



DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



# CITY OF PORTLAND

# BUILDING

# PERMIT

PERMIT ISSUED  
 JAN 11 2011  
 CITY OF PORTLAND

This is to certify that MARC C FOSTER

Located At 540 CONGRESS

has permission to Reny's Interior Demo

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 procured prior to occupancy.

**Fire Prevention Officer**

**Code Enforcement Officer / Plan Reviewer**

**THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.**

**PENALTY FOR REMOVING THIS CAR**

**SCANNED**  
 PERMIT ISSUED  
 JAN 11 2011  
 CITY OF PORTLAND

**City of Portland, Maine - Building or Use Permit Application**

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

Job No: 2011-01-200-ALTCOMM	Date Applied: 1/3/2011	CBL: 037 - - H - 002 - 002 - - - - -	<div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>PERMIT ISSUED</b>                  JAN 11 2011                  CITY OF PORTLAND             </div>
Location of Construction: 540 CONGRESS	Owner Name: MARC C FOSTER	Owner Address: 90 CARROLL ST PORTLAND, ME - MAINE 04102	
Business Name:	Contractor Name: Ryan, Steve	Contractor Address: P.O. Box 2353 91 Broadturn RD SCARBOROUGHMAINE04070	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: BLDG - Building	Zone:
Past Use: <i>M</i> <i>Mercantile</i>	Proposed Use: <i>M</i> <i>Demo permit only.</i>	Cost of Work:	CEO District:
		Fire Dept: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input checked="" type="checkbox"/> N/A	Inspection: Use Group: Type: <i>M</i> <i>Promo</i> Signature: <i>[Signature]</i>
Proposed Project Description: <i>Reny's Interior Demo</i>		Pedestrian Activities District (P.A.D.)	

Permit Taken By:	<b>Zoning Approval</b>		
	<b>Special Zone or Reviews</b> <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>1/11/11</i>	<b>Zoning Appeal</b> <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:	<b>Historic Preservation</b> <i>Interior only</i> <input type="checkbox"/> Not in Dist or Landmark <input checked="" type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>1/11/11</i>

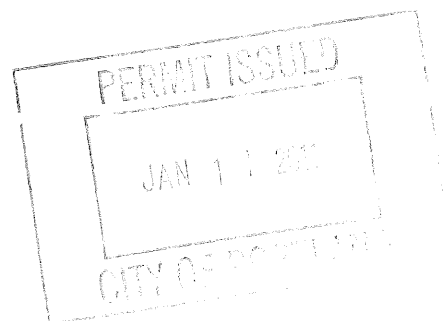
**CERTIFICATION**

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 application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

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

# 540 Congress St - Zoning Comments

1. Separate permits shall be required for any new signage.
2. This property shall remain a retail use on the first floor. Any change of use shall require a separate permit application for review and approval.
3. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.



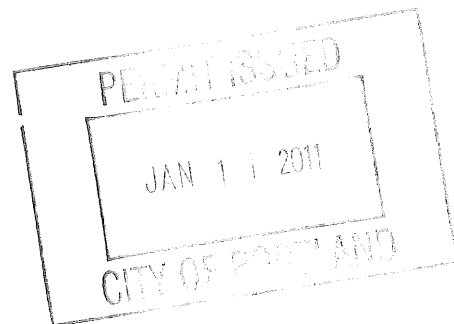
**Building**

This approves interior demolition only, no structural work allowed. No other construction activities allowed, including plumbing, electrical and heating.

## Conditions:

### Zoning

1. Separate permits shall be required for any new signage.
2. This property shall remain a retail use on the first floor. Any change of use shall require a separate permit application for review and approval.
3. ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District.



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

Job No: 2011-01-200- ALTCOMM	Applicatin Date: 1/3/2011	CBL: 037 - - H - 002 - 002 - - - - -
------------------------------------	------------------------------	--

Location of Construction: 540 CONGRESS	Owner Name: MARC C FOSTER	Owner Address: 90 CARROLL ST PORTLAND, ME - MAINE 04102	Phone:
Business Name:	Contractor Name: Ryan, Steve	Contractor Address: P.O. Box 2353 91 Broadturn RD SCARBOROUGHMAINE04070	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type:	Zone: B-3
Past Use: Retail (LL Bean)	Proposed Use: Same -Retail (Reny's)	Permit Fee:	Cost of Work:
Proposed Project Description: Demolition and new tenant fit-up		CEO District:	
Permit Taken By:	Date Applied For: 1/3/11		



**GEORGE S. PARKER**

**ARCHITECT**

206 Elm Street  
P.O.B. 1327  
Damariscotta, Maine 04543

Phone 207-563-8754  
Fax 207-563-7029  
Email:gparker@gparkerarchitect.com

December 31, 2010

Ms. Tammy Munson  
Building Inspections Department  
Portland City Hall  
389 Congress Street  
Portland, ME 04101

Re: 540 Congress Street Demolition and Removals permit

Dear Tammy,

Enclosed are the following for review and approval of the Part 1, Removals Permit for the 540 Congress Street project.

1. Permit application. I have left the Fire Department letter in case they wish it for this stage.
2. Drawings A1 and A4. The A3, Life Safety Plan is also enclosed for the Fire Department's use if they need it at this time.
3. Removal Specifications.
4. Renys will be paying the permit fee separately. It may already be done.

Let me know if there is further information or clarifications needed.

Many thanks for your help.

Sincerely,

A handwritten signature in black ink that reads "George Parker". The signature is written in a cursive style with a long horizontal flourish at the end.

George Parker, Architect



# General Building Permit Application

## PART I - REMOVALS

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: <u>540 CONGRESS STREET</u>		
Total Square Footage of Proposed Structure/Area <u>26,736</u>		Square Footage of Lot <u>27,955</u>
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot#  <u>037      H-002002</u>	Applicant *must be owner, Lessee or Buyer* Name <u>MARC FOSTER</u> Address <u>90 CARROLL ST</u> City, State & Zip <u>PORTLAND 04102</u>	Telephone: <u>207-408-578</u>
Lessee/DBA (If Applicable); <u>RH. RENY CO.</u> <u>731 ROUTE 1</u> <u>NEW CASTLE, ME 04553</u>	Owner (if different from Applicant); Name Address City, State & Zip	Cost Of Work: \$ <u>20,000</u> C. of O Fee: \$ <u>220.00</u> Total Fee: \$ <u>220.00</u>
Current legal use (i.e. single family) <u>COMMERCIAL</u>		
If vacant, what was the previous use: _____		
Proposed Specific use: <u>MERCANTILE</u>		
Is property part of a subdivision? <u>NO</u> If yes, please name _____		
Project description: <u>RENOVATION OF FIRST FLOOR SPACE.</u>		
Contractor's name: <u>FLYNN-Z CONSTRUCTION</u>		
Address: <u>P.O. B# 2353, 91 SROADTURN Rd.</u>		
City, State & Zip <u>SCARBOROUGH, ME 04070</u>		Telephone: <u>883-0306</u>
Who should we contact when the permit is ready: <u>FLYNN-Z (STEVE FLYNN)</u>		Telephone: <u>SAME</u>
Mailing address: <u>SEE ABOVE</u>		

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](http://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: *Marc Foster*      Date: 12-28-2010

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





# Certificate of Design Application (PART I INTERIOR RENOVATION)

From Designer: GEORGE S. PARKER, ARCHITECT

Date: 12/28/2010

Job Name: 540 CONGRESS ST. RENOVATIONS

Address of Construction: 540 CONGRESS ST.

## 2003 International Building Code

Construction project was designed to the building code criteria listed below:

BUILT IN 1940'S

Building Code & Year CODE UNKNOWN Use Group Classification (s) M - MERCANTILE

Type of Construction TYPE 2 - UNPROTECTED (AN ASSUMPTION)

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2003 IRC YES

Is the Structure mixed use? YES If yes, separated or non separated (section 302.3) DO NOT KNOW

Supervisory alarm System? YES Geotechnical/Soils report required? (See Section 1802.2) N/A

### Structural Design Calculations

Submitted for all structural members (106.1 - 106.11)

### Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use

Loads Shown

### Wind loads (1603.1.4, 1609)

Design option utilized (1609.1.1, 1609.6)

Basic wind speed (1809.3)

Building category and wind importance Factor,  $I_w$  (table 1604.5, 1609.5)

Wind exposure category (1609.4)

Internal pressure coefficient (ASCE 7)

Component and cladding pressures (1609.1.1, 1609.6.2.2)

Main force wind pressures (7603.1.1, 1609.6.2.1)

### Earth design data (1603.1.5, 1614-1623)

Design option utilized (1614.1)

Seismic use group ("Category")

Spectral response coefficients,  $S_D$  &  $S_{D1}$  (1615.1)

Site class (1615.1.5)

Live load reduction

Roof live loads (1603.1.2, 1607.11)

Roof snow loads (1603.7.3, 1608)

Ground snow load,  $P_g$  (1608.2)

If  $P_g > 10$  psf, flat-roof snow load  $P_f$

If  $P_g > 10$  psf, snow exposure factor,  $C_e$

If  $P_g > 10$  psf, snow load importance factor,  $I_s$

Roof thermal factor,  $C_t$  (1608.4)

Sloped roof snowload,  $P_s$  (1608.4)

Seismic design category (1616.3)

Basic seismic force resisting system (1617.6.2)

Response modification coefficient,  $R$ , and deflection amplification factor  $C_d$  (1617.6.2)

Analysis procedure (1616.6, 1617.5)

Design base shear (1617.4, 1617.5.1)

### Flood loads (1803.1.6, 1612)

Flood Hazard area (1612.3)

Elevation of structure

### Other loads

Concentrated loads (1607.4)

Partition loads (1607.5)

Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)

NOT APPLICABLE FOR THIS APPLICATION.



# Certificate of Design

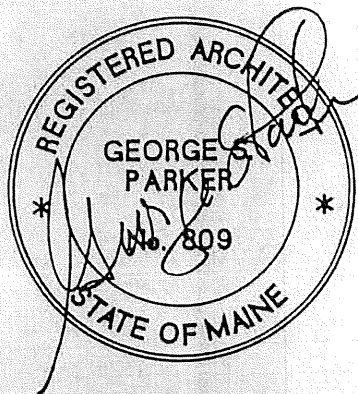
Date: 12/28/2010

From: GEORGE PARKER

These plans and / or specifications covering construction work on:

RENOVATIONS to 540 CONGRESS ST.

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the *2003 International Building Code* and local amendments.



Signature: *George Parker*

Title: OWNER

Firm: GEORGE PARKER, ARCHITECT

Address: POB 1327

DAMARISCOTTA, ME 04875

Phone: 563-8754

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)



# Commercial Interior & Change of Use Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal.

INFORMATION PERTAINING  
TO REMOVALS ONLY

- Cross sections w/framing details
- Detail of any new walls or permanent partitions
- Floor plans and elevations
- Window and door schedules
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment, HVAC equipment or other types of work that may require special review
- Insulation R-factors of walls, ceilings, floors & U-factors of windows as per the IECC 2003
- Proof of ownership is required if it is inconsistent with the assessors records.
- Reduced plans or electronic files in PDF format are required if originals are larger than 11" x 17".
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal and external plumbing, HVAC & electrical installations.

For additions less than 500 sq. ft. or that does not affect parking or traffic, a site plan exemption should be filed including:

- The shape and dimension of the lot, footprint of the existing and proposed structure and the distance from the actual property lines.
- Location and dimensions of parking areas and driveways, street spaces and building frontage.
- Dimensional floor plan of existing space and dimensional floor plan of proposed space.

A Minor Site Plan Review is required for any change of use between 5,000 and 10,000 sq. ft. (cumulatively within a 3-year period)



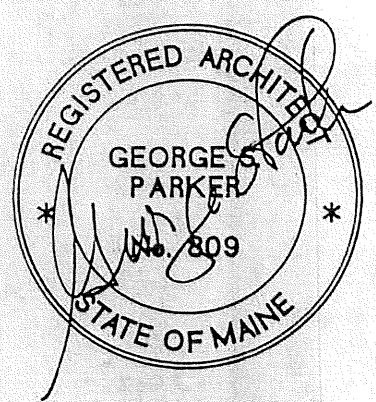
# Accessibility Building Code Certificate

Designer: GEORGE PARKER, ARCHITECT

Address of Project: 540 CONGRESS ST.

Nature of Project: RENOVATE 2 RETAIL SPACES INTO  
1 SPACE

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.



Signature: *Gray Park*

Title: OWNER

Firm: GEORGE PARKER

Address: P.O. B 1327

DAMARISCOTTA, ME 04543

Phone: 563-8754

For more information or to download this form and other permit applications visit the Inspections Division on our website at [www.portlandmaine.gov](http://www.portlandmaine.gov)

## Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
  - a) Suppression system
  - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
  - a) Fire resistance ratings of all means of egress
  - b) Travel distance from most remote point to exit discharge
  - c) Location of any required fire extinguishers
  - d) Location of emergency lighting
  - e) Location of exit signs
  - f) NFPA 101 code summary

see →  
later

- N/A Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

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](http://www.portlandmaine.gov), or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$30.00 for the first \$1000.00 construction cost, \$10.00 per additional \$1000.00 cost

**This is not a Permit; you may not commence any work until the Permit is issued.**

206 Elm Street  
P.O.B. 1327  
Damariscotta, Maine 04543

Phone 207-563-8754  
Fax 207-563-7029  
Email:gparker@gparkerarchitect.com

December 27, 2010

Portland Fire Department permit Submission

1. Name/addresses of applicant
  - a. Marc Foster  
90 Carroll Street  
Portland, ME 04102
  
2. Name/ Address of project Architect:  
George Parker, Architect  
P.O. Box 1327  
Damariscotta, ME 04543
  
3. Current and Proposed Use of Structure: Mercantile/Mercantile
4. Area of Structure:
  - a. Basement: Assumed to be the same area as First Floor: 26,736 SF.
  - b. First Floor:
    - 1) Gross Area: 26,736
    - 2) Net area(for exiting purposes):
      - a.) Mercantile: 19,240 SF
      - b.) Storage: 2,740 SF
      - c.) Office: 2,211 SF

Total 24,191 SF
  - c. Second Floor: The Apartment on the 2<sup>nd</sup> Floor is located on the Congress street side and is approximately 4,300 SF.
5. Existing and proposed Fire protection of the structure: While the first floor slab and supporting columns are concrete, the remainder of the construction has not been determined. The roof structure in the only part that was visible had a steel frame and concrete plank roof deck. Therefore, to be on the conservative side we are assuming that the building is Type II, unprotected. The entire structure is sprinklered, with a monitored fire alarm system. In addition, it has been assumed that the building as currently configured meets the requirements for the City of Portland .
6. Plans:
  - a. Suppression system: The building currently has a suppression system and will be modified to conform to NFPA 13 for the plans as submitted. Eastern Fire Protection will be preparing the sprinkler plan for submission to both Portland and the Fire Marshal's Office. The drawings as submitted do not show this system yet.
  - b. Detections system: The building currently has a fire alarm system that has 24 hour monitoring. This system will be modified for the configuration shown. See A4, Life Safety Plan for locations of horn/strobes, pull stations, etc. A drawing from E. R.

Field will be submitted that will show a more formal layout of the system.

7. Life Safety Plan.

- a. The A3- Life Safety Plan, shows locations of emergency lighting, exits, fire alarm system components, fire extinguisher locations, travel distances to exits, and a code analysis.

**PROJECT MANUAL FOR**

**ALTERATIONS AT  
540 CONGRESS STREET  
PORTLAND, MAINE**

**PART 1, REMOVALS**

**GEORGE S. PARKER, ARCHITECT  
P.O. BOX 1327, 206 ELM STREET  
DAMARISCOTTA, MAINE 04543  
207-563-8754**

**PROJECT NO. 10017  
DECEMBER 31, 2010**



SECTION 00005

TABLE OF CONTENTS

Division 0

- 00005 Table of Contents
- 00010 List of Drawings
- 00450 Supplementary General Conditions

Division 1 - General Requirements

- 01000 Special Conditions
- 01028 Change Order Procedures
- 01150 Removals
- 01340 Shop Drawings, Product Data, and Samples
- 01530 Barrier Enclosures and Access
- 01615 Transportation, Handling, Storage, and Protection

SECTION 00010

**LIST OF DRAWINGS**

- A1 REMOVAL PLAN
- A2 (NOT INCLUDED AT THIS TIME)
- A3 (NOT INCLUDED AT THIS TIME)
- A4 REFLECTED CEILING PLAN
- A5 (NOT INCLUDED AT THIS TIME)

SECTION 00450

SUPPLEMENTARY GENERAL CONDITIONS

1. AIA Document A107, "Abbreviated Standard Form of Agreement between Owner and Contractor", contains the General Conditions of the Contract.
2. The following supplements shall modify, delete from, and/or add to the General Conditions. Where any article, paragraph, or subparagraph in the General Conditions is modified or deleted by these Supplementary General Conditions, the unaltered portions of the General Conditions shall remain in effect.

3. Article 16.1: Add the following paragraph:

16.1.1 - Liability insurance shall include all major divisions of coverage and be on a comprehensive basis including:

1. Premises Operations (including explosion, collapse, and underground coverages as applicable).
2. Independent Contractors' Protective.
3. Products and Completed Operations.
4. Personal Injury Liability with Employment Exclusion deleted.
5. Contractual, including specified provision for Contractor's obligation under Paragraph 4.18.
6. Owned, non-owned, and hired motor vehicles.
7. Broad Form Property Damage, including Completed Operations.

4. Paragraph 16.1.2: Delete the first sentence, and substitute the following:

"16.1.2 - The insurance required by Subparagraph 16.1.1 shall be written for not less than the following, or greater, if required by law:

1. Worker's Compensation:
  - a. State: Statutory
2. Comprehensive General Liability:
  - a. Bodily Injury and Property Damage Liability:

	Each	
	<u>Occurrence</u>	<u>Aggregate</u>
Premises/Operations:	\$1,000,000	\$1,000,000
Completed Operations/Products:	\$1,000,000	\$1,000,000
Contractual Liability:	\$1,000,000	\$1,000,000

or a combined, single limit of \$1,000,000.

Property damage liability shall provide explosion, collapse, and underground coverages where applicable.

3. Comprehensive Automobile Liability:
  - a. Bodily Injury:
    - 1) \$1,000,000 each person
    - 2) \$1,000,000 each occurrence
  - b. Property Damage:
    - 1) \$1,000,000 each occurrence
  - c. Or a combined single limit of \$1,000,000.
  
5. Paragraph 13.3: Add the following:

For each calendar day beyond the Contract Completion Date for which the project is not completed, Liquidated Damages will be charged in the amount of \$50.00 per day. The construction period shall be 240 calendar days from the Notice to Proceed until Substantial Completion.

6. Paragraph 8.3, Labor and Materials: Add the following:

8.3.5 All contractors shall pay the labor and fringe benefits to all workers at the rates stipulated in the Wage Determination contained herein. The requirements for certification, labor reporting, and all other requirements contained in the "Information for Bidders" by the Department of Economic and Community Development's Community Development Block Grant Program shall be made part of this Contract.

END OF SECTION

SECTION 01000

SPECIAL CONDITIONS

PART 1 GENERAL

1.01 DESCRIPTION:

- A. All work shall be confined to the interior of the building. All delivery of construction materials shall be delivered to the building, unloaded in a manner per the City of Portland regulations and stored inside the building.
- B. Dumpster location shall be coordinated with the City of Portland.
- C. Safety barricades shall be erected and maintained throughout the construction period to segregate the work area from the activity areas. See Section 01530, Barriers, Enclosures and Access, and provide barrier to separate parking areas and pedestrian ways at building from work area.
- D. All materials must be stored inside the building. No outside storage is allowed.
- E. All construction parking shall be off the property.
- F. The Contractor shall obtain Electrical and Plumbing permits.
- G.. Tipping fees for demolition debris are the contractor's responsibility.

PART 2 PRODUCTS : Not applicable

PART 3 EXECUTION: Not applicable

END OF SECTION

## SECTION 01028

### CHANGE ORDER PROCEDURES

#### PART 1 GENERAL

##### 1.01 DEFINITIONS

- A. Architect's Supplemental Instructions: Interpretations which may or may not include minor modifications in the Work but which are not significant enough to require a change in Contract Sum and/or Contract Time.
- B. Construction Change Directive: An authorization to proceed with changes based upon a preliminary understanding concerning changes in Contract Sum and/or Contract Time and which is issued expeditiously to avoid delay and later followed up with written Change Order.
- C. Proposal Request: A request for an itemized price quotation for proposed changes in Contract Work.
- D. Change Order: An authorization and agreement among Owner, Architect, and Contractor to proceed with changes in the Contract work for a stipulated sum. It may or may not involve a change in Contract Time.

##### 1.03 ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

- A. The Architect's clarifications, interpretations, or minor modifications to the Work, with supplementary or revised Drawings and Specifications shall be considered a part of the Contract Documents and supersede previous Drawings and/or Specifications. Supplemental instructions are also intended to confirm, clarify, and supersede any related prior verbal instructions.

##### 1.04 CONSTRUCTION CHANGE DIRECTIVE

- A. Architect may issue a directive signed by Owner, with supplementary or revised Drawings and Specifications, instructing Contractor to proceed immediately with a change in the Work on a "cost-plus" or open, non-fixed basis.
- B. Directive will describe changes and will designate method of determining subsequent Change Order amount.

##### 1.05 CHANGE ORDER PROPOSALS

- A. Architect or Contractor may submit a Proposal Request for changes to the Contract Work.
- B. Contractor may propose a change by submittal of a request to Architect describing proposed change with a statement of reason for change, effect on Contract Sum and/or Contract Time. Contractor shall document any requested substitutions.

- 1.06 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME
- A. Document each quotation for a change in cost or time with sufficient data to allow evaluation of quotation.
  - B. Additional data shall be supplied by the Contractor as requested by the Architect.
- 1.07 CHANGE ORDER WORK EXECUTION
- A. Change Order work shall proceed only after a Change Order form is signed by Owner, Contractor, and Architect (unless a signed Change Order Directive ( see above) has also been issued.
- 1.08 FIXED SUM
- A. A fixed sum Change Order will be based on the Contractor's fixed sum quotation.
- 1.09 UNIT PRICE CHANGE ORDER
- A. Where quantities exceed or fall short of quantities included under Allowances (see Section 01020), Change Orders will be executed on a fixed sum basis (to increase or decrease the Contract Sum). Such increase or decrease will be calculated on the basis of the unit prices provided on the Bid Form.
  - B. For Unit Price Change Orders, maintain detailed records of work done, with additional information:
    - 1. Dates and times work was performed.
    - 2. Quantities involved. Clerk and Construction Superintendent shall agree at the end of each day's work on any quantities applied to allowances. See Section 01020 - Allowances.
- 1.10 CORRELATION OF CONTRACTOR SUBMITTALS
- A. General Contractor shall revise next Payment Requisition Form to record each authorized Change Order as a separate line item and adjust Contract Sum.
  - B. General Contractor shall promptly revise overall Project Progress Schedules to reflect any change in Contract Time.
  - C. Where Change Orders involve a change in the Drawings to show "as-built" conditions, the Contractor shall submit revised prints of relevant drawings clearly designating the revisions to the original documents. Payment for Change Orders which include a change to the original drawings will be made after evidence of satisfactory revisions have been made. The Contractor will be supplied with a set of reproducibles upon award of Contract for the express purpose of keeping the Drawings up to date in an "as-built" condition.

PART 2.00 - PRODUCTS

2.01 NOT APPLICABLE

PART 3.00 - EXECUTION

3.01 NOT APPLICABLE

END OF SECTION



## SECTION 01150

### REMOVALS

#### PART 1 GENERAL

##### 1.01 DESCRIPTION:

- A. Work included: Removals required for this Work include but are not necessarily limited to work shown on Removal Plans, partitions, floor framing, all electrical devices and wiring, plumbing piping, and other work as indicated on the Drawings.
- B. Definitions: The term "removals" as used herein includes the removal of all existing objects (except for those objects designated to remain), plus such other work as it is described in this Section.

##### 1.02 QUALITY ASSURANCE:

- A. Codes and Standards: In addition to complying with all pertinent codes and regulations, comply with the requirements of those insurance carriers providing coverage for this Work.

##### 1.03 JOB CONDITIONS:

- A. Dust Control: Use all means necessary to prevent the spread of dust during performance of the Work of this Section.
- B. Protection: Use all means necessary to protect existing objects designated to remain and, in the event of damage, immediately make all repairs and replacements necessary to the approval of the Architect at no additional cost to the Owner.

#### PART 2 PRODUCTS

- 2.01 OTHER MATERIALS: All other materials not specifically described but required for proper completion of the work of this Section shall be as selected by the Contractor subject to the approval of the Architect.

#### PART 3 EXECUTION

3.01 PREPARATION:

- A. Notification: Notify the Architect at least two full working days prior to commencing the Work of this Section.
- B. Clarification:
  - 1. The Drawings do not purport to show all objects existing in the building.
  - 2. Before commencing the Work of this Section, verify with the Architect all objects to be removed and all objects to be preserved.
- C. Scheduling:
  - 1. Schedule all work in a careful manner with all necessary consideration for neighbors and the public.
  - 2. Avoid interference with the use of and passage to and from adjacent parts of the building.

3.02 REMOVAL OF DEBRIS: Remove all debris from the site, and leave the site in a neat and orderly condition to the approval of the Architect.

END OF SECTION

## SECTION 01340

### SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

#### PART 1 GENERAL

##### 1.01 RELATED WORK

##### 1.02 SHOP DRAWINGS

- A. Present in a clear and thorough manner. Title each drawing with Project name and number; identify each element of shop drawings by reference to sheet number and detail, schedule, or other appropriate identification of Contract Documents.
- B. Identify field dimensions; show relation to adjacent products or elements of the Work; show critical features.

##### 1.03 PRODUCT DATA

- A. Submit only pages which are pertinent; mark each copy of standard printed data to specifically identify only pertinent products; reference each to Specification Section and Article number. Show standards, performance characteristics, and capacities; wiring and piping diagrams; controls; component parts; finishes; dimensions; and required clearances.
- B. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the Work. Delete information not applicable.

##### 1.04 SAMPLES

- A. Submit full range of manufacturer's standard finishes of the actual product, except when more restrictive requirements are specified, indicate colors, textures, and patterns for Architect selection.
- B. Submit samples to illustrate functional characteristics of products, including parts and attachments.
- C. Label each sample with identification indicating Project name and number, and all other data necessary to connect the sample with the specific element of or location with the Work.

##### 1.05 MANUFACTURER'S PUBLISHED INSTRUCTIONS AND STANDARD WARRANTY

- A. Furnish manufacturer's published instructions for storage, preparation, assembly, installation, start-up, adjusting, balancing, and finishing. Furnish copy of manufacturer's standard warranty.

1.06 CONTRACTOR'S EXAMINATION

- A. Review submittals prior to delivery to Architect; verify quantities, field measurements, field construction criteria, assembly and installation requirements, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
- B. Sign or initial each sheet of shop drawings and product data, and each sample label to certify coordination and compliance with requirements of Contract Documents. Notify Architect in writing at time of submittal of any deviations from requirements of Contract Documents.
- C. Do not fabricate products or begin work which requires submittals until return of submittal with Architect acceptance.

1.07 SUBMITTAL REQUIREMENTS

- A. Transmit submittals in such sequence to avoid delay in the Work.
- B. Provide space on each submittal for Contractor and Architect stamps.
- C. Apply Contractor's stamp certifying to review, verification of products, field dimensions, quantities, field construction criteria, and coordination of information with requirements of Work and Contract Documents.
- D. Coordinate submittals into logical groupings to facilitate interrelation of the several items:
  - 1. Finishes which involve Architect selection of colors, textures, or patterns.
  - 2. Associated items which require correlation for efficient function or for installation.

1.08 SUBMITTAL QUANTITIES

- A. Submit one print and marked-up transparency of shop drawings.
- B. Submit number of copies of product data and manufacturer's published instructions Contractor requires, plus three copies for Architect.
- C. Submit one sample if specified in individual Specifications Sections.
- D. Submit under transmittal letter. Identify Project by title and number. Identify Work and product by Specifications section and Article number.

1.09 RESUBMITTALS

- A. Make resubmittals under procedures specified for initial submittals; identify changes since previous submittal.

1.10 ARCHITECT'S REVIEW

- A. Allow time for Architect's review of each submittal.
- B. Architect will stamp reviewed submittals as follows: (Extent and purpose of review and key responsibilities of Architect and Contractor are as indicted on the stamp.)

- C. Architect shall be sole authority for determining whether a product is equal to that specified.

1.11 DISTRIBUTION

- A. Contractor shall duplicate as necessary and distribute to Subcontractors, suppliers, project site, etc., all shop drawings, product data, manufacturer's instructions, but only those which bear Architect's stamp indicating status of review.

PART 2 PRODUCTS

2.01 NOT APPLICABLE

PART 3 EXECUTION

3.01 NOT APPLICABLE

END OF SECTION

SECTION 01530

BARRIERS, ENCLOSURES, AND ACCESS

PART 1 GENERAL

1.01 NOT APPLICABLE

PART 2 PRODUCTS

2.01 BARRIERS

- A. Provide and maintain barriers to route and protect vehicles and persons from hazardous situations.

PART 3 EXECUTION

3.01 PROCEDURES

- A. Maintain protection materials and measures for duration of the Work or for such times as needed to protect persons, the Work, and existing property on and off site.
- B. Restore existing or new facilities and site improvements to specified or original condition.

END OF SECTION

## SECTION 01615

### TRANSPORTATION, HANDLING, STORAGE, AND PROTECTION

#### PART 1 GENERAL

##### 1.01 DESCRIPTION

- A. Requirements for the handling, storage, protection, application, installation of materials and equipment.

##### 1.02 MANUFACTURER'S INSTRUCTIONS

- A. Handle, apply, install, connect, clean, condition, and adjust products pursuant to manufacturer's published instructions. Include all preparatory steps.
- B. Follow all instructions to sustain and preserve all expressed or implied warranties and guaranties.

##### 1.03 DELIVERY AND RECEIVING

- A. Arrange deliveries of products pursuant to progress schedules. Allow time for inspection prior to installation.
- B. Deliver products in undamaged, dry condition, in original unopened containers or packaging, with identifying labels intact and legible.
- C. In order to avoid unnecessary delays, immediately upon delivery, inspect shipment to ensure:
  - 1. Product complies with requirements of Contract Documents and reviewed submittals.
  - 2. Quantities are correct.
  - 3. Accessories, and installation hardware are correct.
  - 4. Containers and packages are intact and labels legible.
  - 5. Products are protected and undamaged.

##### 1.04 HANDLING AND PROTECTION

- A. Provide the protection necessary to prevent marring, staining, corrosion, impact, abrasion, and otherwise damaging manufactured products.

##### 1.05 MATERIAL AND EQUIPMENT STORAGE

- A. Store products, immediately upon delivery, pursuant to manufacturer's published instructions, with seals and labels intact. Protect until installed.

- B. Arrange storage in a manner to provide access for maintenance of stored items and for inspection.
- C. Prevent premature or improper mixing of chemicals and materials.

#### 1.06 OFF-SITE STORAGE

- A. In order to be paid for materials and equipment stored off-site, a right-of-entry must be issued to the Owner, and evidence of insurance presented listing the Owner as named insured.

#### 1.07 ENCLOSED STORAGE

- A. Maintain temperature ventilation and humidity within ranges specified by each product manufacturer's published instructions.

#### 1.08 EXTERIOR STORAGE

- A. For products subject to discoloration or deterioration from exposure to the elements, cover with impervious materials. Provide ventilation to avoid condensation.
- B. Provide surface drainage as necessary to prevent erosion and ponding of water.

### PART 2 MATERIALS

#### 2.01 NOT APPLICABLE

### PART 3 EXECUTION

#### 3.01 PROTECTION OF INSTALLED PRODUCTS

- A. Provide protection of installed products to prevent damage from subsequent operations. Remove when no longer needed, prior to completion of the Work.
- B. Lawns and Landscaping.
  - 1. Prohibit unnecessary traffic across planted lawn and landscaped areas.

END OF SECTION