maintained. Where a portion of these systems is to be shut down for maintenance or repair, the system shall be checked at the end of each day to insure the system has been placed back in service.
9. Fire department connection shall be maintained accessible.
10. A fire watch is required.
11. Street addresses shall be marked on the structure and shall be as approved by the City E-911 Addressing Officer. Contact Michelle Sweeney at 874-8682 for further information.
12. A separate Fire Alarm Permit is required for new systems; or for work effecting more than 5 fire alarm devices; or replacement of a fire alarm panel with a different model. All fire alarm installation and servicing companies shall have a Certificate of Fitness from the Fire Department. This review does not include approval of fire alarm system design or installation.
13. A separate Suppression System Permit is required for all new suppression systems or sprinkler work effecting more than 20 heads. This review does not include approval of sprinkler system design or installation.
14. Fire extinguishers are required per NFPA 1.
15. All means of egress to remain accessible at all times.
16. Any cutting and welding done will require a Hot Work Permit from Fire Department.
17. Walls in structure are to be labeled according to fire resistance rating. IE; 1 hr. / 2 hr. / smoke proof.
18. A single source supplier should be used for all through penetrations.
19. Non-combustible construction of this structure requires all construction to be Non-combustible.

Building

1. Separate permits are required for any electrical: plumbing, sprinkler, fire alarm, HVAC systems, commercial hood exhaust systems and fuel tanks. Separate plans may need to be submitted for approval as a part of this process.
2. Demolition permits are valid for a period of 30 days from the date of issuance. A written request must be submitted and granted for an extension to this time period. Dust prevention shall be controlled per Chapter 6 of the Municipal Ordinance and demolition per Section 3303 of the IBC 2009 (MUBEC).
3. Required exits, existing structural elements, fire protection devices and sanitary safeguards shall be maintained at all times during remodeling, alterations, repairs or additions to any building or structure.
4. **This demolition permit is granted under the condition that demolition work shall only occur on floors 8 through 12. No demolition work shall occur on floors 1 through 7. In addition, sufficient and safe ingress/egress to the building and individual units shall be provided for any and all tenants remaining/residing in the building during the demolition process.**
5. As discussed, the abatement company must remove and dispose of all "friable asbestos" such material in accordance with applicable state and federal regulations throughout the demolition process.
6. The construction company must contact David Margolis-Pineo (DPS - 874-8850) and Tom Errico, for a field review prior to the closing off of any public sidewalks to assure that the construction management plan, with the signs, pavement markings, and barricades are installed correctly and meet the specific site characteristics.
7. All work must be in compliance with the approved Fire Protection Safe Guard Plan During Construction submitted by your licensed professional fire protection engineer.

City of Portland, Maine - Building or Use Permit Application

389 Congress Street, 04101 Tel: (207) 874-8703, FAX: (207) 8716

| | | | |
|---|---|---|---|
| Job No: 2012-07-4438-ALTCOMM | Date Applied: 7/10/2012 | CBL: 037- E-007-001 | |
| Location of Construction: 157 HIGH ST | Owner Name: RBPROTLAND BUILDING LLC | Owner Address: 4100 REGENT STREET, STE G COLUMBUS, OH 43219 | Phone: 614-246-2400 |
| Business Name: Eastland Park Hotel | Contractor Name: IDC CONSTRUCTION LLC- Nathan Cork | Contractor Address: 1000 CHURCHILL CT WOODSTOCK GEORGIA 30188 | Phone: (678) 213-1110& 404-227-5263 |
| Lessee/Buyer's Name: | Phone: | Permit Type: BLDG DEMO | Zone: B-3 |
| Past Use: Hotel with restaurants and retail | Proposed Use: Same: Hotel with restaurants and retail – Demo of exterior windows, interior walls, finishes and MEP infrastructure to renovate hotel | Cost of Work: \$870,000.00 | CEO District: |
| | | Fire Dept: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A | Inspection: Use Group: <i>12/12</i> Type: <i>14</i> <i>IBC 99</i> Signature: <i>[Signature]</i> |
| Proposed Project Description: Demo ext. windows, Int walls, & MEP infrastructure | | Pedestrian Activities District (P.A.D.) | |
| Permit Taken By: Lannie | | Zoning Approval | |

| | | | |
|---|---|---|--|
| <p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building Permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False informatin may invalidate a building permit and stop all work.</p> | Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>7/10/12</i> | Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: | Historic Preservation <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>7/17/12</i> <i>D. Andrews</i> |
| | 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 appication 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 provision of the code(s) applicable to such permit.

| | | | |
|---|---------|------|-------|
| SIGNATURE OF APPLICANT | ADDRESS | DATE | PHONE |
| RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE | | DATE | PHONE |

2012-07-4438



General Building Permit Application

SR

If 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: 157 High Street Portland, ME 04101 | | |
| Total Square Footage of Proposed Structure/Area 254,268 SF | | Square Footage of Lot |
| Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>37</u> <u>E</u> <u>7</u> | Applicant * <u>must</u> be owner, Lessee or Buyer* Name RB Portland Building LLC Address 4100 Regent Street, Suite G City, State & Zip Columbus, OH 43219 | Telephone: 614-246-2400 |
| Lessee/DBA (If Applicable) | Owner (if different from Applicant) Name Address City, State & Zip | Cost Of Work: \$ <u>870,000.00</u> C of O Fee: \$ <u>0.00</u> Total Fee: \$ <u>8,720.00</u> |
| Current legal use (i.e. single family) <u>Hotel/Hospitality</u> If vacant, what was the previous use? _____ Proposed Specific use: <u>Hotel/ Hospitality</u> Is property part of a subdivision? <u>No</u> If yes, please name _____ Project description: <u>Demolition of exterior windows, interior walls, finishes, and MEP infrastructure to renovate the Eastland Park Hotel.</u> | | |
| Contractor's name: <u>IDC Construction LLC</u> Address: <u>1000 Churchill Ct.</u> City, State & Zip <u>Woodstock, GA 30188</u> | | Telephone: <u>678-213-1110</u> |
| Who should we contact when the permit is ready: <u>Nathan Cork</u> | | Telephone: <u>404-227-5263</u> |
| Mailing address: <u>Same As Above</u> | | |

RECEIVED
JUL 10 2012
Dept. of Building Inspections
City of Portland Maine

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work 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: *[Signature]* Date: 7/9/2012

This is not a permit; you may not commence ANY work until the permit is issue



CITY OF PORTLAND, MAINE

Receipt

RECEIPT FOR PERMIT TO OCCUPY LEGAL PARKING SPACE(S)

NO REFUNDS

Permit #: 30116

Date: 08/08/2012

Permit Date(s): 8/8/2012 to 8/14/2012

Permission is hereby given to: IDC Construction

To occupy: 3 Spaces in front of 157 High St

Types of Vehicle(s): Vacancies

Special Instruction(s): _____

**SAFE TO PEDESTRIANS WITH SPECIAL CARE BEING TAKEN TO KEEP
THE SIDEWALK AND GUTTER CLEAR OF OBSTRUCTIONS.**

**Persons violating the provisions of this permit or City ordinance may
be subject to a minimum fine of \$50.00**

Amount: \$105.00 Payment Type: Check #: 1174

Tel. #: (404) 227-5263

Approved: *Michael J. Poling*



CITY OF PORTLAND, MAINE

Department of Building Inspections

RECEIVED

AUG 09 2012 Original Receipt

Dept. of Building Inspections
City of Portland Maine

8/9

20 12

Received from

Skip Rush

Location of Work

157 High St.
Eastland

Cost of Construction \$ _____

Building Fee: _____

Permit Fee \$ _____

Site Fee: _____

Certificate of Occupancy Fee: _____

Demo of ext curtain

Total: _____

30

Building (IL) _____

Plumbing (I5) _____

Electrical (I2) _____

Site Plan (U2) _____

Other _____

CBL: _____

Check #: _____

Cash

Total Collected \$ _____

30

**No work is to be started until permit issued.
Please keep original receipt for your records.**

Taken by: _____

BS

WHITE - Applicant's Copy
YELLOW - Office Copy
PINK - Permit Copy



PORTLAND MAINE

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Planning & Urban Development Department
Gregory A. Mitchell, Acting Director

Planning Division
Alexander Jaegerman, Director

June 19, 2012

Mr. Adam D. Valente
Senior Vice President
RockBridge Capital
4100 Regent Street, Suite G
Columbus, OH 43219

Project Name: Eastland Hotel Renovation – Construction Management Plan
Address: 157 High Street

Dear Mr. Valente

On June 18, 2012 the Planning Authority and the Department of Public Services approved the pedestrian and sidewalk closure plan for the Eastland Park Hotel Renovation at 157 High Street with the following conditions of approval:

1. Prior to the issuance of a demolition permit, IDC shall deliver to the Department of Public Services a pedestrian/traffic control detour plan for review and approval.
2. The provisions of the Sidewalk Closure Plan notwithstanding, the City has requested the right to have the sidewalk temporarily re-opened during extended periods of time when redevelopment activity being conducted at the Hotel does not require the sidewalk to be closed. With respect to any such temporary re-opening of the sidewalk over the course of RBP's (or its affiliates') redevelopment of the Hotel, the following conditions shall apply:
 - a. In the event there has been a change in that certain Pedestrian & Sidewalk Closure Plan dated as of May 11, 2012 (the "Sidewalk Closure Plan"), the construction plans or construction schedule (based on the City's reasonable determination and field observations after consultation with RB Portland LLC and IDC Construction, LLC) such that the sidewalk can be temporarily re-opened, without any material adverse affect on either the construction plans, the construction schedule or public safety, for a period of at least 30 consecutive days (the "Re-open Period"), the City shall have the right to direct RB Portland LLC and IDC Construction, LLC to temporarily re-open the sidewalk (at no cost to the City) for no greater amount of time than the Re-open Period upon 10 days advance written notice to RB Portland LLC. Such notice shall specify the date the sidewalk will be temporarily re-opened and the date on which the sidewalk may be re-closed in accordance with the Sidewalk Closure Plan. RB Portland LLC and IDC Construction, LLC shall be responsible for all cost and work associated with the re-open and re-closure plans.

- b. Notwithstanding the foregoing, the City acknowledges that most deliveries and activities being conducted on the City property more fully described in the Sidewalk Closure Plan will be scheduled only weeks or days in advance, and the City agrees to take this factor into consideration when making any determination whether to temporarily re-open the sidewalk pursuant to this provision.

The above approval is based upon the plans submitted by IDC Construction, LLC, dated 4/27/12 with additional submissions received on May 11, 2012 and included as attachments:


- Sidewalk Closure, Summary & Explanation of Construction Phases
- Sidewalk Closure, Review of Suggested Alternatives
- Manual on Uniform Traffic Control Devices, Temporary Traffic Control Plan

The above conditions will be listed on the interior demolition permit issued by Portland's Inspection Division. If there are any questions, please contact Barbara Barhydt, Development Review Services Manager at (207) 874- 8699.

Sincerely,


Greg Mitchell, Acting Director
Department of Planning and Urban Development

Sincerely,


Michael J. Bobinsky, Director
Department of Public Services

Attachments:

1. Sidewalk Closure, Summary & Explanation of Construction Phases
2. Sidewalk Closure, Review of Suggested Alternatives
3. Manual on Uniform Traffic Control Devices, Temporary Traffic Control Plan

Cc:

Nathan Cork, Project Manager, IDC Construction, 1000 Churchill Court, Woodstock, GA 30188
Steven C. Pigott, Staff Attorney, RockBridge Capital, LLC, 4100 Regent Street, Suite G, Columbus, OH 43219

cc: Greg Mitchell, Interim Director of Planning and Urban Development
Alexander Jaegerman, Planning Division Director
Barbara Barhydt, Development Review Services Manager
Deb Andrews, Historic Preservation Manager
Philip DiPierro, Development Review Coordinator, Planning
Marge Schmuckal, Zoning Administrator, Inspections Division
Tammy Munson, Inspection Division Director
Lannie Dobson, Administration, Inspections Division
Gayle Guertin, Administration, Inspections Division
Michael Bobinsky, Public Services Director
Katherine Earley, Engineering Services Manager, Public Services
Bill Clark, Project Engineer, Public Services
David Margolis-Pineo, Deputy City Engineer, Public Services
Greg Vining, Associate Engineer, Public Services
Michelle Sweeney, Associate Engineer
John Low, Associate Engineer, Public Services
Mike Farmer, Project Engineer, Public Services
Jane Ward, Administration, Public Services
Jeff Tarling, City Arborist, Public Services
Captain Chris Pirone, Fire Department
Thomas Erriso, P.E., TY Lin Associates
David Senus, P.E., Woodard and Curran
Rick Blackburn, Assessor's Department
Approval Letter File



Eastland Park Hotel Renovation

**157 High Street
Portland, ME 04101**

"Sidewalk Closure" Summary & Explanation of Construction Phases

In preparation for the upcoming renovations to the Eastland Park Hotel, IDC Construction, LLC has spent the last several months carefully examining and reviewing the existing conditions surrounding this facility. Through careful planning and consideration, we have determined that the safest way to facilitate this project is by closing the sidewalk in front of the Hotel. The limits of this sidewalk closure will extend from the corner of Congress Street/High Street west and terminate just east of the Gateway Garage entrance. The pedestrian crosswalk that is located at Deering Street will also be closed. We understand that this will remove an existing pedestrian thoroughfare for a temporary period of time. However, we feel that this temporary closure will allow for a much greater benefit to the City of Portland upon the completion of this project. As a result of various meetings and conversations, we have put a plan together that we feel is the most viable solution for the renovation of this hotel and the overall safety of the general public. As shown on our overall logistics plan, we have outlined the routing of pedestrian traffic as it relates to our closure of the sidewalk. We have and will continue to make every attempt to prevent as much disruption as possible to vehicular and pedestrian traffic. However, there are some things that must be affected in order to maintain a safe environment for all parties.

We feel that it is important to note several key areas where we have tried to accommodate the concerns raised in previous conversations regarding this proposed "sidewalk" closure.

- We will be maintaining access to the Gateway Garage Parking Deck entrance both at High Street for automobile/pedestrian traffic and via the sidewalk from Forest Avenue. We acknowledge and understand that this garage is a key parking component for several venues located along Forest Avenue as well as other surrounding areas.
- We will be maintaining access to the Ground Floor office space, on the High Street side of the Gateway Garage.
- We have incorporated the "delivery zone" that is needed by the State Theater on High Street for the staging of trucks to their loading dock. Furthermore, we have reached out to management of this facility and will be working closely with them for coordination of construction activities and scheduled events.
- We have tried to provide routing of pedestrian traffic based on the closest permanent crosswalks in relation to the "Construction Zone".

Other key factors related to our request for a sidewalk closure are the logistical constraints surrounding the hotel. Access to the hotel is prohibited on three sides due to neighboring buildings and/or low roofs. Therefore, these constraints make it such that the only locations for us to install a "debris chute" and "material/personnel hoist" are at the southwest corner of the building. More specifically, this is the area between the concrete tower portion of Eastland Park Hotel and the Gateway Garage. These two components are essential to the overall completion and success of this project. They will serve a vital role throughout the renovation period. As has been discussed in previous meetings, there are several phases of the construction renovation where the closure of this sidewalk is absolutely essential. Please see below for a summary of each phase and how it relates to the closure of the sidewalk.

Liquidation/Demolition Phase:

This phase of construction will take approximately 4-5 months to complete. Activities during this phase of the renovation will consist of removal of all of the existing hotel furnishings. The majority of this removal will be coordinated through the use of the material/personnel hoist on the upper floors. The Ground Floor furnishings will be removed via the front door or side door at Congress Park. Once the hotel furnishings have been removed, demolition activities can begin. The Guest Floors will be completely demoed with materials consisting of terra cotta block, masonry block, drywall & framing, flooring materials (i.e. carpet, VCT, etc.), tile, doors and frames, and MEP equipment. Most of these materials will be removed from the building via the debris chute to a dumpster on the Ground Floor. Some materials will be removed via the material/personnel hoist to the Ground Floor and then to a dumpster located on High Street. This process will take place daily until the demolition is completed. Throughout this process, there will be debris traveling multiple stories into a dumpster below. It is critical that we maintain a separation between pedestrian and construction related activities to ensure the safety of all parties. The Ground Floor demolition materials will be brought out of the building via the Front Entry and Congress Park exits across the sidewalk and into an awaiting dumpster. This activity will continue daily until completed. During this phase of construction we will require that the sidewalk remain closed from the corner of Congress Street/High Street to just east of the Gateway Garage entrance. The crosswalk at Deering Street/High Street will also need to remain closed.

Buildout Phase:

This phase of construction will take approximately 6-8 months to complete. Activities during this phase of the renovation will consist of daily deliveries of materials to the building. These material deliveries will consist of framing & drywall, floor materials (tile, carpet, wood, VCT), finishes (paint, vinyl wall covering), millwork, doors and frames, and MEP equipment. The delivery truck will be located at the Southwest corner of the building while it unloads and subsequent delivery trucks will be staged along High Street while waiting for access to the hoist. This process will be coordinated via flagmen who will assist with traffic control. Deliveries for the Ground Floor areas will be received via the Front Entry and Congress Park entrances to the hotel. There will be constant movement of construction personnel

and materials crossing the sidewalk at these locations. Other activities that will take place during this phase of construction will be the replacement of the storefront windows along High Street, installation of a new Front Entrance Canopy, and installation of a new transformer/vault by Central Maine Power. Finally, there will be daily and weekly trash removal from the building as work progresses. During this phase of construction, we will require that the sidewalk remain closed from the corner of Congress Street/High Street to just east of the Gateway Garage entrance. The crosswalk at Deering Street/ High Street will need to remain closed.

Closeout Phase:

This phase of construction will last approximately 3 months. Activities during this phase of the renovation will include receipt of final deliveries consisting of furniture, equipment, lighting, fixtures, and other miscellaneous finish items. At this point of the project, the "debris chute" will be removed from the project and daily and weekly trash removal will be handled via the material/personnel hoist. Upon completion of the Guest Floors, the material/personnel hoist will be dismantled. During this phase of construction we will require that the sidewalk remain closed from the Deering Street/High Street to just east of the Gateway Garage entrance. The portion of sidewalk from the Congress Street/High Street to Deering Street can be opened for use by pedestrians. The crosswalk at Deering Street/High Street will also be available for pedestrian use.

In closing, IDC Construction, LLC appreciates the ongoing discussion and feedback that has been provided to us by the City and hopes that this summary and explanation provides you all of the requested information. If there are any further questions, please do not hesitate to let us know. We look forward to your feedback and future approval of this request.



Eastland Park Hotel Renovation

**157 High Street
Portland, ME 04101**

"Sidewalk Closure" Review of Suggested Alternatives

IDC Construction, LLC has explored several alternatives in an effort to try and accommodate the City of Portland's request that the sidewalk along High Street remain open. We have explored each of these scenarios thoroughly and determined that these are non-viable options for the reasons listed below:

- 1. Relocate "debris chute" to another location on the Hotel.**
 - a. This is not a viable option because the hotel is blocked on three (3) sides by either neighboring buildings and/or low roofs (i.e. Ballroom, Kitchen, and Laundry).

- 2. Receive deliveries for "material/personnel" hoist from another location around the building.**
 - a. This is not a viable option because the "material/personnel" hoist must be able to access each floor in order for it to be effective. With the logistical constraints this building has, our only direct access is located on the west side of the building nearest the Gateway Garage Parking Deck. All other sides of the building are effectively blocked.

- 3. Leave "sidewalk" open and simply use flagmen to coordinate pedestrian travel.**
 - a. This is not a valid option because of the magnitude of this renovation. Due to the logistical constraints of the building our proposed location for the "debris chute" is the most viable option. However this is only viable based on the sidewalk being closed. Safety has and remains our number one concern and we must create some separation between the General Public and Construction.
 - b. There is a huge liability risk associated with mixing pedestrian and construction activity. IDC Construction, LLC is not willing to accept this liability.
 - c. We will be receiving deliveries constantly throughout the day as well rotating dumpster containers throughout the project. To constantly stop and start work while allowing pedestrian travel will affectively increase the amount of time it will take to complete this project. This will prolong the life of this renovation and delay the hotel from generating revenue for all parties.

- 4. Relocating the "sidewalk" further away from the building out closer to High Street.**
 - a. Access to the front of the Hotel along High Street is vital to IDC Construction being able to facilitate this renovation. We must be able to access our proposed "debris chute" location as well as receive deliveries for the "material/personnel" hoist and at the other entries to the Hotel. If we create an enclosed barricade, then we are effectively blocking all access to the front of the building.
 - b. Movement of the sidewalk further into the street also increases the liability for the "General Public". IDC Construction, LLC is not willing to take this liability.
 - c. Relocation of this sidewalk into a travel lane along High Street will also cut off the "State Theater's" access to their back loading dock. This access is essential for their scheduled performers and events.

- 5. Creating a "raised" sidewalk above the existing sidewalk at High Street.**
 - a. This will prevent access from the building to the debris chute/dumpster location at the southwest corner of the building.
 - b. This will also create a challenge to comply with ADA regulations regarding pedestrian use.

- 6. Create a "tunnel" on the sidewalk underneath the debris chute location.**
 - a. Due to the proximity of our delivery zone for the "material/personnel hoist" and "debris chute" location, the incorporation of this tunnel would cut off access for deliveries.

August 21, 2012

Danielle West-Chuhta, Associate Corporation Counsel
City of Portland
389 Congress Street
Portland, ME 04101

Re: Eastland Park Hotel Demolition Permit/Release and Indemnification

Dear Danielle:

In support of the issuance of the demolition permit for the Eastland Park Hotel, enclosed please find the original executed Release and Indemnification from RB Portland Holding LLC.

Thank you for your assistance in this matter.

Sincerely,



James N. Katsiaficas

JNK:pal

Enclosure

cc: Kenneth J. Krebs, Esq., RockBridge Capital, LLC
Adam D. Valente, RockBridge Capital, LLC

PHILIP C. HUNT

JOHN S. UPTON

PEGGY L. McGEHEE

MELISSA HANLEY MURPHY

JOHN A. HOBSON

JAMES N. KATSIAFICAS

TIMOTHY P. BENOIT

J. GORDON SCANNELL, JR.

FRED W. BOPP III

MARK P. SNOW

WILLIAM J. SHELS

DAVID B. McCONNELL

PAUL D. PIETROPAOLI

HOPE CREAL JACOBSEN

RANDY J. CRESWELL

JULIANNE C. RAY

DAWN M. HARMON

CHRISTOPHER M. DARGIE

ANTHONY J. MANHART

STEPHANIE A. WILLIAMS

PETER J. McDONNELL

KEITH J. DUNLAP

SARA N. MOPPIN

JEFFREY A. COHEN

SHAWN K. LEYDEN

JOSEPH G. TALBOT

LAUREN B. WELIVER

OF COUNSEL

DOUGLAS S. CARR

~

JOHN A. CIRALDO
1956 - 2010

RELEASE AND INDEMNIFICATION

To the fullest extent permitted by law, **RB PORTLAND HOLDINGS LLC** (hereinafter "**RB PORTLAND**") agrees to assume responsibility for any and all claims and/or damage to persons or property arising out of or in any way related to the demolition described in the attached demolition permit dated August 17, 2012 issued by the **CITY** to **RB PORTLAND**, and at all times shall defend, indemnify and hold harmless the **CITY**, its officers, agents and employees from any claims, liability, losses, costs, expenses (including, without limitation, reasonable attorney's fees), fines, damages or judgments, just or unjust, that arise out of or are caused, in whole or in part, by **RB PORTLAND** or its agents, officers, employees, contractors or subcontractors in conjunction with the activities related to the demolition described in the attached demolition permit, said claims to include, without being limited to, claims for personal injury or property damage. The terms of this release and indemnification shall survive termination or revocation of the attached demolition permit.

Signed this 17th day of August, 2012.

RB PORTLAND HOLDINGS LLC, a
Delaware limited liability company

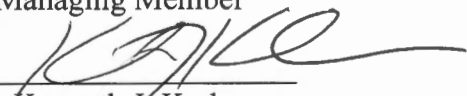
By: RB Portland Investment Holdings LLC,
a Delaware limited liability company
its Manager

By: RockBridge Hospitality Fund IV L.P., a
Delaware limited partnership, its Sole
Member

By: RBC Partners IV LLC, a Delaware
limited liability company, its General
Partner

By: RockBridge GP Holdings, LLC, an
Ohio limited liability company, its
Managing Member

By: RockBridge Holdings, LLC, an
Ohio limited liability company,
its Managing Member

By: 
Name: Kenneth J. Krebs
Title: Executive Vice President,
Secretary and General
Counsel

PROJECT MANUAL
for
**Eastland Park Hotel
Renovation**

PHASE 1 - DEMOLITION

OWNER

Rockbridge Capital, LLC
4100 Regent Steet Suite G
Columbus, OH 43219

 **ROCKBRIDGE CAPITAL**

MANAGER /DEVELOPER

New Castle Company
Two Corporate Drive
Shelton, CT 06484-4636

**NEWCASTLE HOTELS
& RESORTS**

ARCHITECT

PFVS Architecture
5755 Dupree Drive Suite 200
Atlanta, GA 30327


ARCHITECTURE
PLANNING
INTERIORS

CONTRACTOR

IDC Construction, LLC
1000 Churchill Court
Woodstock, GA 30188

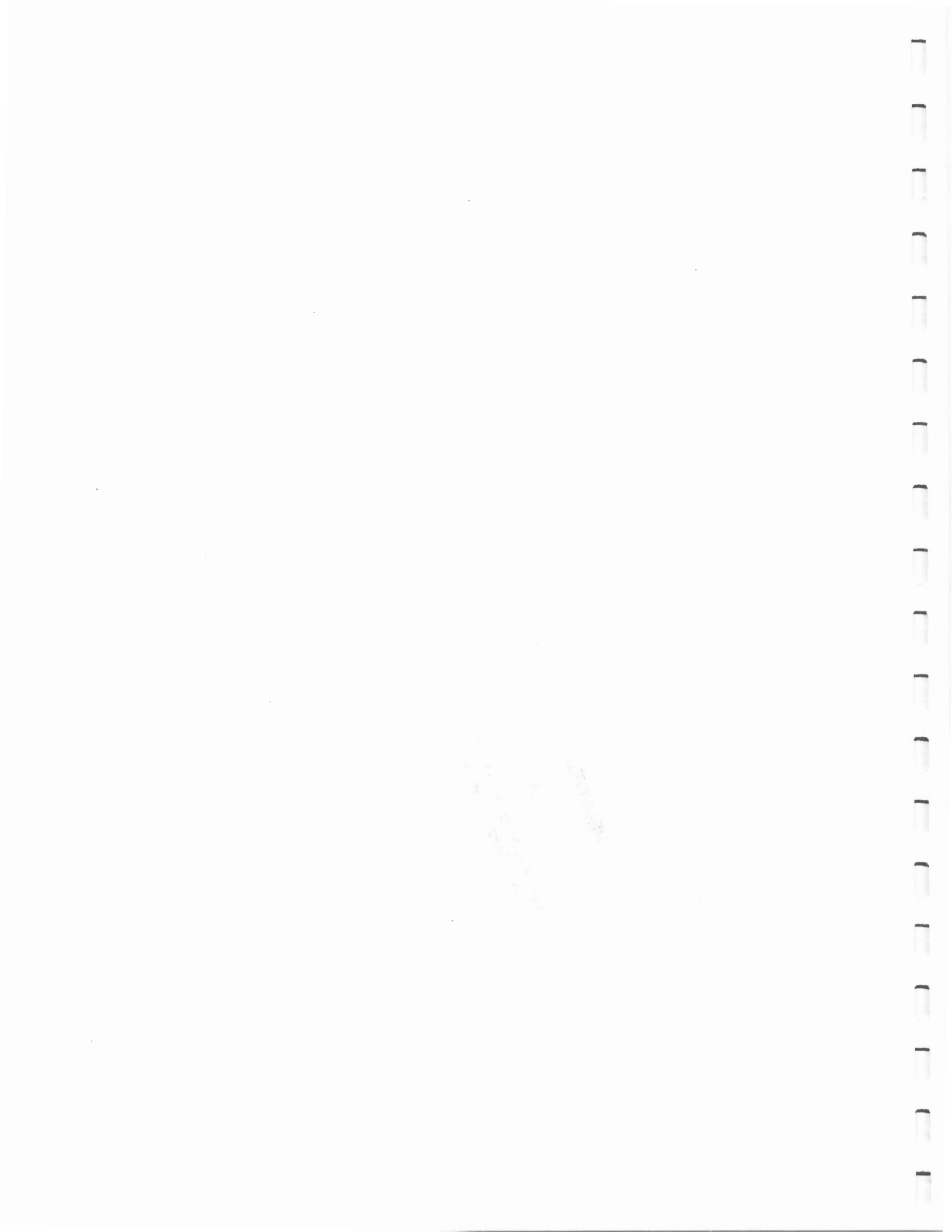

IDC CONSTRUCTION, LLC

RECEIVED

JUL 10 2012

Dept. of Building Inspections
City of Portland Maine

Project No. PFVS - 11009
Issue Date: March 15, 2012



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01 60 00 -- Product Requirements

01 70 00 -- Execution and Closeout Requirements

01 74 19 - Construction Waste Management and Disposal

01 78 00 - Closeout Submittals

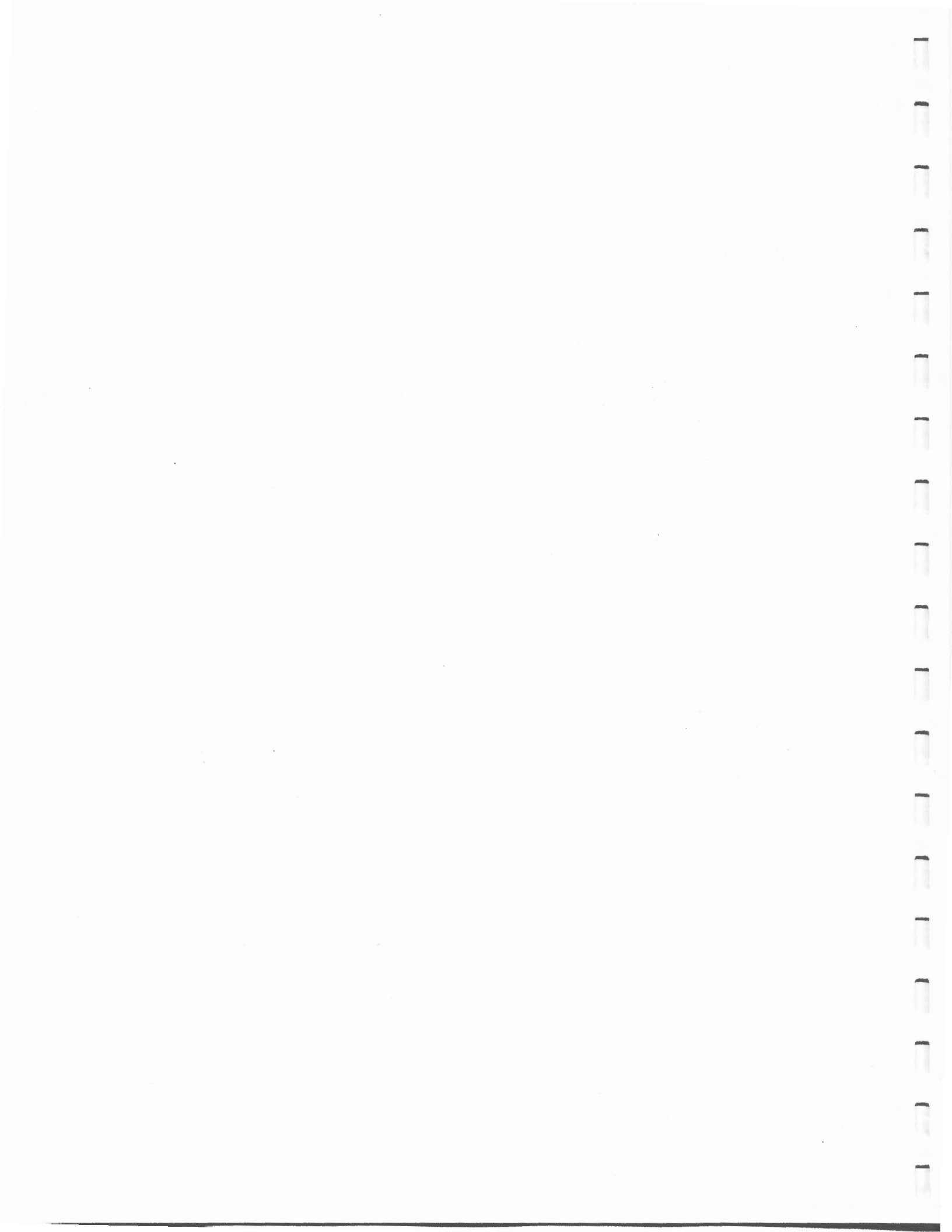
01 79 00 - Demonstration and Training

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SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 PROJECT COORDINATION

- A. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for construction access, traffic, and parking facilities.
- B. During construction, coordinate use of site and facilities through the Project Coordinator.
- C. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- E. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- F. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for interpretation.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Manufacturer's instructions and field reports.
 - 6. Applications for payment and change order requests.
 - 7. Progress schedules.
 - 8. Coordination drawings.
 - 9. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PRECONSTRUCTION MEETING

- A. Architect will schedule a meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of executed bonds and insurance certificates.
 - 3. Distribution of Contract Documents.
 - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
 - 5. Designation of personnel representing the parties to Contract, other invited parties, and Architect.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Scheduling.
 - 8. Use of premises by Owner and Contractor.
 - 9. Owner's requirements and occupancy prior to completion.
 - 10. Construction facilities and controls provided by Owner.
 - 11. Security and housekeeping procedures.
 - 12. Procedures for testing.

13. Procedures for maintaining record documents.
 14. Requirements for start-up of equipment.
 15. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

3.02 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect, as appropriate to agenda topics for each meeting.
- D. Agenda:
1. Review minutes of previous meetings.
 2. Review of Work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Review of off-site fabrication and delivery schedules.
 7. Maintenance of progress schedule.
 8. Corrective measures to regain projected schedules.
 9. Planned progress during succeeding work period.
 10. Coordination of projected progress.
 11. Maintenance of quality and work standards.
 12. Effect of proposed changes on progress schedule and coordination.
 13. Other business relating to Work.
- 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.

3.03 CONSTRUCTION PROGRESS SCHEDULE

- A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.

3.04 PROGRESS PHOTOGRAPHS

- A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.
- B. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.
- C. Photography Type: Digital; electronic files.
- D. Provide photographs of site and construction throughout progress of Work produced by an experienced photographer, acceptable to Architect.
- E. In addition to periodic, recurring views, take photographs of each of the following events:
1. Excavations in progress.

2. Foundations in progress and upon completion.
3. Structural framing in progress and upon completion.
4. Enclosure of portions of the building, upon completion.
5. Final completion, minimum of ten (10) photos.

F. Views:

1. Provide non-aerial photographs from four cardinal views at each specified time, until Date of Substantial Completion.
2. Consult with Architect for instructions on views required.
3. Provide factual presentation.
4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.
5. Point of View Sketch: Provide sketch identifying point of view of each photograph.

G. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.

1. Delivery Medium: Via email.
2. File Naming: Include project identification, date and time of view, and view identification.
3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.
4. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.
5. Photo CD(s): Provide 1 copy including all photos cumulative to date and PDF file(s), with files organized in separate folders by submittal date.
6. Hard Copy: Printed hardcopy (grayscale) of PDF file and point of view sketch.

3.05 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
1. Product data.
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - CLOSEOUT SUBMITTALS.

3.06 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
1. Design data.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.

3.07 SUBMITTALS FOR PROJECT CLOSEOUT

- A. When the following are specified in individual sections, submit them at project closeout:
1. Project record documents.
 2. Operation and maintenance data.

3. Warranties.
4. Bonds.
5. Other types as indicated.

B. Submit for Owner's benefit during and after project completion.

3.08 NUMBER OF COPIES OF SUBMITTALS

A. Documents for Review:

1. Small Size Sheets, Not Larger Than 8-1/2 x 11 inches (215 x 280 mm): Submit the number of copies that Contractor requires, plus two copies that will be retained by Architect.

B. Documents for Information: Submit two copies.

C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.

1. After review, produce duplicates.
2. Retained samples will not be returned to Contractor unless specifically so stated.

3.09 SUBMITTAL PROCEDURES

A. Transmit each submittal with approved form.

B. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

C. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

D. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

E. Deliver submittals to Architect at business address.

F. Schedule submittals to expedite the Project, and coordinate submission of related items.

G. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.

H. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

I. Provide space for Contractor and Architect review stamps.

J. When revised for resubmission, identify all changes made since previous submission.

K. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.

L. Submittals not requested will not be recognized or processed.

END OF SECTION

SECTION 01 4000
QUALITY REQUIREMENTS

PART 1 GENERAL

1.01 REFERENCE STANDARDS

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008.
- B. ASTM C1077 - Standard Practice for Laboratories Testing Concrete and Concrete Aggregates for Use in Construction and Criteria for Laboratory Evaluation; 2011.
- C. ASTM C1093 - Standard Practice for Accreditation of Testing Agencies for Masonry; 2009.
- D. ASTM D3740 - Standard Practice for Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction; 2010.
- E. ASTM E329 - Standard Specification for Agencies Engaged Construction Inspection and/or Testing; 2011.
- F. ASTM E543 - Standard Specification for Agencies Performing Nondestructive Testing; 2009.

1.02 SUBMITTALS

- A. Testing Agency Qualifications:
 - 1. Prior to start of Work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
 - 2. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
- B. Design Data: Submit for Architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
- C. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.
 - h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Conformance with Contract Documents.
 - k. When requested by Architect, provide interpretation of results.
 - 2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
- D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
 - 1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
 - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

- E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- F. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
 - 1. Submit report in duplicate within 30 days of observation to Architect for information.
 - 2. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- G. Erection Drawings: Submit drawings for Architect's benefit as contract administrator or for Owner.
 - 1. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
 - 2. Data indicating inappropriate or unacceptable Work may be subject to action by Architect or Owner.

1.03 REFERENCES AND STANDARDS

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.04 TESTING AND INSPECTION AGENCIES

- A. Contractor shall employ and pay for services of an independent testing agency to perform specified testing.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- C. Contractor Employed Agency:
 - 1. Testing agency: Comply with requirements of ASTM E 329, ASTM E 543, ASTM C 1021, ASTM C 1077, and ASTM C 1093.
 - 2. Inspection agency: Comply with requirements of ASTM D3740 and ASTM E329.
 - 3. Laboratory: Authorized to operate in the State in which the Project is located.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.

- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 MOCK-UPS

- A. Tests will be performed under provisions identified in this section and identified in the respective product specification sections.
- B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
- C. Accepted mock-ups shall be a comparison standard for the remaining Work.
- D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, remove mock-up and clear area when directed to do so.

3.03 TOLERANCES

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION

- A. Testing Agency Duties:
 - 1. Test samples of mixes submitted by Contractor.
 - 2. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
 - 3. Perform specified sampling and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and mixes with requirements of Contract Documents.
 - 5. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products.
 - 6. Perform additional tests and inspections required by Architect.
 - 7. Submit reports of all tests/inspections specified.
- B. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- C. Contractor Responsibilities:
 - 1. Deliver to agency at designated location, adequate samples of materials proposed to be used that require testing, along with proposed mix designs.
 - 2. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 - 3. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.

- d. To provide storage and curing of test samples.
- 4. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
- 5. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- 6. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- D. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Architect.
- E. Re-testing required because of non-conformance to specified requirements shall be paid for by Contractor.

3.05 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment and other tasks as applicable, and to initiate instructions when necessary.
- B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.06 DEFECT ASSESSMENT

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

END OF SECTION

SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 TEMPORARY UTILITIES

- A. Provide and pay for all electrical power, lighting, water, heating and cooling, and ventilation required for construction purposes.
- B. Existing facilities may be used.
- C. New permanent facilities may be used.
- D. Use trigger-operated nozzles for water hoses, to avoid waste of water.

1.02 TELECOMMUNICATIONS SERVICES

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
 - 1. Windows-based personal computer dedicated to project telecommunications, with necessary software and laser printer.
 - 2. Internet Connections: Minimum of one; DSL modem or faster.
 - 3. Email: Account/address reserved for project use.
 - 4. Facsimile Service: Fax-to-email software on personal computer or dedicated fax machine/printer, with dedicated phone line.

1.03 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. New permanent facilities maybe used during construction operations.
- C. Maintain daily in clean and sanitary condition.
- D. At end of construction, return facilities to same or better condition as originally found.

1.04 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
- C. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.05 FENCING

- A. Provide 6 foot (1.8 m) high fence around construction site; equip with vehicular and pedestrian gates with locks.

1.06 EXTERIOR ENCLOSURES

- A. Provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

1.07 VEHICULAR ACCESS AND PARKING

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.

- B. Coordinate access and haul routes with governing authorities and Owner.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.
- F. Existing parking areas may be used for construction parking.

1.08 WASTE REMOVAL

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site weekly.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

1.09 PROJECT IDENTIFICATION

- A. Provide project identification sign of design and construction indicated on Drawings.
- B. Erect on site at location established by Architect.
- C. No other signs are allowed without Owner permission except those required by law.

1.10 FIELD OFFICES

- A. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack and drawing display table.
- B. Provide space for Project meetings, with table and chairs to accommodate 6 persons.
- C. Locate offices a minimum distance of 30 feet (10 m) from existing and new structures.

1.11 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Remove underground installations to a minimum depth of 2 feet (600 mm). Grade site as indicated.
- C. Clean and repair damage caused by installation or use of temporary work.
- D. Restore existing facilities used during construction to original condition.
- E. Restore new permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

**SECTION 01 6000
PRODUCT REQUIREMENTS**

PART 1 GENERAL

1.01 REFERENCE STANDARDS

- A. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

1.02 SUBMITTALS

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

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by the Contract Documents.
- B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.
- C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- D. Reused Products: Reused products include materials and equipment previously used in this or other construction, salvaged and refurbished as specified.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Motors: Refer to Section 22 0513, NEMA MG 1 Type. Specific motor type is specified in individual specification sections.
- C. Wiring Terminations: Provide terminal lugs to match branch circuit conductor quantities, sizes, and materials indicated. Size terminal lugs to NFPA 70, include lugs for terminal box.
- D. Cord and Plug: Provide minimum 6 foot (2 m) cord and plug including grounding connector for connection to electric wiring system. Cord of longer length is specified in individual specification sections.

2.03 PRODUCT OPTIONS

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

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 SUBSTITUTION PROCEDURES

- A. Instructions to Bidders specify time restrictions for submitting requests for substitutions during the bidding period. Comply with requirements specified in this section.
- B. Substitutions will be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. A request for substitution constitutes a representation that the submitter:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the substitution as for the specified product.
 - 3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
 - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
 - 5. Will reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
 - 1. Submit three copies of request for substitution for consideration. Limit each request to one proposed substitution.
 - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
 - 3. The Architect will notify Contractor in writing of decision to accept or reject request.

3.02 OWNER-SUPPLIED PRODUCTS

- A. Owner's Responsibilities:
 - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturers' warranties, inspections, and service.
- B. Contractor's Responsibilities:
 - 1. Review Owner reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
 - 3. Handle, store, install and finish products.
 - 4. Repair or replace items damaged after receipt.

3.03 TRANSPORTATION AND HANDLING

- A. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- B. Transport and handle products in accordance with manufacturer's instructions.

- C. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- D. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- E. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.
- F. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.04 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Provide bonded off-site storage and protection when site does not permit on-site storage or protection.
- G. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- H. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION

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SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 REFERENCE STANDARDS

- A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2009.

1.02 SUBMITTALS

- A. See Section 01 3000 - 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 conformance with Contract Documents.
 - 3. Submit surveys and survey logs for the project record.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather exposed or moisture resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate Contractor.
 - 6. Include in request:
 - a. Identification of Project.
 - b. Location and description of affected work.
 - c. Necessity for cutting or alteration.
 - d. Description of proposed work and products to be used.
 - e. Alternatives to cutting and patching.
 - f. Effect on work of Owner or separate Contractor.
 - g. Written permission of affected separate Contractor.
 - h. Date and time work will be executed.

1.03 QUALIFICATIONS

- A. For survey work, employ a land surveyor registered in the State in which the Project is located and acceptable to Architect. Submit evidence of Surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate.

1.04 PROJECT CONDITIONS

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- D. 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.
- E. 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.
- F. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
1. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
- G. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
1. Pest Control Service: Weekly treatments.
- H. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- I. 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.

1.05 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 shown 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 01 6000.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.

- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

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

3.03 PREINSTALLATION MEETINGS

- 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 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. Verify locations of survey control points prior to starting work.
- B. Promptly notify Architect of any discrepancies discovered.
- C. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- D. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.
- E. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.
- F. Utilize recognized engineering survey practices.
- G. 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.
 - 3. Building foundation, column locations, ground floor elevations.
- H. Periodically verify layouts by same means.
- I. Maintain a complete and accurate log of control and survey work as it progresses.

3.05 GENERAL INSTALLATION REQUIREMENTS

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. 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.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.

- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- F. 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 shown.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. 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.
- C. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
 - 2. Remove items indicated on drawings.
 - 3. Relocate items indicated on drawings.
 - 4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 - 5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. 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.
- E. 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.
- F. Adapt existing work to fit new work: Make as neat and smooth transition as possible.

1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
 2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
 3. Where a change of plane of 1/4 inch (6 mm) or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
- G. 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.
- H. 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.
- I. Clean existing systems and equipment.
- J. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- K. Do not begin new construction in alterations areas before demolition is complete.
- L. 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. See Alterations article above for additional requirements.
- C. 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-conforming work.
- D. 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.
- E. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 8400, to full thickness of the penetrated element.

J. 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. Prohibit traffic from landscaped areas.
- H. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.10 SYSTEM STARTUP

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Architect and owner seven days prior to start-up of each item.
- 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. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- H. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.11 DEMONSTRATION AND INSTRUCTION

- A. See Section 01 7900 - Demonstration and Training.

3.12 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

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, 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.
- G. Clean debris from roofs, gutters, downspouts, 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 governing or other authorities.
 - 1. Provide copies to Architect and Owner.
- B. Notify Architect when work is considered ready for Substantial Completion.
- C. Submit written certification 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 review.
- D. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Owner-occupied areas.
- E. Notify Architect when work is considered finally complete.
- F. Complete items of work determined by Architect's 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

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SECTION 01 7419
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

- A. Owner requires that this project generate the least amount of trash and waste possible.
- B. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.
- C. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.
- D. Contractor shall submit periodic Waste Disposal Reports; all landfill disposal, recycling, salvage, and reuse must be reported regardless of to whom the cost or savings accrues; use the same units of measure on all reports.
- E. Methods of trash/waste disposal that are not acceptable are:
 - 1. Burning on the project site.
 - 2. Burying on the project site.
 - 3. Dumping or burying on other property, public or private.
 - 4. Other illegal dumping or burying.
 - 5. Incineration, either on- or off-site.
- F. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

1.02 DEFINITIONS

- A. Clean: Untreated and unpainted; not contaminated with oils, solvents, caulk, or the like.
- B. Construction and Demolition Waste: Solid wastes typically including building materials, packaging, trash, debris, and rubble resulting from construction, remodeling, repair and demolition operations.
- C. Hazardous: Exhibiting the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity or reactivity.
- D. Nonhazardous: Exhibiting none of the characteristics of hazardous substances, i.e., ignitibility, corrosivity, toxicity, or reactivity.
- E. Nontoxic: Neither immediately poisonous to humans nor poisonous after a long period of exposure.
- F. Recyclable: The ability of a product or material to be recovered at the end of its life cycle and remanufactured into a new product for reuse by others.
- G. Recycle: To remove a waste material from the project site to another site for remanufacture into a new product for reuse by others.
- H. Recycling: The process of sorting, cleansing, treating and reconstituting solid waste and other discarded materials for the purpose of using the altered form. Recycling does not include burning, incinerating, or thermally destroying waste.
- I. Return: To give back reusable items or unused products to vendors for credit.
- J. Reuse: To reuse a construction waste material in some manner on the project site.
- K. Salvage: To remove a waste material from the project site to another site for resale or reuse by others.
- L. Sediment: Soil and other debris that has been eroded and transported by storm or well production run-off water.

- M. Source Separation: The act of keeping different types of waste materials separate beginning from the first time they become waste.
- N. Toxic: Poisonous to humans either immediately or after a long period of exposure.
- O. Trash: Any product or material unable to be reused, returned, recycled, or salvaged.
- P. Waste: Extra material or material that has reached the end of its useful life in its intended use. Waste includes salvageable, returnable, recyclable, and reusable material.

1.03 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Waste Disposal Reports: Submit at specified intervals, with details of quantities of trash and waste, means of disposal or reuse, and costs; show both totals to date and since last report.
 - 1. Submit updated Report with each Application for Progress Payment; failure to submit Report will delay payment.
 - 2. Submit Report on a form acceptable to Owner.
 - 3. Landfill Disposal: Include the following information:
 - a. Identification of material.
 - b. Amount, in tons or cubic yards (cubic meters), of trash/waste material from the project disposed of in landfills.
 - c. State the identity of landfills, total amount of tipping fees paid to landfill, and total disposal cost.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - 4. Recycled and Salvaged Materials: Include the following information for each:
 - a. Identification of material, including those retrieved by installer for use on other projects.
 - b. Amount, in tons or cubic yards (cubic meters), date removed from the project site, and receiving party.
 - c. Transportation cost, amount paid or received for the material, and the net total cost or savings of salvage or recycling each material.
 - d. Include manifests, weight tickets, receipts, and invoices as evidence of quantity and cost.
 - e. Certification by receiving party that materials will not be disposed of in landfills or by incineration.
 - 5. Material Reused on Project: Include the following information for each:
 - a. Identification of material and how it was used in the project.
 - b. Amount, in tons or cubic yards (cubic meters).
 - c. Include weight tickets as evidence of quantity.
 - 6. Other Disposal Methods: Include information similar to that described above, as appropriate to disposal method.

PART 2 PRODUCTS

2.01 PRODUCT SUBSTITUTIONS

- A. See Section 01 6000 - Product Requirements for substitution submission procedures.
- B. For each proposed product substitution, submit the following information in addition to requirements specified in Section 01 6000:
 - 1. Relative amount of waste produced, compared to specified product.
 - 2. Cost savings on waste disposal, compared to specified product, to be deducted from the Contract Price.
 - 3. Proposed disposal method for waste product.
 - 4. Markets for recycled waste product.

PART 3 EXECUTION

3.01 WASTE MANAGEMENT PROCEDURES

- A. See Section 01 3000 for additional requirements for project meetings, reports, submittal procedures, and project documentation.
- B. See Section 01 5000 for additional requirements related to trash/waste collection and removal facilities and services.
- C. See Section 01 6000 for waste prevention requirements related to delivery, storage, and handling.
- D. See Section 01 7000 for trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

3.02 WASTE MANAGEMENT PLAN IMPLEMENTATION

- A. **Manager:** Designate an on-site person or persons responsible for instructing workers and overseeing and documenting results of the Waste Management Plan.
- B. **Communication:** Distribute copies of the Waste Management Plan to job site foreman, each subcontractor, Owner, and Architect.
- C. **Instruction:** Provide on-site instruction of appropriate separation, handling, and recycling, salvage, reuse, and return methods to be used by all parties at the appropriate stages of the project.
- D. **Meetings:** Discuss trash/waste management goals and issues at project meetings.
 - 1. Pre-construction meeting.
 - 2. Regular job-site meetings.
- E. **Facilities:** Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
 - 1. As a minimum, provide:
 - a. Separate area for storage of materials to be reused on-site, such as wood cut-offs for blocking.
 - b. Separate dumpsters for each category of recyclable.
 - c. Recycling bins at worker lunch area.
 - 2. Provide containers as required.
 - 3. Provide temporary enclosures around piles of separated materials to be recycled or salvaged.
 - 4. Provide materials for barriers and enclosures that are nonhazardous, recyclable, or reusable to the maximum extent possible; reuse project construction waste materials if possible.
 - 5. Locate enclosures out of the way of construction traffic.
 - 6. Provide adequate space for pick-up and delivery and convenience to subcontractors.
 - 7. If an enclosed area is not provided, clearly lay out and label a specific area on-site.
 - 8. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.
- F. **Hazardous Wastes:** Separate, store, and dispose of hazardous wastes according to applicable regulations.
- G. **Recycling:** Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.

- H. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.
- I. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

END OF SECTION

**SECTION 01 7800
CLOSEOUT SUBMITTALS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

1.02 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Individual Product Sections: Specific requirements for operation and maintenance data.
- C. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
 - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
 - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
 - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
 - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
 - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
 - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.

- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and modifications.
- F. Record Drawings : Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish first floor datum.
 - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
 - 4. Field changes of dimension and detail.
 - 5. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA

- A. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 - 1. Product data, with catalog number, size, composition, and color and texture designations.
 - 2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

- A. For Each Item of Equipment and Each System:
 - 1. Description of unit or system, and component parts.
 - 2. Identify function, normal operating characteristics, and limiting conditions.
 - 3. Include performance curves, with engineering data and tests.
 - 4. Complete nomenclature and model number of replaceable parts.
- B. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- C. Include color coded wiring diagrams as installed.
- D. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- F. Provide servicing and lubrication schedule, and list of lubricants required.
- G. Include manufacturer's printed operation and maintenance instructions.
- H. Include sequence of operation by controls manufacturer.
- I. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- J. Provide control diagrams by controls manufacturer as installed.
- K. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.
- L. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- M. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- N. Include test and balancing reports.
- O. Additional Requirements: As specified in individual product specification sections.

3.05 OPERATION AND MAINTENANCE MANUALS

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- B. Prepare data in the form of an instructional manual.
- C. Binders: Commercial quality, 8-1/2 by 11 inch (216 by 280 mm) three D side ring binders with durable plastic covers; 2 inch (50 mm) maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- H. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
- I. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:
 - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
 - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:
 - a. Significant design criteria.
 - b. List of equipment.
 - c. Parts list for each component.
 - d. Operating instructions.
 - e. Maintenance instructions for equipment and systems.
 - f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
 - 3. Part 3: Project documents and certificates, including the following:
 - a. Shop drawings and product data.

- b. Air and water balance reports.
- c. Certificates.
- J. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.
- K. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

3.06 WARRANTIES AND BONDS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

END OF SECTION

SECTION 01 7900
DEMONSTRATION AND TRAINING

PART 1 GENERAL

1.01 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures; except:
1. Make all submittals specified in this section, and elsewhere where indicated for commissioning purposes, directly to the Commissioning Authority.
 2. Submit one copy to the Commissioning Authority, not to be returned.
 3. Make commissioning submittals on time schedule specified by Commissioning Authority.
 4. Submittals indicated as "Draft" are intended for the use of the Commissioning Authority in preparation of overall Training Plan; submit in editable electronic format, Microsoft Word 2003 preferred.
- B. Draft Training Plans: Owner will designate personnel to be trained; tailor training to needs and skill-level of attendees.
1. Submit to Architect for transmittal to Owner.
 2. Submit to Commissioning Authority for review and inclusion in overall training plan.
 3. Submit not less than four weeks prior to start of training.
 4. Revise and resubmit until acceptable.
 5. Provide an overall schedule showing all training sessions.
 6. Include at least the following for each training session:
 - a. Identification, date, time, and duration.
 - b. Description of products and/or systems to be covered.
 - c. Name of firm and person conducting training; include qualifications.
 - d. Intended audience, such as job description.
 - e. Objectives of training and suggested methods of ensuring adequate training.
 - f. Methods to be used, such as classroom lecture, live demonstrations, hands-on, etc.
 - g. Media to be used, such as slides, hand-outs, etc.
 - h. Training equipment required, such as projector, projection screen, etc., to be provided by Contractor.
- C. Training Manuals: Provide training manual for each attendee; allow for minimum of two attendees per training session.
1. Include applicable portion of O&M manuals.
 2. Include copies of all hand-outs, slides, overheads, video presentations, etc., that are not included in O&M manuals.
 3. Provide one extra copy of each training manual to be included with operation and maintenance data.
- D. Training Reports:
1. Identification of each training session, date, time, and duration.
 2. Sign-in sheet showing names and job titles of attendees.
 3. List of attendee questions and written answers given, including copies of and references to supporting documentation required for clarification; include answers to questions that could not be answered in original training session.
 4. Include Commissioning Authority's formal acceptance of training session.

1.02 QUALITY ASSURANCE

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 DEMONSTRATION - GENERAL

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner.
- B. Demonstrations conducted during Functional Testing need not be repeated unless Owner personnel training is specified.
- C. Demonstration may be combined with Owner personnel training if applicable.
- D. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
 - 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- E. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
 - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

3.02 TRAINING - GENERAL

- A. Commissioning Authority will prepare the Training Plan based on draft plans submitted.
- B. Conduct training on-site unless otherwise indicated.
- C. Owner will provide classroom and seating at no cost to Contractor.
- D. Do not start training until Functional Testing is complete, unless otherwise specified or approved by the Commissioning Authority.
- E. Provide training in minimum two hour segments.
- F. The Commissioning Authority is responsible for determining that the training was satisfactorily completed and will provide approval forms.
- G. Training schedule will be subject to availability of Owner's personnel to be trained; re-schedule training sessions as required by Owner; once schedule has been approved by Owner failure to conduct sessions according to schedule will be cause for Owner to charge Contractor for personnel "show-up" time.
- H. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
 - 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
 - 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
 - 3. Typical uses of the O&M manuals.
- I. Product- and System-Specific Training:
 - 1. Review the applicable O&M manuals.
 - 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
 - 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
 - 4. Provide hands-on training on all operational modes possible and preventive maintenance.
 - 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
 - 6. Discuss common troubleshooting problems and solutions.
 - 7. Discuss any peculiarities of equipment installation or operation.

8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
 10. Review spare parts and tools required to be furnished by Contractor.
 11. Review spare parts suppliers and sources and procurement procedures.
- J. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

END OF SECTION

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**SECTION 02 4100
DEMOLITION**

PART 1 GENERAL

1.01 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary: Limitations on Contractor's use of site and premises.
- B. Section 01 1000 - Summary: Description of items to be salvaged or removed for re-use by Contractor.
- C. Section 01 5000 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
- D. Section 01 6000 - Product Requirements: Handling and storage of items removed for salvage and relocation.
- E. Section 01 7000 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
- F. Section 01 7419 - Construction Waste Management and Disposal: Limitations on disposal of removed materials; requirements for recycling.

1.02 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Site Plan: Showing areas for temporary construction and field offices.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.01 SCOPE

- A. Remove paving and curbs as required to accomplish new work.
- B. Remove other items indicated, for salvage, relocation, and recycling.
- C. Fill excavations, open pits, and holes in ground areas generated as result of removals, using specified fill; compact fill as required so that required rough grade elevations do not subside within one year after completion.

3.02 GENERAL PROCEDURES AND PROJECT CONDITIONS

- A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
 - 1. Obtain required permits.
 - 2. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
 - 3. Provide, erect, and maintain temporary barriers and security devices.
 - 4. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
 - 5. Do not close or obstruct roadways or sidewalks without permit.
 - 6. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
 - 7. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
- B. Do not begin removal until receipt of notification to proceed from Owner.
- C. Protect existing structures and other elements that are not to be removed.
 - 1. Provide bracing and shoring.

2. Prevent movement or settlement of adjacent structures.
3. Stop work immediately if adjacent structures appear to be in danger.

D. Partial Removal of Paving and Curbs: Neatly saw cut at right angle to surface.

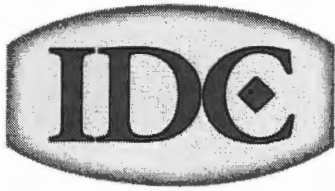
3.03 SELECTIVE DEMOLITION FOR ALTERATIONS

- 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 shown.
 2. Report discrepancies to Architect before disturbing existing installation.
 3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
- B. Remove existing work as indicated and as required to accomplish new work.
 1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
 2. Remove items indicated on drawings.
- C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
 1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
 2. 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.
 3. Verify that abandoned services serve only abandoned facilities before removal.
 4. 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.
- D. Protect existing work to remain.
 1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
 4. Patch as specified for patching new work.

3.04 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Remove from site all materials not to be reused on site; comply with requirements of Section 01 7419 - Waste Management.
- C. Leave site in clean condition, ready for subsequent work.
- D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION



Eastland Park Hotel Fire Prevention Program Manual

Table of Contents

1. Program Description
2. Scope
3. Definitions & Acronyms
4. Responsibilities
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6. Fire Detection, Alarms, Suppression Systems
7. Corridors, Egress Routes, Exit Doors
8. Construction "Elevator"
9. Hot Work
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11. Fire Extinguishers
12. Fire Command Room
13. Nightly Closing Checks
14. Reporting Requirements
15. Training
16. Information

1. Program Description

The Fire Safety Program is essential in protecting the EASTLAND PARK HOTEL jobsite from injuries, deaths, business interruption, and property damage resulting from fires and related perils. The Fire Safety Program is intended to ensure reasonable and consistent protection for persons and property in or on the EASTLAND PARK HOTEL jobsite.

2. Scope

This program is applicable to all IDC Construction Staff, Contractors, Vendors, and/or Visitors to this jobsite. The International Building Code (IBC) along with National Fire Protection Association (NFPA) standards, are the primary sources used in development of this program.

3. Definitions and Acronyms

- Area of Refuge - Any area, room or section of a building, which, by virtue of its construction, will provide a safe area for persons to enter during a fire situation until rescue is performed.
- Authority Having Jurisdiction (AHJ) - The Authority Having Jurisdiction (or his/her authorized representative) determines the interpretation and application of fire protection requirements as adopted by the local Fire Marshal (FM) or authority having jurisdiction.
- Authorized Lockout/Tagout Employee – A person who is authorized to lockout and tagout a specific machine or equipment to perform service or maintenance.
- Automatic - Refers to equipment that will function without human intervention. Examples of automatic equipment include automatic detection or suppression systems, automatic alarms, and emergency shutdown devices.

Fire Prevention Program Manager (FPPM) – The FPPM is a jobsite representative who has the responsibility and authority to enforce fire and life-safety requirements on the EASTLAND PARK HOTEL jobsite.

State Fire Marshall (SFM)- This person shall be the state representative having the responsibility for plan review and comment regarding required regulations and requirements.

Authority Having Jurisdiction (AHJ) - This person shall be the local authority having the responsibility for plan review and construction inspection and/or final approval regarding State and Local Fire Marshall regulations and requirements for jobsite.

Combustible Material - This term applies to solid materials that are capable of igniting and burning.

Combustible Liquid - Liquids with a flash point of 100° Fahrenheit or above, which are capable of ignition and require a higher degree of heat to produce a fire.

Exit - The portion of a means of egress that is separated from all other spaces of the building to provide a protected way of travel to the exit discharge.

Exit Discharge – A means of egress that is separated between the termination of an exit and a public way.

Means of Egress – The direction or way a person would evacuate a building in an emergency.

Emergency Device - A general type of emergency safety device or equipment. This may include items such as fire alarm pull stations, fire extinguishers, fire alarms, smoke detectors, fire hydrants, and/or fire department connections.

Flammable Liquid – A liquid that has a flash point of less than 100° Fahrenheit and will ignite at a low temperature and continue to burn.

Hazardous Products/Area - A flammable, combustible, toxic, corrosive, noxious, heat-producing product or appliance which could cause ill effects to humans if released in an uncontrolled amount or manner. A hazardous area is any room or structure in which these products are processed, stored or used.

Listed - All equipment or materials that are accepted by the SFM or as conforming to the provisions of the SFM's regulations and are included in a list published by the SFM.

National Fire Protection Association (NFPA) - A nationally recognized fire protection association that develops fire protection codes and standards.

Occupant Load - The maximum number of people which can occupy any given space with sufficient room to move about, complete a function, and/or safely evacuate the building.

Self-closing - A device which will ensure that a door or required enclosure will, when opened, return to the closed and latched position without human intervention.

Surge Protector - A listed multi-plug extension cord device which incorporates an on/off switch, built-in fuse, and is Underwriter's Laboratory (UL) or Factory Mutual (FM) tested.

4. Responsibilities

4.1 The General Contractor has ultimate responsibility for the jobsite, and designates appropriate resources for jobsite safety and fire protection.

4.2 The Trade Contractor/Subcontractor's Supervisors are responsible for ensuring that all areas under their direction are accountable for specific and applicable elements of the Fire Prevention Program.

4.3 The Trade Contractor/Subcontractor's Employees are responsible for ensuring that all individual work areas are accountable for specific and applicable elements of the Fire Prevention Program.

4.4 The FPPM and AHJ shall be responsible for the interpretation and application of fire protection codes and regulations and shall coordinate to enforce applicable fire and life-safety codes, laws, and regulations for all construction related activities on the jobsite. The FPPM is authorized to suspend unsafe construction operations or construction activities, and has the responsibility for ensuring compliance with all fire protection requirements, including, but not limited to:

- The review of all existing conditions and approval of best management practices as it relates to fire prevention.
- The periodic inspection of all jobsite areas to ensure compliance with recognized regulations and/or special requirements as noted by the local AHJ.
- Weekly coordination with all Trade Contractor's Supervisors to ensure that ongoing review and training with Trade Contractor's employees takes place.
- The initial review and discussion of IDC Construction, LLC's Fire Prevention Program with all new employees arriving onsite to perform work.
- The daily documentation and resolution of any unsafe practices identified during routine inspections.
- Coordination with local AHJ throughout construction cycle, during inspections, and/or prior to final signoff.

4.5 The FPPM is responsible for the interpretation and application of fire protection codes and regulations, and is authorized to enforce applicable fire and life-safety codes, laws, and regulations, for all jobsite activities. The FPPM has responsibility for ensuring compliance with all fire protection requirements including, but not limited to:

- The storage, handling and use of explosive, flammable, combustible, toxic, corrosive, and other hazardous materials.
- The maintenance of exits, fire resistive construction and assemblies, fire alarm systems, and fire extinguishing systems and equipment.
- Coordination with jobsite Electrical Subcontractor for all temporary lighting requirements and maintenance thereof.
- Coordination of all Trade Contractor's MSDS correspondence related to their specific scope of work.
- Review of all temporary signage and temporary "Exit Light" locations and maintenance as required.
- The review and coordination of all fire evacuation plans
- The prevention and elimination of fire, life-safety, and panic hazards.

5. General

5.1 General Fire Safety - Fire safety is a matter of common sense, education and training. By following the guidelines and requirements of this program, we can prevent most of the situations that cause fires to start.

5.2 Coordination- All work that occurs on the jobsite must be coordinated with the FPPM. The FPPM will assist with an evaluation, and if necessary, make recommendations on any hazards that the event may present. The FPPM will also assist in coordination with emergency response agencies if needed.

5.3 Smoking Policy – Smoking-related fires are still the most common of all fires in the United States. FPPM shall be responsible for ensuring compliance of the jobsite smoking policies.

- Smoking shall not be permitted ANYWHERE on the interior of the building.

5.3.1 Outdoor areas where smoking is NOT permitted:

- Smoking is prohibited within twenty (20) feet of air intake locations.
- Smoking is not permitted in areas where hazardous materials are used or stored.
- Smoking is not permitted within fifty (50) feet of flammable storage tanks or fuel dispensers.
- Smoking is not permitted around any entry locations to the building.
- Where “NO SMOKING” signs are posted.

5.4 Electrical Safety - Work on electrical wiring or electrical equipment is permitted only under the oversight of an Authorized Lockout/Tagout Employee. All persons on the jobsite must comply with the safe use guidelines of this program.

5.4.1 Extension cords, of proper size and according to their use, are permitted under the following conditions:

- Cords shall be one (1) continuous length. Cords must not be connected or spliced together.
- A multi-plug extension cord that incorporates a surge protector and circuit breaker. This form of extension cord is recommended.
- Any cord showing signs of wear, defects, bulging, exposed wire, and/or other damage shall be replaced immediately.
- Cords shall not create a tripping hazard for normal traffic or in emergency evacuation pathways.
- Cords shall not be located in corrosive areas or near any substance which would deteriorate the extension cord.

5.5 Electrical Panels - Electrical panels are required to be in a location where a person has easy access to turn off the power to a piece of equipment or area in an emergency. Security may be required to prohibit the inadvertent shutdown of critical equipment. It must be recognized, however, that shutting off power to an electrical fire is often the best action to take in a fire emergency.

5.5.1 Electrical Panels (both Temporary and Permanent) must meet the following requirements:

- Be accessible to the occupants in an emergency.
- Be unobstructed 36 inches in front of and in all directions around the panel.
- Have the panel cover and panel door securely in place and closed.
- Have all breakers and main switches clearly marked as to the equipment/area that they control.

- Be identifiable as an electrical panel. Do not cover or paint electrical panels to match the wall, etc.

5.5.2 Electrical Panels (both Temporary and Permanent) must not:

- Be locked (except when approved by FPPM).
- Have the breakers taped or otherwise secured in the on position (except when approved by FPPM).
- Have any work performed on the panel unless the work is approved and monitored by a licensed electrician.

5.6 Electrical Outlets/Switches - An overload on the electrical system may be possible and cause an outlet to spark. The safety guidelines listed below must be followed.

5.6.1 Outlets must meet the following requirements:

- Have the cover plate securely fastened to the outlet box.
- Be replaced when broken.
- Have an approved cover.
- Be protected by a Ground Fault Circuit Interrupter (GFCI) when located within six (6) feet of a water source.
- It is recommended that combustible items such as trash cans, rags, flammable liquids etc., be kept at least two (2) feet from either side of the outlet, when possible.

5.7 Storage – Storage, in and of itself, does not constitute a fire hazard. The problem begins when items are stored in an improper manner, in a hazardous location where other fire hazards are present, or where storage affects the safe evacuation of occupants.

5.7.1 General Storage - This area pertains to any area and/or room used for the general storage of ordinary combustibles for temporary or long-term storage.

5.7.1.1 Combustible materials must be separated from other hazardous materials such as flammables, corrosives, explosives, oxidizers, etc. Contact the FPPM to assist with evaluations of identified locations.

- Stored materials must be kept at least three (3) feet from any heat source.
- Aisles in any room used for storage must have a minimum three (3) feet width to allow for evacuation and for firefighters to gain access to the most remote area of the room.
- Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes, the exit door, emergency equipment, or entry of emergency personnel.
- Storage under stairs is not permitted unless approved by the FPPM.
- Storage of materials must not be closer than 18 inches to sprinkler heads.
- Doors to storage rooms must remain closed except when entering or leaving the room.
- Smoking is not permitted in any storage area under any conditions.

5.7.2 Flammable Storage - It is critical that flammables not only be used properly, but also stored safely.

- Flammable storage must be kept at least fifty (50) feet from open flames or other heat sources.
- Ordinary combustibles must not be stored in flammable storage cabinets.
- Oily or grease-laden rags must be kept in metal self-closing containers.
- Only metal flammable storage cabinets meeting CFC and NFPA standards will be used.

5.7.3 Storage of Hazardous Materials - Hazardous products may produce a substantial amount of harmful inhalation hazards, as well as react with a fire to create a fast moving or explosive situation. Storage of such materials must be strictly controlled.

- Proper storage and handling of these materials will be determined by the FPPM.
- Hazardous materials must not be stored within fifty (50) feet of any open flame or heat source.
- Hazardous materials must not obstruct evacuation routes or be stored under stairs.
- Smoking is not permitted within fifty (50) feet of hazardous materials storage.
- Hazardous materials must be stored in separate cabinets or rooms according to their reactive properties.

6. Fire Detection, Alarms and Suppression Systems

The requirement to maintain working fire detection and alarm system shall be a coordinated effort between the responsible Trade Contractors, and FPPM. Only sprinkler standpipes with 2-1/2" hose valves shall remain in service. For this project, the fire protection system shall be rendered inoperable during periods of renovation. In situations where the fire detection and/or alarm system are temporarily made inoperable, then alternate measures shall be put in place. These alternate measures shall be reviewed and approved by FPPM and local AHJ.

6.1 Tampering - Installed systems must not be tampered with in any way. Tampering is considered a criminal act by SFM standards. Tampering is defined as:

- Any intentional or malicious activation of a system when there is no emergency.
- The intentional deactivation of a system either by disconnecting, breaking or removing devices, wiring, etc.
- Falsely reporting the activation of a system.

6.2 Obstructing - No part of the system must be obstructed at any time. Obstruction includes the following conditions:

- There must be a two (2) feet clearance in all directions of fire alarm pull stations.
- Fire alarm bells/horns/strobes must not be visually blocked or muffled.
- Smoke/heat/beam detectors must not be covered unless specifically authorized by the FPPM during renovations or special operations. During the demolition phase of work, all smoke and heat detectors shall be temporarily removed and an alternative means of fire protection shall be utilized such as temporary standpipes, fire extinguishers, etc.

- Any temporary measures that affect the operation of any system must be approved by the FPPM.
- Nothing must be hung from or wrapped around any system device or piping.
- Fire department connections must not be obstructed at any time.
- If at any point, the “Fire Pump” is taken out of service, then FPPM shall immediately notify Fire Department so that alternative measures can be temporarily put in place.

6.3 Prevention of False Alarms - Any operation that would activate the alarm system must be coordinated with the FPPM. Such operations include, but are not restricted to:

- Welding or other heat producing work around sprinklers and/or heat detectors.
- Sanding or other work around smoke detectors, which would create dust.
- Use of smoke producing devices that could potentially set off smoke detectors.
- Steam cleaning or spray painting that could potentially set off detectors.
- Use of open flames near any heat or smoke-sensing device.

6.4 Testing - Only authorized personnel, or their designated contractor, may conduct testing, maintenance or repair of systems.

7. Corridors, Egress Routes, Exit Doors.

In an emergency, one of the most important requirements is to ensure that all occupants can leave the building safely. To accommodate this, corridors, hallways and exits shall be maintained free of any debris, material, and/or other obstruction that could prevent people leaving the building in the safest and quickest method possible.

7.1.1 Obstructions:

- No corridor, aisle way or component of a means of egress may be obstructed.
- Materials, equipment, temporary measures, etc. must not obstruct the minimum width of 44 inches, and must be arranged so there is a direct path of egress through the “work area” to the nearest designated exit.
- Wires, cables or extension cords must not be laid across corridors, aisles or pathways.
- Exit doors must remain unlocked during hours in which the building is occupied. All special locking devices must be approved by the FPPM.

7.1.2 Minimum Widths:

Minimum widths (which must be increased accordingly with the number of occupants) range 44 inches or greater for corridors, and several feet wide for buildings with large crowds. Coordination with the FPPM and local AHJ will be required to obtain guidance on minimum width requirements for specific conditions.

- Materials, staging, and/or any temporary measures which protrude from the walls must not obstruct the minimum width nor present a tripping or other safety hazard.
- Minimum aisle widths must be maintained at all times.

7.1.3 Protrusions:

- The minimum ceiling height in exit passageways is seven feet (7'-0"). Lights, signs, or any other item hung from the ceiling may not be lower than six feet, eight inches (6'-8").
- Wires or cables hung from the ceiling must not present a safety hazard. For example, hanging wires must not become entangled in any equipment that is being transported through a corridor.

7.1.4 Items not permitted in corridors include:

- Flammable storage cabinets of any size.
- Compressed gas containers of any size.
- Carts, cabinets, shelves, or other items on which combustibles or flammables are likely to be stored.
- Any items that will impede the normal or emergency flow of traffic or will obstruct any emergency device.
- Portable heaters or other devices that may present a hazard.
- Unprotected high voltage, electrical or gas powered equipment of any kind.

7.2 Fire/Smoke Rated Doors

It is our goal that all fire and smoke rated doors are equipped with a self-closing device and are installed to keep fire from spreading throughout a building.

7.2.1 Blocking Doors – Keeping fire doors open allows smoke and fire to travel through an uncontrolled avenue throughout the building. In order to reduce the spread of fire throughout the building, the following guidelines are provided below:

- Fire/smoke rated doors must not be kept or blocked open except with an approved automatic magnetic release device, which will release the door when any emergency alarm device is activated.
- The self-closing devices on doors must not be disconnected or rendered inoperable.
- If the door must be held open for movement of materials, equipment or other large size or number of items, the person responsible for the move will provide an individual at the door to ensure the door is not left open if the building is evacuated.
- "Door chocks" or "foot stops" must not be installed on any fire rated door. No equipment, tools, and or material, etc. shall be used to block the door open.

7.2.2 Doors that need to be left open for high traffic areas or visual security may be so authorized by two options: 1) The automatic magnetic release device is installed in a facility that ties into the existing

fire alarm system or; 2) The facility is a self-contained building. If one of these options is met, the door will require an automatic magnetic release device installed which will release the door when any emergency alarm device is activated.

Obstructions that will prohibit fire/smoke rated doors from closing and latching without human intervention are not permitted.

8. Construction Elevator

FPPM shall maintain access to a temporary "Construction Elevator" at all times both day and night. Trained operator shall be available as needed 24 hours/day.

- At various points on the project there may be different elevators used depending on the work taking place at that time. FPPM shall ensure proper notification is posted in "Fire Command Room".

9. "Hot Work"

"Hot Work" is defined as any open/exposed flame, whether located indoors or outdoors, that could cause a potential fire hazard (i.e. welding, cutting with torch, temporary heaters (i.e. salamanders), etc.

- There shall be no "Hot Work" on the jobsite unless approved by the FPPM.

9.1 "Hot Work" (Indoors) – "Hot Work" indoors (particularly when such work will activate any type fire alarm detection/suppression system) is normally prohibited. Special exceptions may be authorized under the following conditions:

- Obtain a "Hot Work Permit" prior to any indoor open flame. Trade Contractor shall coordinate with the FPPM and local AHJ over the issuance of hot work permits. A copy of all permits shall be provided to the FPPM for record.
- The proposed "Hot Work" must not endanger the occupants or facility.
- The proposed "Hot Work" location must not block any emergency device or access to any exit.
- Any Trade Contractor engaged in any "Hot Work" shall be responsible for providing a "Fire Watch" in the area of the "Hot Work" activity.
- Trade Contractor shall meet with FPPM a minimum of 24 hours in advance of any "Hot Work" activity for final review and coordination.
- At the completion of any activity requiring "Hot Work", Trade Contractor shall be responsible for completely extinguishing and removing all excess materials from work area. This shall also include an additional fire watch of approximately thirty (30) minutes, or longer if needed, to ensure that area is completely extinguished and that no residual heat is remaining that could spark or ignite a flame.

9.2 "Hot Work" (Outdoors) – "Hot Work" outdoors shall not be allowed on any jobsite as a general rule. If an exception is required, then Trade Contractor shall coordinate with FPPM and local AHJ to review

and determine best management practices for achieving this. Other conditions that will be required include the following:

- The proposed "Hot Work" must not endanger any adjacent buildings, vehicles or vegetation.
- The "Hot Work" location must not block access for emergency vehicles to any building, street or emergency device.
- Any Trade Contractor engaged in "Hot Work" shall be responsible for providing a "Fire Watch" in the area of the "Hot Work" activity.
- Trade Contractor shall meet with FPPM, a minimum of 24 hours, in advance of any "Hot Work" activity for final review and coordination.
- At the completion of any activity requiring "Hot Work", Trade Contractor shall be responsible for completely extinguishing and removing all excess materials from work area. This shall also include an additional fire watch of approximately thirty (30) minutes to ensure that area is completely extinguished and that no residual heat is remaining that could spark or ignite a flame.

10. Temporary Heat

The most common causes of fires are unattended heaters and combustible materials located too close to a heat source. The following requirements address the use of temporary heaters on jobsite.

10.1. Authorized Use:

- As a general rule, the use of temporary heating equipment shall be subject to the regulations governed by the local AHJ.
- Portable space heaters shall be allowed only when there is a problem distributing heat to specified areas. Once building mechanical systems are installed to a point where start-up can occur, there shall be no further use of temporary heaters.
- Stairwells shall have a "temporary" means of heat to prevent freezing of water filled standpipes during construction.
- Ensure that all floor and space heaters are unplugged when not in use.
- The heater must be UL or FM tested, and incorporate a tip- over switch which will turn off the heating element and fan if the unit is knocked over.
- The heater must be in good repair, and have a cord long enough to reach the electrical outlet. EXTENSION CORDS MUST NOT BE USED ON HEATERS.
- The heater must be unplugged at the end of the work day or if the building will be left unattended for an extended period.
- The heater must be kept three (3) feet from any combustible materials.
- The heater must not be used within fifty (50) feet of flammable storage.
- The placement of the heater will not create a tripping or evacuation hazard.

11. Fire Extinguishers

The number of recorded disastrous fires has been reduced over the years due to the increased awareness of and the use of fire extinguishers. A fire extinguisher, when used properly on a fire in its earliest stage, could lessen the chance of injury to people and damage to property.

11.1 Responsibility – FPPM is responsible for the installation, tracking, maintenance, and replacement of fire extinguishers around jobsite. If an extinguisher needs to be replaced, then it shall be the responsibility of all parties, including but not limited to IDC Employees and/or Trade Contractors to provide notice in a timely manner so that FPPM can replace accordingly.

- Trade Contractor's performing work on jobsite shall be responsible for their proper employee training in use of Fire Extinguishers.

11.2 Types - The type of extinguisher made available in a particular location is determined by the FPPM and local AHJ using the following factors:

- The type of hazard (combustibles, flammables, electrical hazards, chemicals, etc.).
- The amount of combustibles and/or flammables in the area.
- The best agent to be used on the hazard(s) (i.e., water, dry chemical, carbon dioxide, halon).

11.3 Location - The location of the extinguisher will be determined by the FPPM.

- The extinguisher must be located at or near the exits in the normal path of travel to the exit.
- The travel distance required to reach an extinguisher is between 30-75 feet, depending on the type of building.
- The extinguisher must be clearly visible and identifiable. When this is not possible, appropriate signage will be posted directing the occupant to the location.
- The extinguisher must remain located in its designated location. Extinguishers shall not be used as a doorstop, to cover a welding operation, or for any use other than their intended purpose.
- The extinguisher must not be hung higher than five (5) feet from the floor.

11.4 Inspection - Extinguishers must be inspected periodically. The FPPM or designated third party must check each extinguisher visually at least once per month. This check will include:

- Ensuring that the extinguisher is in its designated location.
- Checking the pressure on the gauge (tamper seal on carbon dioxide (CO 2 extinguishers)).
- Checking to see that the safety pin is in place and sealed.
- Checking the extinguisher for any obvious physical damage.
- Documentation of monthly inspections.

11.5 Misuse of Extinguishers - The following actions will be considered tampering/vandalism of a fire extinguisher.

- Discharging an extinguisher for any reason other than extinguishing a fire.
- Relocating an extinguisher without specific approval of the FPPM.

- Damaging any part of the extinguisher intentionally or accidentally through carelessness.

11.6 Operation of Extinguishers – Employees comfortable using a fire extinguisher on a fire smaller than a wastebasket, must be trained in the operation of a fire extinguisher. Four basic steps to using an extinguisher can be described by using the acronym “PASS”:

- Pull the safety pin from the handle. It will be necessary to break the plastic seal.
- Aim the extinguisher at the base of the flame.
- Squeeze the handle all the way down to release the agent.
- Sweep the agent across the fire with a side-to-side motion. Be sure to cover the entire fire.

11.7 Reporting of Discharged or Damaged Extinguishers - NEVER put an extinguisher back in its place after extinguishing a fire. If an extinguisher is discharged, even for a few seconds, or if it is damaged in any way, report the extinguisher and its location to FPPM.

12. Fire Command Room

FPPM shall locate the jobsite “Fire Command Room” in compliance with local AHJ.

12.1 Fire Command Room Requirements

- Keys to Fire Command Room shall be located in temporary “Knox Box” at Front Entry of building.
- FPPM shall provide a “white board” that is updated daily as to the status of current work areas. The purpose of this update shall be to notify any and all “emergency responders” as needed upon arrival to the jobsite.
- FPPM shall specifically note any areas that are “not accessible” or have “potentially unsafe conditions”.
- FPPM shall keep an updated set of “project documents” in Fire Command Room at all times.
- FPPM shall keep an updated set of MSDS sheets in Fire Command Room at all times.

13. Nightly Closing Checks

It is important to ensure that when leaving for the day or shift, no potential fire hazard is left behind. The following is a short list of common items that should be checked before leaving the jobsite.

13.1 Electrical:

- Unplug all heat-producing devices.
- Turn off all electrical equipment that does not require continuous power.
- Ensure that all equipment that requires continuous power does not have frayed or worn cords, and is not warm to the touch. Ensure that combustible materials are not stored near motors.

- Turn off all unnecessary lighting. If lighting is required for security, ensure that no combustibles are stored near or attached to the lighting device. Please note that temporary building lighting will remain active at all times until permanent lighting is installed.

13.2 Trash:

- All trash and debris shall be removed to dumpsters during and/or at the completion of each work day.

13.3 Miscellaneous:

- Ensure that all "Storage Rooms" containing combustible or flammable materials have been secured.
- Ensure that all areas where "Hot Work" activities have taken place are completely extinguished and that no residual heat is remaining.
- Ensure that all temporary fire alarm and/or systems are operational.
- Ensure that all exterior entries into jobsite have been secured from unauthorized access.

13.4 Night Watchman/Security

- FPPM shall ensure that night watchman/security guard shall be able to provide required "Fire Watch" as needed during non-working hours.
- During normal working hours, FPPM and all Trade Contractors shall be responsible for providing required "Fire Watch" as needed and/or required.

14. Reporting Requirements

14.1 Reporting of Fires or Explosions:

- All parties while onsite performing work shall have a responsibility to report ANY and ALL fire or explosions that may occur.
- Responsible parties shall provide a report to FPPM identifying the following:
 - Cause of the fire/explosion
 - Damage that occurred
 - Photos of incident
 - Any and all injuries no matter what severity
 - Steps being taken to prevent a re-occurrence.
- All reporting shall be provided with 24 hours of incident occurring. If circumstances prevent this from occurring then responsible party shall provide daily updates to FPPM until final report is issued.

15. Training

- All Trade Contractors who will be performing work onsite shall receive introductory briefing and/or review of IDC Construction LLC's Fire Prevention Program. This shall be a requirement prior to mobilizing onsite to perform any work.
- All Trade Contractor's Supervisors shall be responsible for providing ongoing review and notifications to their employees while onsite performing work. From time to time this may require coordination with FPPM depending on conditions or scope of work.
- Depending on the specific work area, there may be additional training requirements needed. Trade Contractor, AHJ, and FPPM shall work together to review and determine best management practice method.

16. Information

For Fire Safety information on EASTLAND PARK HOTEL Jobsite, please contact the following personnel:

Contact Person(s)

Brian Johnston (Main Contact)

David Folsom (Alternate)

Fire Prevention Program Manager, (FPPM)

Fire Prevention Program Manager, (FPPM)

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