Inspections Division
Date: 10/31/14

# OUTLINE SPECIFICATIONS

RENOVATIONS
TO THE:

# US MILITARY ENTRANCE PROCESSING STATION

AT 510 CONGRESS STREET, PORTLAND, MAINE

FOR:
CENTER CITY PLAZA ASSOCIATES
ON BEHALF OF
GENERAL SERVICES ADMINISTRATION

**Bid Documents**

August 29, 2014

PREPARED BY:

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565 Congress Street, Suite 304, MAINE 04101
207-650-6414

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## 00009 - ADVERTISEMENT FOR BIDS

### 1 PROJECT INFORMATION

A. Notice to Bidders: Bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.

B. Project Identification: Renovations to the US MILITARY ENTRANCE PROCESSING FACILITY

1. Project Location: 510 Congress Street, Portland, Maine.

C. Owner: Center City Plaza Associates on behalf of General Services Administration.

D. Architect Identification: The Contract Documents were prepared for Project by Ryan Senatore Architecture, LLC , 565 Congress Street, Portland, ME 04101. Telephone 207-650-6414.

E. Project Description: The Work involves renovations to the existing USMEPS facility located at the site at the location indicated on Drawings. Work includes but is not limited to, selective demolition, metal stud partitions, insulation, gypsum board walls, painting, metal doors, wood doors, metal frames, door hardware, modifications to fire protection and detection systems, security systems, electrical, heating, and ventilating complete and ready for use.

F. Construction Contract: Bids will be received for the following Work:

1. General Contract (all trades).

### 2 BID SUBMITTAL AND OPENING

A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

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1. Bid Date: Friday, September 19, 2014.
2. Bid Time: 2:00 p.m., local time.
3. Location: Ryan Senatore Architecture, 565 Congress Street, Suite 304, Portland, ME.

B. Bids will be thereafter publicly opened and read aloud.

C. The owner is not obligated to accept the lowest bid and reserves the right to choose any of the bids received.

## 3 BID SECURITY

A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

B. The Selected General Contractor will be required to furnish a 100% Contract Performance Bond and a 100% Contract Payment Bond to cover the execution of the Work which shall be in conformity with the Form of Bonds contained in Project Manual and for the Contract Amount.

## 4 PREBID MEETING

A. Prebid Meeting: A Prebid meeting for all bidders will be held at the project site at 510 Congress Street, Portland, Maine on Thursday, September 4, 2014 at 9:00 a.m., local time. Prospective prime bidders are required to attend.

1. Bidders' Questions: Architect will provide a list of questions and responses at Prebid conference by Addendum.

## 5 DOCUMENTS

A. A CD containing PDF files of the contract documents will be available at 10:00 a.m. on Monday, September 1, 2014 and must be obtained at the offices of Ryan Senatore Architecture, 565 Congress Street, Suite 304, Portland, ME 04101 for a (non-refundable) fee of $25.00/ make all checks payable to Ryan Senatore Architecture, LLC. The documents will be available only in electronic/ CD Rom format; contractors are responsible for any and all printing of the documents and will not be reimbursed for printing costs. Contractors purchasing the contract documents will provide company name, mailing address, telephone number and email address at the time the contract documents are purchased. Only those contractors registered at the offices of Ryan Senatore Architecture will be notified of addenda issued during the bidding period.

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B. All telephone calls and correspondence in connection with this Project will be addressed to the office of the Architect, Attention: Ryan Senatore, Ryan Senatore Architecture, 565 Congress Street, Suite 304, Portland, ME, 04101, Telephone 207-650-6414, email ryan@senatorearchitecture.com

## 6 TIME OF COMPLETION AND LIQUIDATED DAMAGES

A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

B. Work is subject to liquidated damages of $200 per day.

END OF SECTION 000009

00010 HQ USMEPCOM DESIGN GUIDE 2014

HQ USMEPCOM DESIGN GUIDE 2014 (attached at the end of this document)
are hereby incorporated by reference, all work shall be in accordance with this design guide.

END OF SECTION

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00020 AIA 201 GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

AIA Document A201, "General Conditions of the Contract for Construction," is hereby incorporated into the Procurement and Contracting Requirements by reference.

END OF SECTION

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00040 INSTRUCTIONS TO BIDDERS

AIA Document A701, "Instructions to Bidders," is hereby incorporated into the Procurement and Contracting Requirements by reference.

END OF SECTION

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00050 AIA A101 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND GENERAL CONTRACTOR

AIA Document A101, "Standard form of Agreement between Owner and General Contractor," is hereby incorporated into the Procurement and Contracting Requirements by reference.

END OF SECTION

00060 AIA G702 APPLICATION AND CERTIFICATION FOR PAYMENT and AIA G703

AIA Document G702, "Application and Certification for Payment," and AIA G703 ‘Continuation Sheet’ are hereby incorporated into the Procurement and Contracting Requirements by reference.

END OF SECTION

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00200 BID FORM

BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1 BID INFORMATION

A. Bidder: _____.

B. Project Name: Renovations to the: US MILITARY ENTRANCE PROCESSING STATION

C. Project Location: 510 Congress Street, Portland, Maine.

D. Owner: Center City Plaza Associates on behalf of General Services Administration

E. Architect Identification: The Contract Documents were prepared for Project by Ryan Senatore Architecture, LLC, 565 Congress Street, Suite 304, Portland, Maine 04101

2 CERTIFICATIONS AND BASE BID

A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Ryan Senatore Architecture, LLC, and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. _____ Dollars ($_____).

B. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

1. This Bid will remain subject to acceptance for 30 days after the day of Bid opening.
2. Alternates will remain subject to acceptance for 60 days after the day of Bid opening.
3. The Owner has the right to reject this Bid.
4. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award.
5. BIDDER has examined copies of the Bidding Documents.

6. BIDDER has visited the site and become familiar with the general, local and site conditions.
7. BIDDER is familiar with federal, state, and local laws and regulations.

8. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examination, investigations, explorations, tests, studies and data with the Bidding Documents.
9. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm or corporation and is not submitted in conformity with an agreements or rules of a group, association, organization or corporations; BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER.

3 BID GUARANTEE

A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. _____ Dollars ($_____).

B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

C. The Selected General Contractor will be required to furnish a 100% Contract Performance Bond and a 100% Contract Payment Bond to cover the execution of the Work which shall be in conformity with the Form of Bonds contained in Project Manual and for the Contract Amount.

4 TIME OF COMPLETION

A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Engineer, and shall fully complete the Work on or before February 27, 2015.

5 ACKNOWLEDGEMENT OF ADDENDA

A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated _____.
2. Addendum No. 2, dated _____.
3. Addendum No. 3, dated _____.
4. Addendum No. 4, dated _____.

6 ALTERNATES

A. Alternate #1 amount _____.

7 ALLOWANCES

A. The above amount includes the Allowances listed in Division 01 Section "Allowances".

8 BID SUPPLEMENTS

A. The following supplements are a part of this Bid Form and are attached hereto.

1. Bid Form Supplement - Bid Bond Form (AIA Document A310).

9 SUBMISSION OF BID

A. Respectfully submitted this ____ day of _____, 2014.

B. Submitted By:_____(Name of bidding firm or corporation).

C. Authorized Signature:_____(Handwritten signature).

D. Signed By:_____(Type or print name).

E. Title:_____(Owner/Partner/President/Vice President).

F. Witness By:_____(Handwritten signature).

G. Attest:_____(Handwritten signature).

H. By:_____(Type or print name).

I. Title:_____(Corporate Secretary or Assistant Secretary).

J. Street Address:_____.

K. City, State, Zip:_____.

L. Phone:_____.

END OF DOCUMENT 004113 END OF SECTION

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SECTION 01100 - SUMMARY

1.1 PROJECT INFORMATION

A. Project Identification: Renovations to the: US MILITARY ENTRANCE PROCESSING STATION

1. Project Location: 510 Congress Street, Portland, Maine.

B. Owner: Center City Plaza Associates on behalf of General Services Administration.

1. Owner's Representative: Thomas Woods, Construction Representative.

C. Architect: Ryan Senatore Architecture, LLC.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

A. Type of Contract: Single prime contracts.

B. Use of Site: Limited to work in areas indicated.

1. Security of the Facility is Imperitive, All contractors, sub-contractors, thier employees, authorized personnell, and qualified vendors having business during the duration of the contract for construction must be pre-registered with the US MEP Station Security Officer.

2. Owner occupancy and use by public not allowed.

C. Owner's Occupancy Requirements: Owner will occupy and operate the facility during construction, General Contractor shall work with the Owner and coordinate its work with the Onwers operations.

D. Work Restrictions:
1. Weekdays - Monday through Friday - 7am to 5 pm

END OF SECTION

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SECTION 01290 - PAYMENT PROCEDURES

1.1 SUMMARY

A. Schedule of Values:

1. Format: Line items based on Project Manual table of contents and consistent with format of AIA Document G703.
2. Provide multiple line items for principal subcontract amounts in excess of 10 percent of the Contract Sum.

B. Applications for Payment:

1. Payment Application Times: First day of the month.
2. Payment Application Forms: AIA Document G702 and AIA Document G703.
3. Waiver of Mechanic's Lien: Submitted from subcontractors, sub-subcontractors, and suppliers for construction period covered by previous application.

END OF SECTION

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SECTION 01330 - SUBMITTAL PROCEDURES

1.1 DEFINITIONS

A. Action Submittals: Information that requires Architect's responsive action.

B. Informational Submittals: Information that does not require Architect's approval. Submittals may be rejected for not complying with requirements.

1.2 PROCEDURES

A. Electronic copies of digital data files of the Contract Drawings will [**not** ]be provided by Architect for Contractor's use.

B. Processing Time:

1. Initial Review: 10 business days.
2. Resubmittal Review: 10 business days.
3. Sequential Review: 10 business days.
4. Concurrent Consultant Review: 10 business days.

C. Transmittal Form: AIA Document G810.

D. Submittal Procedures:

1. Submit via email as PDF files.
2. Certificates and Certifications Submittals: Includes signature of entity responsible for preparing certification.

E. Contractor's Review:

1. Submittals: Marked with approval stamp before submitting to Architect.

F. Architect's Action:

1. Action Submittals: Stamped with an action stamp and returned.

a. Reviewed
b. Reviewed As Noted
c. Revise And Resubmit
d. Rejected

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2. Informational Submittals: Reviewed but not returned, or rejected if they do not comply with requirements.
3. Incomplete submittals will be returned without review.
4. Submittals Not Required: May not be reviewed and may be discarded, including MSDS sheets.

END OF SECTION

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SECTION 01500 - TEMPORARY FACILITIES AND CONTROLS

1.1 USE CHARGES

A. Sewer Service: Pay charges.
B. Water Service: Pay charges.
C. Electric Power Service: Pay charges.

1.2 INFORMATIONAL SUBMITTALS

A. Fire-safety program.
B. Dust- and HVAC-control plan.

1.4 TEMPORARY FACILITIES

A. G.C. to provide temporary facilities as required to complete the Work

1.5 EQUIPMENT

A. Fire extinguishers.

END OF SECTION

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# SECTION 01770 - CLOSEOUT PROCEDURES

## 1.1 SUBSTANTIAL COMPLETION

A. Preliminary Procedures: Before requesting inspection, complete the following.

1. Contractor's list of incomplete items (punch list) prepared.
   a. Submit PDF electronic file.
2. Owner advised of pending insurance changeover.
3. Warranties, maintenance service agreements, and similar documents submitted.
4. Releases, occupancy permits, and operating certificates submitted.
5. Project Record Documents submitted.
6. Tools, spare parts, and extra materials delivered.
7. Startup testing completed.
8. Test/adjust/balance records submitted.
9. Temporary facilities removed.
10. Owner's personnel instructed in operation, adjustment, and maintenance of equipment and systems.
11. Final cleaning performed.
12. Touchup performed.

## 1.2 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection, complete the following:

1. Final Application for Payment submitted.
2. List of incomplete items (punch list) endorsed by Architect as completed or otherwise resolved for acceptance.
3. Evidence of continuing insurance coverage submitted.

## 1.3 SUBMITTAL OF PROJECT WARRANTIES

A. Organize warranty documents based on Project Manual and bind in heavy-duty, three-ring, vinyl-covered, loose-leaf binders.

## 1.4 FINAL CLEANING

A. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program.

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B. Replace disposable air filters and clean permanent air filters.

C. Clean ducts, blowers, and coils if units were operated without filters during construction.
D. Clean HVAC system in compliance with NADCA Standard 1992-01.

1.5 REPAIR OF THE WORK

A. Repair or remove and replace defective construction. Where damaged or worn items cannot be repaired or restored, provide replacements. Restore damaged construction and permanent facilities used during construction to specified condition.

END OF SECTION

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SECTION 02070 - SELECTIVE DEMOLTION

1.1 SUMMARY

A. Protecting existing elements not scheduled to be removed, in areas of demolition

B. Removing existing elements as indicated on demolition plans

C. G.C. to dispose of all materials offsite in accorrdance with all Federal, State and local laws and codes. Any hazardous materials must be handled and abated in accordance with all Federal, State and local laws. Work To be executed following the Rules and Recommendations of the Maine Department of Environmental Protection: Title 38, 29 and 22 as well as rules as outlined in Chapter 424 Lead Paint Management Regulations and the US EPA rules governing Repair and Painting of surfaces previously coated with lead paint.

END OF SECTION

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SECTION 06200 - FINISH CARPENTRY

1.1 MATERIALS

A. Window and door jamb trim: 1x4 factory primed fingerjointed pine with eased exposed edges, field painted
B. Window Jamb returns and misc trim: 1x factory primed fingerjointed pine with eased exposed edges, field painted
C. Window Sill: 5/4 factory primed fingerjointed pine with 1/4" radius edges, field painted

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SECTION 06400 - CABINETRY

1.1 PRODUCT

Base and Wall cabinets and hardware to match existing cabinets, material construction, finishes and colors

Plastic Laminate veneer panels, flush doors, boxes and drawers

Provide Samples and Submittals of Base Cabinets.

END OF SECTION

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SECTION 06600 - COUNTERTOP

1.1 PRODUCTS

Solid Surface: Manufacturer: Corian, Color: Sandstone to match existing building standard

Solid Surface Bench Seat: Manufacturer: Corian, Color: To be chosen from Manufacturers standard colors.

Plastic lamnate countertop and backsplash to match existing countertop and backsplash, material construction and color: TBD

Square edge countertop and backsplash

Provide Samples (Laminate from manufacturers full range ) and Submittals of Countertop and backsplash.

END OF SECTION

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SECTION 07410 - INSULATION

A. Products

1. Fiberglass Batts in sizes as indicated on drawings

END OF SECTION

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SECTION 07920 - JOINT SEALANTS

1.1 PRECONSTRUCTION TESTING

A. Preconstruction compatibility and adhesion testing.
B. Preconstruction field-adhesion testing.

1.2 WARRANTY

A. Installer Warranty: Two years.

B. Special Manufacturer's Warranty: Manufacturer's standard warranty.

1.3 MATERIALS

A. VOC Content of Interior Sealants:

1. Architectural Sealants: 250 g/L.
2. Sealant Primers for Nonporous Substrates: 250 g/L.
3. Sealant Primers for Porous Substrates: 775 g/L.

B. Stain Test: ASTM C 1248.

1.4 JOINT SEALANTS

A. Neutral-Curing Silicone Joint Sealant:

1. Type: Single component.
2. Grade: Nonsag.
3. Class: 100/50.
4. Uses Related to Exposure: Nontraffic.

B. Urethane Joint Sealant:

1. Type: Single component.
2. Grade: Nonsag.
3. Class: 100/50.
4. Uses Related to Exposure: Nontraffic.

C. Latex Joint Sealant: Acrylic latex or siliconized acrylic latex.
D. Preformed Joint Sealant: Preformed silicone.
E. Acoustical Joint Sealant: Nonsag, paintable, nonstaining latex. F. Joint-Sealant Backing: Bond-breaker tape.

## 1.5 FIELD QUALITY CONTROL

A. Field-adhesion testing.
B. All Ceiling and exterior wall penetrations (pipes, ducts, wiring, electrical boxes, electrical fixtures, etc) must be sealed for air tighness.

END OF SECTION

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SECTION 08212 - WOOD DOORS

1.1 WARRANTY

A. Interior Doors: Life of installation.

1.2 PRODUCTS

A. Low-Emitting Materials: Adhesives and composite wood products do not contain urea formaldehyde.

B. Interior Doors: Solid Core Flush Wood veneer doors as indicated on Door Schedule and USMEPCOM Design Guide 2014

END OF SECTION

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SECTION 08400 - DOOR FRAMES

1.1 PRODUCTS

A. Interior door frames to be hollow metal knockdown frames with 2” face width and sized to meet existing wall thickness. Putty and sand smooth all miter joints at knockdown frames, frames to be primed and painted to match the exisitng door frames within the facility.

B. Interior door frames with sidelights to be hollow metal welded frames with 2” face width and sized to meet existing wall thickness. Frames to be primed and painted to match the exisitng door frames within the facility.

All door frames to be prepped for hardware and have silencers

2.1 INSTALLATION

A. Prepare jambs at locations of removed door frames and provide required blocking and anchoring as required for new door frame installation

B. At locations of Welded Steel frames prepare jambs and head for installation of welded frame and repair wall around frame to match adjacent wall surface

END OF SECTION

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SECTION 08710 – FINISH HARDWARE

PART 1 –GENERAL

1.01 RELATED DOCUMENTS

A. All of the Contract Documents, including General and Supplementary Conditions and Division 1 General Requirements, apply to the work of this section.

1.02 DESCRIPTION OF WORK

A. The work of this section includes, but is not limited to, the following:

1. Providing hardware for all doors, except doors provided with their own hardware.
2. Providing lock cylinders for all work requiring cylinders.
3. Providing the services of a qualified hardware consultant to prepare detailed schedules of hardware required for the project.

1.03 RELATED WORK

A. Carefully examine all of the Contract Documents for requirements which affect the work of this section. Other specifications sections which directly relate to the work of this section include, but are not limited to, the following:

1. Section 08100 – Hollow Metal Doors and Frames; work requiring template coordination, metal astragals for fire-rated doors.
2. Section 08210 – Wood Doors; work requiring template coordination, metal astragals for fire-rated doors.

1.04 INTENT

A. A major intent of the work of this section is to provide hardware for every door in the project, except as indicated, so that each door functions correctly for its intended use. Provide only hardware that complies with applicable codes and requirements of authorities having jurisdiction including requirements for barrier–free accessibility.

1.05 QUALITY ASSURANCE

A. Hardware supplier shall have in his employ one or more members of the Door and Hardware Institute to include at least one Certified Architectural Hardware Consultant in good standing, who shall be responsible for preparation of the Finish Hardware Schedule. This Consultant shall be acceptable to the Architect and is to ensure that the intent requirement of this specification is fulfilled, and certify that the work of this section

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meets or exceeds the requirements specified in this section and the requirements of authorities having jurisdiction.

B. Hardware supplier shall warrant and guarantee, in writing, that hardware supplied is free of defective material and workmanship. Supplier shall further warrant and guarantee for a period of one year from Owner's Use and Occupancy that the hardware shall function in a satisfactory manner without binding, collapse, or dislodging of its parts, provide the installation is made to the manufacturer's recommendations.

C. The hardware supplier shall repair of remedy, without charge, any defect of workmanship or material for which he is responsible hereunder.

1.06 SUBMITTALS

A. Submit the following in accordance with SECTION 01300-SUBMITTALS:

1. Schedule: Submit to the Architect six (6) copies of the complete hardware schedule within the fourteen (14) days after receipt of contract award. Submit therewith complete catalog cuts and descriptive data of all products specifically scheduled therein. No materials shall be ordered or templates issued until the hardware schedule has been approved by the Architect. Form and detail of hardware schedule shall be in vertical format in conformance to the door and hardware industry standards. All hardware sets shall be clearly cross-referenced to the hardware set numbers listed in the specifications.

2. Samples: If requested, submit to the Architect for approval, a complete line of samples as directed. Samples shall be plainly marked giving hardware number used in this specification, the manufacturer's numbers, types and sizes. The Architect will deliver approved samples to the project site to be stored. Samples will remain with the Architect until delivery of all hardware to the project is complete, after which time they will be turned over to the General Contractor for incorporation into the work.

3. Keying System Submission: Before cylinders are ordered, submit a complete proposed keying system for approval. This should be done after a keying meeting has been held with the owner's representative.

1.07 PRODUCT DELIVERY, STORAGE AND HANDLING

A. Delivery of hardware shall be made to the project by the Hardware Supplier in accordance with the instructions of the General Contractor.

B. The finish hardware shall be delivered to the jobsite and received there by the General Contractor. The General Contractor shall prepare a locked storage room with adequate

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shelving, for all hardware. The storage room shall be in a dry, secure area, and shall not include storage of other products by other trades.

C. The General Contractor shall furnish the Hardware Supplier with receipts for all hardware and accessory items received, and shall send copies of these receipts to the Architect, if requested.

1.08 REGULATORY REQUIREMENTS

A. Conform to all applicable codes. Provide all throws, projections, coatings, knurling, opening and closing forces, and other special functions required by State and Local Building Codes, and all applicable Handicap Code requirements.

B. For fire rated openings, provide hardware complying with NFPA 80 and NFPA 101 without exception. Provide only hardware tested by UL for the type and size of door installed and fire resistance rating required.

1.09 SPECIAL REQUIREMENTS

A. Hardware Supplier shall determine conditions and materials of all doors and frames for proper application of hardware.

B. The Hardware Schedule shall list the actual product series numbers. Bidders are required to follow the manufacturers' catalog requirement for the actual size of door closers, brackets and holders. All door opening sizes are as noted on the Door Schedule and all hardware shall be in strict accordance with requirements of height, width, and thickness.

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PART 2 – PRODUCTS

2.01 ACCEPTABLE MANUFACTURERS

| | | |
|---|---|---|
| Hinges | McKinney | Scranton, PA |
| | Stanley | New Britain, CT |
| Locksets | Sargent | New Haven, CT |
| | Best | Indianapolis, IN |
| Door Closers | Sargent | New Haven, CT |
| | LCN | Princeton, IL |
| Door Stop | Glynn Johnson | Indianapolis, IN |
| | Ives | New Haven, CT |
| | Rockwood | Rockwood, PA |
| Push/Pulls | Rockwood | Rockwood, PA |
| | Burns | Erie, PA |
| | Ives | New Haven, CT |
| Protective Plates | Rockwood | Rockwood, PA |
| | Burns | Erie, PA |
| | Ives | New Haven, CT |
| Silencers | Ives | New Haven, CT |
| | Glynn Johnson | Indianapolis, IN |
| | Rockwood | Rockwood, PA |

2.02 MATERIALS AND QUALITY

A. All hardware shall be of the best grade of solid metal entirely free from imperfections manufacturer and finish.

B. Qualities, weights, and sizes given herein are the minimum that will be accepted. It is the responsibility of the Hardware Supplier to supply the specified size and weight of hardware and the proper function of hardware in each case and to provide UL approved hardware at all fire rated doors.

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C. Provide, as far as possible, locks of one lock manufacturer and hinges of one hinge manufacturer. Modifications to hardware that are necessary to conform to construction shown or specified shall be provided as required for the specified operation and functional features.

2.03 HARDWARE DESIGNATIONS

A. All items of hardware are referenced by manufacturer's names and numbers. The manufacturer's names and numbers are used to define the function, design, and the quality of the material to be supplied.

Substitution of products other than those listed shall be submitted to the Architect at least ten (10) days PRIOR to the bid date. The Architect shall be the sole judge of any proposed substitution.

2.04 TEMPLATES

A. Hardware supplier shall immediately, but not later than three (3) days after approval of his Schedule by the Architect, furnish the General Contractor with complete template information necessary for the fabrication of doors, frames, etc. No templates shall be furnished prior to the approval of the hardware schedule.

2.05 HARDWARE FOR LABELED FIRE DOORS, EXIT DEVICES AND SMOKE DOORS

A. Hardware shall conform to requirements of NFPA 80 for labeled fire doors and to NFPA 101 for exit doors, as well as to other requirements specified. Labeling and listing by UL Building Materials Directory, for class of door being used will be accepted as evidence of conformance to these requirements. Install minimum latch throw as specified on label of individual doors. Provide hardware listed by UL except where heavier materials, larger sizes, or better grades are specified herein under paragraph entitled "Hardware Sets". In lieu of UL labeling and listing, test reports from a nationally recognized testing agency may b e submitted showing that hardware has been tested in accordance with UL test methods and that it conforms to NFPA requirements. Specific hardware requirements of door or frame manufacturers which exceed sized or weights of hardware herein listed shall be provided with no additional charge.

2.06 KEYS AND KEYING

A. The hardware supplier shall review the specific hardware functions with the Architect and owner at the time of the keying review, to assure the appropriateness of each of the hardware functions. Failure to make this review does not relieve the hardware supplier from providing the proper functions.

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2.07 FASTENERS

A. Manufacture hardware to conform to published templates, generally prepared for machine screw installation.

B. Furnish screws for installation, with each hardware item. Provide Phillips flat-head screws except as otherwise indicated. Furnish exposed screws to match the hardware finish, or, if exposed in surfaces of other work, to match the finish of such other work as closely as possible, except as otherwise indicated.

C. Provide concealed fasteners for hardware units which are exposed when the door is closed, except to the extent no standard manufactured units of the type specified are available with concealed fasteners. Do not use thru-bolts unless specifically approved by the Architect.

D. All hardware shall be installed only with fasteners supplied by manufacturers of specific products.

2.08 PACKING AND MARKING

A. All hardware shall have the required screws, bolts and fastenings necessary for proper installation and shall be wrapped in the same package as the hardware item for which it is intended and shall match finish of hardware with which to be used.

B. Each package shall be clearly labeled indicating the portion of the work for which it is intended.

2.09 ENVIRONMENTAL CONCERN FOR PACKAGING

A. The hardware shipped to the job site is to be packaged in biodegradable packs such as paper or cardboard boxes and wrapping. If non-biodegradable packing such as plastic, plastic bags or large amounts of Styrofoam is utilized, then the Contractor will be responsible for the disposal of the non-biodegradable packing to a licensed or authorized collector for recycling of the non-degradable packing.

2.10 FINISH HARDWARE DESCRIPTION

A. Hardware items shall conform to respective specifications and standards and to requirements specified herein.

B. MATERIALS AND FINISH MATERIALS AND FINISHES SHALL BE:

1. Interior Butts: US10B (BHMA 613)
2. Door Closers: Sprayed to match hardware finish.
3. Kick, Push Plates: US10B (BHMA 613)
4. All other hardware shall be: US10B (BHMA 613), or as scheduled.

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C. HINGES

1. Number of hinges per door, two hinges for doors up to and including five feet in height and an additional hinge for each two and one half feet or fraction thereof.

2. Hinges shall be as follows:

| | | | |
|---|---|---|---|
| Exterior | McKinney | TA23144 ½ x 4 ½ NRP | |
| | Stanley | FBB191 | 4 ½ x 4 ½ NRP |
| Interior | McKinney | TA27144 ½ x 4 ½ | |
| | Stanley | FBB179 | 4 ½ x 4 ½ |

D. DOOR CLOSERS:

1. Door closers shall have fully hydraulic, full rack and pinion action. Cylinder body shall be 1-1/2" in diameter, and double heat treated pinion shall be 11/16" in diameter.

2. Hydraulic fluid shall be of a type requiring no seasonal closer adjustment for temperatures ranging from 120 degrees F to -30 degrees F.

3. Spring power shall be continuously adjustable over the full range of closer sizes, and allow for reduced opening force for physically handicapped. Hydraulic regulation shall be by tamper-proof, non-critical valves. Closers shall have separate adjustment for latch speed, general speed, and hydraulic back-check.

4. All closers shall have solid forged steel main arms (and forged forearms for parallel arm closers).

5. Closer arms (and metal covers when specified) shall have a powder coating finish.

6. Provide drop, mounting plates, where required.

7. Do not locate closers on the side of doors facing corridors, passageways or similar type areas. Where it is necessary, due to certain conditions and approval of the Architect, to have closers in corridors, provide such closers with parallel or track type arms.

8. All door closers shall be adjusted by the installer in accordance with the manufacturer's templates and written instructions. Closers with parallel arms shall have back-check features adjusted prior to installation.

9. Closers shall conform to all applicable code requirements relative to setting closing speeds for closers and maximum pressure for operating interior and exterior doors.

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10. Door closers meeting this specification are as follows:

| | LCN | Sargent |
|---|---|---|
| Exterior | 4111S-CUSH | 281 – CPS |
| | 4111S-H-CUSH | 281 – CPSH |
| Interior | 4011 | 281- 0 |
| | 4111 | 281 – P10 |
| | 4040SE | 2407 Series |
| | 4000T | 281 – OT x spec. |
| TEMP. | 4310ME-SF | 2980 |
| | 4040SE-DE | 2477 |

E. LOCKSETS, LATCH SETS:

1. Mortise type shall be heavy-duty ANSI A156.13, Series 1000, Grade 1 Operational, 2-3/4" backset, six pin cylinder with lever handles.

| Manufacturer | Series | Lever Design |
|---|---|---|
| Sargent | 8200 | ME |

2. Lock functions as indicated in the hardware schedule shall be as follows:

| Function | Sargent | Best |
|---|---|---|
| A (Storeroom) | 04 | EW |
| B (Storeroom) | 04 | EW x Knurled O/S Lever |
| C (Office) | 05 | E |
| D (Passage) | 15 | N |
| E (Vestibule) | 16 | B6/B7 |
| F (Classroom) | 37 | J |
| G (Spec Classroom) | 38 | INL |
| H (Privacy) | 65 | LF |
| I (Apt Entrance) | 43 | FW |
| J Simplex L1000 (with Sargent 5-pin core) | | |

F. HEAVY DUTY LEVER HANDLE CYLINDRICAL LOCKS:

1. Locksets for this project shall be heavy duty cylindrical key-in-lever handle type locksets.

2. Locksets shall be 2 3/4" backset with 1/2" throw latchbolt, with deadlocking latch, and a cylindrical housing of steel with a zinc dichromate finish.

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3. Locksets shall be fastened by thru bolts, thru the 3 1/2" diameter inside rose back plate into the threaded studs in the outside rose back plate. Thru bolts shall be placed in separate bolt holes, thru the door and outside the cylindrical case at 180° from each other.

4. The inside and outside rose scalps shall be 3 1/2" diameter wrought brass or bronze. When assembled, all thru bolts in the face of the door shall be concealed from view. The lever handles shall be solid cast in the same finish as the rose.

5. Cylinders for lever handle cylindrical locks shall be 6 pin tumbler, solid brass, with nickel silver keys. Two keys shall be supplied with each lock or cylinder. See "Keying Section 2.OIF" for masterkey information.

6. The 1/2" throw latchbolt shall be listed and approved for use by Underwriters Laboratories.

7. Strikes shall be curved lip ANSI A - 115.2 4 7/8" x 1 1/4" wrought brass or bronze.

8. The following locksets shall be considered acceptable for this project:

| | | |
|---|---|---|
| Sargent | "10" Line | LLC Design |
| Best Lock | 9K Line | 15C |

9. All locksets and cylinders for this project, shall be by the same manufacturer and shall be manufactured in the United States of America by Schlage Lock Co. substitutions will not be allowed.

10. The following is a list of lock functions as indicated under "hardware set":

| FUNCTIONS | BEST | SARGENT |
|---|---|---|
| (1) | D | 04 |
| (2) | AB | 05 |
| (3) | N | 15 |
| (4) | R | 37 |
| (5) | L | 65 |
| (6) | C | 16 |

G. DEADLOCK:

1. Where called for in the hardware sets provide deadlock equal to Sargent 4875.

H. PUSH PLATES, DOOR PULLS, PUSH/PULL BARS:

1. Shall be as manufactured by Rockwood, Burns or Ives.

a. Push plates shall be 4” x 16” x .050 thickness unless otherwise listed in hardware sets.

| | |
|---|---|
| Rockwood | 70 Series |
| Burns | 50 Series |
| Quality | 40 Series |

b. Door pulls shall be 1” x 10”

Type A

| | |
|---|---|
| Rockwood | BF111 |
| Burns | BF26C |
| Quality | BF163-10” |

c. Push/Pull bars

Type A (Wide Stile Doors)

| | |
|---|---|
| Rockwood | BF11147 x T1006 Mounting |
| Burns | BF26C x 442 x Sim. Mounting as Above |
| Quality | BF 482 x Sim. Mounting as Above |

I. KICK PLATES, ARMOR PLATES, MOP PLATES:

1. Kick plates shall be 8 in. high. Armor plates shall be 34 in. high. Mop plates shall be 4 in. high. All plates shall be 2 in. less the width of door. Plates shall be .050 thickness, bevel 4 edges, screws shall be oval head counter-sunk.

J. STOPS

1. Shall be furnished at all doors. Wherever and opened door or any item of hardware thereon strikes a wall, at 90 degrees. Provide wall bumpers, unless otherwise indicated in hardware sets.

2. Where wall bumpers cannot be effectively used, a floor stop shall be furnished and installed.

3. Provide roller bumpers for each door where two doors interfere with each other in swinging.

| Manufacturer | Wall Bumpers | Floor Stops | Roller Bumpers |
|---|---|---|---|

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| | | | |
|---|---|---|---|
| Rockwood | 409 | 440, 442 | 456 |
| Ives | 407 ½ | 436B, 438B | 470 Series |
| Glynn Johnson | WB 50XT | FB13, FB14 | RB-3 |

4. Where overhead stops are listed they shall be the surface mounted type as follows:

| Manufacturer | Series |
|---|---|
| Glynn Johnson | GJ450 |
| Sargent | 1540 |
| ABH | 4400 |

K. THRESHOLDS, WEATHERSTIP, SEAL:

1. Thresholds shall be as detailed and furnished on all doors where shown on drawings. Thresholds shall be aluminum unless otherwise indicated. Set thresholds for exterior and acoustical doors in full bed of sealant complying with requirements specified in Division 7 Section "Joint Sealants".

2. Weatherstripping shall be furnished on all exterior doors unless otherwise indicated.

| Product | Pemko | Reese | NGP |
|---|---|---|---|
| Threshold | as detailed | | |
| Brush Seal | 45062AP | 970 | A626A |
| Auto. Door Bottom | 430CR | 330 | 420 |
| Door Sweep | 345AV | 353 | 101AV |
| Set Astragals | 351C x 351CP | 95 x 95P | 140 x 140P |
| Astragal | 357SP | 183S | 139SP |
| Rain Drip | 346C | R210A | 16A |

PART 3—EXECUTION

3.01. INSPECTION

1. It shall be the general contractors responsibility to inspect all doors openings and doors to determine that each door and door frame has been properly prepared for the required hardware. If errors in dimensions or preparation are encountered, they are to be corrected by the responsible parties prior to the installation of hardware.

3.02 PREPARATION

1. All doors and frames, requiring field preparation for finish hardware, shall be carefully mortised, drilled for pilot holes, or tapped for machine screws for all items of finish hardware in accordance with the manufacturers' templates and instructions.

3.03 INSTALLATION/ADJUSTMENT/LOCATION

1. All materials shall be installed in a workmanlike manner following the manufacture's recommended instructions.

2. Exit Devices shall be carefully installed so as to permit friction free operation of crossbar, touch bar, lever. Latching mechanism shall also operate freely without friction or binding.

3. Door Closers shall be installed in accordance with the manufacturer's instructions. Each door closer shall be carefully installed, on each door, at the degree of opening indicated on the hardware schedule. Arm position shall be shown on the instruction sheets and required by the finish hardware schedule.

4. The adjustments for all door closers shall be the installer's responsibility and these adjustments shall be made at the time of installation of the door closer. The closing speed and the latching speed valves, shall be adjusted individually to provide a smooth, continuous closing action without slamming. The delayed action feature or back check valve shall also be adjusted so as to permit the correct delayed action cycle or hydraulic back check valve shall also be adjusted so as the opening cycle. All valves must be properly adjusted at the time of installation. Each door closer has adjustable spring power capable of being adjusted, in the field from size 2 thru 6. It shall be the installers' responsibility to adjust the spring power for each door closer in exact accordance with the spring power adjustment chart illustrated in the door closer installation sheet packed with each door closed.

5. Installation of all other hardware, including locksets, push-pull latches, overhead holders, door stops, plates and other items, shall be carefully coordinated with the hardware schedule and the manufacturer's instruction sheets.

6. Locations for finish hardware shall be in accordance with dimensions listed in the pamphlet "Recommended locations for Builders' Hardware" published by the Door and Hardware Institute.

3.04 PROTECTION

1. All exposed portions of finish hardware shall be carefully protected, by use of cloth, adhesive backed paper or other materials, immediately after installation of the hardware item on the door. The finish shall remain protected until completion of the project. Prior to acceptance of the project by the Architect and owner, the general contractor shall remove the protective material exposing the finish hardware.

3.05 CLEANING

1. It shall be the responsibility of the general contractor to clean all items of finish hardware and to remove any remaining pieces of protective materials and labels.

3.06 INSTRUCTIONS AND TOOLS

1. It shall be the responsibility of the finish hardware supplier to provide installation and repair manuals and adjusting tools, wrenches, etc… for the following operating products.

   a. Locksets (all types)
   b. Exit Devices (all types)
   c. Door Closers

3.07 HARDWARE SETS

1. Each Hardware Set listed below represents the complete hardware requirements for one opening. (Single Door or Pair of Doors). Furnish the quantities required for each set for the work.

HW 1

Each Door to Have: Hinges, Latchset (Function D), Stop, Silencers

HW 2

Each Door to Have: Hinges, Lockset (Function C), Stop, Silencers

HW 3

Each Door to Have: Hinges, Lockset (Function J) with Key Bypass, Closer/Holder, Stop, Silencers

HW 4

Each Door to Have: Hinges, Electric Strike, Lockset (Function A), Closer/Holder, Stop, Silencers

HW 5

Each Door to Have: Hinges, Lockset (Function 2), Deadlock

HW 6

Each Door to Have: Hinges, Lockset (Function 5), Closer/Holder, Stop, Silencers

HW 7

Each Door to Have: Hinges, Push Plate, Pull, Closer/Holder, Kick Plate, Stop, Silencer
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SECTION 08750 - INTERIOR PASS THROUGH WINDOW

1.1 Provide Interior Pass through windows as indicated on Architectural Drawings

Manufactured by DKhardware.com and CRL, Model: # BFW1A, CRL Satin Anodized Aluminum Manual Flush Mount Bi-Fold Service Window

Custom Size unit 36” wide by 46” high.

Tempered Clear Glass, pull hardware on the pull side

Apply Frosted Film to all glazing

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SECTION 09250 - GYPSUM BOARD

1.1 QUALITY ASSURANCE

1.2 MATERIALS

A. Interior Gypsum Board:

1. Gypsum wallboard.
2. Gypsum ceiling board.
3. Moisture- and mold-resistant gypsum board.

B. Trim Accessories:

1. Interior.
2. Aluminum: Extruded profiles.

END OF SECTION

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SECTION 09300 - TILING

1.1 QUALITY ASSURANCE

A. Mockup for floor tile installation.

1.2 TILE PRODUCTS

A. Tile Type CT: Glazed paver tile.

1. Basis-of-Design Product: Daltile
2. Size: 11-13/16 by 11-13/16 inches, and 6”x6” as indicated on drawings
3. Description: Rectified color-bodied porcelain.
4. Trim Shapes: Bullnose base.
5. Provide matching color grout, seal all grout.

B. Wall Tile: Glazed tile.

1. Basis-of-Design Product: Daltile
2. Size: 6 x 6 inches.
3. Description: Glazed Ceramic.
4. Trim Shapes: 6” Bullnose cap, and 6” Cove base
5. Provide 2 color pattern, 1 color for Cove and Body, second color for Bullnose Cap.
6. Provide matching color grout, seal all grout.

1.3 ACCESSORY MATERIALS

A. Transition Strips: Stainless steel edge strips and Transition Thresholds, manufactured by Schluter, or Architect Approved Equal.
B. Installation Adhesives: Low VOC.

C. Elastomeric Sealants: One-part, mildew-resistant silicone and low VOC.

1.4 INTERIOR TILE INSTALLATION SCHEDULE

Remove all existing flooring adhesives, prepare sub floor surface per tile manufacturers installation instructions, provide floor leveling materials as required to level, even and smooth floor surface prior to tile installation. Replace any damaged sub floor materials found during demolition.

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At walls to recieve wall tile prepare prepare wall surface per tile manufacturers installation instructions, provide wall mastic materials as required to plumb, even and smooth wall surface prior to tile installation. Replace and damaged wall materials found during demolition.

A. Interior Floors, Wood Subfloor:
1. F150/160: Thin-set mortar on exterior-glue plywood.

a. Tile Type: Paver tile.
b. Mortar: EGP latex-portland cement mortar.
c. Grout: Polymer-modified sanded grout.

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SECTION 09513 ACOUSTICAL TILE CEILING

1.1 PRODUCTS

A. 24”x48”x3/4” Acoustical Ceiling Tile with center score line, manufactured by Armstrong, Style: Cortega #747, white in color

B. 24”x24”x7/8” Acoustical Ceiling Tile, manufactured by Armstrong, Style: CIRRUS #556, angled tegular edge, white in color

C. Grid manufactured by Armstrong, Style: Prelude XL 15/16”

2.1 INSTALLATION

At locations of replaced ceilings, install new ceiling at same height AFF as previouls ceiling, provide new hangers to structure above.

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# SECTION 09640 - RESILIENT TILE FLOORING

## PART 1 GENERAL

### 1.01 THIS SECTION INCLUDES

A. Flooring and accessories as shown on the drawings and schedules and as indicated by the requirements of this section.

B. Provide in pattern as indicated on Architectural Drawings

C. The intent is to match the existing building standard VCT tile.

D. Resilient flooring Accessories: Provide Vinyl transition strips where indicated on drawings in colors to match VCT floor tile chosen

E. Remove all existing flooring adhesives, prepare sub floor surface per VCT tile manufacturers installation instructions, provide floor leveling materials as required to level, even and smooth floor surface prior to tile installation. Replace any damaged sub floor materials found during demolition.

### 1.02 RELATED DOCUMENTS

A. Drawings and General Provisions of the Contract (including General and Supplementary Conditions and Division 1 sections) apply to the work of this section.

### 1.03 RELATED SECTIONS

A. Other Division 9 sections for floor finishes related to this section but not the work of this section.

B. Division 3 Concrete; not the work of this section.

C. Division 6 Wood and Plastics; not the work of this section.

D. Division 7 Thermal and Moisture Protection; not the work of this section.

### 1.04 QUALITY ASSURANCE AND REGULATORY REQUIREMENTS

A. Select an installer who is competent in the installation of Mannington resilient tile flooring.

B. If required, provide types of flooring and accessories supplied by one manufacturer, including leveling and patching compounds, and adhesives.

C. If required, provide flooring material to meet the following fire test performance criteria as tested by a recognized independent testing laboratory:

a. ASTM E 648 Critical Radiant Flux of 0.45 watts per sq. cm. or greater, Class I.

b. ASTM E 662 (Smoke Generation) Maximum Specific Optical Density of 450 or less.

1.05 SUBMITTALS

A. Submit shop drawings, seaming plan, coving details, and manufacturer's technical data, installation and maintenance instructions (latest edition of Mannington's Professional Installation Guide) for flooring and accessories.

B. Submit the manufacturer's standard samples showing the required colors for flooring and applicable accessories.

C. If required, submit the manufacturer's certification that the flooring has been tested by an independent laboratory and complies with the required fire tests.

1.06 ENVIRONMENTAL CONDITIONS

A. Deliver materials in good condition to the jobsite in the manufacturer's original unopened containers that bear the name and brand of the manufacturer, project identification, and shipping and handling instructions.

B. Store materials in a clean, dry, enclosed space off the ground, and protected from the weather and from extremes of heat and cold. Protect adhesives from freezing. Store flooring, adhesives and accessories in the spaces where they will be installed for at least 48 hours before beginning installation.

C. Maintain a minimum temperature in the spaces to receive the flooring and accessories of 65ºF (18ºC) and a maximum temperature of 100ºF (38ºC) for at least 48 hours before, during, and for not less than 48 hours after installation. Thereafter, maintain a minimum temperature of 55ºF (13ºC) in areas where work is completed. Protect all materials from the direct flow of heat from hot-air registers, radiators, or other heating fixtures and appliances.

D. Install flooring and accessories after the other finishing operations, including painting, have been completed. Close spaces to traffic during the installation of the flooring. Do not install flooring over concrete slabs until they are sufficiently dry to achieve a bond with the adhesive, in accordance with the manufacturer's recommended bond and moisture tests.

PART 2 PRODUCTS

2.01 RESILIENT TILE FLOORING MATERIALS

A. Provide Tile Flooring manufactured by Mannington Mills, Inc., in Essentials 'Cool White #141' for field tile and accents of 'Apricot Haze #206' and 'Asparagus #195' , having a nominal total thickness of 1/8 in. (3.2 mm), 12 in. x 12 in. (305 mm x 305 mm), composed of polyvinyl chloride resin binder, plasticizers, fillers, and pigments with colors and texture dispersed uniformly throughout its thickness. Vinyl composition tile shall conform to the requirements of ASTM F 1066-95, Class 2 – through pattern.

2.02 WALL BASE MATERIALS - As specified

A. 4" Vinyl Base

2.03 ADHESIVES

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A. For Tile Installation System, Provide Mannington [V-11] Vinyl Composition Tile Adhesive under the tile.

B. For Tile Installation System, Tile On: Provide Mannington [MVP-2023 with MVP-2023 Additive] Resilient Tile Adhesive under the tile over smooth, completely bonded existing resilient flooring.

2.04 ACCESSORIES

A. For patching, smoothing, and leveling monolithic subfloors (concrete, terrazzo, quarry tile, ceramic tile, and certain metals), provide Mannington [MVP-2023 Patching and Leveling Compound with MVP-2023 Additive].

B. For sealing joints between the top of wall base or integral cove cap and irregular wall surfaces such as masonry, provide synthetic caulking compound intended for this use; applied according to the manufacturer's recommendations.

C. Provide transition/reducing strips tapered to meet abutting materials.

D. Provide threshold of thickness and width as shown on the drawings.

E. Provide resilient edge strips of width shown on the drawings, of equal gauge to the flooring, homogeneous vinyl or rubber composition, tapered or bullnose edge, with color to match or contrast with the flooring, or as selected by the Architect from standard colors available.

F. Provide metal edge strips of width shown on the drawings and of required thickness to protect exposed edges of the flooring. Provide units of maximum available length to minimize the number of joints. Use butt-type metal edge strips for concealed anchorage, or overlap-type metal edge strips for exposed anchorage. Unless otherwise shown, provide strips made of extruded aluminum with a mill finish.

PART 3 EXECUTION

3.01 INSPECTION

A. Examine subfloors prior to installation to determine that surfaces are smooth and free from cracks, holes, ridges, and other defects that might prevent adhesive bond or impair durability or appearance of the flooring material.

B. Inspect subfloors prior to installation to determine that surfaces are free from curing, sealing, parting and hardening compounds; residual adhesives; adhesive removers; and other foreign materials that might prevent adhesive bond. Visually inspect for evidence of moisture, alkaline salts, carbonation, dusting, mold, or mildew.

C. Report conditions contrary to contract requirements that would prevent a proper installation. Do not proceed with the installation until unsatisfactory conditions have been corrected.

D. Failure to call attention to defects or imperfections will be construed as acceptance and approval of the subfloor. Installation indicates acceptance of substrates with regard to conditions existing at the time of installation.

3.02 PREPARATION

A. Smooth concrete surfaces, removing rough areas, projections, ridges, and bumps, and filling low spots, control or construction joints, and other defects with Mannington [MVP-2023]as recommended by the flooring manufacturer.

B. Remove paint, varnish, oils, release agents, sealers, and waxes. Remove residual adhesives as recommended by the flooring manufacturer. Remove curing and hardening compounds not compatible with the adhesives used, as indicated by a bond test or by the compound manufacturer's recommendations for flooring. Avoid organic solvents.

C. Perform subfloor Calcium Chloride Tests (and Bond Tests) as described in," Mannington Professional Installation Guide," to determine if surfaces are dry; free of curing and hardening compounds, old adhesive, and other coatings; and ready to receive flooring.

D. Vacuum or broom-clean surfaces to be covered immediately before the application of flooring. Make subfloor free from dust, dirt, grease, and all foreign materials.

3.03 INSTALLATION OF TILE FLOORING

A. Install flooring in strict accordance with the latest edition of "Mannington Professional Installation Guide".

B. Install flooring wall to wall before the installation of floor-set cabinets, casework, furniture, equipment, movable partitions, etc. Extend flooring into toe spaces, door recesses, closets, and similar openings as shown on the drawings.

C. If required, install flooring on pan-type floor access covers. Maintain continuity of color and pattern within pieces of flooring installed on these covers. Adhere flooring to the subfloor around covers and to covers.

D. Scribe, cut, and fit to permanent fixtures, columns, walls, partitions, pipes, outlets, and built-in furniture and cabinets.

E. Install flooring with adhesives, tools, and procedures in strict accordance with the manufacturer's written instructions. Observe the recommended adhesive trowel notching, open times, and working times.

3.04 INSTALLATION OF ACCESSORIES

A. Apply top set wall base to walls, columns, casework, and other permanent fixtures in areas where top-set base is required. Install base in lengths as long as practical, with inside corners fabricated from base materials that are mitered or coped. Tightly bond base to vertical substrate with continuous contact at horizontal and vertical surfaces.

B. Fill voids with plastic filler along the top edge of the resilient wall base or integral cove cap on masonry surfaces or other similar irregular substrates.

C. Place resilient edge strips tightly butted to flooring, and secure with adhesive recommended by the edge strip manufacturer. Install edge strips at edges of flooring that would otherwise be exposed.

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D. Apply [butt-type] [overlap] metal edge strips where shown on the drawings, [before] [after] flooring installation. Secure units to the substrate, complying with the edge strip manufacturer's recommendations.

3.05 CLEANING AND PROTECTION

A. Perform initial maintenance according to the latest edition of "Mannington Professional Installation Guide.

B. Protect installed flooring as recommended by the flooring manufacturer against damage from rolling loads, other trades, or the placement of fixtures and furnishings. Additional information is included in Mannington's Professional Installation Guide.

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SECTION 09650 - SELF LEVELING UNDERLAYMENT

Mapei Ultrapan M20 Plus self leveling underlayment

Install per manufacturers instructions, prep slab and self leveling surface for VCT installation

END OF SECTION

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SECTION 09653 - RESILIENT WALL BASE AND ACCESSORIES

1.1 PRODUCTS

A. Resilient Floor Base: 1/8" x 4" Vinyl cove base, manufactured by Johnsonite, color: 'Heather Green #59 to match existing building standard

Resilient Floor Base at locations of replaced flooring where wall covering is not scheduled to be removed: 1/8" x 6" Vinyl cove base, manufactured by Johnsonite, color 'Heather Green #59 to match existing building standard

B. Resilient Base Accessory: Factory formed external and internal corners

C. Installation Materials:
1. Trowelable leveling and patching compounds.
2. Adhesives: Low VOC.

END OF SECTION

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# SECTION 09912 - INTERIOR PAINTING

## 1.1 QUALITY ASSURANCE

A. Mockups for each color and finish.

## 1.2 PAINT, GENERAL

Typical Installation:

1 coat primer
2 coats paint

A. Products Sherwin Williams Wall Colors (SW 6084 Modest White, SW 6086 Sand Dune, SW 6356 Copper Mountain) match existing colors, provide samples for Architect approval

B. Product Sherwin Williams Door Color, custom color to match existing door frame color

C. VOC Content: Products shall comply with VOC limits of authorities having jurisdiction and, for interior paints and coatings applied at Project site, the following VOC limits, exclusive of colorants added to tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

1. Flat Paints and Coatings: 50 g/L.
2. Nonflat Paints and Coatings: 150 g/L.
3. Primers, Sealers, and Undercoaters: 200 g/L.

## 1.3 SOURCE QUALITY CONTROL

A. Testing: By Owner-engaged agency.

## 1.4 INTERIOR PAINTING SCHEDULE

A. Wood Substrates: Including wood trim, doors and windows.

B. Gypsum Board Substrates:

1. High-performance architectural latex system, walls to recieve enamel - eggshell finish. Ceilings to recieve latex enamel - flat finish.

END OF SECTION

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SECTION 09922 - VINYL WALL COVERING

1.1 PRODUCTS

A. Provide Vinyl Wall Covering as indicated on drawings, Class A, Type II, minimum 20 oz. / per Yard.

Match existing building standard Vinyl Wall Covering, Sherwin Williams Contract Express color Creme/Off White

At walls to recieve wall covering, remove all existing adhesives, prepare wall surface per Vinyl Wall Covering manufacturers installation instructions, provide repairing materials as required to plumb, even and smooth wall surface prior to wall covering installation. Replace any damaged wall base materials found during demolition.

END OF SECTION

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SECTION 11200 - TOILET PARTITIONS

1.1 PRODUCTS

Toilet Compartment Type: Overhead Braced

Basis of Design Product: Bradley, Mills Partitions, Sentinel, Series 400.

Color: from manufacturers full range.

2.1 INSTALLATION

General Contractor to field measure and Custom fabricate partitions and doors to fit existing conditions.

Provide shop drawings and submittals for Architect Approval.

Provide all components and hardware required for a full system installation.

Provide all required blocking in walls for partition anchoring.

END OF SECTION

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SECTION 11300 - SIGNAGE

Provide Signage per the Signage Schedule Drawing and to specifications within the USMEPCOM Design Manual 2014

END OF SECTION

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SECTION 11494 - WINDOW BLINDS

Provide blinds at windows as indicated on Architectural Drawings

Manufacturer: Hunter Douglas, Model: Duet FR Honeycomb Shades, 3/4” Opaque, color to be selected by Architect from Manufacturers full range. or Architect Approved Equal.

Provide all hardware required to install blinds within openings

END OF SECTION

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SECTION 11500 - TOILET ACCESSORIES

Provide commercial grade (fixed mounting) toilet paper holders, paper towel dispensers, soap dispensers, waste receptacles at all locations as indicated on drawings, Stainless Steel Finish

END OF SECTION

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SECTION 11600 - PRIVACY (CUBICAL) CURTAIN

1.1 PRODUCTS

Provide Privacy (Cubical) Curtain as indicated on Architectural Drawings.

Manufactured by MEDLINE

Style: Spring Frost AM Cubical Curtains.

Color: From manufacturers Full range

Track: Medline, Supreme Track with Carriers, provide all fasteners, endcaps and accessories for full installation.

Curtains to meet applicable Sprinkler Code requirements as to openness of mesh material to maintain effective sprinkler coverage.

2.1 INSTALLATION

Provide all components for fully operational Privacy Curtain installation. Provide hanging reinfocement for track up to joist strucutre above ceiling.

END OF SECTION

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SECTION 11700 - CORNER GUARDS

1.1 PRODUCTS

Provide Corner Guards as indicated on Architectural Drawings, on all outside wall corners.

Manufactured by PAULING CORPORATION

Style: CG-10 Wall Mount, Vinyl embossed surface with Aluminum retainer, provide top Cap closure.

Color: From manufacturers Full range

END OF SECTION

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SECTION 11800 - APPLIANCES

Provide undercounter refrigerator in existing opening within cabinetry at room #600

Provide and install 2 drawer refrigerator, manufactured by SUMMIT APPLIANCE, model #BDR190CSS

Stainless Steel finish.

END OF SECTION

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SECTION 11900 - TELEVISIONS

Provide and install Televisions as indicated on Architecutral Drawings, provide wall mounts, all power and audio cable connections for fully functional TV operation.

- 65” Smart TV, manufactured by SAMSUNG, Model #: LED H7150 Series Smart TV - 65” Class (64.5” Diag.)

- 55” Smart TV, manufactured by SAMSUNG, Model #: LED H7150 Series Smart TV - 55” Class (54.6” Diag.)

Provide low profile wall mounts and or Swivel mounts as indicated on drawings compatible with TV’s and designed for loading and size of TV’s specified above, install per manufacturers instructions, G.C. to provide blocking in wall as required for installation, patch and repair wall as required.

END OF SECTION

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SECTION 11950 - PUBLIC ADDRESS (PA) SYSTEM

Remove all unused components of existing Public Address System to be replaced

Provide and install a fully operational Public Address System with all necessary components and connections, power etc.

Provide and install an upgraded Public Address System, work to include amplifier, speakers, microphone and volume control devices.

For additional Public Address System information and specifications see the PA System Schedule sheet within the Architectural Drawings.

Public Address System:

A. A zoned public address system shall be provided and installed. The system shall be all-zone, plus be divided into six (6) separate zones: Headquarters, Common Areas, Operations, Medical, Testing, and Liaisons.

B. Public Address System Zoning:

ZONE 1 (Common Areas) Includes the Corridors, Visitor Lounge, Applicant Dining, Public Restrooms, Liaison Waiting, Baggage Room, Television Room, Applicant Waiting, Game Room.

ZONE 2 (Headquarters) Includes the Female Staff Locker, Male Staff Locker, HQ Admin. Section, Staff Lounge, Supply, Storage, and Exercise Room.

ZONE 3 (Testing) Includes the entire Testing Section, excluding Test Rooms.

ZONE 4 (Operations) Includes the entire Operations Section, excluding the Ceremony and Briefing Rooms.

ZONE 5 (Medical) Includes the entire Medical Section excluding Medical Briefing and the Audio Room.

ZONE 6 (Liaisons) Includes the entire Liaison Section.

C. Accessibility - The PA system shall be accessible from the telephone system such that any staff telephone
within a zone can access the PA system within that zone and/or all zones.

D. Speakers - Provide ceiling-mounted, 8 inch, full range cone type speakers with matched black-box and baffle similar to Dukane Model 5A607 or equal. Speakers will have a power rating of at least 10 watts and
incorporate a universal-matching transformer with power taps of 0.5, 1.0, and 2.0 watts. Frequency range will be from 30 to 20,000 Hz. Speakers shall not be provided in Test Rooms, Briefing Rooms, Audio Room, and the Ceremony Room.

Speaker Type 1 – Public address speakers with volume controls at the system amplifier, or mounted on each baffle.
Speaker Type 2 – Speakers with wall mounted, 10-position in 3-decibel steps, control.

E. Volume Control – A 10-watt area speaker control similar to Dukane Model 9A1550B or approved equal will
be provided and installed. Attenuation shall be provided through a rotary switch of 10 to 12 positions. Attenuation shall increase / decrease at 1.5dB per step.

F. Amplifiers – Provide mixer / amplifier(s) as required to power voice paging and audio-tape play over all six
zones. Maximum number of speakers on any one zone will be 40. Amplifiers shall be similar to Dukane Models 1A1635, 1A1660, 1A1725 or approved equal (wattage varies). The amplifier shall have dedicated inputs for auxiliary and telephone page as well as other inputs as required to interconnect all system components. Telephone paging module shall be built-in to provide signal input of 600 ohms and connection to telephone key switching unit. Individual controls for inputs, tone control, master control and
power on/off shall be front panel accessible. In multi-amplifier set-ups, bridging of amplifiers is required to
provide an “all call” capability.

G. All PA wiring shall be sound shield with drain #22-2 conductor.

**Supplemental Requirements**

1. Install individual volume control panels, wall mounted, in all rooms with Type 2 speakers.
2. Install two separate volume control panels, wall mounted, for Zones 1 & 4 w/ Type 1 speakers, at the main control counter.
3. Install one separate volume control panel, wall mounted, for Zones 5 w/Type 1 speakers, at the medical control counter.
4. DO NOT install a volume control panel at the amplifier.

END OF SECTION

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SECTION 15000 - MECHANICAL

Mechanical (HVAC and Plumbing) scope is Design/Build, below is the intent of the design.

At locations of ceilings and walls to be replaced, replace all existing ceiling and wall mechanical grilles, vents, etc with new grilles, vents, etc with similar items white in color, reconnect and confrim fully function operations.

New plumbing fixtures to meet specifications on Drawings and USMEPCOM Design Guide 2014, provide fixtures and trim to match existing building standard

**Wall Hung Toilet** rooms 412 and 415 - American Standard - Afwall 1.6 gpf EverClean Toilet with Exposed Manual Flush Valve System (or Architect Approved equal) provide manual flush valve. Provide valve layout to work with existing plumbing conditions

**Wall Hung Urinal** room 412 - American Standard - Trimbrook 1.0 gpf Siphon Jet Top Spud Urinal, (or Architect Approved equal) provide manual flush valve. Provide valve layout to work with existing plumbing conditions. Ensure 1 urinal is installed at ADA height Minimum

**Wall Hung Toilet** rooms 310, 312 and 802 - American Standard - Afwall 1.6 gpf EverClean Toilet with Auto Flush Valve System (or Architect Approved equal) provide auto flush valve. Provide valve layout to work with existing plumbing conditions

**Wall Hung Urinal** room 312- American Standard - Trimbrook 1.0 gpf Siphon Jet Top Spud Urinal, (or Architect Approved equal) provide auto flush valve. Provide valve layout to work with existing plumbing conditions. Ensure 1 urinal is installed at ADA height Minimum

**Shower Faucet and Controls** - Meet ADA standards, finish to match existing lavatory faucets, manual controls, commercial grade.

**Sink Faucet and Controls** - Meet ADA standards, finish to match existing lavatory faucets, auto controls, commercial grade.

END OF SECTION

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SECTION 16000 - ELECTRICAL

Electrical scope is Design/Build, below is the intent of the design.

New lighting fixtures to meet specifications on the Architectural Drawings and USMEPCOM Design Guide 2014, provide fixtures per Light fixture schedule on Drawings.

END OF SECTION

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# MEPS Medical Renovation
# Statement of Work
# Medical Spaces and Facility Renovation

1 WORK DESCRIPTION:
The Contractor shall provide, unless otherwise specified, all labor, supervision, tools, materials, equipment, and transportation necessary to renovate the MEPS Facility with the following details in the scope. The work identified below mainly covers the Medical Office Spaces (Rms 400 – 417) within the MEPCOM facility. The additional work listed is from the newly renovated offices of the Phase One Renovation and it has been inserted after the Medical Facility section. The work in the Medical Facility is similar in nature such as the walls, floors and ceilings (see Note#1 & #2 below). The existing room number details any work that is above the standard listed in Note #1. The specifications for all new work described below are listed in the 2010 HQ USMEPCOM Design Guide. Provide an estimate for the renovation of the Medical Spaces with the following requirements:

Note #1: Demolition and New Construction in rooms 400 – 417 consist of the following:

Demolition in Medical Spaces Includes:

- Remove the wall covering
- Remove ceiling tile with grid
- Remove the floor covering (carpet or tile)
- Remove the doors and frames.
- Remove the lights
- Remove details in rooms listed below in par. 1.1

New Work in Medical Spaces Includes:

- Provide wall surface preparation before installing:
    1. Vinyl wall paper
    2. Ceramic tile
    3. Paint
- Provide floor surface preparation before installing:
    1. VCT
    2. Carpet
    3. Ceramic tile
- Provide and install ceiling grid and tile
- Provide and install doors and frames
- Provide and install light fixtures.
- Provide and install details in rooms listed below in par. 1.1

Note #2: Work above the standard demolition is listed below per room.

## 1.1 Demolition Notes in Medical Spaces – Rms. 400 - 417:

A. DEMO in Room 400 Medical Waiting Room:
- Remove the cove base around the bottom of Med Counter.

B. DEMO in Room 403 Assistant Medical Officer Room:
   - Remove the sink and faucet. (The salvaged sink from Female Ortho will be installed in existing sink location).

C. DEMO in Room 404 Male Ortho:
   - Remove the full-length bench and privacy curtains and hardware.

D. DEMO in Room 405 Utility Closet:
   - Do not remove the ceiling grid, just tiles.

E. DEMO in Room 407 Vision Test Room #1:
   - Remove existing countertop and framework.

F. DEMO in Room 408 Audio Test Room:
   - During construction, provide a dust cover on the audio booth and related equipment.

G. DEMO in Room 409 Vision Test Room #2:
   - Remove the second door and frame that exits into the Female Ortho Rm.
   - Demo the countertop and framework.

H. DEMO in Room 412 Male Urinalysis:
   - Remove the gypsum ceiling, to include the shower area.
   - Remove the stall partitions and the wooden bench seats.
   - Remove the four urinals and the one toilet.
   - Remove the faucet in the shower stall.

I. DEMO in Room 413 Laboratory/Serology:
   - Remove the wall “D” for expansion of the space.
   - Remove the doorframe in wall “B”
   - Remove the pass thru windows and shelves.
   - Possible ventilation duct shifting as wall “B” is constructed. Need Engineering to look at this.

J. DEMO in Room 414 Female Ortho:
   - Remove the sink and drinking fountain (scrap) and cap off plumbing.
   - Salvage the sink and faucet for relocation in the Asst. Med. Off. Rm.
   - Remove the privacy curtains and hardware.

K. DEMO in Room 415 Female Urinalysis:
   - Remove the gypsum ceiling to include the shower area.
   - Remove the partitions and wooden bench seats.
   - Demo the toilets and shower faucet.

L. DEMO in Room 416 Female Exam Room:
   - Remove the privacy curtains.

## 1.2 Demolition Notes, Additional Rooms in Office Complex:

M. DEMO in Room 301 System Admin:
- Remove both doors & frames in this space including the wood thresholds.

N. DEMO in Room 302 Women's Locker Room:
- Remove the light fixtures over the sink area.
- Remove door & frame.

O. DEMO in Room 303 Men's Locker Room:
- Remove the light fixtures over the sink area.
- Remove door & frame.

P. DEMO in Room 310 Women's Lavatory:
- Remove the partitions, toilets, and floor & wall tiles, light fixtures. Remove ADA handle supports and salvage for reuse.

Q. DEMO in Room 312 Men's Lavatory:
- Remove the partitions, toilets, urinals, and floor & wall tile. Remove ADA handle supports and salvage for reuse.

R. DEMO in Room 602 Baggage Room:
- Remove the metal inserts on all shelves.

S. DEMO in Room 802 Lavatory:
- Remove the plumbing fixtures, this includes the sink and toilet,
- Remove the ceiling tile and grid,
- Remove the lighting
- Remove the ceramic floor and wall tile, and vinyl wall covering.
- Remove door & frame.

## 1.3 New Construction Notes, in Medical Spaces – Rms. 400 - 417:

Note: New construction in the Medical Spaces shall include wall prep before painting and wallpapering, floor prep (prepare the sub floor surface) prior to installing all VCT, ceramic tile and carpeting.
Note: Existing countertops, sinks and faucets are new in the following rooms: 302, 303, 310, 312, 412, and 415. All efforts to be made to protect these counters during the construction
Note: New doors shall match door and wood trim of the Ceremony Room #307, include door hardware.

1. NEW Work in Room 400 Medical Waiting Room:
   - Provide and install a new solid core wood door with a narrow lite (Type 3 door with Type 2 hardware) w/hollow welded metal frame and lock assembly.
   - Apply new vinyl wall covering floor to ceiling.
   - Install new VCT floor tile and vinyl cove base.
   - Install new ceiling tile and grid.
   - Provide wood trim board at the base of the Med Counter to remove the gap that exists.

2. NEW Work in Room 401 Health Tech Supervisor/Medical NCOIC:

- Provide and install a new wood door (T3 door with T2 hdwe) and frame. Provide a lock on door.
- Install carpet tile with cove base and apply vinyl wall covering.
- Install new ceiling tile and grid.

3. NEW Work in Room 402 Chief Medical Officer:
   - Provide and install a new wood door (T1 door with T2 hdwe) and frame.
   - Install carpet tile with cove base and apply vinyl wall covering.
   - Install new single lever mixing valve manual faucet on sink.
   - Install new ceiling tile and grid.

4. NEW Work in Room 403 Assistant Medical Officer:
   - Provide and install two new wood doors (T1 door with T2 hdwe) and frame.
   - Install VCT floor tile with cove base and apply vinyl wall covering.
   - Install the sink and faucet removed from the Female Ortho Office.
   - Install new ceiling tile and grid.

5. NEW Work in Room 404 Male Ortho:
   - Provide and install a new solid core wood door (Type 1 door with Type 6 hdwe) w/hollow welded metal frame. Provide a lock on door.
   - Apply vinyl wall covering floor to ceiling.
   - Install new VCT floor tile and vinyl cove base.
   - Install a new bench seat the length of the rear wall 18” AFF and 1’4”depth with a solid surface.
   - Install new ceiling tile and grid.
   - Install new privacy curtains and hardware.

6. NEW Work in Room 405 Utility Closet:
   - Provide and install a new wood door (T1 door with T2 hdwe) and frame.
   - Install VCT floor tile with cove base
   - Paint the wall and base of deep sink.
   - Install new ceiling tile in existing grid.

7. NEW Work in Room 406 Medical Admin:
   - Provide and install a new wood door (T1 door with T2 hdwe) and frame.
   - Install VCT floor tile with cove base and apply vinyl wall covering.
   - Install new ceiling tile and grid.

8. NEW Work in Room 407 Vision Test Room #1:
   - Provide and install a new wood door (T3 door with T1 hdwe) and frame.
   - Install VCT floor tile with cove base and apply vinyl wall covering.
   - Provide and install a new counter top according to the spec. Color and design of countertop shall match the countertop of the Medical Counter. (Solid surface counter 30” deep x 6’ long x 42” AFF w/ 4” backsplash and provide under counter supports).
   - Install new ceiling tile and grid.
   - Provide duplex receptacles above the countertop.

9. NEW Work in Room 408 Audio Room:
   - Coordinate moving the hearing booth with MEPCOM facilities (they will move it) to the opposite corner and reset the unit for operation.
   - Provide and install a new solid core wood door (Type 3 door with Type 1 hdwe) w/hollow welded metal frame.

- Install carpet tile up to the booth, vinyl cove base
- Apply vinyl wall covering.
- Install ceiling tile and grid.
- Reposition the lighting to provide optima lighting in space.

10. NEW Work in Room 409 Vision Room #2:
    - Provide and install a new wood door (T3 door with T1 hdwe) and frame.
    - Construct a wall in the door opening, matching the surrounding wall thickness.
    - Install VCT floor tile with cove base and apply vinyl wall covering.
    - Provide and install a new counter top according to the spec. (Solid surface counter 30” deep x 7’ long x 42” AFF w/ 4” backsplash) and provide under counter supports.
    - Install new ceiling tile and grid.
    - Provide duplex receptacles above the countertop.

11. NEW Work in Room 410 Medical Storage:
    - Provide and install a new wood door (T1 door with T2 hdwe) and frame.
    - Install VCT floor tile with cove base and paint wall.
    - Paint the wood storage shelving with two coats of white semi-gloss paint.
    - Install new ceiling tile and grid.

12. NEW Work in Room 411 Medical Break Room:
    - Provide and install a new wood door (T1 door with T2 hdwe) and frame.
    - Install VCT tile with cove base and apply vinyl wall covering.
    - Install new ceiling tile and grid.

13. NEW Work in Room 412 Male Urinalysis:
    - Provide and install a new wood door (T1 door with T7 hdwe) and frame.
    - Install ceramic tile for the floor and wall up 6’ with paint to the ceiling.
    - Install new gypsum board ceiling to include the shower area.
    - Provide and install four new urinals and one new toilet.
    - Provide and install manual flushometers in this space.
    - Install new partitions around the toilet and dressing stall.
    - Provide a new faucet for the shower unit and shower head.

14. NEW Work in Room 413 Lab/Serology:
    - Provide and install two new wood doors (Dutch) (T4 door with T1 hdwe) and frames. Install one Dutch door in the existing door opening in wall “B”. Install second Dutch door hinged on the left opening into the lab in new wall “C”.
    - Provide and install new pass through windows in walls B & F at existing locations. Windows sized to 42”x36” swinging frosted. Provide and install new 12” wide shelves at the base of the pass doors.
    - Construct an extension of wall B to meet new wall C. Provide and install a second counter on wall C between the new door and wall A. Counter shall be same height of existing counters in the space and a depth to fit within the wall location.
    - Provide and install a new counter at wall F, (this counter will house the existing refrigerator) place perpendicular to the existing counter. This counter should meet the height of the existing counter and have a minimum depth of 28” to house the existing refrigerator. The power of the refrigerator may need relocating.
    - Install VCT floor tile with cove base and apply vinyl wall covering.

- Provide additional duplex receptacles and duplex data drops at both new counters.
- Install new ceiling tile and grid.
- Check the supply air vent that will be affected when the new wall is built. Vent is directly above the path of wall "B".

15. NEW Work in Room 414 Female Ortho:
    - Provide and install a new solid core wood door (Type 1 door with Type 6 hdwe) w/hollow welded metal frame. Provide a lock on door.
    - Prep the wall before applying new vinyl wall covering.
    - Install new VCT floor tile and vinyl cove base.
    - Install a new bench seat the length of the rear wall 18" AFF and 1'4"depth with a solid surface.
    - Provide power and relocate the data drop for the desk station.
    - Install new ceiling tile and grid.
    - Install new privacy curtains and hardware.
    - Repair the wall surface where the sink and drinking fountain was.
    - Repair exit light

16. NEW Work in Room 415 Female Urinalysis:
    - Provide and install a new wood door (T1 door with T7 hdwe) and frame.
    - Install ceramic tile for the floor and 6' up the wall, paint from tile to the ceiling.
    - Install new gypsum board ceiling to include the shower area.
    - Provide and install a metal access door in the ceiling in same location.
    - Provide and install two new toilets and install partitions at the toilets and the dressing stalls.
    - Provide and install manual flushommeters in this space.
    - Provide new benches in the dressing stalls @ 18" AFF and 1'4"depth with a solid surface.
    - Provide a new faucet for the shower unit and shower head.

17. NEW Work in Room 416 Female Exam Room:
    - Provide and install a new wood door (T1 door with T6 hdwe) and frame.
    - Install VCT floor tile with cove base and apply vinyl wall covering.
    - Install new ceiling tile and grid.

18. NEW Work in Room 417 EKG/COT:
    - Provide and install a new wood door (T1 door with T6 hdwe) and frame.
    - Install VCT tile with cove base and apply vinyl wall covering.
    - Install new ceiling tile and grid.

1.4 <u>GENERAL CONSTRUCTION NOTES, NEW WORK REST OF OFFICE COMPLEX:</u>

19. NEW work for Rm. 301 System Admin:
    - Provide and install two new wood doors (T1 door with T3 hdwe) and frame. Repair the floor beneath the threshold to match the floor level. Room may be lead lined.

20. NEW Work in Room 302 Female Staff Locker Room:
    - Provide and install a new wood door (T1 door with T3 hdwe) and frame.
    - Install new lighting fixtures over the sink.
    - Paint the ceiling and wall surfaces.
    - Caulk around sprinkler heads before painting.

21. NEW Work in Room 303 Male Staff Locker Room:
    - Provide and install a new wood door (T1 door with T3 hdwe) and frame.
    - Install new lighting fixtures over the sink..
    - Paint the ceiling and wall surfaces.
    - Caulk around sprinkler heads before painting.

22. NEW Work in Room 306 Medical Briefing:
    - Provide and install one duplex receptacle and one duplex data drop located behind the mounted TV.
    - Provide and install one 65" Smart TV, install support in wall to mount the TV unit.

23. NEW Work in Room 307 Ceremony Room:
    - Provide and install 2'x 2' beveled tegular ceiling tile panels. Salvage existing ceiling tile.

24. NEW Work in Room 308 Conference Room A:
    - Provide and install one duplex receptacle and one duplex data drop behind required TV.
    - Provide and install one 55" Smart TV, install support in wall to mount the TV unit.

25. NEW Work in Room 310 Women's Lavatory:
    - Provide and install a new wood door (T1 door with T7 hdwe) and frame.
    - Install ceramic tile for the floor and 6' up the wall, paint rest of wall.
    - Paint the ceiling,
    - Replace the light fixtures, center over the mirrors.
    - Provide two toilets and partitions and install salvage ADA handle supports in the back stall. Install auto flushometers in this space.

26. NEW Work in Room 311 Visitor Waiting:
    - Move the power and data outlets to behind the TV.
    - Provide blank covers over existing outlets.

27. NEW Work in Room 312 Men's Lavatory:
    - Provide and install a new wood door (T1 door with T7 hdwe) and frame.
    - Install Ceramic tile for the floor and 6' up the wall, paint rest of wall.
    - Paint the ceiling,
    - Replace the light fixtures, center over the mirrors.
    - Provide two new toilets and partitions and install salvaged ADA handle supports in the back right stall.
    - Provide three new urinals and privacy partitions.
    - Install auto flushometers in this space.

28. NEW Work in Room 600 Operations Control Area:
    - Provide and install duplex receptacle, one duplex data drop on wall (rm. 501).
    - Provide and install a 42" LCD Flat TV on wall, provide support in wall to mount TV.
    - Provide and install a two-drawer refrigerator under the control desk, provide a refrigerator that best fits in this space, and power supply is in place.

29. NEW Work in Room 602 Baggage Room:

- Provide and install new metal (white in color) shelf liners to cover the wooden shelving. Provide a 90deg tab to cover the face of the shelf. Place adhesive on the tab before putting in place.

30. NEW Work in Room 701 Marine Corps Liaison:
    - Provide and install a duplex receptacle behind existing monitor on top of cabinet.

31. NEW Work in Room 703 National Guard Liaison:
    - Provide and install two duplex receptacles and two quad data drops. There should be power and data on each side of the door toward the front of the office.

32. NEW Work in Room 707 Army Liaison:
    - Provide and install two duplex receptacles and two quad data drops. One set each on the west wall and one set each on the east wall. Place outlets at same height as existing. Exact location to be determined by the staff.

33. NEW Work in Room 800 Logistics/Supply: or Supply Storage/Supply Tech
    - Provide and install astragals for the double doors. One on the main entrance and one on the rear exit.

34. NEW Work in Room 802 Lavatory:
    - Provide and install a new wood door (T1 door with T7 hdwe) and frame.
    - Install ceramic tile for the floor and 6' up the wall, paint rest of wall.
    - Provide new lighting fixtures.
    - Install new ceiling and grid.
    - Provide and install new toilet, wall mounted sink, mirror and window curtain.
    - Install auto flushometers in this space.

35. NEW Work is Rest of Office Spaces:

    - Thermostats: Provide and install programmable Thermostats in place of existing units throughout the space. This covers the old thermostats only (16 total). Replace with new units matching the upgraded thermostats (with Robert Shaw 9701i2) from previous renovation.

    - Signage: Provide and install new signage throughout the space. Room numbers and nomenclature provided with the spec.

    - Light Fixtures: Provide and install new light fixtures throughout the office spaces. During the previous renovation, partial lighting fixtures were installed. The MEPS is looking for uniformity throughout the facility. Approximately 100- 2'x4' light fixtures, 15- 2'x2' fixtures

    - Public Address System: Provide and install an upgraded Public Address System, work to include an amplifier, speakers, microphone, and volume control devices in all spaces. System shall have six separate zones. (A spec will be provided).
    - Speakers: Ceiling mounted 8" cone type similar or equal to the Dukane Model 5A607
    - Volume Control: 10 Watt area speaker control similar or equal to the Dukane Model 9A1550B
    - Amplifiers: Provide mixer / amplifier as required. Similar or equal to Dukane Models 1A1635, 1A1660, 1A1725
    - Design Guide provided that covers the details of the PA system.

Inspections Division
Date: 10/31/14

# Design Guide
## 2014 DRAFT

## HQ USMEPCOM

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

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**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

## DIVISION I – GENERAL REQUIREMENTS

1.1 Mission – The United States Military Entrance Processing Command (US MEPCOM) is a joint service, Department of Defense Command that processes applicants for enlistment into the active and reserve armed forces. The Command's Military Entrance Processing Station's (MEPS) determine applicant's qualifications for enlistment based on military service standards.

1.2 Enlistment Process – MEPS processing includes Armed Services Vocational Aptitude Battery (ASVAB) testing, medical examination and background screening. The recruiting service counselor meets with each applicant after successful processing to match qualifications and career goals with service requirements. Counselors schedule technical training reservations when a contract agreement is finalized. Applicants take the oath of enlistment and the MEPS arrange transportation to basic training.

1.3 Hours of Operation – The core working hours are typically Monday through Friday from 5:30 am to 5:00 pm. Certain sections, such as the Liaison or Testing Sections work extended hours and weekends. Therefore the security, mechanical, and electrical systems must be designed to support efficiently these fluctuating hours of operation.

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1.4 Applicability – This Design Guide provides the basic criteria to program, plan, and design a Military Entrance Processing Station (MEPS). Designers shall use this document in conjunction with HQ USMEPCOM Regulation 420-3 and the Unified Facility Criteria (UFC) 4-010-01 and any Department of Defense documents that provide related guidance, and all applicable Building Codes for preparing contract documents. This document establishes minimum design standards that must be followed. Designers are encouraged to exceed these standards when appropriate.

1.5 Space Allocation Standards – The enclosed Space Allocation Standards, at the beginning of each Section, are used to determine the net usable square feet requirements for each MEPS section and the MEPS total. Note that these figures do not include code-required corridors, public restrooms, building utility rooms, vestibules, elevators, or stairwells as required by code. The 15% circulation factor for each MEPS section compensates for internal circulation within that section and for the amount of space the walls utilize.

## DIVISION 2 – DESIGN

2.1 Basic Design Objectives – Project designs must be safe, functional, esthetic and cost effective to acquire, maintain, and operate. MEPS must present an image, which will enhance the marketing effort of the military services by an attractive, professional appearance and efficient operations. Project designs must also meet contemporary standards with respect to the environment, energy use, materials, and methods of construction.

**2.2 Leadership in Energy and Environmental Design (LEED) – Utilization of LEED criteria should be incorporated as much as economically feasible into all new construction or renovation projects. LEED Silver will be our minimum level of certification required for all new construction.**

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2.3 Design Quality – MEPS exhibit quality by their appearance, and their fulfillment of mission requirements and objectives. Quality is derived from a professional commitment by MEPS staff, planners, and designers to achieve excellence through the delivery of complete and usable facilities. To achieve quality results, the proposed MEPS must satisfy the design intent and present a positive image to applicants, their families, and all visitors.

2.4 Energy Conservation – The objective of the USMEPCOM facility energy program is to take part in the national effort to conserve energy. Energy conservation must be considered in the design of MEPS facilities per applicable codes and standards.

2.5 Provisions for the Handicapped – The facility must be designed to be in full compliance with the latest Uniform Federal Accessibility Standards. This includes parking, ramps, door hardware, and toilet facilities. Applicable codes, ordinances, and safety regulations in effect regarding accessibility shall also be followed.

2.6 Organization and Circulation - The Military Entrance Processing Station (MEPS) facility is made up of five processing sections. Ideally, MEPS facilities are designed for an efficient flexible traffic flow of applicants from the main reception area to and from the processing sections. The main reception area will be readily accessible from the Support Functions and Counselor, Testing, Operations, and Medical Sections.

2.7 Space Planning - Each of the five sections must be designed as a single block of contiguous space with one primary point of ingress / egress. Those sections that exceed square footage requirements and/or occupant load will have a code required secondary emergency exit.

2.8 Applicant Flow – Personnel safety and efficient applicant processing must be the prime design considerations. The following provides a basic overview of the MEPS process. This is not a fixed system and will vary. It is provided here to give the designer an overall ideal process.

A. Applicants enter the Central Reception area and are checked in and directed by Control Counter personnel to their respective service branch counselor in the Counselor Waiting area. After initial applications are complete they are directed back to the Control Counter, and then to the Medical Briefing Room.

B. After the medical briefing, most applicants are directed to the Medical Control counter to check in again and continue medical and physical processing. If the applicant has not completed the CATASVAB test, they are directed to the Testing Section.

C. After completing the medical process, the applicants return to the service counselor, then to the Control Counter to initiate operations processing steps.

D. After operations processing, which includes interviews, fingerprinting, and receiving service packets, they return to the main Control Counter. From there, they are directed to the Briefing Room, then the adjacent Ceremony Room for swearing-in the Oath of Enlistment. They again return to the main Control Counter, and then escorted to the airport for shipping to their respective training centers.

**2.9 Security – The facility and site shall comply with Interagency Security Committee (ISC) Standards. This standard establishes a baseline set of physical security measures to be applied to all Federal facilities based on their facility security level. See Attachment XX.**

**Deleted: all applicable Anti-Terrorism/Force Protection (AT/FP) requirements.**

2.10 Functional Relationships – Before preparing the Schematic Design, the designer must become acquainted with the MEPS required functional relationships as indicated in by adjacencies listed on the following pages. The optimal functional relationships of one area to another within the MEPS will be based on the processes and procedures employed in the operation of a specific MEPS. Functional planning must enhance operational efficiency, minimize distances between functions, and provide a pleasant safe environment for applicants and staff.

2.11 Plans Shapes and Function – Floor plans must be simple and functional. Narrow or irregular room shapes must be avoided. Plans that deviate from guidance must be justified by functional analysis, which will clearly demonstrate the necessity for unusual shapes. Permanent plan elements, such as columns, plumbing, stacks, windows, exterior doors, electrical panels, mechanical shafts and stairways, must be accurately shown so they do not adversely affect the layout late in the design process.

2.12 Natural Light – Each office bay on an exterior wall shall have windows covering, at a minimum, 30% of the linear dimension of the bay.

2.13 Multi-Story Spaces – Some MEPS, in order to meet space demands, will be located on more than one floor of a multi-story facility. When this situation arises, complete sections must be located on a single floor. For example, functional difficulties arise if part of the Testing Section was on one floor and the remainder was on an adjacent floor. Locate sections on the floors so that applicant processing will not be encumbered. It is mandatory that a MEPS located on adjacent floors has a dedicated applicant-controlled means for the applicants to access each floor thus creating contiguous MEPS controlled space on more than one floor. A public elevator does not meet this requirement.

2.14 Flexibility – Flexibility is an important design consideration, considering the cost of facility renovations due to mission changes or if new processes are introduced. It is imperative that any MEPS design consider the possibility for economical spatial flexibility. A variety of methods must be considered to improve long-term flexibility of MEPS facilities. Designs that reflect the required rooms within sections located around a central waiting or processing area allow for changing, adding or removing those functions.

2.15 Conceptual Approaches – Open environments contribute to flexibility and should be maximized. Typically, administrative space requirements will be accommodated in open offices unless duties clearly require a private office. The use of systems or modular furniture is encouraged to achieve better utilization of space and to provide individuals semi-private workstations. Floor plans should avoid encirclement of a department by permanent corridors, stairs, or other permanent structural building elements.

**DIVISION 3 – CONSTRUCTION SPECIFICATIONS**

3.1 Wall Construction Types:

TYPE 1 Slab to dropped ceiling drywall partition.

TYPE 2 Slab to slab drywall partition.

TYPE 3 STC 50 rated drywall partition.

3.2 Door Types:

TYPE 1 Single or double, stained, solid-core wood interior door(s), 1.75" thick, in a welded hollow metal frame.

TYPE 2 Single or double, exterior flush metal door(s), in a welded hollow metal frame.

TYPE 3 Stained, solid-core wood interior door, 1.75" thick, in a welded hollow metal frame, to be equipped with an adjacent, **18" wide**, sidelight. The sidelight shall be constructed of ¼" tempered glass and extend from 32" above the finished floor, to the door frame height. The sidelights will be integral with the doorframe.

TYPE 4 Stained, solid-core wood "dutch" door with a welded hollow metal frame. On the bottom door leaf, install a 12" deep shelf extending the full width and centered on the door from front to back. Doors are to be equipped with hardware to secure the upper door leaf to the lower door leaf. The bottom door leaf will have spring-type, automatic-closing hinges. Top half of "Dutch" door shall have a deadbolt lock installed.

TYPE 5 Single or double glass door(s) framed in wood or welded hollow metal, depending on building décor, as approved by the government.

3.3 Door Hardware Notes:

A. Door closures will be installed as required by applicable code.

B. Lock cylinders shall have a five-pin tumbler with paracentric keyway.

C. Lock-sets shall be Grade 1 by ANSI Standards.

D. The lessor shall coordinate keying with the local MEPS. A grand master key is NOT required.

E. Front doors shall have either a magnetic lock (600 lbs) with access control reader and request to exit motion sensor and an electric door strike along with balanced magnetic switches (BMS) wired to an alarm panel located in either the electrical room or other suitable location. Door release switch will also be wired to the main control desk.

F. All other exterior doors shall be equipped with one set of Balanced Magnetic Switches (BMS) installed on each door wired to an alarm panel located in either the electrical room or other suitable location.

3.4 Door Hardware Types:

TYPE 1 Door equipped with 3 butt hinges, 1 mortised latch-set, commercial grade, and 1 doorstop.

TYPE 2 Door equipped with 3 butt hinges, 1 mortised lock-set, commercial grade, and 1 doorstop.

TYPE 3 Door equipped with 3 butt hinges, 1 push-button lock-set, (Simplex L1000 or equal), with key bypass, a closure with hold-open capability, and 1 doorstop.

TYPE 4 Door equipped with 3 butt hinges, 1 lock-set tied to card-key function, closure with hold-open capability, and 1 doorstop.

TYPE 5 Door equipped with standard lock-set hardware, with an additional deadbolt lock with a one-inch throw, and a closure with hold-open capability, and one doorstop.

TYPE 6 Door equipped with 3 butt hinges, 1 privacy lock-set, commercial grade, and 1 doorstop.

TYPE 7 Door equipped with 3 butt hinges, push/pull plates, commercial grade, kick plate, closure with hold-open capability, and one doorstop.

**DIVISION 4 – INTERIOR FINISHES**

4.1 Finish Notes:

A. The US MEPCOM overall interior design objective is to create an environment that enhances public image and employee morale, with building finishes that are durable, easy to clean, and cost effective to maintain.

B. For all construction or lease build-outs, interior design professionals will be used to integrate the furnishings and interior finishes into an overall space plan coordinated with the building's architecture and utility systems. Color schemes, lighting, furnishings, and finishes shall create a unified design.

C. The interior finish requirements for MEPS facilities are indicated on the enclosed Room Data Sheets. Interior finishes must be appropriate for the design of the building and each functional area or space.

D. In general, the interior design contractor shall use neutral interior finishes with color accents in furnishings and on certain walls. Trim and walls should blend, do not use extreme contrast colors for doors and walls. The general contractor may request that substitute finishes be considered. Finishes may change or may no longer be available. Hence, interior finishes are most successful if they are neutral in color.

E. The interior designer is required to use accents (color and material) in the facility.

- Porcelain or ceramic tile accent borders on floors and/or walls in rooms with plumbing.
- Accent vinyl wall covering or paint colors used as a visual "focal point" within the facility.
- Vinyl floor covering accents.

F. All materials shall be selected based on the following criteria:

- Being suitable for the environments where they will be used.
- Having low maintenance and life cycle costs for planned usage.

G. Carpet, vinyl composition tile, and wall finishes are the primary interior colors and should be the basis for the overall color scheme. Use patterned floor finishes **except in the Ceremony Room**.

H. Corner guards shall be provided and installed in all corridors throughout the facility. Utilize high-impact resistant aluminum, with embossed, rigid vinyl covers.

I. All items indicated on the room data sheets and on design intent drawings as wood shall be AWI Premium Grade and shall be factory finished by a qualified factory finisher with AWI finish system for conversion varnish, premium finish with rubbed medium gloss sheen. Field finishing will not be acceptable unless noted approved by HQ USMEPCOM, MFA.

J. All cabinetry noted in the room data sheets shall come complete with hardware and accessories including: drawer glides, hinges, drawer/door pulls, adjustable shelf standards, shelves and locks, where indicated.

K. The lessor shall provide blinds on all exterior windows throughout the government-leased space.

L. The lessor shall provide **ONE, and only one,** complete color and materials board, to MEPS/GSA, prior to 65% submittal of construction drawings. Finish selections included on the board shall consist of: carpet, paint, wall covering, vinyl tile, porcelain and ceramic tile, with complementary accent colors shown for e a c h . Also, wall base, plastic laminates, wood stain colors, drapery fabrics, signage color and material, and any other visible material to be installed in the MEPS space.

4.2 Floor / Base Types:

TYPE 1 Loop construction, 100% quad-lobal type 6, 6 nylon**, patterned carpet tile**, with minimum density of 5,000 and minimum face weight of 22 oz. / square yard. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners.

TYPE 2 Cut pile, 100% quad-lobal type 6, 6 nylon, **solid color carpet tile or broadloom**, with minimum density of 5,000 and minimum face weight of 26 oz. / square yard. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners.

TYPE 3 Vinyl Composition Tile, 12" x 12" x 1/8". Accent or pattern designs must be approved. Vinyl or rubber resilient base, top set, 1/8" x 4", with factory formed external and internal corners, coved at hard surface flooring.

TYPE 4 Ceramic or porcelain tile floor with matching grout, seal all grout or use epoxy grout.

4.3 Wall Finish Types:

TYPE 1 One coat quality interior primer, two coats enamel-eggshell paint.

TYPE 2 Vinyl Wall-covering, Class A, Type II, minimum 20 oz. per yard.

(More use of TYPE 1 for ease of refreshing and maintenance?)

TYPE 3 Ceramic-tile wainscoting with matching grout, to 6'-0" above the finished floor, with TYPE 1 wall finish above. All grout shall be sealed or epoxy.

TYPE 4 Hardwood veneer paneling, with crown molding and wood base. Finish doors and frames to match wood paneling.

**All rooms with a chair rail shall have a durable washable paint wainscot below the chair rail.**

4.4 Ceiling Types:

TYPE 1 2'-0" x 2'-0" or 2'-0" x 4'-0" with a centerline score, standard "T" grid with standard edge lay-in acoustical tile. STC rating of 25-29. Edge – Tegular or reveal.

TYPE 2 5/8" gypsum wallboard, with plaster topcoat, and latex enamel-eggshell paint.

TYPE 3 TBD for Ceremony Room only.

**DIVISION 5 – ELECTRICAL**

5.1 Electrical Outlet Types / Definitions:

A. Duplex / Quad Receptacles – Standard 110 V 20-amp outlet for general-purpose use. The receptacles shall not exceed eight (8), per 20-amp circuit.

B. GFI Duplex / Quad Receptacles – 125 V 20-amp ground fault interrupt outlet. To be used near wall and counter sink in accordance with applicable codes.

C. Computer Designated (IG) Quadruplex Receptacles – Standard 110V 20-amp orange-bodied or other similarly designed receptacle with isolated-ground capability.

An IG in a branch circuit is a separate, insulated grounding wire that runs from an isolated grounding-type receptacle (usually orange in color) to the panel box. It is connected to a special insulated separate ground strip or bus which is in turn connected by an insulated wire to the main building service ground, avoiding any contact with the conduit, electrical boxes, and neutral bus. This grounding conductor may pass through one or more panel boxes without any connection to the panel box grounding terminal.

An IG shall not run outside of conduit. It shall be enclosed in conduit with the circuit conductors.

An IG should not run to an isolated earth ground or a water pipe. It should run to the electrical service entrance where the neutral of the incoming service or neutral of the service transformer is bonded to the service equipment ground.

IG receptacles shall not exceed four (4), per 20-amp circuit. For computer and related equipment use only.

D. Dedicated Duplex Receptacles - A 120 V, 208, 20-amp single phase, 3-wire quad outlet on a separate

dedicated circuit with no other electrical loads, provided to at least a secondary panel.

Each dedicated outlet shall have its own separate circuit with hot, neutral and ground. Conduit shall not be used as a ground.

Receptacles shall be marked with the breaker number it is connected to. This assures that non-compatible devices are not connected to the same breaker and dedicated line. The receptacles must also be marked by a distinctive different color.

5.2 Electrical Notes:

A. All duplex / quad outlets shall be circuited separately from the lighting.

B. See 6.1 – K, below, regarding systems furniture wiring.

C. MIRS Room to receive a 70 Amp Circuit Breaker with a blanked out receptacle for install of an APC battery back–up and protection system. Installation of back-up system performed by others.

5.3 Lighting Notes:

A. Standard lighting shall be a three fluorescent-tube lamp fixture. Such fixtures shall be capable of producing and maintaining a uniform lighting level of 50 foot-candles at working surface height throughout the space.

B. Maintain a lighting level of at least 20 foot-candles at floor level in all corridors.

C. Lighting levels sufficient to ensure safety shall be maintained in other non-working areas, in accordance with applicable codes.

D. When the space is not in use interior and exterior lighting shall be turned off, except those essential for safety and security purposes.

E. Fixture locations shall be coordinated with the proposed furniture layout to minimize shadowing.

G. Fixtures in office areas shall be specifically designed for use in areas with video display terminals. Dual switching shall be provided in offices, to match lighting levels with tasks.

H. No more than 1000 square feet of open space shall be controlled by one light switch. If the Government must pay separately for electricity, nor more than 500 square feet of office space may be controlled by one switch.

I. Overall illumination levels shall be based and designed in accordance with the recommendations of Illuminating Engineering Society of North America (IES) Lighting Handbook.

J. Exterior lighting must be sufficient to support night time use of closed circuit television (CCTV) surveillance.

5.4 Lighting Types:

TYPE 1 2' x 2' or 2' x 4' recessed fluorescent fixtures with deep cell parabolic louvers.

TYPE 2 "High Hat" recessed incandescent fixtures.

TYPE 3 Adjustable positions, ceiling mounted spotlights of 100 watts each.

TYPE 4 Wall-mounted washroom sconces / make-up lighting.

**DIVISION 6 – TELECOMMUNICATIONS REQUIREMENTS**

6.1 Telecommunications Notes: See Attachment XX for additional spec information.

A. Four-compartment (Quadruplex) floor outlets, or receptacles on columns, for power, telephone, and data shall be provided in the open office areas (no power poles will be allowed) per the final design. All communications outlets (data ports) will conform to the following:

- All data port outlets shall be quad outlets, unless an outlet is specifically identified for a special requirement, (Wall phone, Fax/Modem). All quad outlets may be configured for any combination from

4 phones to 4 data outlets. Configuration of outlets will be accomplished by an Information Technology (IT) technician using data patch panels in the Communications room.

- All wiring shall be category 6, Plenum rated, and terminated as outlined by EIA/TIA 568B standard.
- All wiring and connectivity shall be category 6 compliant and certification tested. Test data shall be provided to the US MEPCOM Information Management Directorate (MIM) point of contact.
- All outlets shall be labeled with a room and jack number, A&B for voice, C&D for data. (Example: Room 101- Jack3, d connection; 101-3-d.) Rack mounted, 110 type, RJ45 patch panels will be labeled with the room and data jack numbers and outlet type, using the room numbers – outlet-jack number, i.e. 101-3-d, etc.

B. The Local Area Network (LAN) network consists of several MEPS-wide data systems including MIRS, RSN, and CATASVAB. The systems are linked to a common hub in the Communications Room.

C. Pre-wiring of data cables:

- Provides a more complete and useable facility upon construction completion. This alleviates occupancy delays, determines responsibility for the facility condition, and prevents damage to interior finishes as a result of a follow-on wiring effort.
- Provides flexibility in the design and installation of common wiring requirements. This reduces the need and cost of future wiring modifications, which would result from changes in occupancy or reorganization.

D. Pre-wiring includes the following items:

- Generic communications wiring and duct for single line telephones.
- Generic intra-building communications wiring and ducts for data network supporting office automation equipment.
- Communication distribution frames and modular outlets. Cross-connect wiring between the outside plant cable and intra-building wiring is not included.
- Intra-building communications wiring and duct for fire alarm and energy management and control systems (EMCS) from the building's main communications distribution frame to the alarm system control panel or the EMCS Data Termination Cabinet / Field Interface Device.
- Intra-building communications cabling and duct for special data requirements if validated by MIM. This includes local area networks, telephones, video teleconferencing, CATV, alarms (other than fire), as well as any other office automation requirements. Integral parts of specialized wiring systems such as distribution frames / backboards, taps, splitters, outlets for connecting end instruments, and line amplifiers are included.

E. Pre-wiring does not include telecommunication and data equipment and end instruments such as PBX's/digital switches, telephones, workstations (terminals, personal computers, etc.), multiplexers / concentrators, and gateways. Relocation, installation, and testing of all end equipment will be accomplished via a centrally managed contract and is the responsibility of MIM.

F. Pre-wiring shall be included in all major, and minor new facility construction, additions and alteration projects accomplished with Military Construction Army (MCA) funds. Application to projects involving leased facilities and OMA funded projects will be determined by MIM.

G. Design Criteria for Pre-wiring: The facility design will conceal all the wiring/cabling systems, provide adequate space for installation and maintenance of telecommunications equipment and wiring, the flexibility of furniture layout in administrative areas, and standardization of common user requirements. The designer is responsible for ensuring that the most economical cable/wire distribution system is specified. It shall be consistent with facility size and function, and will meet current and projected telecommunications / data requirements. It will compliment the Comprehensive Interior Design (CID) concept, and maximize flexibility to accommodate future changes. This system must consider C-CS wiring systems and wiring for electrical convenience outlets.

H. Wiring for all data and voice shall be Integrated Services Digital Network (ISDN) compatible. Consult with the local service provider for specific cable requirements. Outlets for single-line telephone and office automation networks shall be modular. Each outlet jack shall be numbered and shall be wired with four (4) receptacles. Circuit connectivity shall be provided from each jack to the main communications distribution frame in the Communications Room.

I. All data wiring shall be category-six, plenum-rated, ISDN compatible. The wiring shall be terminated on category-six, rated RJ-45 connector at the station outlet end. The other end will be terminated on category-six, rated FJ-45 patch panels. All wiring and station outlets are to be labeled, installed, and tested using the latest commercial standards.

J. When cable consists of multiple runs, the lessor shall provide cable trays to ensure that the cable does not come into contact with suspended ceilings. Cable trays shall be ladder-type, and shall form a loop around the perimeter of the government-occupied space such that the horizontal distance between individual drops does not exceed thirty (30) feet.

K. Ground all data cables, patch panels, and LAN racks using approved standards and conventions.

L. The lessor shall provide separate data, telephone, and electrical junction boxes for the base feed connections to government-provided systems furniture, when such feeds are supplied via wall outlets or floor penetrations. Raceways will be provided throughout the furniture panels to distribute the electrical, telephone, and data cable. The lessor shall provide all electrical service wiring and connections to the furniture at designated junction points. Cluster groups at floor or wall locations shall be provided, however, the actual amount will be determined at the time of layout.

M. Provide design drawings and schedules, which will be the basis of “as-built” cable records. The drawings will show cross-connect and termination points for each cable pair, location and identification number for each modular outlet, and the location and identification number for each line amplifier and multi-port device in the LAN cable system. Approximate cable routing will also be shown. Two copies of these drawings will be updated to “as-built” conditions by the construction contractor and turned over to the installation communications activity and/or USMEPCOM.

N. For the sizing of transformers, feeders, and equipment, the designer shall assume each staff member will have a personal computer. The non-linear power ratio shall be computed, and the power distribution system shall be designed accordingly.

O. A ¾” conduit drop with outlet box is required for all computer data cables. A 2” conduit is required at System Administrators (MIRS) room.

P. The Lessor is responsible for the installation of all blank cover plates.

Q. The Lessor shall be responsible for bringing adequate-size telephone cable from the street into the building, to the Demarcation Panel. A minimum of 100 pair cable (or larger depending on how many services are needed) shall be installed. Coordinate with MEPS representative for the total number and location of each service.

R. There will be one main Communications Room, but there may be multiple satellite hub rooms (usually with multi-story facilities) that will need connectivity to that main Communications Room. For multiple rooms, install six strands of 625 micron PVC jacket fiber optic cable terminated with ST type connectors in a fiber optic patch panel. Each telecommunications room requires category 6, plenum rated voice cable installed.

6.2 Public Address System:

A. A zoned public address system shall be provided and installed. The system shall be all-zone, plus be divided into six (6) separate zones: Headquarters, Common Areas, Operations, Medical, Testing, and Liaisons.

B. Public Address System Zoning:

ZONE 1 (Common Areas) Includes the Corridors, Visitor Lounge, Applicant Dining, Public Restrooms, Liaison Waiting, Baggage Room, Television Room, Applicant Waiting, Game Room.

ZONE 2 (Headquarters) Includes the Female Staff Locker, Male Staff Locker, HQ Admin. Section, Staff Lounge, Supply, Storage, and Exercise Room.

ZONE 3 (Testing) Includes the entire Testing Section, excluding Test Rooms.

ZONE 4 (Operations) Includes the entire Operations Section, excluding the Ceremony and Briefing Rooms.

ZONE 5 (Medical) Includes the entire Medical Section excluding Medical Briefing and the Audio Room.

ZONE 6 (Liaisons) Includes the entire Liaison Section.

C. Accessibility - The PA system shall be accessible from the telephone system such that any staff telephone within a zone can access the PA system within that zone and/or all zones.

D. Speakers - Provide ceiling-mounted, 8 inch, full range cone type speakers with matched black-box and baffle similar to Dukane Model 5A607 or equal. Speakers will have a power rating of at least 10 watts and incorporate a universal-matching transformer with power taps of 0.5, 1.0, and 2.0 watts. Frequency range will be from 30 to 20,000 Hz. Speakers shall not be provided in Test Rooms, Briefing Rooms, Audio Room, and the Ceremony Room. DO NOT install the volume control panel at the amplifier.

Speaker Type 1 – Public address speakers: Install two separate volume control panels, wall mounted, for Zones 1 & 4 w/ Type 1 speakers, at the main control counter. Install one separate volume control panel, wall mounted, for Zones 5 w/Type 1 speakers, at the medical control counter.

Speaker Type 2 – Speakers with wall mounted, 10-position in 3-decibel steps, control.

E. Volume Control – A 10-watt area speaker control similar to Dukane Model 9A1550B or approved equal will be provided and installed. Attenuation shall be provided through a rotary switch of 10 to 12 positions. Attenuation shall increase / decrease at 1.5dB per step.

F. Amplifiers – Provide mixer / amplifier(s) as required to power voice paging and audio-tape play over all six zones. Maximum number of speakers on any one zone will be 40. Amplifiers shall be similar to Dukane Models 1A1635, 1A1660, 1A1725 or approved equal (wattage varies). The amplifier shall have dedicated inputs for auxiliary and telephone page as well as other inputs as required to interconnect all system components. Telephone paging module shall be built-in to provide signal input of 600 ohms and connection to telephone key switching unit. Individual controls for inputs, master control and power on/off shall be front panel accessible. In multi-amplifier set-ups, bridging of amplifiers is required to provide an "all call" capability.

6.3 Cable Television:

A. If cable TV is available then a plenum rated coaxial system shall be installed. The following list the cable type and corresponding maximum distance limitations:

- RG-59 Maximum distance = 150 feet.
- RG-6 Maximum distance = 250 feet.
- RG-11 Maximum distance = 400 feet.

B. If cable television service is not available, the government reserves the right to install a satellite dish on the building.

C. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

**DIVISION 7 – MECHANICAL**

7.1 HVAC Types:

TYPE 1 All areas must comply with ASHRAE 62 Recommended Standard, see SFO.

TYPE 2 The HVAC shall be separately zoned and controlled and be capable of a minimum of two complete air changes per hour with 20% fresh air.

7.2 HVAC Notes:

A. HVAC System must perform to the "recommended" or "suggested" values of ASHRAE Standard 90.1, Energy Efficient Design of New Buildings Except Low-Rise Residential Buildings, or more restrictive local / state codes and be equipped with an emergency shut off switch.

B. HVAC Zones – The system shall be zoned in such a way that the Testing and Counselor Sections can function independently. Ideally, each remaining MEPS section shall be zoned and controlled separately.

C. Individual thermostat control shall be provided for office space with control areas not to exceed 2000 square feet of space.

D. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, will be independently controlled. This is to include the main electrical room along with the MIRS/Communications room.

E. Thermostats shall be set to maintain temperatures between 70° F and 74° F during the heating season and between 74° F and 76° F during the cooling season. These temperatures must be maintained throughout the leased premises and service areas, regardless of outside temperatures, during the hours of operation.

F. The following rooms will have separate thermostat control units: Ceremony room, Briefing room, CAT/ASVAB, MIRS/COMM, Female & Male Ortho rooms, and Medical Briefing room.

**DIVISION 8 – SECURITY. See Attachment XX for further spec information.**

8.1 The government reserves the right to install a government-designed Intrusion Detection System (IDS). Passive security measures that are required: Hinge pins on all exterior doors must not be removable. All exterior glass must be laminated IAW the Unified Facilities Criteria (UFC). The facility and site shall comply with current applicable Anti-Terrorism/Force Protection standards.

8.2 Main Entrance/Foyer. For standard MEPS design, 1 duplex receptacle must be installed in the center of the floor to accommodate baggage X-ray machine and metal detector. The main entrance will be equipped with 1 Aiphone (with video) and 1 stand alone access control proximity card reader individually programmable with audit trail. Doors will have balanced magnetic switches (BMS) and magnetic locks rated at 600 LBS minimum with motion sensor exit. Inside foyer, install an alarm activation/deactivation keypad.

8.3 Control Desks. Operation's control desk (front counter) will be equipped with 1 Aiphone receiver; 1 door release switch for the main entrance door and one for the baggage room; and 1 duress button wired to the phone panel. Medical control desk will have 1 duress button wired to the phone panel. Test administrator's desk will have 1 duress button wired to the phone panel.

8.4 Electrical/Mechanical Room. In either room, install 1 alarm panel compatible with either the Military Base Police's monitoring station or with the GSA Mega Center.

8.5 CCTV System. Install necessary conduit and wiring for installation of interior/exterior cameras. Interior camera – normally mounted covering applicant's waiting/staging areas, dining area, main entrance and baggage room. Exterior camera – normally mounted covering 360 degrees around building. All wire must be in conduit except in plenum rated ceilings, then plenum rated cable must be used. All cameras will be monitored at once central location (normally operation control desk).

8.6 Passive infrared (PIR) motion detectors will be installed as directed by J1 Programs Division and connected to the main intrusion detection system. PIR motion detectors will normally be located in main thorough fares and exterior offices with windows.

**DIVISION 9 – SIGNAGE**

9.1 Interior Signage – All rooms throughout the facility shall be provided with a sign. Use the building standards for guidance if appropriate. Coordinate the signage color with the interior color scheme. Specify a sign that allows for room name change. Signage must be on GSA schedule.

A. Individual signs should be no larger than 8" x 8" and attached to the adjacent wall, not on the door, unless noted otherwise on the Design Intent Drawings.

B. Signage must be firmly anchored to the walls or on sidelights with blank back panels. Include fire exit plans in the facility signage package. Placement of the signs must be consistent throughout the facility.

C. See Room Data Sheets in Sections 3-8 of this document for the exact wording for each individual room sign. Systems Furniture workstations do not require a sign. Each MEPS Section also requires signage at entry and exit doors.

D. Provide and install the following sign in a conspicuous location near the primary entrance:

**ATTENTION ALL PERSONNEL AND VISITORS**
IT IS A FEDERAL CRIME TO KNOWINGLY POSSESS OR CAUSE TO BE PRESENT, A FIREARM OR OTHER DANGEROUS WEAPON IN THIS FACILITY. THE LAWFUL PERFORMANCE OF OFFICIAL DUTIES AUTHORIZED BY LAW IS EXEMPT. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

9.2 Exterior Signage – Locate one exterior sign on the address side of the building. The sign shall be on a monument, lit to 15 foot-candles with photocell control. If the building has more than one tenant and an exterior sign is not allowed, provide a sign at the main entrance door of the MEPS space. The exterior sign is to read "MILITARY ENTRANCE PROCESSING STATION" with the USMEPCOM Logo.

**DIVISION 10 – FURNITURE & EQUIPMENT**

10.1 All freestanding furniture, files equipment, and systems furniture shall be provided and installed by the government. MEPS / GSA shall provide a final furniture plan to the lessor. A Furniture Plan is to be developed in conjunction with the construction documents prior to work starting.

**DIVISION 11 – MISCELLANEOUS / GENERAL NOTES**

11.1 In general, ceiling heights should be maintained at a nine foot finished ceiling height, unless noted otherwise in the room data sheets.

11.2 Lessor to provide and install one exterior flagpole, lit to 15 foot-candles. The flagpole location shall be approved by the Contracting Officer.

**DIVISION 12 – DEFINITIONS / DRAWING SYMBOLS**

12.1 Definitions:

A. ASVAB – Armed Services Vocational Aptitude Battery.

B. Building Net Floor Area – Building net floor area is the total gross floor area in the building, less space occupied by outside walls, permanent interior partitions, stairwells, elevator shafts and equipment, telecommunication space, toilets, janitor closets, permanent or code-required hallways and corridors, basements and mezzanines unsuitable for occupancy. Also, space occupied by machinery and equipment used for heating, ventilating and air conditioning the building, machinery and equipment used to provide electrical power, water, and dispose of waste from the building.

C. CATASVAB Test Room – This room supports an automated, applicant-testing network.

D. Gross Floor Area – Gross area is computed to the outside of enclosure walls.

E. US MEPCOM – United States Military Entrance Processing Command.

F. MEPS – Military Entrance Processing Station.

G. Room Data Sheets – A room-by-room listing of build-out requirements for the entire MEPS space. Includes wall types, door types, hardware, finishes, power and communication requirements, and special construction requirements.

H. Space Allocations Standards – Amount of space allocated for each office and support space throughout each MEPS facility. The SAS is found at the beginning of each section. The standards are used to determine the square footage for each section and the total MEPS net usable square footage requirements.

I. Usable Square Footage – See "Building Net Floor Area".

12.2 Drawing Symbols:

DOOR

WINDOW

WALL TELEPHONE

TELEVISION OUTLET DUPLEX

OUTLET

GROUND FAULT INTERRUPT OUTLET

CATEGORY 6 DATA QUADRUPLEX

DEDICATED COMPUTER OUTLET

REFRIGERATOR OUTLET MICROWAVE

OUTLET

FLOOR MOUNTED OUTLETS

ELEVATION VIEWS

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

**COMMAND SECTION**

This section is to be located in the ideal area of the offered space, near a secondary, or employee entrance. It should be located to remote from applicant circulation or processing.

**COMMAND SECTION SPACE ALLOCATION STANDARDS**

| PERSONNEL | GRADE | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|---|
| Commander | 4/05 | P | 1 | 150 | | | | | 150 |
| Station NCO | E8 | P | 1 | 110 | | | | | 110 |
| Secretary | GS5 | O | 1 | 60 | | | | | 60 |
| Support Group Supervisor | GS7 | P | 1 | 100 | | | | | 100 |
| Budget Assistant | GS5 | O | 1 | 60 | | | | | 60 |
| Unit Clerk | E5 | O | 1 | 60 | Where there are 24+ Military Staff. | | | | Varies |
| Conference Room | | P | 1 | 250 | | | | | 250 |
| Mail / Forms Storage Room | | P | 1 | 130 | | | | | 130 |
| HQ Administration | | O | 1 | 100 | | | | | 100 |
| Supply Storage / Technician | GS5 | P | 1 | 900 | 800 | 700 | 600 | 500 | Varies |

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DEFINITIONS:

GRADE: Position level within the Government.
TYPE O: Open Office Space.
TYPE P: Private Office Space.
QTY: Quantity of workspaces that size and grade.
CAT 1: Square footage allowed per Category 1, MEPS Space.
CAT 2: Square footage allowed per Category 2, MEPS Space.
CAT 3: Square footage allowed per Category 3, MEPS Space.
CAT 4: Square footage allowed per Category 4, MEPS Space.
CAT 5: Square footage allowed per Category 5, MEPS Space.
TTL: Total square footage of each type of workspace.

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | Commander Office | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: PC w/ Printer, Analog Phone, Digital Phone, MIRS Connection

FURNITURE: Government Provided: U-Shaped Executive Wood Workstation, Wardrobe, Bookcase and Seating.

ADJACENCIES: N/A

OTHER: N/A

**COMMANDER'S OFFICE**

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Station NCO (SEA) | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: PC w/ Printer, Phone, MIRS Connection

FURNITURE: Government Provided: U-Shaped Wood Workstation, Wardrobe and Seating.

ADJACENCIES: N/A

OTHER: N/A

**STATION NCO / SEA**

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND SECTION** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Secretary | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Workstation | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office Suite

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Quad Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/Printer (rest of equipment shared in open office – see HQ Admin)

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized.
Floor cores may be necessary. Power poles will not be allowed. Some equipment will be located in the open space (i.e. Copier, Fax and Digital Sender).

ADJACENCIES: N/A

OTHER: N/A

**COMMAND SECRETARY**

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Deleted: ~~BUDGET TECH~~¶

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Deleted: ~~BUDGET ASSISTANT~~¶

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | SQUARE FT: | 250 |
| **ROOM NAME:** | Conference Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 16 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6 (1 flush-floor mounted), (One mounted at 72" AFF)

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 3 (1 flush-floor mounted)

Intercom / Paging System: SPEAKER TYPE 2

Cable TV / Satellite Dish Receptacle: 1 (mounted at 72" AFF)

Video Conference System: 1 (Tandberg or equal)

HVAC: TYPE 2

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail stained to match the doors, on all walls of the room. Apply a durable washable paint wainscot below chair rail. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Wall mounted flat screen TV / DVD; PC; VTC system

FURNITURE: Government Provided: Conference table and chairs, credenza and media control station.

ADJACENCIES: N/A

OTHER: Avoid corridor door that opens into the corridor. If this is impossible provide TYPE 2 hardware.

**COMMAND CONFERENCE ROOM**

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | SQUARE FT: | 130 |
| **ROOM NAME:** | Mail /Forms Storage Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1 with TYPE 2 Ceiling or TYPE 2 with TYPE 1 Ceiling

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1 or TYPE 2 Depending on Wall Construction

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

- Provide and install, with drawers and doors, base cabinets with a solid surface counter. All telephone and electric outlets on that wall shall be located above the counter.
- Provide and install above the counter laminate cabinets with interior adjustable shelves and doors.
- Provide and install 12-16 mailboxes, sized to hold 8 ½" x 11" envelopes without bending, set in the drywall partition. Salsbury Aluminum 2200 Series, rear loading, with a three (3) digit single dial combination lock with spring latch and automatic throw-off (combination numbers can be changed by the owner) or equal. (Phone 800-323-3303, Fax 800-323-3099). Verify quantity and placement with the government prior to order and installation.

EQUIPMENT: Government Provided: Postage machine (CPU, monitor, scale, printer)

FURNITURE: Government Provided: N/A

ADJACENCIES: N/A

OTHER: Mail and Forms Storage Rooms can be designed into two separate rooms with 60 and 70 square feet per room, respectively.

Inspections Division
Date: 10/31/14

MAIL ROOM
130 sq ft



MSL Number: xxxxxxxx
Submitted: (insert Date)
SFO Number:

Gov't. Approval: ____
Lessor Approval: _____
Approval Date: _____

Inspections Division
Date: 10/31/14

1
30
MAILBOX ELEVATION

2
30
CABINET ELEVATION

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | HQ Administration | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | Up to 6 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Shredder, Copy Machine, Fax Machine, Digital Sender (Shared with rest of Command Section)

FURNITURE: Government Provided: Visitor Seating.

ADJACENCIES: The Command Section offices are adjacent to this area, except the Supply Storage Room which may be located elsewhere.

OTHER: N/A

| | | | |
|---|---|---|---|
| **SECTION:** | **COMMAND** | **SQUARE FT:** | 500-900 |
| **ROOM NAME:** | Supply Storage/Supply Tech | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: Interior: TYPE 4 with a kick plate.
Exterior: TYPE 2 Double doors to the outside of the building or building service corridor.

HARDWARE: Interior: TYPE 3
Exterior: TYPE 5

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 9

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: When "dutch" doors are used, the top half needs a deadbolt lock installed.

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; Bar Code Scanner w/gun/pen, Phone, Label Maker, Typewriter, MIRS Connection

FURNITURE: Government Provided: Systems furniture workstation for the Supply Technician. Shelving/ Storage units: Two foot deep storage **adjustable** shelves on perimeter wall(s).

ADJACENCIES: To be located at the delivery entrance to the building. Access to the doors from the parking or loading area shall be provided with a minimum 48" wide sidewalk, ramped as required to accommodate changes in elevation. Landing at the door shall match the door(s) width and swing plus six (6) inches.

OTHER: When using double doors ensure one leaf is secured by plunger into floor and door head frame. No part of the locking mechanisms shall be visible from outside the room.

## SUPPLY TECH / STORAGE ROOM

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

**SUPPORT FUNCTIONS**

This section supports applicant processing and staff welfare requirements. Each related function can be located in separate areas of the offered space per the specific design.

**SUPPORT FUNCTIONS SPACE ALLOCATION STANDARDS**

| SUPPORT FUNCTIONS | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|
| Blind Vending | O | 1 | 150 | | | | | 150 |
| Applicant Dining | P | 1 | 1200 | 1000 | 800 | 600 | 400 | Varies |
| Food Prep & Storage | P | 1 | 250 | | | | | 250 |
| Female Staff Locker Room | P | 1 | 250 | | | | | 250 |
| Male Staff Locker Room | P | 1 | 250 | | | | | 250 |
| Exercise Room | P | 1 | 250 | 225 | 200 | 175 | 150 | Varies |
| Staff Lounge | P | 1 | 350 | 325 | 300 | 275 | 250 | Varies |
| Game Room | P | 1 | 300 | | | | | 300 |
| Applicant Waiting | O | 1 | 800 | 700 | 600 | 500 | 400 | Varies |
| Visitor Waiting | P | 1 | 300 | 275 | 250 | 225 | 200 | Varies |
| Baggage Room | P | 1 | 300 | 250 | 200 | 150 | 125 | Varies |
| Briefing Room | P | 1 | 820 | 600 | 480 | 360 | 360 | Varies |
| Ceremony Room | P | 1 | 350 | | | | | 350 |
| Public Washrooms | P | As required per local code. | | | | | | |
| Circulation Corridors | N/A | As required per the final design intent drawings. | | | | | | |

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DEFINITIONS:

TYPE O: Open Office Space.
TYPE P: Private Office Space.
QTY: Quantity of workspaces that size and grade.
CAT 1: Square footage allowed per Category 1, MEPS Space.
CAT 2: Square footage allowed per Category 2, MEPS Space.
CAT 3: Square footage allowed per Category 3, MEPS Space.
CAT 4: Square footage allowed per Category 4, MEPS Space.
CAT 5: Square footage allowed per Category 5, MEPS Space.
TTL: Total square footage of each type of workspace.

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 550 -1350 |
| **ROOM NAME:** | Applicant Dining/Blind Vending | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 9 (One mounted at 72" AFF)

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Wall mounted Flat Screen TV / DVD

FURNITURE: Government Provided: Tables and chairs, recycling center, waste receptacle, and tack board.

ADJACENCIES: Applicant dining, blind vending, food preparation and food storage must be located within the same block of space and ideally, entrance door to area is visible from the main Control Counter.

OTHER: N/A

**APPLICANT DINING / BLIND VENDING**

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SECTION: ...

Inspections Division
Date: 10/31/14

**Deleted:** FOOD STORAGE¶
60 sq ft¶

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | SQUARE FT: | 250 |
| **ROOM NAME:** | Female Staff Locker Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 4 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

**FINISHES**

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 2 and TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 3

COMMUNICATIONS: Intercom / Paging System: TYPE 2

HVAC: Provide and install an exhaust fan per applicable code, in the shower, connected to the light switch, vented to the outside.

SPECIAL CONSTRUCTION: Provide and install a complete, handicap accessible, ceramic tile shower assembly, to include a frosted glass door. The ceramic tile shall extend to the ceiling. Provide and install mirrors over each sink, a stainless steel paper towel dispenser, foam soap dispenser, tampon/sanitary napkin dispenser, metal toilet partitions with a coat hook, toilet paper dispenser, sanitary napkin disposal, and a soap dish in the shower. Provide and install a bench, affixed to the floor, approximately 8'-0" long.

PLUMBING Provide and install two (2), vitreous china sinks with single lever mixing valve in a vanity cabinet with a solid surface counter with opening for trash receptacle below counter and one (1), vitreous china toilet. All necessary plumbing for hot and cold water, drains and vents will be provided according to the applicable codes. The shower shall be provided with a showerhead with a mixing valve and all necessary plumbing for hot and cold water drains and vents.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Collocate with the Male Staff Locker and adjacent to the Exercise Room.

OTHER: Provide and install six (6) full height, and twelve (12) ½ height 12" wide, staggered, metal lockers on a concrete curb.

Inspections Division
Date: 10/31/14

FEMALE STAFF LOCKER ROOM
250 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | SQUARE FT: | 250 |
| **ROOM NAME:** | Male Staff Locker Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 4 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

**FINISHES**

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 2 and TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 3

COMMUNICATIONS: Intercom / Paging System: TYPE 2

HVAC: Provide and install an exhaust fan per applicable code, in the shower, connected to the light switch, vented to the outside.

SPECIAL CONSTRUCTION: Provide and install a complete, handicap accessible, ceramic tile shower assembly, to include a glass door. The ceramic tile shall extend to the ceiling. Provide and install a mirror over the sink, stainless steel paper towel dispenser, foam soap dispenser, metal toilet partitions, toilet paper dispenser, and a soap dish in the shower. Provide and install a bench, affixed to the floor, approximately 8'-0" long.

PLUMBING Provide and install two (2) vitreous china sinks with single lever mixing valves in a vanity cabinet with a solid surface counter with opening for trash receptacle below counter, a vitreous china toilet and a urinal. All necessary plumbing for hot and cold water, drains and vents will be provided according to the applicable codes. The shower shall be provided with a showerhead with a mixing valve and all necessary plumbing for hot and cold water drains and vents.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Collocate with the Female Staff Locker Room and adjacent to the Exercise Room.

OTHER: Provide and install eight (8), full height, and sixteen (16), ½ height 12" wide, staggered, metal lockers on a concrete curb.

Inspections Division
Date: 10/31/14

MALE STAFF LOCKER ROOM
250 sq ft

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SECTION: ...

**Deleted:** EXERCISE ROOM¶
250 sq ft¶

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 250 - 350 |
| **ROOM NAME:** | Staff Lounge | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6 (One mounted at 72" AFF)

Computer Designated Duplex Receptacles: 1

GFI Dedicated Duplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1 (computer & telephone)

Intercom / Paging System: SPEAKER TYPE 2

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 1 – Provide and install a 200 cfm exhaust fan vented to the outside of the building.

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install base and wall cabinets with a solid surface counter. Sink cabinet shall be handicapped accessible with an angled face board. Base cabinets shall have drawers, doors, and one interior adjustable shelf. Upper cabinets shall have doors, and two interior adjustable shelves.

Install 32" hardwood chair rail on 3 walls at 32" above floor stained to match door. Apply a durable washable paint wainscot below the chair rail.

TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

PLUMBING Provide and install a double bowl, self-rimming sink with a mixing valve, swinging goose-neck faucet, and flexible hose spray nozzle. All necessary plumbing for hot and cold water supply, drain and vents shall be provided according to applicable codes.

EQUIPMENT: Government Provided: Refrigerator, microwave, Wall mounted flat screen TV

FURNITURE: Government Provided: Dining chairs and tables, recycling center, waste receptacle.

ADJACENCIES: Ideally, locate this function near the staff secondary entrance.

OTHER: N/A

**STAFF LOUNGE**

**Deleted: SECTION: SUPPORT FUNCTIONS** . SQUARE FT:200 ¶
**ROOM NAME:** . Game Room NUMBER:¶
**SPACE**
**TYPE:** Private . **OCCUPANTS:** Varies¶
**<sp>ROOM NUMBER:¶**
¶
WALL CONSTRUCTION:
TYPE 3¶
¶
DOORS & FRAMES: . TYPE 3 - With 6 sidelight windows, 2'-0" wide, mounted at 32" above floor.
HARDWARE: TYPE 1¶
**FINISHES¶**
¶
FLOORS/BASE: . TYPE 3¶
¶
WALLS: TYPE 2¶
¶
CEILING: . TYPE 1
ELECTRICAL
LIGHTING: TYPE 1¶
ELECTRICAL POWER: Duplex Receptacles: 8 (On two separate circuits.)
COMMUNICATIONS: . Intercom / Paging System: SPEAKER
TYPE 1 HVAC: TYPE 2¶
SECURITY: . N/A
SPECIAL
CONSTRUCTION:
N/A¶
EQUIPMENT: Government Provided: Vending and amusement equipment.
FURNITURE: . Government Provided: Game tables and chairs.¶
ADJACENCIES: Visible from the Control Counter and adjacent to Applicant Waiting. OTHER: N/A¶

Deleted: GAME ROOM¶

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 400 - 800 |
| **ROOM NAME:** | Applicant Waiting Room | | |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Per building curtain wall and surrounding rooms.

DOORS & FRAMES: Per applicable code building entrance type doors.

HARDWARE: Main Entry doors: Either magnetic locks (600 lbs) with access control reader and request to exit motion sensor or an electronic door strike. Door release switch should also be wired to the main control desk.

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (One mounted at 72" AFF)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 2

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector; 1 – domed interior ceiling mounted color CCTV camera monitored at the control desk.

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rails at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Wall mount Flat Screen TV

FURNITURE: Government Provided: Visitor Seating.

ADJACENCIES: Must be located at or near the main entrance; the following spaces must be located directly adjacent to the main applicant waiting area: the Control Counter, Baggage Room, Game Room, and Visitor Waiting.

OTHER: N/A

**APPLICANT WAITING**

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 200-300 |
| **ROOM NAME:** | Visitor Waiting | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6

(One mounted at 72" AFF)

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail.

TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Wall mount Flat Screen TV

FURNITURE: Government Provided: Seating / Chairs

ADJACENCIES: Adjacent to the Ceremony Room and ideally visible from the main Control Counter.

OTHER: N/A

## VISITOR WAITING

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 125 - 300 |
| **ROOM NAME:** | Baggage Room | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWAR: Electronic door strike with release switch wired to the main control desk with key by-pass, and automatic door closure.

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: 1 – domed interior ceiling mounted color CCTV camera monitored at main control desk

SPECIAL CONSTRUCTION: Provide and install an open compartmentalized laminated shelving system affixed to the walls. Shelves shall be 24" deep and spaced approximately 36" apart.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Visible from the Control Counter and ideally located between the main entrance and the Liaison Section.

OTHER: N/A

Inspections Division
Date: 10/31/14

BAGGAGE ROOM
125 sq ft

BUILT IN SHELVING

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | 360 - 820 |
| **ROOM NAME:** | Briefing Room | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 7 (One mounted at 72" AFF)

Computer Designated Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 2 (Separate thermostat control unit)

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors. Apply a durable washable paint wainscot below chair rail.

TV outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Digital camera w/ tripod & adaptor; MIRS PC workstation w/ dual monitors; and Electronic Biometric Appliance (EBA) capture station (finger print scanner). Wall mount Flat Screen TV

FURNITURE: Government Provided: Chairs with tablet arms, podium, desk, MIRS check-in station.

ADJACENCIES: Locate adjacent to the Ceremony Room and a Common Corridor or Applicant Waiting.

OTHER: N/A

**BRIEFING ROOM**

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | SQUARE FT: | 350 |
| **ROOM NAME:** | Ceremony Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3 - Provide double sidelights at double entry doors. Field-stain all doors and paint hollow metal frames to match wall paneling.

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 2 Provide and install a wood base to match the wall paneling, to the height of the platform.

Carpet Colors: Navy Blue or Geranium Red.

WALLS: TYPE 4

CEILING: TYPE 1 Beveled Tegular Edge Decorative Tiles

ELECTRICAL LIGHTING: TYPE 1 and three (3) of TYPE 3 (On a separate dimmer switch)

ELECTRICAL POWER: Duplex Receptacles: 3 One front and centered on the platform.

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 2: (Separate Thermostat Control Unit)

SECURITY: N/A

SPECIAL CONSTRUCTION:

1. A 10'-0" minimum, finished ceiling height is required throughout the entire room.

2. Provide and install a 7" high platform, per the final design intent drawing.

3. Reference elevation and section details for wall panel and platform specifications.

4. Provide and install a heavyweight, stationary fabric drape. Fabric shall be lined with off-white plain fabric suited to the drapery fabric weight. Draperies shall be floor-to-ceiling height, equal in width to the platform. The wall behind the drapes will be painted flat black. The drapes shall be either American flag red or blue but opposite color of carpet.

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5. DRAPERY CONSTRUCTION: Draperies to be newly installed must be made as follows:

- 100 percent fullness, including overlap, side hems, and necessary returns.
- 4-inch double headings turned over a 4-inch permanently finished stiffener.
- 1 ½-inch doubled side hems; 4-inch doubled and blind stitched bottom hems.
- Three-fold pinch pleats.
- Safety stitched intermediate seams.
- Tacked corners.
- No raw edges or exposed seams.

6. Adjustable stop lights to be centered above platform on a separate dimmer switch.

EQUIPMENT: Government Provided: (See adjacent Briefing Room equipment)

FURNITURE: Government Provided: Platform podium

ADJACENCIES: Locate adjacent to the Briefing Room.

OTHER: This room must project a solemn and dignified atmosphere. A Ceremony Room Dedication shall be provided.

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Inspections Division
Date: 10/31/14

CEREMONY ROOM
350 sq ft

1 ELEVATION OF WALLPANELING
NOT TO SCALE

2 WALL SECTION
NOT TO SCALE

3 SECTION-PLATFORM
NOT TO SCALE

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT FUNCTIONS** | **SQUARE FT:** | As required |
| **ROOM NAME:** | Public Washrooms | **QUANTITY:** | As required |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

**FINISHES**

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 4

ELECTRICAL POWER: GFI Duplex Receptacles: 2 (above counter)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install mirrors over the sinks, stainless steel paper towel dispensers, foam soap dispensers, metal toilet partitions with coat hooks, sanitary napkin dispensers (Female), baby changing stations (as code required), waste dispensers, and toilet paper dispensers.

PLUMBING: Provide and install vitreous china, non-absorbent sinks in a solid surface counter with an opening for a trash receptacle below counter, single lever mixing valves, toilets, and urinals as required. All necessary plumbing for hot and cold water, drains and vents will be provided according to applicable codes.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: Near Visitor Waiting Area.

OTHER: N/A

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT** | **SQUARE FT:** | N/A |
| **ROOM NAME:** | Corridors | **QUANTITY:** | N/A |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | N/A |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Per applicable codes and requirements of the adjacent rooms.

DOORS & FRAMES: N/A – Per applicable codes and requirements of the adjacent rooms.

HARDWARE: N/A – Per applicable codes and requirements of the adjacent rooms.

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: Convenience outlets as required.

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: 360 degree ceiling mounted passive infrared (PIR) motion detectors – as required by HQ USMEPCOM – Programs Division (J-1)

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail. Corner guards matching wall covering or wall paint.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: N/A

OTHER: N/A

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

**OPERATIONS SECTION**

This section must be a contiguous block of space with the Control Counter, Files Room, Copier, and Packet Breakdown Function located near the entrance to this section off of the Applicant Waiting Area.

**OPERATIONS SPACE ALLOCATION STANDARDS**

| PERSONNEL | GRADE | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|---|
| OPS Officer | O3/O4 | P | 1 | 110 | | | | | 110 |
| Processing NCOIC | E 7 | P | 1 | 110 | | | | | 110 |
| Process NCO | E 6 | O | 1 | 60 | | | | | 60 |
| Supv Military Proc Clerk | GS 6 | O | 1 | 100 | | | | | 100 |
| Processing Specialists/MPC | E5/G4 | O | Varies | 60 | | | | | Varies |
| Lead Military Personnel Clk | GS 5 | O | 1 | 60 | | | | | 60 |
| Systems Administrator | GS 6 | P | 1 | 110 | | | | | 110 |

| SUPPORT SPACES | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|
| Control Counter | O | 1 | 200 | | | | | 200 |
| PEI Workstation | O | 2 | 200 | | | | | 400 |
| Files Room | P | 1 | 150 | | | | | 150 |
| Copier Room | P | 1 | 125 | | | | | 125 |
| Travel Agency | P | 1 | 150 | | | | | 150 |
| Packet Breakdown | P | 1 | 150 | | | | | 150 |
| MIRS /Communication | P | 1 | 200 | | | | | 200 |
| Telecommunication Closets | P | 1 | 64 | | | | | 64 |
| Operations Waiting Room | O | 1 | 150 | 125 | 100 | 75 | 75 | Varies |

**DEFINITIONS:**

GRADE Position level within the Government.
TYPE O Open Office Space.
TYPE P Private Office Space.
QTY Quantity of workspaces that size and grade.
CAT 1 Square footage allowed per Category 1, MEPS Space.
CAT 2 Square footage allowed per Category 2, MEPS Space.
CAT 3 Square footage allowed per Category 3, MEPS Space.
CAT 4 Square footage allowed per Category 4, MEPS Space.
CAT 5 Square footage allowed per Category 5, MEPS Space.
TTL Total square footage of each type of workspace.

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Operations Officer | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

Dedicated Computer Quadruplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer; MIRS workstation; Bar Code Scanner w/ Gun, Digital Camera w/ Printer and Electronic Biometric Appliance (EBA) capture device

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Common to Operations Administration

OTHER: N/A

**OPERATIONS OFFICER**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Processing NCOIC | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A

**PROCESSING NCOIC**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Enlistment Processing NCO | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: Assign total square footage allocated to PEI Workstations within Operations Administration

**ENLISTMENT PROCESSING NCO**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Supervisor, Military Processing Clerk | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilize Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A

**SUPERVISORY MILITARY PROCESSING CLERK**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | SQUARE FT: | 60 |
| **ROOM NAME:** | Processing Specialist / MPC | **QUANTITY:** | Varies |
| **SPACE TYPE:** | Open office | OCCUPANTS: | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 (See OTHER)

Dedicated Computer Quadruplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1 (See OTHER)

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: 1 – 360 degree ceiling mounted passive infrared (PIR) motion detector

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS Work Station; Electronic Biometric Appliance (EBA) capture station

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: Additional equipment required for every 2 processing specialists: Digital camera w/ tripod & adaptor; USMIRS printer. In open space – required to have at least one Electronic Fingerprint Capture System (EFCS) – PC w/ barcode reader, 500 V UPS, printer and ten-print scanner.

**PROCESSING SPECIALIST / MPC**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Lead Military Personnel Clerk | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. L-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Operations Administration.

OTHER: N/A

**LEAD MILITARY PERSONNEL CLERK**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Systems Administrator | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Quadruplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 2

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; Servers; UPS; MIRS workstation w/ dual monitors & printer; and Electronic Biometric Appliance (EBA) capture station

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Common with Operations Administration and next to the MIRS room.

OTHER: Ensure HVAC system is designed to compensate for computer equipment and occupant loads.

**SYSTEMS ADMINISTRATOR**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 200 |
| **ROOM NAME:** | Control Counter | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Up to 3 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 and TYPE 2

ELECTRICAL POWER: Quadruplex Receptacles: 3

Computer Designated Quadruplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: One fixed position duress alarm switch within immediate reach of control desk attendant; 22" flat screen color monitor on the counter top for CCT monitoring; Aiphone (video) monitor and release switches for the magnetic locks (600lb) on the Main Entry door and the electric door strike on the Baggage Room door; one 16 channel DVR installed under counter and one pan-tilt-zoom (PTZ) camera controller for exterior cameras.

SPECIAL CONSTRUCTION: Provide a soffit at 7'-6" above the finished floor in a 9'-0" high ceiling. For ceilings above 9'-0" high maintain a 1'-6" high vertical soffit constructed of gypsum board and structural framing, above the control counter and install 3-5 high hat recessed light fixtures on a separate light switch. The soffit shall be the same length and width as the Control Counter. Provide and install a millwork reception desk. Grommet locations shall be centered opposite the keyboard tray. Install two separate volume control panels, wall mounted, for Zones 1 & 4 w/ Type 1 speakers, at the main control counter.

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EQUIPMENT: Government Provided: 3 - PC's w/ Printer; 3 - Digital cameras w/ tripods & adaptors; 3 - MIRS workstations w/ dual monitors & MIRS printer; and 3 - Electronic Biometric Appliances (EBA) capture stations.

FURNITURE: Government Provided: Seating.

ADJACENCIES: Control Counter must be located between the main Applicant Waiting area and File Room; ideally located so that Control Counter personnel have visual control of the main entrance, primary corridors, Baggage Room, and entrance to the Counselor Section, Medical Section and Operations Section.

OTHER: Provide and install three (3), adjustable keyboard trays, extended mount with palm rest, or equal, mounted under the Control Counter work-surface.

**OPERATIONS CONTROL COUNTER**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | Files Room | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Dedicated Computer Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Filing system. Future: 2 - USMIRS work stations; 2 - Electronic Biometric Appliances (EBA); Bar Code Printer; 2 - Bar Code Scanners; Digital Sender; Digital Camera w/ tripod & adapter; and USMIRS Printer

FURNITURE: Government Provided: File cabinets, desks and chairs.

ADJACENCIES: Located between the Control Counter and Operations Administration.

OTHER: N/A

Inspections Division
Date: 10/31/14

**FILES ROOM**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 125 |
| **ROOM NAME:** | Copier | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install base cabinets with doors and one interior adjustable shelf, a solid surface counter, and upper cabinets without doors. Power / Communications outlets on that wall shall be mounted at 44" above the finished floor.

EQUIPMENT: Government Provided: Copy Machine, Shredder

FURNITURE: Government Provided: N/A

ADJACENCIES: Located adjacent to a corridor, Operations Administration, Files Room, and Packet Breakdown.

OTHER: N/A

Inspections Division
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# COPIER ROOM

125 sq ft

Inspections Division
Date: 10/31/14

1 ELEVATION OF CABINETRY (TYPICAL)

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | Travel Agency | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 2 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

Computer Designated Duplex Receptacles: 2

Dedicated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 3

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: 2 – PC's; Ticket Printer; USMIRS Work Station; USMIRS Printer; Bar Code Scanner; Meal Check Printer

FURNITURE: Government Provided: L-shaped workstation, worktable, task chairs and guest seating

ADJACENCIES: Located adjacent to Operations Administration.

OTHER: N/A

**TRAVEL CLERK**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | Packet Breakdown | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Dedicated Computer Quadruplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: Electronic Biometric Appliance (EBA); USMIRS workstation and USMIRS Printer

FURNITURE: Government Provided: Tables and chairs

ADJACENCIES: Located adjacent to, or between Files Room and Operations Administration, or the space can be included in Operations Administration open space.

OTHER: N/A

**PACKET BREAKDOWN**

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | SQUARE FT: | 200 |
| **ROOM NAME:** | MIRS / Communication | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6

Dedicated Duplex Receptacles: 4 NEMA 5-20R outlets

70 Amp Circuit stubbed out for APC: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 5

Intercom / Paging System: 0

HVAC: TYPE 2 Maximum temperatures in the room shall be no more than 80 degrees Fahrenheit. Average heat load: 24,000 BTU's, Separate thermostat control unit.

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install ladder-type aluminum cable trays. Locate the trays so they are within 30 feet horizontal distance to any communication/data outlet. See Attachement XX

EQUIPMENT: Government Provided:

- RSN Equipment (Router, DSU, modem and UPS) 1,500 BTU / hr.
- MMAC-8FNB Cabletron power supply 2,400 BTU / hr. each
- Telephone system (estimate) 2,400 BTU / per hr.
- 2 – PC Workstations
- 1 – APC back-up power 2,216 BTU / hr

FURNITURE: Government Provided: N/A

ADJACENCIES: To be located off of a public area, accessible to maintenance personnel and the System Administrator.

OTHER: N/A

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# MIRS/COMM

200 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | SQUARE FT: | NA |
| **ROOM NAME:** | Telecommunications Closets | **QUANTITY:** | As needed |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3

Dedicated Duplex Receptacles: 2 NEMA 5-20R outlet

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 2 Maximum temperatures in the room shall be no more than 80 degrees Fahrenheit.

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install four by eight foot, ¾" plywood as shown, apply a fire retardant coating to the plywood.

EQUIPMENT: Government Provided: Network hubs and 2 – PC workstations

FURNITURE: Government Provided: N/A

ADJACENCIES: To be located off of a public area, accessible to maintenance personnel and the System Administrator.

OTHER: Each cross-connect closet will serve approximately 10,000 square feet of usable floor space, or if multiple floors are used. The closets serve as an interconnection point between the service outlets and the main communications frame in the MIRS/Communication Room. Wall and floor space will be provided for installation and maintenance of equipment such as frames/backboards, line amplifiers for LANS and concentrators. Network hubs housed on each floor of the MEPS must have fiber optic cable access through a suitable conduit that meets local code requirements. Telecommunications Closets are primarily used when MEPS are located on multiple floors.

Inspections Division
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# TELECOMMUNICATIONS
64 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **OPERATIONS** | **SQUARE FT:** | 75-150 |
| **ROOM NAME:** | OPS Waiting | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1 (72" AFF)

Computer Designated Duplex Receptacles: 0

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 0

Intercom / Paging System: SPEAKER TYPE 2

Cable TV / Satellite Dish Receptacle: 1 (72" AFF)

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors. Apply a durable washable paint wainscot below chair rail. This is dependent on seating arrangement. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: TV

FURNITURE: Government Provided: Visitor seating.

ADJACENCIES: Located within Operations Administration, near the entrance door.

OTHER: N/A

**OPERATIONS WAITING ROOM**

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

**TESTING SECTION**

Ideally, this section should be located adjacent to Operations Administration and adjacent to an exterior door to the building.

If possible, locate the test rooms within building interior, away from exterior walls with windows.

**TESTING SECTION SPACE ALLOCATION STANDARDS**

| PERSONNEL | GRADE | TYPE | QTY | | | | | | TTL |
|---|---|---|---|---|---|---|---|---|---|
| Test Control Officer | O3 | P | 1 | 110 | | | | | 110 |
| Education Services Specialist | GS11 | P | 1 | 110 | | | | | 110 |
| Test NCO | E6 | O | 1 | 60 | | | | | 60 |
| Test Coordinator | GS5 | O | 1 | 100 | | | | | 100 |
| Processing Specialist/MPC | E5 | O | Varies | 60 | | | | | Varies |
| **SUPPORT SPACES** | | **TYPE** | **QTY** | | | | | | **TTL** |
| Test Administration / Scoring | | P | 1 | 150 | | | | | 150 |
| ASVAB Storage | | P | 1 | 150 | | | | | 150 |
| Secure Test Storage | | P | 1 | 135 | | | | | 135 |
| Test Rooms | | P | 2 | 100 | | | | | 200 |
| CAT - ASVAB Test Room | | P | 1 | 1000 | 800 | 600 | 500 | 500 | Varies |

DEFINITIONS:

GRADE: Position level within the Government.
TYPE O: Open Office Space.
TYPE P: Private Office Space.
QTY: Quantity of workspaces that size and grade.
CAT 1: Square footage allowed per Category 1, MEPS Space.
CAT 2: Square footage allowed per Category 2, MEPS Space.
CAT 3: Square footage allowed per Category 3, MEPS Space.
CAT 4: Square footage allowed per Category 4, MEPS Space.
CAT 5: Square footage allowed per Category 5, MEPS Space.
TTL: Total square footage of each type of workspace.

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Test Control Officer | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS work station; USMIRS Printer; Bar Code Scanner; PC (WINTIP)

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**TEST CONTROL OFFICER**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | ED Services Specialist | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: This position receives many visitors. Locate adjacent to Test Section entrance door.

OTHER: N/A

**ED SERVICES SPECIALIST**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Test NCO | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ Printer; USMIRS workstation; MIRS Printer; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation and task chair

ADJACENCIES: Located within Test Administration/Scoring.

OTHER: N/A

**TEST NCO**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Test Coordinator | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open Office

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Test Administration/Scoring

OTHER: N/A

**TEST COORDINATOR**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Processing Specialist/MPC | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING; TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: When “dutch” doors are used, the top half needs a deadbolt lock installed.

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; Digital Camera w/ tripod & adapter; and Electronic Biometric Appliance

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within Test Administration/Scoring.

OTHER: N/A

**PROCESSING SPECIALIST / MPC**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | SQUARE FT: | 150 |
| **ROOM NAME:** | Test Administration / Scoring | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 - 6

Computer Designated Duplex Receptacles: 1 - 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2 - 3

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; and Electronic Biometric Appliance; Optical Mark Recognition (OMR) test scanner

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: The Test Section rooms are adjacent to this area except possibly the CAT-ASVAB Test Room. If applicants are required to access this area to get into a Test Room, then a separate Scoring Room function is required. Specifications are identical to the Test Administration with data and power requirements as shown on opposite page.

OTHER: N/A

## TEST ADMINISTRATION / SCORING

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | ASVAB Storage | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES:**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Shelving Units.

ADJACENCIES: To be located off a public corridor. Items in the storage room are shipped in large quantities.

OTHER: N/A

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ASVAB STORAGE
150 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | SQUARE FT: | 105 |
| **ROOM NAME:** | Secure Test Storage | [illegible] | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 3

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Safes

ADJACENCIES: Adjacent to the Test Administration/Scoring Room or adjacent to Scoring Room per design. Locate room away from exterior wall; avoid windows or provide additional physical security.

OTHER: N/A

**SECURE TEST STORAGE**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Test Rooms | **QUANTITY:** | 2 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 6

Computer Designated Duplex Receptacles: 3

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 3

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Tables and chairs.

ADJACENCIES: Provide direct corridor access if possible; ideally located away from exterior wall with no windows.

OTHER: The two Test Rooms can be combined into one with a total of 200 square feet. Provide and install 6" X 24" glazed opening in door.

**TEST ROOMS**

| | | | |
|---|---|---|---|
| **SECTION:** | **TESTING** | **SQUARE FT:** | 500 - 1000 |
| **ROOM NAME:** | CAT - ASVAB Test Room | [illegible] | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4 – 8

Computer Designated Duplex Receptacles: 10 – 20

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 10 – 20

This room supports an automated, applicant-testing network. Provide a minimum of one 20 amp dedicated electric circuit for every three (3) workstations. Connect data outlets to an empty ¾" conduit routed to the plenum.

HVAC: TYPE 2 and separately zoned on a separate T-stat control unit.

SECURITY: Install one fixed position duress alarm switch in a location within the attendant's immediate reach.

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail at 32" above floor stained to match the doors. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided: PC's

FURNITURE: Government Provided: Tables and chairs.

ADJACENCIES: The test room may be located separate from the test section, but in an adjacent room or across the hallway from the Test Section. Room ideally located away from exterior wall with no windows.

OTHER: Provide an access door to Test Administration and to a corridor if possible. Provide and install 6" X 24" glazed opening in door.

**CAT – ASVAB TEST ROOM**

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless specified otherwise.

**MEDICAL SECTION**

The entrance to this section must be visible from the Reception Counter. The Medical Control Center, ideally should have visibility of all the medical functions or the entrances to those functions. This section should be located within the building if possible to avoid exterior windows. If necessary, install appropriate light tight blinds for applicant privacy.

**MEDICAL SECTION SPACE ALLOCATION STANDARDS**

| PERSONNEL | GRADE | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|---|
| Chief Medical Officer | GS 13 | P | 1 | 110 | | | | | 110 |
| Assistant Medical Officer | GS 12 | P | 1 | 100 | | | | | 100 |
| Health Technician, Supervisor | E7/G6 | P | 1 | 100 | | | | | 100 |
| Medical Lab Specialist | E 5 | O | 2 | 0 | | | | | |
| Lead Health Technician | GS 5 | O | 1 | 60 | | | | | Varies |
| Health Technician | GS 4 | O | 2 | 60 | | | | | Varies |
| **SUPPORT SPACES** | | **TYPE** | **QTY** | **CAT 1** | **CAT 2** | **CAT 3** | **CAT 4** | **CAT 5** | **TTL** |
| Exam Rooms | | P | 4 | 4X120 | 4X120 | 3X120 | 3X120 | 3X120 | Varies |
| EKG / Cot Room | | P | 1 | 100 | | | | | 100 |
| Serology | | O | 2 | 60 | | | | | 120 |
| Medical Storage | | P | 1 | 80 | | | | | 80 |
| Laboratory | | P | 1 | 250 | | | | | 250 |
| Medical Admin. | | O | 1 | 150 | | | | | 150 |
| Control Counter | | O | 1 | 150 | | | | | 150 |
| Medical Briefing | | P | 1 | 720 | 600 | 480 | 360 | 360 | Varies |
| Medical Waiting | | O | 1 | 500 | 400 | 300 | 200 | 200 | Varies |
| Vision Test Room | | P | 1 | 200 | | | | | 200 |
| Audio Room | | P | 1 | 350 | | | | | 350 |
| Male Urinalysis | | P | 1 | 200 | | | | | 200 |
| Female Urinalysis | | P | 1 | 150 | | | | | 150 |
| Male Ortho | | P | 1 | 720 | 720 | 720 | 225 | 225 | Varies |
| Female Ortho | | P | 1 | 360 | 360 | 360 | 180 | 180 | Varies |
| Female Dressing | | O | 1 | 90 | 90 | 90 | 45 | 45 | Varies |
| Female Waiting | | O | 1 | 100 | 100 | 0 | 0 | 0 | Varies |

**DEFINITIONS:**

GRADE: Position level within the Government.
TYPE O: Open Office Space.
TYPE P: Private Office Space.
QTY: Quantity of workspaces that size and grade.
CAT 1: Square footage allowed per Category 1, MEPS Space.
CAT 2: Square footage allowed per Category 2, MEPS Space.
CAT 3: Square footage allowed per Category 3, MEPS Space.
CAT 4: Square footage allowed per Category 4, MEPS Space.
CAT 5: Square footage allowed per Category 5, MEPS Space.
TTL: Total square footage of each type of workspace.

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL SECTION** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Chief Medical Officer | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 5

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install wall-hung, vitreous china, non-absorbent sink with a single lever manual mixing valve/faucet. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS; USMIRS Printer; Bar Code Scanner; and Electronic Biometric Appliance

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Adjacent to the Male Exam and Ortho Rooms.

OTHER: N/A

**CHIEF MEDICAL OFFICER**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL SECTION** | **SQUARE FT:** | 100 (when authorized) |
| **ROOM NAME:** | Assistant Medical Officer | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 5

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install wall-hung, vitreous china, non-absorbent sink with a single lever manual mixing valve/faucet. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS workstation; Bar Code Scanner

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**ASSISTANT MEDICAL OFFICER**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL SECTION** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Health Tech Supervisor/Medical NCOIC | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS Workstation; USMIRS Printer; Bar Code Scanner; PC (WINFAT)

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Adjacent to Medical Admin and Medical Control Counter.

OTHER: N/A

**HEALTH TECH SUPERVISOR / NCOIC**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 120 |
| **ROOM NAME:** | Exam Rooms | QUANTITY: | 3-4 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 2 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Maintain 75 foot-candles at desk height

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a wall-hung, vitreous china, non-absorbent sink with a single lever manual mixing valve/faucet. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Exam table, stools, small table.

ADJACENCIES: Near the Ortho Rooms and the Medical Officer(s).

OTHER: N/A

SANITIZER DISPENSER
SOAP DISPENSER
MIRROR OVER SINK
COMBINATION WASTE
RECEPTACLE AND
PAPER TOWEL DISPENSER

**EXAM ROOM**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 100 |
| **ROOM NAME:** | EKG/Cot Room | QUANTITY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 2 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 –Maintain 75 foot-candles at desk height.

ELECTRICAL POWER: Duplex Receptacles: 3

Computer Designated Duplex Receptacles: 1

Dedicated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a wall-hung, vitreous china, non-absorbent sink with a single lever manual mixing valve/faucet. All necessary plumbing for hot and cold water, drains and vents shall be provided according to applicable codes. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: EKG Machine.

FURNITURE: Government Provided: Exam table, small table, stools.

ADJACENCIES: Adjacent to Serology

OTHER: N/A

SANITIZER DISPENSER
SOAP DISPENSER
MIRROR OVER SINK
COMBINATION WASTE
RECEPTACLE AND
PAPER TOWEL DISPENSER

**EKG / COT ROOM**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 120 |
| **ROOM NAME:** | Serology | QUANTY: | 1 |
| **SPACE TYPE:** | Semi-Private | **OCCUPANTS:** | 2 per stall |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: Solid Surface Partitions and Doors/Curtains

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 2 –Maintain 75 foot-candles at desk height.

ELECTRICAL POWER: Duplex Receptacles: 2

COMMUNICATIONS: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide a soffit lowered to seven feet above the finish floor and constructed of gypsum board over structural framing over the serology booths. The plan view of the booth shall be reflected in the soffited ceiling above.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Blood draw table, chairs.

ADJACENCIES: Common with Laboratory and adjacent to EKG/Cot Room.

OTHER: N/A

Inspections Division
Date: 10/31/14

SEROLOGY
120 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 90 |
| **ROOM NAME:** | Medical Storage | QUANTITY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | 0 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 1

CEILING: TYPE 1 – TYPE 2 IF Wall Construction is TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 1

COMMUNICATIONS: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: 18" deep; adjustable laminate/vinyl/melamine shelves @ 16" O.C., 5 shelves.

EQUIPMENT: Government Provided:

FURNITURE: N/A

ADJACENCIES: Adjacent to the Laboratory.

OTHER: N/A

Inspections Division
Date: 10/31/14

# MEDICAL STORAGE

## 80 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | **SQUARE FT:** | 250 |
| **ROOM NAME:** | Laboratory | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 2 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 1

**FINISHES:**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 3

GFI Outlets: 2

Computer Designated Duplex Receptacles: 2

Dedicated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a double-bowl, self rimming sink with a mixing valve, swinging gooseneck faucet, and flexible hose spray nozzle. All necessary plumbing for hot and cold water supply, drain and vents will be provided according to applicable codes. Provide and install approximately fifteen (15) linear feet of wall cabinets and twenty-five (25) linear feet of kitchen-type, base cabinets and with a stainless steel counter top. Sink cabinet shall be handicapped accessible with angled face board. Base cabinets shall have drawers, doors and one interior fixed shelf. Upper cabinets shall be locked, and have two interior adjustable shelves, with a drywall soffit above the units.

Provide two (2) pass-thru windows, 42" high x 36" wide with swinging frosted, tempered glass windows in an aluminum frame. Provide 12" shelf at 42" above floor. The glass shall pull open from the Male and Female Urinalysis Rooms for placement of urine samples. The doors shall not open directly across the room from one another to allow a line of sight from the Male Urinalysis to the Female Urinalysis rooms. Provide and install a paper towel dispenser, soap dispenser and waste receptacle. NO BASE CABINETS UNDER PASS-THRU WINDOW SHELVING.

EQUIPMENT: Government provided: 5.4 Cubic foot refrigerator Centrifuge. Provide adequate space under or adjacent to counter. USMIRS workstation; USMIRS Printer; USMIRS Badge/Labeler; Bar Code Scanner (1 MIRS & 1 WASP); PC (HIV); and Electronic Biometric Appliance

FURNITURE: Government Provided:

ADJACENCIES: Adjacent to Serology, Urinalysis Rooms and Medical Storage.

OTHER: N/A

Inspections Division
Date: 10/31/14

LABORATORY
250 sq ft

Inspections Division
Date: 10/31/14

1 / 134 LABORATORY ELEVATION

2 / 134 LABORATORY ELEVATION

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | **SQUARE FT:** | 150 |
| **ROOM NAME:** | Medical Admin. | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: Desk, task chair and guest seating

ADJACENCIES: Semi-private space typically located behind the Medical Control Counter and adjacent to Medical NCOIC or Health Technician Supervisor's office.

OTHER: N/A

**MEDICAL ADMIN**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 150 |
| **ROOM NAME:** | Medical Control Counter | QUANTY: | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Open

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

and TYPE 2

ELECTRICAL POWER: Duplex Receptacles: 6

Computer Designated Duplex Receptacles: 4

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 4

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: Install a remote duress receiver on the wall in the medical area. The receiver should be located in a location that the transmitters will activate within any of the rooms in the medical section. Remote duress switches to be carried by medical doctors.

SPECIAL CONSTRUCTION: Provide and install a soffit at 7'-6" above the finished floor in a 9'-0" high ceiling. For ceilings above 9'-0" height maintain a 1'-6" high vertical soffit. Constructed of gypsum board over structural framing over the Medical Control Counter and install 3-5 high hat recessed light fixtures on a separate light switch. The plan view of the counter shall be reflected in the soffited ceiling above. Install one separate volume control panel, wall mounted, for Zones 5 w/Type 1 speakers, at the medical control counter.

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EQUIPMENT: Government Provided: 2 – USMIRS workstations; 2 – USMIRS printers; 3 – Bar Code Scanners; and 3 – Digital Cameras w/ tripods & adapters

FURNITURE: Government Provided: Seating

ADJACENCIES: At the entrance to Medical Admin.

OTHER: Provide and install two (2), adjustable keyboard trays, extended mount with palm rest, or equal, mounted under the Medical Control Counter work-surface.

**MEDICAL CONTROL COUNTER**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | **SQUARE FT:** | 360-720 |
| **ROOM NAME:** | Medical Briefing | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 7 (One mounted at 72"

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1 (Separate thermostat control unit)

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. TV outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; USMIRS Badge/Labeler; Bar Code Scanner; PC; Wall mount Flat Screen TV

FURNITURE: Government Provided: Tablet arm chairs, desk and task chair ADJACENCIES: Adjacent to Medical Waiting.

OTHER: N/A

**MEDICAL BRIEFING**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 200 -500 |
| **ROOM NAME:** | Medical Waiting | QUANT: | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A – Per Building curtain wall and surrounding rooms.

DOORS & FRAMES: TYPE 3 – Suite Entry Doors

HARDWARE: TYPE 2 – Suite Entry Hardware

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4-8 (1 mounted 72"AFF)

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (mounted 72" AFF)

HVAC: TYPE 2

SECURITY: Install one 360 degree ceiling mounted passive infrared (PIR) motion detector; Install one domed ceiling mounted color CCTV camera in applicant waiting room to be monitored from main control desk. Requirement to be validated by J1/MHR-PR.

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. Provide and install water coolers (1 standard, 1 ADA height) in the waiting area. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided: Wall

mounted flat screen TV

FURNITURE: Government Provided: Seating

ADJACENCIES: Medical Control Counter

OTHER: N/A

**MEDICAL WAITING**

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 200 |
| **ROOM NAME:** | Vision Test Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 and/or TYPE 2 – The light level in this room must have the capability to be uniformly reduced. Provide either incandescent fixtures on dimmer control switch or wire separately each light tube in fluorescent fixtures. All light fixture lenses must be non-reflective.

ELECTRICAL POWER: Duplex Receptacles: 8

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a solid surface counter, 30" deep x 20'-0" long x 42" AFF, with a 4" back-splash and under-counter supports as needed. Space electrical outlets every 48" under the counter with a 2" grommet opening in the counter above. Install 3-5 high hat recessed light fixtures above counter top on a separate dimmer switch. Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code. Provide a mirror, paper towel dispenser, foam soap dispenser, and waste receptacle.

EQUIPMENT: Government Provided: Vision machines (Stereo Vision; Color Perception; Refractors & Lanterns)

FURNITURE: Government Provided: Seating.

ADJACENCIES: N/A

OTHER: N/A

Inspections Division
Date: 10/31/14

VISION TEST ROOM
200 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 350 |
| **ROOM NAME:** | Audio Room | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (1 mounted at 72" AFF for Audio Booth)

Computer Designated Duplex Receptacles: 2

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

- A 10'-0" minimum finished ceiling height is required.
- An under floor 4 inch duct system shall be installed between the audio booth and the Audiometer Console for signal cabling.
- Provide necessary floor loading for the Audio Booth. Approximate weight and dimensions:

| No. of Positions | Weight | Dimensions |
|---|---|---|
| 4 | 4000 lbs | 8'-0" W x 6'-0" L x 7'-4" H |
| 6 | 5000 lbs | 8'-0" W x 8'-0" L x 7'-4" H |
| 8 | 7000 lbs | 8'-0" W x 11'-0" L x 7'-4" H |
| 10 | 7700 lbs | 8'-0" W x 13'-2" L x 7'-4" |

The number of positions shall be specified for each MEPS location.

EQUIPMENT: Government Provided: Audio Booth with Audiometers and UPS for Audiometers

FURNITURE: Government Provided: Seating and worktable

ADJACENCIES: N/A

OTHER: The Audio Booth will be furnished and installed by the government.

Inspections Division
Date: 10/31/14

AUDIO TEST ROOM
350 sq ft

**MEDICAL** SQUARE FT: 200

**SECTION:**
**ROOM NAME:** Male Urinalysis **QUANTITY:** 1
**SPACE TYPE:** Private **OCCUPANTS:** Varies
**ROOM NUMBER:**

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

**FINISHES**
FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: GFI Duplex Receptacles: 1

Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

- Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code.
- Provide and install a wall hung, tankless, vitreous china water closet with a manual flush valve. All necessary plumbing from water supply, drain, and venting shall be provided per code.
- Provide and install four (4) vitreous china urinals with manual flush valves and all necessary plumbing for water supply, drain, and venting per code. One (1) urinal shall be mounted at handicap-accessible height.
- Provide and install a stainless steel shelf approximately 4" x 6" above each urinal and in each toilet stall. Firmly secure the shelf to the wall.
- Provide and install metal toilet partitions with ADA required grab bars and a toilet paper dispenser. Install door in a 90 degree hold-open position.
- Provide a pass-thru window opening into the lab, 42" high x 36" wide with frosted, tempered glass windows in an aluminum frame. The glass shall pull open from the Urinalysis Room with a magnetic push-latch.
- Provide and install a mirror above the lavatory, a paper towel dispenser and a foam soap dispenser.
- Provide and install an exhaust fan, vented to the outside, connected to the light switch.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: The room must be directly adjacent to the Laboratory.

OTHER: Pass through shelf shall be 12" deep, 36" wide and 42" above floor.

Inspections Division
Date: 10/31/14

# MALE URINALYSIS
200 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 150 |
| **ROOM NAME:** | Female Urinalysis | QUANTITY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 7

**FINISHES**

FLOORS/BASE: TYPE 4

WALLS: TYPE 3

CEILING: TYPE 2

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: GFI Duplex Receptacles: 1

Duplex Receptacles: 1

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION:

- Provide and install a vitreous china lavatory with a single lever mixing valve and all necessary plumbing for hot and cold water. Drains and vents shall be provided per code.
- Provide and install two (2), wall hung, tankless, vitreous china water closets with manual flush valves. All necessary plumbing from water supply, drain, and venting shall be provided per code.
- Provide and install a stainless steel shelf approximately 4" x 6" adjacent to toilet paper dispenser. Firmly secure the shelf to the wall or the toilet partition.
- Provide and install metal toilet partitions with ADA required grab bars and toilet paper dispensers. Install doors in a 90 degree hold-open position.
- Provide a pass-thru window opening into the lab, 42" high x 36" wide with frosted, tempered glass windows in an aluminum frame. The glass shall pull open from the Urinalysis Room with a magnetic push-latch.
- Provide and install a mirror above the lavatory, a paper towel dispenser and a foam soap dispenser.
- Provide and install an exhaust fan, vented to the outside, connected to the light switch.

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: N/A

ADJACENCIES: The room must be directly adjacent to the Laboratory.

OTHER: Pass through shelf shall be 12" deep, 36" wide and 42" above floor.

Inspections Division
Date: 10/31/14

# FEMALE URINALYSIS

150 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | SQUARE FT: | 360 -720 |
| **ROOM NAME:** | Male Ortho | QUANT: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Lighting must be maintained at a level of 75 foot-candles at 30" AFF.

ELECTRICAL POWER: Duplex Receptacles: 6

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 2 – Maintain temperatures between 72F and 76F,

Separate thermostat control unit

SECURITY: N/A

SPECIAL CONSTRUCTION: A 10'-0" minimum finished ceiling height is required. Provide and install at 18" AFF, 1'-4" deep solid surface benches along two walls. Provide and install brass or stainless steel clothes hooks with through bolts at 24" on center at 60" AFF.

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Waste receptacles, desk and task chair

ADJACENCIES: Adjacent to the Chief Medical Officer and Male Exam Rooms.

OTHER: N/A

Inspections Division
Date: 10/31/14

MALE ORTHO
(360 - 720 SF)
360 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | **SQUARE FT:** | 225-450 |
| **ROOM NAME:** | Female Ortho / Dressing | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 6

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1 – Lighting must be maintained at a level of 75 foot-candles at 30" AFF.

ELECTRICAL POWER: Duplex Receptacles: 5

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 2 – Maintain temperatures between 72F and 76F, Separate thermostat control unit.

SECURITY: N/A

SPECIAL CONSTRUCTION: A 10'-0" minimum finished ceiling height is required. Provide and install at 18" AFF, 1'-4" deep solid surface bench. Provide hospital-type cubicle curtains mounted in ceiling tracts to create 4 cubicles. Opaque curtains must hang above bench and to a height of 6'AFF. Provide and install 12 brass or stainless steel clothes hooks with through bolts (three per cubicle) at 60" AFF.

EQUIPMENT: Government Provided: USMIRS workstation; and Bar Code Scanner

FURNITURE: Government Provided: Waste receptacles, desk and task chair

ADJACENCIES: Adjacent to the Female Exam Rooms and Female Waiting.

OTHER: N/A

Inspections Division
Date: 10/31/14

FEMALE ORTHO
(225 - 450 SF)
250 sq ft

| | | | |
|---|---|---|---|
| **SECTION:** | **MEDICAL** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Female Waiting | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 8 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 1

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING; TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 2

COMMUNICATIONS: Intercom / Paging System: SPEAKER TYPE 1

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hard wood chair rail, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail.

EQUIPMENT: Government Provided:

FURNITURE: Government Provided: Seating

ADJACENCIES: Directly adjacent to the Female Urinalysis, Female Exam Room, and the Female Ortho Room.

OTHER: N/A

Inspections Division
Date: 10/31/14

**US MILITARY ENTRANCE PROCESSING STATION**
**DESIGN GUIDE**

The following requirements are to be furnished, installed and maintained by the Lessor. All the items found in these requirements shall be amortized in the overall rental consideration, unless otherwise specified.

**LIAISON SECTION**

The Liaison Section must be located in a self-contained office suite with a secondary entry/exit door, access to staff toilets, and after hours HVAC. The entrance door to this section must be visible from the Main Control Counter. The MEPS must be able to secure the door to the Liaison Section preventing unauthorized after-hours Liaison access to the remaining MEPS sections. If required by code, the secondary door from the Liaison Section to the MEPS space shall have a magnetic strike, with a hold close function, connected to the fire alarm system, to be released in emergency situations.

**LIAISON SECTION SPACE ALLOCATION STANDARDS**

| PERSONNEL | GRADE | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|---|
| Army Senior Counselor | | P* | 1 | 110 | | | | | 110 |
| Army Liaison | | O | 1 | 100 | | | | | 100 |
| Army Clerk | | O | 1 | 60 | | | | | 60 |
| Navy Senior Counselor | | P* | 1 | 110 | | | | | 110 |
| Navy Liaison | | O | 1 | 100 | | | | | 100 |
| Navy Clerk | | O | 1 | 60 | | | | | 60 |
| Air Force Senior Counselor | | P* | 1 | 110 | | | | | 110 |
| Air Force Liaison | | O | 1 | 100 | | | | | 100 |
| Marine Corps Senior Counselor | | P* | 1 | 110 | | | | | 110 |
| Marine Corps Liaison | | O | 1 | 100 | | | | | 100 |
| Coast Guard Senior Counselor | | P* | 1 | 110 | | | | | 110 |
| Coast Guard Liaison | | O | 1 | 100 | | | | | 100 |
| National Guard Sr. Counselor | | P* | 1 | 110 | | | | | 110 |
| National Guard Liaison | | O | 1 | 100 | | | | | 100 |

| SUPPORT SPACES | TYPE | QTY | CAT 1 | CAT 2 | CAT 3 | CAT 4 | CAT 5 | TTL |
|---|---|---|---|---|---|---|---|---|
| Security Interview | P | 1 | 100 | | | | | 100 |
| Army ARADS | O | 1 | 60 | | | | | 60 |
| Navy Advance Placement Test | P | 1 | 100 | | | | | 100 |
| Air Force PROMIS Station | O | 1 | 60 | | | | | 60 |
| Waiting Area | O | 1 | 800 | 700 | 600 | 500 | 400 | Varies |
| TV Room | O | 1 | 400 | 350 | 300 | 250 | 200 | Varies |

**DEFINITIONS:**
GRADE: Position level within the Government.
TYPE O: Open Office Space.
TYPE P: Private Office Space.
QTY: Quantity of workspaces that size and grade.
CAT 1: Square footage allowed per Category 1, MEPS Space.
CAT 2: Square footage allowed per Category 2, MEPS Space.
CAT 3: Square footage allowed per Category 3, MEPS Space.
CAT 4: Square footage allowed per Category 4, MEPS Space.
CAT 5: Square footage allowed per Category 5, MEPS Space.
TTL: Total square footage of each type of workspace.

NOTE: Within each service liaison section, provide the Senior Counselor a private office if he/she supervises 6 or more staff members.

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Army Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private (if supervising 6 or more staff) | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2 – If located in Private Office; TYPE 1 – If located in Open Office

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: Desk, Credenza, Chair

ADJACENCIES: Located within the Army Liaison Section

OTHER: N/A

**ARMY SENIOR COUNSELOR**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Army Liaison | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS Printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors.

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Near Senior Liaison and Part of the Liaison Open Office Space.

OTHER: Number of assigned liaisons varies.

**ARMY LIAISON**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Army Clerk | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: Part of the Liaison Open Office Space.

OTHER: N/A

**ARMY CLERK**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | SQUARE FT: | 100 |
| **ROOM NAME:** | Security Interview | QUANTY: | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Up to 2 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC

FURNITURE: Government Provided: Desk and chairs.

ADJACENCIES: Located adjacent to Liaison Waiting area.

OTHER: N/A

## SECURITY INTERVIEW

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Navy Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private (if supervising 6 or more staff ) | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 2 - If located in Private Office; TYPE 1 - If located in Open Office

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within the Navy Liaison Section.

OTHER: N/A

## NAVY SENIOR COUNSELOR

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Navy Liaison | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS Printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors.

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**NAVY LIAISON**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 60 |
| **ROOM NAME:** | Navy Clerk | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2

Intercom / Paging System: SPEAKER TYPE N/A

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores maybe necessary and power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**NAVY CLERK**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Navy Advanced Placement Test | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 3

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 1

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: N/A

FURNITURE: Government Provided: Tables and chairs

ADJACENCIES: N/A

OTHER: N/A

Inspections Division
Date: 10/31/14

## NAVY ADVANCED PLACEMENT TEST

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Air Force Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private (if supervising 6 or more staff) | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

FINISHES

FLOORS/BASE: TYPE 2 - If located in Private Office; TYPE 1 - If located in Open Office.

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER; Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Located within the Air Force Liaison Section.

OTHER: N/A

## AIR FORCE SENIOR COUNSELOR

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Air Force Liaison / Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS Telephone/Data Quadruplex Receptacles: 2

Tele/Data Dedicated Duplex Receptacles: 1

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ tripod and adaptors

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

## AIR FORCE LIAISON / COUNSELOR

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Marine Corps. Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner; Digital Camera w/ Tripod and adaptors

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: Office area may increase to accommodate more than one but less than six Liaisons.

**MARINE CORPS SENIOR COUNSELOR**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Marine Corps Liaison | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office Area | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**MARINE CORPS LIAISON**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | Coast Guard Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private Office Suite | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: Office area may increase to accommodate more than one but less than six Liaisons.

## COAST GUARD SENIOR COUNSELOR

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | Coast Guard Liaison | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**COAST GUARD LIAISON**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 110 |
| **ROOM NAME:** | National Guard Senior Counselor | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private (if supervising 6 or more staff) | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 1

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Quadruplex Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: PC w/ printer

FURNITURE: Government Provided: U-shaped workstation, task chair and guest seating

ADJACENCIES: Locate within the National Guard Section.

OTHER: N/A

**NATIONAL GUARD SENIOR COUNSELOR**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 100 |
| **ROOM NAME:** | National Guard Liaison | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open Office | **OCCUPANTS:** | 1 |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 1

WALLS: N/A

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 4

Computer Designated Duplex Receptacles: 1

COMMUNICATIONS: Telephone/Data Receptacles: 2

Intercom / Paging System: SPEAKER TYPE 2, For Entire Open Office Area

HVAC: TYPE 1

SECURITY: N/A

SPECIAL CONSTRUCTION: N/A

EQUIPMENT: Government Provided: USMIRS workstation; USMIRS printer; Electronic Biometric Appliance; and Bar Code Scanner

FURNITURE: Government Provided: Systems furniture with electrified raceway will be utilized. Floor cores may be necessary. Power poles will not be allowed. U-shaped workstation, task chair and guest seating

ADJACENCIES: N/A

OTHER: N/A

**NATIONAL GUARD LIAISON**

| | | | |
|---|---|---|---|
| **SECTION:** | **LIAISON** | **SQUARE FT:** | 400-800 |
| **ROOM NAME:** | Waiting Area | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Private | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: TYPE 2

DOORS & FRAMES: TYPE 3

HARDWARE: TYPE 2

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 9 (One mounted at 72" AFF)

COMMUNICATIONS: Telephone/Data Receptacles: 0

Intercom / Paging System: SPEAKER TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (mounted at 72" AFF)

HVAC: TYPE 2

SECURITY: Install one 360 degree ceiling mounted passive infrared (PIR) motion detector; Install one domed interior ceiling mounted color CCTV camera monitored at the main control counter. Requirement to be validated by J1/MHR-PR.

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided:

Wall mounted flat screen TV.

FURNITURE: Government Provided: Seating

ADJACENCIES: Centrally located within the Liaison Section and combined with TV Room function.

OTHER: N/A

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Inspections Division
Date: 10/31/14

**LIAISON WAITING AREA**

| | | | |
|---|---|---|---|
| **SECTION:** | **SUPPORT AND/OR LIAISON FUNCTIONS** | **SQUARE FT:** | 200-400 |
| **ROOM NAME:** | TV Room | **QUANTITY:** | 1 |
| **SPACE TYPE:** | Open | **OCCUPANTS:** | Varies |
| **ROOM NUMBER:** | | | |

WALL CONSTRUCTION: N/A

DOORS & FRAMES: N/A

HARDWARE: N/A

**FINISHES**

FLOORS/BASE: TYPE 3

WALLS: TYPE 2

CEILING: TYPE 1

ELECTRICAL LIGHTING: TYPE 1

ELECTRICAL POWER: Duplex Receptacles: 5 (1 mounted at 72" AFF)

COMMUNICATIONS: Intercom / Paging System: TYPE 1

Cable TV / Satellite Dish Receptacle: 1 (Mounted at 72" AFF)

HVAC: TYPE 2

SECURITY: N/A

SPECIAL CONSTRUCTION: Provide and install a hardwood chair rail at 32" above floor, stained to match the doors, on all walls. Apply a durable washable paint wainscot below chair rail. TV cable and outlet drops/boxes are to be installed (72" AFF) in the designated areas where TV's/brackets are to be mounted.

EQUIPMENT: Government Provided:

Wall Mounted flat screen TV

FURNITURE: Government Provided: Seating

ADJACENCIES: This function is included in the Applicant Waiting Room and/or the Liaison Waiting Area.

OTHER: N/A

**TV ROOM**

Inspections Division
Date: 10/31/14

# AIA® Document A201™ – 2007

## General Conditions of the Contract for Construction

**for the following PROJECT:**
*(Name and location or address)*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**THE OWNER:**
*(Name, legal status and address)*

**THE ARCHITECT:**
*(Name, legal status and address)*

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## ARTICLE 1 GENERAL PROVISIONS

### § 1.1 BASIC DEFINITIONS

#### § 1.1.1 THE CONTRACT DOCUMENTS

The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive or (4) a written order for a minor change in the Work issued by the Architect. Unless specifically enumerated in the Agreement, the Contract Documents do not include the advertisement or invitation to bid, Instructions to Bidders, sample forms, other information furnished by the Owner in anticipation of receiving bids or proposals, the Contractor's bid or proposal, or portions of Addenda relating to bidding requirements.

#### § 1.1.2 THE CONTRACT

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and the Architect or the Architect's consultants, (2) between the Owner and a Subcontractor or a Sub-subcontractor, (3) between the Owner and the Architect or the Architect's consultants or (4) between any persons or entities other than the Owner and the Contractor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

#### § 1.1.3 THE WORK

The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project.

#### § 1.1.4 THE PROJECT

The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the Owner and by separate contractors.

#### § 1.1.5 THE DRAWINGS

The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

#### § 1.1.6 THE SPECIFICATIONS

The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

#### § 1.1.7 INSTRUMENTS OF SERVICE

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

#### § 1.1.8 INITIAL DECISION MAKER

The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2 and certify termination of the Agreement under Section 14.2.2.

### § 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.



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§ 1.2.2 Organization of the Specifications into divisions, sections and articles, and arrangement of Drawings shall not control the Contractor in dividing the Work among Subcontractors or in establishing the extent of Work to be performed by any trade.

§ 1.2.3 Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings.

### § 1.3 CAPITALIZATION

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles or (3) the titles of other documents published by the American Institute of Architects.

### § 1.4 INTERPRETATION

In the interest of brevity the Contract Documents frequently omit modifying words such as "all" and "any" and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

### § 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.5.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.5.2 The Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

### § 1.6 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

## ARTICLE 2 OWNER

### § 2.1 GENERAL

§ 2.1.1 The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner shall furnish to the Contractor within fifteen days after receipt of a written request, information necessary and relevant for the Contractor to evaluate, give notice of or enforce mechanic's lien rights. Such information shall include a correct statement of the record legal title to the property on which the Project is located, usually referred to as the site, and the Owner's interest therein.

### § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Prior to commencement of the Work, the Contractor may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. Thereafter, the Contractor may only request such evidence if (1) the Owner fails to make payments to the Contractor as the Contract Documents require, (2) a change in the Work materially changes the Contract Sum; or (3) the Contractor identifies in writing a reasonable concern regarding the Owner's ability to make payment when due. The Owner shall furnish such evidence as a condition precedent to commencement or continuation of the Work or the portion of the Work affected by a material change. After the Owner furnishes the evidence, the Owner shall not materially vary such financial arrangements without prior notice to the Contractor.

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**§ 2.2.2** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

**§ 2.2.3** The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

**§ 2.2.4** The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.2.5** Unless otherwise provided in the Contract Documents, the Owner shall furnish to the Contractor one copy of the Contract Documents for purposes of making reproductions pursuant to Section 1.5.2.

### § 2.3 OWNER'S RIGHT TO STOP THE WORK

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

### § 2.4 OWNER'S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a ten-day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such deficiencies. In such case an appropriate Change Order shall be issued deducting from payments then or thereafter due the Contractor the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect or failure. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner.

## ARTICLE 3 CONTRACTOR

### § 3.1 GENERAL

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

### § 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

**§ 3.2.1** Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

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**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.3, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall make Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

**§ 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences or procedures, the Contractor shall evaluate the jobsite safety thereof and, except as stated below, shall be fully and solely responsible for the jobsite safety of such means, methods, techniques, sequences or procedures. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely written notice to the Owner and Architect and shall not proceed with that portion of the Work without further written instructions from the Architect. If the Contractor is then instructed to proceed with the required means, methods, techniques, sequences or procedures without acceptance of changes proposed by the Contractor, the Owner shall be solely responsible for any loss or damage arising solely from those Owner-required means, methods, techniques, sequences or procedures.

**§ 3.3.2** The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

**§ 3.3.3** The Contractor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition to receive subsequent Work.

**§ 3.4 LABOR AND MATERIALS**

**§ 3.4.1** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

**§ 3.4.2** Except in the case of minor changes in the Work authorized by the Architect in accordance with Sections 3.12.8 or 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by the Architect and in accordance with a Change Order or Construction Change Directive.



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§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

### § 3.5 WARRANTY

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Architect, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

### § 3.6 TAXES

The Contractor shall pay sales, consumer, use and similar taxes for the Work provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

### § 3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS

§ 3.7.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 3.7.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.7.3 If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

### § 3.7.4 CONCEALED OR UNKNOWN CONDITIONS

If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and the Architect before conditions are disturbed and in no event later than 21 days after first observance of the conditions. The Architect will promptly investigate such conditions and, if the Architect determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend an equitable adjustment in the Contract Sum or Contract Time, or both. If the Architect determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the Architect shall promptly notify the Owner and Contractor in writing, stating the reasons. If either party disputes the Architect's determination or recommendation, that party may proceed as provided in Article 15.

§ 3.7.5 If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Architect. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

### § 3.8 ALLOWANCES

§ 3.8.1 The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct,



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but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

§ 3.8.2 Unless otherwise provided in the Contract Documents:

.1 Allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;

.2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances; and

.3 Whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.

§ 3.8.3 Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

### § 3.9 SUPERINTENDENT

§ 3.9.1 The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.

§ 3.9.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the name and qualifications of a proposed superintendent. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to the proposed superintendent or (2) that the Architect requires additional time to review. Failure of the Architect to reply within the 14 day period shall constitute notice of no reasonable objection.

§ 3.9.3 The Contractor shall not employ a proposed superintendent to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed.

### § 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 3.10.2 The Contractor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not unreasonably be delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow the Architect reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

§ 3.10.3 The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Architect.

### § 3.11 DOCUMENTS AND SAMPLES AT THE SITE

The Contractor shall maintain at the site for the Owner one copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and one copy of approved Shop Drawings, Product Data, Samples and similar required submittals. These shall be available to the Architect and shall be delivered to the Architect for submittal to the Owner upon completion of the Work as a record of the Work as constructed.



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**§ 3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Architect is subject to the limitations of Section 4.2.7. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by the Architect without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, approve and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals until the respective submittal has been approved by the Architect.

**§ 3.12.8** The Work shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data, Samples or similar submittals unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples or similar submittals by the Architect's approval thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences and procedures. The Contractor shall not be required to provide professional services in violation of applicable law. If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Architect will specify all performance and design criteria that such services must satisfy. The Contractor shall cause such services or certifications to be provided by a properly licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings and other submittals prepared by such professional. Shop Drawings and other submittals related to the Work designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to the Architect. The Owner and the Architect shall be entitled

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to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals, provided the Owner and Architect have specified to the Contractor all performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, the Architect will review, approve or take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Contractor shall not be responsible for the adequacy of the performance and design criteria specified in the Contract Documents.

**§ 3.13 USE OF SITE**
The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

**§ 3.14 CUTTING AND PATCHING**
**§ 3.14.1** The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting and patching shall be restored to the condition existing prior to the cutting, fitting and patching, unless otherwise required by the Contract Documents.

**§ 3.14.2** The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the Owner or a separate contractor except with written consent of the Owner and of such separate contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the Owner or a separate contractor the Contractor's consent to cutting or otherwise altering the Work.

**§ 3.15 CLEANING UP**
**§ 3.15.1** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Contractor.

**§ 3.16 ACCESS TO WORK**
The Contractor shall provide the Owner and Architect access to the Work in preparation and progress wherever located.

**§ 3.17 ROYALTIES, PATENTS AND COPYRIGHTS**
The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for such defense or loss when a particular design, process or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications or other documents prepared by the Owner or Architect. However, if the Contractor has reason to believe that the required design, process or product is an infringement of a copyright or a patent, the Contractor shall be responsible for such loss unless such information is promptly furnished to the Architect.

**§ 3.18 INDEMNIFICATION**
**§ 3.18.1** To the fullest extent permitted by law the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce


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other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18.

**§ 3.18.2** In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

## ARTICLE 4 ARCHITECT

### § 4.1 GENERAL

**§ 4.1.1** The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

**§ 4.1.2** Duties, responsibilities and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified or extended without written consent of the Owner, Contractor and Architect. Consent shall not be unreasonably withheld.

**§ 4.1.3** If the employment of the Architect is terminated, the Owner shall employ a successor architect as to whom the Contractor has no reasonable objection and whose status under the Contract Documents shall be that of the Architect.

### § 4.2 ADMINISTRATION OF THE CONTRACT

**§ 4.2.1** The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

**§ 4.2.2** The Architect will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

**§ 4.2.3** On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

### § 4.2.4 COMMUNICATIONS FACILITATING CONTRACT ADMINISTRATION

Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with Subcontractors and material suppliers shall be through the Contractor. Communications by and with separate contractors shall be through the Owner.

**§ 4.2.5** Based on the Architect's evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

**§ 4.2.6** The Architect has authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the

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Work in accordance with Sections 13.5.2 and 13.5.3, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 4.2.7** The Architect will review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5 and 3.12. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 4.2.8** The Architect will prepare Change Orders and Construction Change Directives, and may authorize minor changes in the Work as provided in Section 7.4. The Architect will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

**§ 4.2.9** The Architect will conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; receive and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10; and issue a final Certificate for Payment pursuant to Section 9.10.

**§ 4.2.10** If the Owner and Architect agree, the Architect will provide one or more project representatives to assist in carrying out the Architect's responsibilities at the site. The duties, responsibilities and limitations of authority of such project representatives shall be as set forth in an exhibit to be incorporated in the Contract Documents.

**§ 4.2.11** The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 4.2.12** Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

**§ 4.2.13** The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

**§ 4.2.14** The Architect will review and respond to requests for information about the Contract Documents. The Architect's response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, the Architect will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## ARTICLE 5 SUBCONTRACTORS

### § 5.1 DEFINITIONS

**§ 5.1.1** A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.



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**§ 5.1.2** A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### § 5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

**§ 5.2.1** Unless otherwise stated in the Contract Documents or the bidding requirements, the Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for each principal portion of the Work. The Architect may reply within 14 days to the Contractor in writing stating (1) whether the Owner or the Architect has reasonable objection to any such proposed person or entity or (2) that the Architect requires additional time for review. Failure of the Owner or Architect to reply within the 14-day period shall constitute notice of no reasonable objection.

**§ 5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner or Architect has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

**§ 5.2.3** If the Owner or Architect has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner or Architect has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

**§ 5.2.4** The Contractor shall not substitute a Subcontractor, person or entity previously selected if the Owner or Architect makes reasonable objection to such substitution.

### § 5.3 SUBCONTRACTUAL RELATIONS

By appropriate agreement, written where legally required for validity, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by these Documents, assumes toward the Owner and Architect. Each subcontract agreement shall preserve and protect the rights of the Owner and Architect under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

### § 5.4 CONTINGENT ASSIGNMENT OF SUBCONTRACTS

**§ 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

.1 assignment is effective only after termination of the Contract by the Owner for cause pursuant to Section 14.2 and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor in writing; and

.2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.



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**§ 5.4.2** Upon such assignment, if the Work has been suspended for more than 30 days, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

**§ 5.4.3** Upon such assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor contractor or other entity. If the Owner assigns the subcontract to a successor contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor contractor's obligations under the subcontract.

## ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

### § 6.1 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

**§ 6.1.1** The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other construction or operations on the site under Conditions of the Contract identical or substantially similar to these including those portions related to insurance and waiver of subrogation. If the Contractor claims that delay or additional cost is involved because of such action by the Owner, the Contractor shall make such Claim as provided in Article 15.

**§ 6.1.2** When separate contracts are awarded for different portions of the Project or other construction or operations on the site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate Owner-Contractor Agreement.

**§ 6.1.3** The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then consitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.

**§ 6.1.4** Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Contractor under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6 and Articles 10, 11 and 12.

### § 6.2 MUTUAL RESPONSIBILITY

**§ 6.2.1** The Contractor shall afford the Owner and separate contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's construction and operations with theirs as required by the Contract Documents.

**§ 6.2.2** If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects in such other construction that would render it unsuitable for such proper execution and results. Failure of the Contractor so to report shall constitute an acknowledgment that the Owner's or separate contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discoverable.

**§ 6.2.3** The Contractor shall reimburse the Owner for costs the Owner incurs that are payable to a separate contractor because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of a separate contractor's delays, improperly timed activities, damage to the Work or defective construction.

**§ 6.2.4** The Contractor shall promptly remedy damage the Contractor wrongfully causes to completed or partially completed construction or to property of the Owner or separate contractors as provided in Section 10.2.5.

**§ 6.2.5** The Owner and each separate contractor shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

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### § 6.3 OWNER'S RIGHT TO CLEAN UP

If a dispute arises among the Contractor, separate contractors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

## ARTICLE 7 CHANGES IN THE WORK

### § 7.1 GENERAL

**§ 7.1.1** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

**§ 7.1.2** A Change Order shall be based upon agreement among the Owner, Contractor and Architect; a Construction Change Directive requires agreement by the Owner and Architect and may or may not be agreed to by the Contractor; an order for a minor change in the Work may be issued by the Architect alone.

**§ 7.1.3** Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Contractor shall proceed promptly, unless otherwise provided in the Change Order, Construction Change Directive or order for a minor change in the Work.

### § 7.2 CHANGE ORDERS

**§ 7.2.1** A Change Order is a written instrument prepared by the Architect and signed by the Owner, Contractor and Architect stating their agreement upon all of the following:

.1 The change in the Work;
.2 The amount of the adjustment, if any, in the Contract Sum; and
.3 The extent of the adjustment, if any, in the Contract Time.

### § 7.3 CONSTRUCTION CHANGE DIRECTIVES

**§ 7.3.1** A Construction Change Directive is a written order prepared by the Architect and signed by the Owner and Architect, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

**§ 7.3.2** A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

**§ 7.3.3** If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

.1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
.2 Unit prices stated in the Contract Documents or subsequently agreed upon;
.3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
.4 As provided in Section 7.3.7.

**§ 7.3.4** If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed in a proposed Change Order or Construction Change Directive so that application of such unit prices to quantities of Work proposed will cause substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

**§ 7.3.5** Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise the Architect of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed adjustment in the Contract Sum or Contract Time.

**§ 7.3.6** A Construction Change Directive signed by the Contractor indicates the Contractor's agreement therewith, including adjustment in Contract Sum and Contract Time or the method for determining them. Such agreement shall be effective immediately and shall be recorded as a Change Order.


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§ 7.3.7 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the Architect shall determine the method and the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as the Architect may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.7 shall be limited to the following:

.1 Costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
.2 Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
.3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
.4 Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
.5 Additional costs of supervision and field office personnel directly attributable to the change.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by the Architect. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. The Architect will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that the Architect determines, in the Architect's professional judgment, to be reasonably justified. The Architect's interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by the Architect concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and the Architect will prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive.

### § 7.4 MINOR CHANGES IN THE WORK

The Architect has authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes will be effected by written order signed by the Architect and shall be binding on the Owner and Contractor.

## ARTICLE 8 TIME

### § 8.1 DEFINITIONS

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Work is the date established in the Agreement.

§ 8.1.3 The date of Substantial Completion is the date certified by the Architect in accordance with Section 9.8.

§ 8.1.4 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

### § 8.2 PROGRESS AND COMPLETION

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the site or elsewhere prior to the effective date of insurance required by Article 11 to be

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furnished by the Contractor and Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

**§ 8.2.3** The Contractor shall proceed expeditiously with adequate forces and shall achieve Substantial Completion within the Contract Time.

### § 8.3 DELAYS AND EXTENSIONS OF TIME

**§ 8.3.1** If the Contractor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect, or of an employee of either, or of a separate contractor employed by the Owner; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes that the Architect determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Architect may determine.

**§ 8.3.2** Claims relating to time shall be made in accordance with applicable provisions of Article 15.

**§ 8.3.3** This Section 8.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

## ARTICLE 9 PAYMENTS AND COMPLETION

### § 9.1 CONTRACT SUM

The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

### § 9.2 SCHEDULE OF VALUES

Where the Contract is based on a stipulated sum or Guaranteed Maximum Price, the Contractor shall submit to the Architect, before the first Application for Payment, a schedule of values allocating the entire Contract Sum to the various portions of the Work and prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

### § 9.3 APPLICATIONS FOR PAYMENT

**§ 9.3.1** At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. Such application shall be notarized, if required, and supported by such data substantiating the Contractor's right to payment as the Owner or Architect may require, such as copies of requisitions from Subcontractors and material suppliers, and shall reflect retainage if provided for in the Contract Documents.

**§ 9.3.1.1** As provided in Section 7.3.9, such applications may include requests for payment on account of changes in the Work that have been properly authorized by Construction Change Directives, or by interim determinations of the Architect, but not yet included in Change Orders.

**§ 9.3.1.2** Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or material supplier, unless such Work has been performed by others whom the Contractor intends to pay.

**§ 9.3.2** Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage and transportation to the site for such materials and equipment stored off the site.

**§ 9.3.3** The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the



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Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or encumbrances in favor of the Contractor, Subcontractors, material suppliers, or other persons or entities making a claim by reason of having provided labor, materials and equipment relating to the Work.

**§ 9.4 CERTIFICATES FOR PAYMENT**

**§ 9.4.1** The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in whole or in part as provided in Section 9.5.1.

**§ 9.4.2** The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluation of the Work and the data comprising the Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Architect. The issuance of a Certificate for Payment will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 9.5 DECISIONS TO WITHHOLD CERTIFICATION**

**§ 9.5.1** The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 9.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 9.4.1. If the Contractor and Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 3.3.2, because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a separate contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

**§ 9.5.2** When the above reasons for withholding certification are removed, certification will be made for amounts previously withheld.

**§ 9.5.3** If the Architect withholds certification for payment under Section 9.5.1.3, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or material or equipment suppliers to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify the Architect and the Architect will reflect such payment on the next Certificate for Payment.

**§ 9.6 PROGRESS PAYMENTS**

**§ 9.6.1** After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so notify the Architect.

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**§ 9.6.2** The Contractor shall pay each Subcontractor no later than seven days after receipt of payment from the Owner the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

**§ 9.6.3** The Architect will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Architect and Owner on account of portions of the Work done by such Subcontractor.

**§ 9.6.4** The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and material and equipment suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors to ascertain whether they have been properly paid. Neither the Owner nor Architect shall have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law.

**§ 9.6.5** Contractor payments to material and equipment suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

**§ 9.6.6** A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

**§ 9.6.7** Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors and suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, shall create any fiduciary liability or tort liability on the part of the Contractor for breach of trust or shall entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision.

**§ 9.7 FAILURE OF PAYMENT**

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not pay the Contractor within seven days after the date established in the Contract Documents the amount certified by the Architect or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Contract Documents.

**§ 9.8 SUBSTANTIAL COMPLETION**

**§ 9.8.1** Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

**§ 9.8.3** Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.


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**§ 9.8.4** When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

**§ 9.8.5** The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in such Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to such Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

**§ 9.9 PARTIAL OCCUPANCY OR USE**

**§ 9.9.1** The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer as required under Section 11.3.1.5 and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage, if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor shall prepare and submit a list to the Architect as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of the Architect.

**§ 9.9.2** Immediately prior to such partial occupancy or use, the Owner, Contractor and Architect shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

**§ 9.9.3** Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

**§ 9.10 FINAL COMPLETION AND FINAL PAYMENT**

**§ 9.10.1** Upon receipt of the Contractor's written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection and, when the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to the Architect (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect and will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner, (3) a written statement that the Contractor knows of no substantial reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment and (5), if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts, releases and waivers of liens, claims, security interests or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.



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**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and the Architect so confirms, the Owner shall, upon application by the Contractor and certification by the Architect, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Architect prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

**§ 9.10.4** The making of final payment shall constitute a waiver of Claims by the Owner except those arising from

.1 liens, Claims, security interests or encumbrances arising out of the Contract and unsettled;
.2 failure of the Work to comply with the requirements of the Contract Documents; or
.3 terms of special warranties required by the Contract Documents.

**§ 9.10.5** Acceptance of final payment by the Contractor, a Subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

## ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

### § 10.1 SAFETY PRECAUTIONS AND PROGRAMS

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

### § 10.2 SAFETY OF PERSONS AND PROPERTY

**§ 10.2.1** The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

.1 employees on the Work and other persons who may be affected thereby;
.2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody or control of the Contractor or the Contractor's Subcontractors or Sub-subcontractors, and
.3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

**§ 10.2.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

**§ 10.2.3** The Contractor shall erect and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent sites and utilities.

**§ 10.2.4** When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

**§ 10.2.5** The Contractor shall promptly remedy damage and loss (other than damage or loss insured under property insurance required by the Contract Documents) to property referred to in Sections 10.2.1.2 and 10.2.1.3 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 10.2.1.2 and 10.2.1.3, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.


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**§ 10.2.6** The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Architect.

**§ 10.2.7** The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

**§ 10.2.8 INJURY OR DAMAGE TO PERSON OR PROPERTY**
If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

**§ 10.3 HAZARDOUS MATERIALS**
**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and report the condition to the Owner and Architect in writing.

**§ 10.3.2** Upon receipt of the Contractor's written notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Architect the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of such material or substance or who are to perform the task of removal or safe containment of such material or substance. The Contractor and the Architect will promptly reply to the Owner in writing stating whether or not either has reasonable objection to the persons or entities proposed by the Owner. If either the Contractor or Architect has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and the Architect have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractor's reasonable additional costs of shut-down, delay and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall indemnify the Owner for the cost and expense the Owner incurs (1) for remediation of a material or substance the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Contractor for all cost and expense thereby incurred.


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### § 10.4 EMERGENCIES

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

## ARTICLE 11 INSURANCE AND BONDS

### § 11.1 CONTRACTOR'S LIABILITY INSURANCE

**§ 11.1.1** The Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations and completed operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations; and
- .8 Claims involving contractual liability insurance applicable to the Contractor's obligations under Section 3.18.

**§ 11.1.2** The insurance required by Section 11.1.1 shall be written for not less than limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents.

**§ 11.1.3** Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section 11.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 11.1.2. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished by the Contractor with reasonable promptness.

**§ 11.1.4** The Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, the Architect and the Architect's consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's completed operations.

### § 11.2 OWNER'S LIABILITY INSURANCE

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance.

### § 11.3 PROPERTY INSURANCE

**§ 11.3.1** Unless otherwise provided, the Owner shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's



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risk "all-risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of subsequent Contract Modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made as provided in Section 9.10 or until no person or entity other than the Owner has an insurable interest in the property required by this Section 11.3 to be covered, whichever is later. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project.

**§ 11.3.1.1** Property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Architect's and Contractor's services and expenses required as a result of such insured loss.

**§ 11.3.1.2** If the Owner does not intend to purchase such property insurance required by the Contract and with all of the coverages in the amount described above, the Owner shall so inform the Contractor in writing prior to commencement of the Work. The Contractor may then effect insurance that will protect the interests of the Contractor, Subcontractors and Sub-subcontractors in the Work, and by appropriate Change Order the cost thereof shall be charged to the Owner. If the Contractor is damaged by the failure or neglect of the Owner to purchase or maintain insurance as described above, without so notifying the Contractor in writing, then the Owner shall bear all reasonable costs properly attributable thereto.

**§ 11.3.1.3** If the property insurance requires deductibles, the Owner shall pay costs not covered because of such deductibles.

**§ 11.3.1.4** This property insurance shall cover portions of the Work stored off the site, and also portions of the Work in transit.

**§ 11.3.1.5** Partial occupancy or use in accordance with Section 9.9 shall not commence until the insurance company or companies providing property insurance have consented to such partial occupancy or use by endorsement or otherwise. The Owner and the Contractor shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

**§ 11.3.2 BOILER AND MACHINERY INSURANCE**

The Owner shall purchase and maintain boiler and machinery insurance required by the Contract Documents or by law, which shall specifically cover such insured objects during installation and until final acceptance by the Owner; this insurance shall include interests of the Owner, Contractor, Subcontractors and Sub-subcontractors in the Work, and the Owner and Contractor shall be named insureds.

**§ 11.3.3 LOSS OF USE INSURANCE**

The Owner, at the Owner's option, may purchase and maintain such insurance as will insure the Owner against loss of use of the Owner's property due to fire or other hazards, however caused. The Owner waives all rights of action against the Contractor for loss of use of the Owner's property, including consequential losses due to fire or other hazards however caused.

**§ 11.3.4** If the Contractor requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Owner shall, if possible, include such insurance, and the cost thereof shall be charged to the Contractor by appropriate Change Order.

**§ 11.3.5** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, the Owner shall waive all rights in accordance with the terms of Section 11.3.7 for damages caused by fire or other causes of loss covered by this separate property insurance. All separate policies shall provide this waiver of subrogation by endorsement or otherwise.

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**§ 11.3.6** Before an exposure to loss may occur, the Owner shall file with the Contractor a copy of each policy that includes insurance coverages required by this Section 11.3. Each policy shall contain all generally applicable conditions, definitions, exclusions and endorsements related to this Project. Each policy shall contain a provision that the policy will not be canceled or allowed to expire, and that its limits will not be reduced, until at least 30 days' prior written notice has been given to the Contractor.

**§ 11.3.7 WAIVERS OF SUBROGATION**
The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents and employees, each of the other, and (2) the Architect, Architect's consultants, separate contractors described in Article 6, if any, and any of their subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to this Section 11.3 or other property insurance applicable to the Work, except such rights as they have to proceeds of such insurance held by the Owner as fiduciary. The Owner or Contractor, as appropriate, shall require of the Architect, Architect's consultants, separate contractors described in Article 6, if any, and the subcontractors, sub-subcontractors, agents and employees of any of them, by appropriate agreements, written where legally required for validity, similar waivers each in favor of other parties enumerated herein. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

**§ 11.3.8** A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.3.10. The Contractor shall pay Subcontractors their just shares of insurance proceeds received by the Contractor, and by appropriate agreements, written where legally required for validity, shall require Subcontractors to make payments to their Sub-subcontractors in similar manner.

**§ 11.3.9** If required in writing by a party in interest, the Owner as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Owner's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Owner shall deposit in a separate account proceeds so received, which the Owner shall distribute in accordance with such agreement as the parties in interest may reach, or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor after notification of a Change in the Work in accordance with Article 7.

**§ 11.3.10** The Owner as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Owner's exercise of this power; if such objection is made, the dispute shall be resolved in the manner selected by the Owner and Contractor as the method of binding dispute resolution in the Agreement. If the Owner and Contractor have selected arbitration as the method of binding dispute resolution, the Owner as fiduciary shall make settlement with insurers or, in the case of a dispute over distribution of insurance proceeds, in accordance with the directions of the arbitrators.

**§ 11.4 PERFORMANCE BOND AND PAYMENT BOND**
**§ 11.4.1** The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated in bidding requirements or specifically required in the Contract Documents on the date of execution of the Contract.

**§ 11.4.2** Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**
**§ 12.1 UNCOVERING OF WORK**
**§ 12.1.1** If a portion of the Work is covered contrary to the Architect's request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by the Architect, be uncovered for the Architect's examination and be replaced at the Contractor's expense without change in the Contract Time.


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**§ 12.1.2** If a portion of the Work has been covered that the Architect has not specifically requested to examine prior to its being covered, the Architect may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, costs of uncovering and replacement shall, by appropriate Change Order, be at the Owner's expense. If such Work is not in accordance with the Contract Documents, such costs and the cost of correction shall be at the Contractor's expense unless the condition was caused by the Owner or a separate contractor in which event the Owner shall be responsible for payment of such costs.

**§ 12.2 CORRECTION OF WORK**

**§ 12.2.1 BEFORE OR AFTER SUBSTANTIAL COMPLETION**

The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense.

**§ 12.2.2 AFTER SUBSTANTIAL COMPLETION**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.4.

**§ 12.2.2.2** The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

**§ 12.2.2.3** The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

**§ 12.2.3** The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

**§ 12.2.4** The Contractor shall bear the cost of correcting destroyed or damaged construction, whether completed or partially completed, of the Owner or separate contractors caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

**§ 12.2.5** Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

**§ 12.3 ACCEPTANCE OF NONCONFORMING WORK**

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.



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## ARTICLE 13 MISCELLANEOUS PROVISIONS

### § 13.1 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located except that, if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 15.4.

### § 13.2 SUCCESSORS AND ASSIGNS

**§ 13.2.1** The Owner and Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

**§ 13.2.2** The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate such assignment.

### § 13.3 WRITTEN NOTICE

Written notice shall be deemed to have been duly served if delivered in person to the individual, to a member of the firm or entity, or to an officer of the corporation for which it was intended, or if delivered at, or sent by registered or certified mail or by courier service providing proof of delivery to, the last business address known to the party giving notice.

### § 13.4 RIGHTS AND REMEDIES

**§ 13.4.1** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.

**§ 13.4.2** No action or failure to act by the Owner, Architect or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.

### § 13.5 TESTS AND INSPECTIONS

**§ 13.5.1** Tests, inspections and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of (1) tests, inspections or approvals that do not become requirements until after bids are received or negotiations concluded, and (2) tests, inspections or approvals where building codes or applicable laws or regulations prohibit the Owner from delegating their cost to the Contractor.

**§ 13.5.2** If the Architect, Owner or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection or approval not included under Section 13.5.1, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so that the Architect may be present for such procedures. Such costs, except as provided in Section 13.5.3, shall be at the Owner's expense.

**§ 13.5.3** If such procedures for testing, inspection or approval under Sections 13.5.1 and 13.5.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure including those of repeated procedures and compensation for the Architect's services and expenses shall be at the Contractor's expense.

**§ 13.5.4** Required certificates of testing, inspection or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.

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**§ 13.5.5** If the Architect is to observe tests, inspections or approvals required by the Contract Documents, the Architect will do so promptly and, where practicable, at the normal place of testing.

**§ 13.5.6** Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

**§ 13.6 INTEREST**

Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at such rate as the parties may agree upon in writing or, in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

**§ 13.7 TIME LIMITS ON CLAIMS**

The Owner and Contractor shall commence all claims and causes of action, whether in contract, tort, breach of warranty or otherwise, against the other arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in the Agreement within the time period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all claims and causes of action not commenced in accordance with this Section 13.7.

**ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT**

**§ 14.1 TERMINATION BY THE CONTRACTOR**

**§ 14.1.1** The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, for any of the following reasons:

.1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;

.2 An act of government, such as a declaration of national emergency that requires all Work to be stopped;

.3 Because the Architect has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4.1, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or

.4 The Owner has failed to furnish to the Contractor promptly, upon the Contractor's request, reasonable evidence as required by Section 2.2.1.

**§ 14.1.2** The Contractor may terminate the Contract if, through no act or fault of the Contractor or a Subcontractor, Sub-subcontractor or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with the Contractor, repeated suspensions, delays or interruptions of the entire Work by the Owner as described in Section 14.3 constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

**§ 14.1.3** If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

**§ 14.1.4** If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor or a Subcontractor or their agents or employees or any other persons performing portions of the Work under contract with the Contractor because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' written notice to the Owner and the Architect, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

**§ 14.2 TERMINATION BY THE OWNER FOR CAUSE**

**§ 14.2.1** The Owner may terminate the Contract if the Contractor

.1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;

.2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;

.3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or

.4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

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**§ 14.2.2** When any of the above reasons exist, the Owner, upon certification by the Initial Decision Maker that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

.1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
.2 Accept assignment of subcontracts pursuant to Section 5.4; and
.3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

**§ 14.2.3** When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

**§ 14.2.4** If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Initial Decision Maker, upon application, and this obligation for payment shall survive termination of the Contract.

**§ 14.3 SUSPENSION BY THE OWNER FOR CONVENIENCE**

**§ 14.3.1** The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the Owner may determine.

**§ 14.3.2** The Contract Sum and Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay or interruption as described in Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent

.1 that performance is, was or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or
.2 that an equitable adjustment is made or denied under another provision of the Contract.

**§ 14.4 TERMINATION BY THE OWNER FOR CONVENIENCE**

**§ 14.4.1** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause.

**§ 14.4.2** Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall

.1 cease operations as directed by the Owner in the notice;
.2 take actions necessary, or that the Owner may direct, for the protection and preservation of the Work; and
.3 except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

**§ 14.4.3** In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

**ARTICLE 15 CLAIMS AND DISPUTES**

**§ 15.1 CLAIMS**

**§ 15.1.1 DEFINITION**

A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

**§ 15.1.2 NOTICE OF CLAIMS**

Claims by either the Owner or Contractor must be initiated by written notice to the other party and to the Initial Decision Maker with a copy sent to the Architect, if the Architect is not serving as the Initial Decision Maker.



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Claims by either party must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

**§ 15.1.3 CONTINUING CONTRACT PERFORMANCE**

Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents. The Architect will prepare Change Orders and issue Certificates for Payment in accordance with the decisions of the Initial Decision Maker.

**§ 15.1.4 CLAIMS FOR ADDITIONAL COST**

If the Contractor wishes to make a Claim for an increase in the Contract Sum, written notice as provided herein shall be given before proceeding to execute the Work. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

**§ 15.1.5 CLAIMS FOR ADDITIONAL TIME**

**§ 15.1.5.1** If the Contractor wishes to make a Claim for an increase in the Contract Time, written notice as provided herein shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.

**§ 15.1.5.2** If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction.

**§ 15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES**

The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

.1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and

.2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.6 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

**§ 15.2 INITIAL DECISION**

**§ 15.2.1** Claims, excluding those arising under Sections 10.3, 10.4, 11.3.9, and 11.3.10, shall be referred to the Initial Decision Maker for initial decision. The Architect will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Initial Decision Maker with no decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

**§ 15.2.2** The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

**§ 15.2.3** In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.



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**§ 15.2.4** If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of such request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

**§ 15.2.5** The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor, and (3) notify the parties and the Architect, if the Architect is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

**§ 15.2.6** Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

**§ 15.2.6.1** Either party may, within 30 days from the date of an initial decision, demand in writing that the other party file for mediation within 60 days of the initial decision. If such a demand is made and the party receiving the demand fails to file for mediation within the time required, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

**§ 15.2.7** In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

**§ 15.2.8** If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

**§ 15.3 MEDIATION**

**§ 15.3.1** Claims, disputes, or other matters in controversy arising out of or related to the Contract except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.6 shall be subject to mediation as a condition precedent to binding dispute resolution.

**§ 15.3.2** The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 15.3.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 15.4 ARBITRATION**

**§ 15.4.1** If the parties have selected arbitration as the method for binding dispute resolution in the Agreement, any Claim subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.



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**§ 15.4.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

**§ 15.4.2** The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 15.4.3** The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

**§ 15.4.4 CONSOLIDATION OR JOINDER**

**§ 15.4.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation, (2) the arbitrations to be consolidated substantially involve common questions of law or fact, and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 15.4.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 15.4.4.3** The Owner and Contractor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Contractor under this Agreement.

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Inspections Division
Date: 10/31/14

# AIA® Document A312™ – 2010

## Performance Bond

**CONTRACTOR:**
*(Name, legal status and address)*
Sample
Sample
Sample

**OWNER:**
*(Name, legal status and address)*
Sample
Sample
Sample

**CONSTRUCTION CONTRACT**
Date:

Amount:

Description:
*(Name and location)*
Sample
Sample

**BOND**
Date:
*(Not earlier than Construction Contract Date)*

Amount:

Modifications to this Bond: ☐ None ☐ See Section 16

**SURETY:**
*(Name, legal status and principal place of business)*
Sample
Sample
Sample

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312–2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

**CONTRACTOR AS PRINCIPAL**
Company: *(Corporate Seal)*

Signature: _____
Name and Title:

**SURETY**
Company: *(Corporate Seal)*

Signature: _____
Name and Title:

*(Any additional signatures appear on the last page of this Performance Bond.)*

*(FOR INFORMATION ONLY — Name, address and telephone)*

**AGENT or BROKER:**

**OWNER'S REPRESENTATIVE:**
*(Architect, Engineer or other party:)*

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Inspections Division
Date: 10/31/14

**§ 1** The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successor and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference

**§ 2** If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

**§ 3** If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

.1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;

.2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and

.3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

**§ 4** Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

**§ 5** When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

**§ 5.1** Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

**§ 5.2** Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

**§ 5.3** Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

**§ 5.4** Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or

.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

**§ 6** If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.



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Inspections Division
Date: 10/31/14

**§ 7** If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

.1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

.2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and

.3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

**§ 8** If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

**§ 9** The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

**§ 10** The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

**§ 11** Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

**§ 12** Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

**§ 13** When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

**§ 14 Definitions**

**§ 14.1 Balance of the Contract Price.** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

**§ 14.2 Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

**§ 14.3 Contractor Default.** Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

**§ 14.4 Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

**§ 14.5 Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

**§ 15** If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


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Date: 10/31/14

**§ 16** Modifications to this bond are as follows:

*(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)*

| **CONTRACTOR AS PRINCIPAL** | | **SURETY** | |
|---|---|---|---|
| Company: | *(Corporate Seal)* | Company: | *(Corporate Seal)* |
| Signature: | | Signature: | |
| Name and Title: | | Name and Title: | |
| Address: | | Address: | |

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Inspections Division
Date: 10/31/14

# AIA® Document A312™ – 2010

## Payment Bond

**CONTRACTOR:**
*(Name, legal status and address)*
Sample
Sample
Sample

**OWNER:**
*(Name, legal status and address)*
Sample
Sample
Sample

**CONSTRUCTION CONTRACT**
Date:

Amount:

Description:
*(Name and location)*
Sample
Sample

**BOND**
Date:
*(Not earlier than Construction Contract Date)*

Amount:

Modifications to this Bond: ☐ None ☐ See Section 18

**SURETY:**
*(Name, legal status and principal place of business)*
Sample
Sample
Sample

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

AIA Document A312–2010 combines two separate bonds, a Performance Bond and a Payment Bond, into one form. This is not a single combined Performance and Payment Bond.

**CONTRACTOR AS PRINCIPAL**
Company: *(Corporate Seal)*

Signature: _____
Name and Title:

**SURETY**
Company: *(Corporate Seal)*

Signature: _____
Name and Title:

*(Any additional signatures appear on the last page of this Payment Bond.)*

*(FOR INFORMATION ONLY — Name, address and telephone)*

**AGENT or BROKER:**

**OWNER'S REPRESENTATIVE:**
*(Architect, Engineer or other party:)*

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Init.
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Inspections Division
Date: 10/31/14

**§ 1** The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

**§ 2** If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

**§ 3** If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

**§ 4** When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

**§ 5** The Surety's obligations to a Claimant under this Bond shall arise after the following:

**§ 5.1** Claimants, who do not have a direct contract with the Contractor,

- **.1** have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- **.2** have sent a Claim to the Surety (at the address described in Section 13).

**§ 5.2** Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

**§ 6** If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

**§ 7** When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

**§ 7.1** Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

**§ 7.2** Pay or arrange for payment of any undisputed amounts.

**§ 7.3** The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

**§ 8** The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

**§ 9** Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.



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**§ 10** The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

**§ 11** The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

**§ 12** No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

**§ 13** Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

**§ 14** When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

**§ 15** Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

**§ 16 Definitions**

**§ 16.1 Claim.** A written statement by the Claimant including at a minimum:

- **.1** the name of the Claimant;
- **.2** the name of the person for whom the labor was done, or materials or equipment furnished;
- **.3** a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- **.4** a brief description of the labor, materials or equipment furnished;
- **.5** the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- **.6** the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- **.7** the total amount of previous payments received by the Claimant; and
- **.8** the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

**§ 16.2 Claimant.** An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

**§ 16.3 Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.



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**§ 16.4 Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

**§ 16.5 Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

**§ 17** If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

**§ 18** Modifications to this bond are as follows:

*(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)*

| **CONTRACTOR AS PRINCIPAL** | | **SURETY** | |
|---|---|---|---|
| Company: | *(Corporate Seal)* | Company: | *(Corporate Seal)* |
| Signature: | | Signature: | |
| Name and Title: | | Name and Title: | |
| Address: | | Address: | |

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Inspections Division
Date: 10/31/14

# AIA® Document A701™ – 1997

## *Instructions to Bidders*

**for the following PROJECT:**
*(Name and location or address):*

**THE OWNER:**
*(Name and address):*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**THE ARCHITECT:**
*(Name and address):*

**TABLE OF ARTICLES**


1 DEFINITIONS

2 BIDDER'S REPRESENTATIONS

3 BIDDING DOCUMENTS

4 BIDDING PROCEDURES

5 CONSIDERATION OF BIDS

6 POST-BID INFORMATION

7 PERFORMANCE BOND AND PAYMENT BOND

8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR



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Inspections Division
Date: 10/31/14

## ARTICLE 1 DEFINITIONS

**§ 1.1** Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Advertisement or Invitation to Bid, Instructions to Bidders, Supplementary Instructions to Bidders, the bid form, and other sample bidding and contract forms. The proposed Contract Documents consist of the form of Agreement between the Owner and Contractor, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications and all Addenda issued prior to execution of the Contract.

**§ 1.2** Definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, or in other Contract Documents are applicable to the Bidding Documents.

**§ 1.3** Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.

**§ 1.4** A Bid is a complete and properly executed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.

**§ 1.5** The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids.

**§ 1.6** An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

**§ 1.7** A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment or services or a portion of the Work as described in the Bidding Documents.

**§ 1.8** A Bidder is a person or entity who submits a Bid and who meets the requirements set forth in the Bidding Documents.

**§ 1.9** A Sub-bidder is a person or entity who submits a bid to a Bidder for materials, equipment or labor for a portion of the Work.

## ARTICLE 2 BIDDER'S REPRESENTATIONS

**§ 2.1** The Bidder by making a Bid represents that:

**§ 2.1.1** The Bidder has read and understands the Bidding Documents or Contract Documents, to the extent that such documentation relates to the Work for which the Bid is submitted, and for other portions of the Project, if any, being bid concurrently or presently under construction.

**§ 2.1.2** The Bid is made in compliance with the Bidding Documents.

**§ 2.1.3** The Bidder has visited the site, become familiar with local conditions under which the Work is to be performed and has correlated the Bidder's personal observations with the requirements of the proposed Contract Documents.

**§ 2.1.4** The Bid is based upon the materials, equipment and systems required by the Bidding Documents without exception.

## ARTICLE 3 BIDDING DOCUMENTS

### § 3.1 COPIES

**§ 3.1.1** Bidders may obtain complete sets of the Bidding Documents from the issuing office designated in the Advertisement or Invitation to Bid in the number and for the deposit sum, if any, stated therein. The deposit will be refunded to Bidders who submit a bona fide Bid and return the Bidding Documents in good condition within ten days after receipt of Bids. The cost of replacement of missing or damaged documents will be deducted from the deposit. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.

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Inspections Division
Date: 10/31/14

§ 3.1.2 Bidding Documents will not be issued directly to Sub-bidders unless specifically offered in the Advertisement or Invitation to Bid, or in supplementary instructions to bidders.

§ 3.1.3 Bidders shall use complete sets of Bidding Documents in preparing Bids; neither the Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

§ 3.1.4 The Owner and Architect may make copies of the Bidding Documents available on the above terms for the purpose of obtaining Bids on the Work. No license or grant of use is conferred by issuance of copies of the Bidding Documents.

**§ 3.2 INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS**

§ 3.2.1 The Bidder shall carefully study and compare the Bidding Documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the Work for which the Bid is submitted, shall examine the site and local conditions, and shall at once report to the Architect errors, inconsistencies or ambiguities discovered.

§ 3.2.2 Bidders and Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Architect at least seven days prior to the date for receipt of Bids.

§ 3.2.3 Interpretations, corrections and changes of the Bidding Documents will be made by Addendum. Interpretations, corrections and changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon them.

**§ 3.3 SUBSTITUTIONS**

§ 3.3.1 The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

§ 3.3.2 No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the Architect at least ten days prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the Work, including changes in the work of other contracts that incorporation of the proposed substitution would require, shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. The Architect' s decision of approvhor disapproval of a proposed substitution shall be final.

§ 3.3.3 If the Architect approves a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

§ 3.3.4 No substitutions will be considered after the Contract award unless specifically provided for in the Contract Documents.

**§ 3.4 ADDENDA**

§ 3.4.1 Addenda will be transmitted to all who are known by the issuing office to have received a complete set of Bidding Documents.

§ 3.4.2 Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

§ 3.4.3 Addenda will be issued no later than four days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.

§ 3.4.4 Each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

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## ARTICLE 4 BIDDING PROCEDURES

### § 4.1 PREPARATION OF BIDS

**§ 4.1.1** Bids shall be submitted on the forms included with the Bidding Documents.

**§ 4.1.2** All blanks on the bid form shall be legibly executed in a non-erasable medium.

**§ 4.1.3** Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.

**§ 4.1.4** Interlineations, alterations and erasures must be initialed by the signer of the Bid.

**§ 4.1.5** All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."

**§ 4.1.6** Where two or more Bids for designated portions of the Work have been requested, the Bidder may, without forfeiture of the bid security, state the Bidder's refusal to accept award of less than the combination of Bids stipulated by the Bidder. The Bidder shall make no additional stipulations on the bid form nor qualify the Bid in any other manner.

**§ 4.1.7** Each copy of the Bid shall state the legal name of the Bidder and the nature of legal form of the Bidder. The Bidder shall provide evidence of legal authority to perform within the jurisdiction of the Work. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

### § 4.2 BID SECURITY

**§ 4.2.1** Each Bid shall be accompanied by a bid security in the form and amount required if so stipulated in the Instructions to Bidders. The Bidder pledges to enter into a Contract with the Owner on the terms stated in the Bid and will, if required, furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty. The amount of the bid security shall not be forfeited to the Owner in the event the Owner fails to comply with Section 6.2.

**§ 4.2.2** If a surety bond is required, it shall be written on AIA Document A310, Bid Bond, unless otherwise provided in the Bidding Documents, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.

**§ 4.2.3** The Owner will have the right to retain the bid security of Bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all Bids have been rejected.

### § 4.3 SUBMISSION OF BIDS

**§ 4.3.1** All copies of the Bid, the bid security, if any, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

**§ 4.3.2** Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date for receipt of Bids will be returned unopened.

**§ 4.3.3** The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

**§ 4.3.4** Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

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### § 4.4 MODIFICATION OR WITHDRAWAL OF BID

**§ 4.4.1** A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and each Bidder so agrees in submitting a Bid.

**§ 4.4.2** Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be received, and date- and time-stamped by the receiving party on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.

**§ 4.4.3** Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

**§ 4.4.4** Bid security, if required, shall be in an amount sufficient for the Bid as resubmitted.

## ARTICLE 5 CONSIDERATION OF BIDS

### § 5.1 OPENING OF BIDS

At the discretion of the Owner, if stipulated in the Advertisement or Invitation to Bid, the properly identified Bids received on time will be publicly opened and will be read aloud. An abstract of the Bids may be made available to Bidders.

### § 5.2 REJECTION OF BIDS

The Owner shall have the right to reject any or all Bids. A Bid not accompanied by a required bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

### § 5.3 ACCEPTANCE OF BID (AWARD)

**§ 5.3.1** It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the Owner' s judgment, is in the Owner' s own best interests.

**§ 5.3.2** The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternates accepted.

## ARTICLE 6 POST-BID INFORMATION

### § 6.1 CONTRACTOR'S QUALIFICATION STATEMENT

Bidders to whom award of a Contract is under consideration shall submit to the Architect, upon request, a properly executed AIA Document A305, Contractor' s Qualification Statement, unless such a Statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents.

### § 6.2 OWNER'S FINANCIAL CAPABILITY

The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that financial arrangements have been made to fulfill the Owner' s obligations under the Contract. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Agreement between the Owner and Contractor.

### § 6.3 SUBMITTALS

**§ 6.3.1** The Bidder shall, as soon as practicable or as stipulated in the Bidding Documents, after notification of selection for the award of a Contract, furnish to the Owner through the Architect in writing:

- .1 a designation of the Work to be performed with the Bidder' s own forces;
- .2 names of the manufacturers, products, and the suppliers of principal items or systems of materials and equipment proposed for the Work; and
- .3 names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

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**§ 6.3.2** The Bidder will be required to establish to the satisfaction of the Architect and Owner the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.

**§ 6.3.3** Prior to the execution of the Contract, the Architect will notify the Bidder in writing if either the Owner or Architect, after due investigation, has reasonable objection to a person or entity proposed by the Bidder. If the Owner or Architect has reasonable objection to a proposed person or entity, the Bidder may, at the Bidder' s option, (1) withdraw the Bid or (2) submit an acceptable substitute person or entity with an adjustment in the Base Bid or Alternate Bid to cover the difference in cost occasioned by such substitution. The Owner may accept the adjusted bid price or disqualify the Bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.

**§ 6.3.4** Persons and entities proposed by the Bidder and to whom the Owner and Architect have made no reasonable objection must be used on the Work for which they were proposed and shall not be changed except with the written consent of the Owner and Architect.

## ARTICLE 7 PERFORMANCE BOND AND PAYMENT BOND

### § 7.1 BOND REQUIREMENTS

**§ 7.1.1** If stipulated in the Bidding Documents, the Bidder shall furnish bonds covering the faithful performance of the Contract and payment of all obligations arising thereunder. Bonds may be secured through the Bidder' s usual sources.

**§ 7.1.2** If the furnishing of such bonds is stipulated in the Bidding Documents, the cost shall be included in the Bid. If the furnishing of such bonds is required after receipt of bids and before execution of the Contract, the cost of such bonds shall be added to the Bid in determining the Contract Sum.

**§ 7.1.3** If the Owner requires that bonds be secured from other than the Bidder' s usual sources, changes in cost will be adjusted as provided in the Contract Documents.

### § 7.2 TIME OF DELIVERY AND FORM OF BONDS

**§ 7.2.1** The Bidder shall deliver the required bonds to the Owner not later than three days following the date of execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Section 7.2.1.

**§ 7.2.2** Unless otherwise provided, the bonds shall be written on AIA Document A312, Performance Bond and Payment Bond. Both bonds shall be written in the amount of the Contract Sum.

**§ 7.2.3** The bonds shall be dated on or after the date of the Contract.

**§ 7.2.4** The Bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

## ARTICLE 8 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

Unless otherwise required in the Bidding Documents, the Agreement for the Work will be written on AIA Document A101, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment Is a Stipulated Sum.

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Date: 10/31/14

1997 EDITION

# AIA DOCUMENT A101-1997

## *Standard Form of Agreement Between Owner and Contractor where the basis of payment is a STIPULATED SUM*

**AGREEMENT** made as of the day of in the year
*(In words, indicate day, month and year)*

**BETWEEN** the Owner:
*(Name, address and other information)*

and the Contractor:
*(Name, address and other information)*

The Project is:
*(Name and location)*

The Architect is:
*(Name, address and other information)*

The Owner and Contractor agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201-1997, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

This document has been approved and endorsed by The Associated General Contractors of America.

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**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than Modifications, appears in Article 8.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

The Contractor shall fully execute the Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others.

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

If, prior to the commencement of the Work, the Owner requires time to file mortgages, mechanic's liens and other security interests, the Owner's time requirement shall be as follows:

3.2 The Contract Time shall be measured from the date of commencement.

3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. Unless stated elsewhere in the Contract Documents, insert any requirements for earlier Substantial Completion of certain portions of the Work.)*

, subject to adjustments of this Contract Time as provided in the Contract Documents.

*(Insert provisions, if any, for liquidated damages relating to failure to complete on time or for bonus payments for early completion of the Work.)*

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## ARTICLE 4 CONTRACT SUM

**4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be

Dollars ($ ),

subject to additions and deductions as provided in the Contract Documents.

**4.2** The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
*(State the numbers or other identification of accepted alternates. If decisions on other alternates are to be made by the Owner subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

**4.3** Unit prices, if any, are as follows:

## ARTICLE 5 PAYMENTS

### 5.1 PROGRESS PAYMENTS

**5.1.1** Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

**5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

**5.1.3** Provided that an Application for Payment is received by the Architect not later than the day of a month, the Owner shall make payment to the Contractor not later than the day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than days after the Architect receives the Application for Payment.

**5.1.4** Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

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**5.1.5** Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

**5.1.6** Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of percent ( %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Subparagraph 7.3.8 of AIA Document A201-1997;

.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of percent ( %);

.3 Subtract the aggregate of previous payments made by the Owner; and

.4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Paragraph 9.5 of AIA Document A201-1997.

**5.1.7** The progress payment amount determined in accordance with Subparagraph 5.1.6 shall be further modified under the following circumstances:

.1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and *(Subparagraph 9.8.5 of AIA Document A201-1997 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)*

.2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Subparagraph 9.10.3 of AIA Document A201-1997.

**5.1.8** Reduction or limitation of retainage, if any, shall be as follows:
*(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Clauses 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)*

**5.1.9** Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

**5.2 FINAL PAYMENT**

**5.2.1** Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when:

.1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Subparagraph 12.2.2 of AIA Document A201-1997, and to satisfy other requirements, if any, which extend beyond final payment; and

.2 a final Certificate for Payment has been issued by the Architect.

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5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

## ARTICLE 6 TERMINATION OR SUSPENSION

6.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-1997.

6.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-1997.

## ARTICLE 7 MISCELLANEOUS PROVISIONS

7.1 Where reference is made in this Agreement to a provision of AIA Document A201-1997 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

7.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.
*(Insert rate of interest agreed upon, if any.)*

*(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)*

7.3 The Owner's representative is:
*(Name, address and other information)*

7.4 The Contractor's representative is:
*(Name, address and other information)*

7.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days' written notice to the other party.

7.6 Other provisions:

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**ARTICLE 8 ENUMERATION OF CONTRACT DOCUMENTS**

8.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated as follows:

8.1.1 The Agreement is this executed 1997 edition of the Standard Form of Agreement Between Owner and Contractor, AIA Document A101-1997.

8.1.2 The General Conditions are the 1997 edition of the General Conditions of the Contract for Construction, AIA Document A201-1997.

8.1.3 The Supplementary and other Conditions of the Contract are those contained in the Project Manual dated , and are as follows:

| Document | Title | Pages |
|---|---|---|

8.1.4 The Specifications are those contained in the Project Manual dated as in Subparagraph 8.1.3, and are as follows:
*(Either list the Specifications here or refer to an exhibit attached to this Agreement.)*

| Section | Title | Pages |
|---|---|---|

8.1.5 The Drawings are as follows, and are dated unless a different date is shown below:
*(Either list the Drawings here or refer to an exhibit attached to this Agreement.)*

| Number | Title | Date |
|---|---|---|

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8.1.6 The Addenda, if any, are as follows:

| Number | Date | Pages |
|---|---|---|

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 8.

8.1.7 Other documents, if any, forming part of the Contract Documents are as follows:
*(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-1997 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)*

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies, of which one is to be delivered to the Contractor, one to the Architect for use in the administration of the Contract, and the remainder to the Owner.

**OWNER** *(Signature)*

*(Printed name and title)*

**CONTRACTOR** *(Signature)*

*(Printed name and title)*

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# AIA Document G702™ – 1992

## Application and Certificate for Payment

TO OWNER:

PROJECT:

APPLICATION NO:
PERIOD TO:
CONTRACT FOR:
CONTRACT DATE:
PROJECT NOS.

Distribution to:
OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM CONTRACTOR:

VIA ARCHITECT:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM $ _____
2. Net change by Change Orders $ _____
3. CONTRACT SUM TO DATE (Line 1 ± 2) $ _____
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) $ _____
5. RETAINAGE:
   a. _____ % of Completed Work (Column D + E on G703) $ _____
   b. _____ % of Stored Material (Column F on G703) $ _____

   Total Retainage (Lines 5a + 5b or Total in Column I of G703) $ _____
6. TOTAL EARNED LESS RETAINAGE $ _____
   (Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT $ _____
   (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE $ _____
9. BALANCE TO FINISH, INCLUDING RETAINAGE $ _____
   (Line 3 less Line 6)

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|---|---|---|
| Total changes approved in previous months by Owner | $ | $ |
| Total approved this Month | $ | $ |
| TOTALS | $ | $ |
| NET CHANGES by Change Order | $ | |

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: _____
State of:
County of:
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ _____
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SAMPLE

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Inspections Division
Date: 10/31/14

# AIA® Document G703™ – 1992

## Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO: 177036.00

| A | B | C | D | E | F | G | | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | | | WORK COMPLETED | | | | | | |
| ITEM NO. | DESCRIPTION OF WORK | SCHEDULED VALUE | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G ÷ C) | BALANCE TO FINISH (C - G) | RETAINAGE (IF VARIABLE RATE) |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |
| | GRAND TOTAL | $0 | $0 | $0 | $0 | $0 | 0.00% | $0 | $0 |

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User Notes:

(1733784632)