

SECTION 01100

GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Project Identification: Project consists of Phase 2 Additions and Renovations to existing Waynflete School.
 - 1. Project Location: 360 Spring Street, Portland, Maine.
 - 2. Owner: Waynflete School.
- B. Architect Identification: The Contract Documents were prepared for Project by Scott Simons Architects, 75 York Street, Portland, Maine, 04101. Tel: 207-772-4656. Fax: 207-828-4656.
- C. Use of Premises: Contractor shall have limited use of premises for construction operations, including use of Project site, during construction period. Coordinate with Owner for Owner's use of building and site.

1.2 ALLOWANCES

- A. Selected materials and equipment are specified in the Contract Documents by allowances. In some cases, these allowances include installation. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change order.
- B. Include all allowances in the Contract Sum.
- C. Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
- D. Schedule of Allowances: Refer to Division 9 Section "Carpet" for allowances.

1.3 CONTRACT MODIFICATIONS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to the Architect.
- C. On Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.4 PAYMENT PROCEDURES

- A. Submit the Schedule of Values to Architect at earliest possible date but no later than days before the date scheduled for submittal of initial Applications for Payment.
- B. Provide a separate line item in the Schedule of Values for labor and materials where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed. Provide Labor and Materials breakdown for major portions of the Work such as sitework, windows, doors and frames, hardware, plumbing, heating and ventilating, electrical and other work as requested by the Architect.
- C. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- D. Payment Application Forms: Use Contractor's electronic media driven form, including continuation sheets when required, as form for Applications for Payment.

1.5 PROJECT MEETINGS

- A. Preconstruction Conference: Architect will schedule a preconstruction conference before starting construction, at a time convenient to Owner and Contractor, but no later than 15 days after execution of the Agreement. Conference will be held at Project site or another convenient location. Meeting will be conducted to review responsibilities and personnel assignments.
- B. Progress Meetings: Architect will conduct progress meetings at monthly intervals. Coordinate dates of meetings with preparation of payment requests.

1.6 SUBMITTALS

- A. General: Prepare and submit Submittals required by individual Specification Sections.
 - 1. Number of Copies: Submit the number of copies of each submittal as indicated in individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
- D. Samples: Prepare physical units of materials or products, including the following:
 - 1. When indicated, submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - 2. When indicated, submit full-size units or samples of size indicated, prepared from the same material to be used for the Work, physically identical with the product proposed for use, and that show full range of color and texture variations expected.
- E. Do not order or install materials until the Architect has reviewed the submittal.

1.7 TEMPORARY FACILITIES

- A. Field Offices: Prefabricated, mobile units with lockable entrances, operable windows, and serviceable finishes; heated and air conditioned; on foundations adequate for normal loading.
- B. Fire Extinguishers: Hand carried, portable, UL rated. Provide class and extinguishing agent as indicated or a combination of extinguishers of NFPA-recommended classes for exposures.
- C. Self-Contained Toilet Units: Single-occupant units of chemical, aerated recirculation, or combustion type; vented; fully enclosed with a glass-fiber-reinforced polyester shell or similar nonabsorbent material.
- D. Drinking-Water Fixtures: Containerized, tap-dispenser, bottled-water drinking-water units, including paper cup supply.
- E. Heating Equipment: Unless Owner authorizes use of permanent heating system, provide gas/oil fired space heaters that are UL labeled and approved for construction space heating by appropriate agency. Provide adequate ventilation and thermostatic control. Heaters shall be located outside the building and combustion gases shall be vented outside the building. Maintain observation of units in operation.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
- F. Electrical Outlets: Properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher-voltage outlets; equipped with ground-fault circuit interrupters, reset button, and pilot light.
- G. Power Distribution System Circuits: Where permitted and overhead and exposed for surveillance, wiring circuits, not exceeding 125-V ac, 20-A rating, and lighting circuits may be nonmetallic sheathed cable.
- H. Ventilation and Humidity Control: Provide temporary ventilation required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of high humidity. Select equipment from that specified that will not have a harmful effect on completed installations or elements being installed. Coordinate ventilation requirements to produce ambient condition required and minimize energy consumption.
- I. Telephone and Facsimile Service: Provide temporary telephone service throughout construction period for common-use facilities used by all personnel engaged in construction activities. Provide computer with E-mail capabilities for use by Superintendent.
- J. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects. Avoid using tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near Project site.
- K. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from construction damage. Protect tree root systems from damage, flooding, and erosion.

- L. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage caused by freezing temperatures and similar elements.

1.8 CLOSEOUT PROCEDURES

- A. Substantial Completion: On receipt of request for inspection for Substantial Completion, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for Final Completion.

- B. Project Record Documents: Do not use Project Record Documents for construction purposes. Protect Project Record Documents from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.
 - 1. Record Drawings: Maintain and submit one set of blue- or black-line white prints of Contract Drawings and Shop Drawings. Mark Record Prints to show the actual installation where installation varies from that shown originally for conceal construction (piping and wiring). Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - 2. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
 - 3. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Organize into manageable sets; bind each set with durable paper cover sheets. Include identification on cover sheets.

- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating the operation and maintenance of the mechanical system. Include operation and maintenance data required in individual Specification Sections and as follows:
 - 1. Operation Data:
 - a. Emergency instructions and procedures.
 - b. System, subsystem, and equipment descriptions, including operating standards.
 - c. Operating procedures, including startup, shutdown, seasonal, and weekend operations.
 - d. Description of controls and sequence of operations.
 - e. Piping diagrams.

 - 2. Maintenance Data:
 - a. Manufacturer's information, including list of spare parts.
 - b. Name, address, and telephone number of Installer or supplier.
 - c. Maintenance procedures.
 - d. Maintenance and service schedules for preventive and routine maintenance.
 - e. Maintenance record forms.
 - f. Sources of spare parts and maintenance materials.
 - g. Copies of maintenance service agreements.
 - h. Copies of warranties and bonds.

3. Organize operation and maintenance manuals into suitable sets of manageable size. Bind and index data in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, with pocket inside the covers to receive folded oversized sheets. Identify each binder on front and spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project name, and subject matter of contents.
- D. Warranties: Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (115-by-280-mm) paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- E. Instruction: Instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
- F. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program.
1. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 2. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 3. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 4. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 5. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 6. Leave Project clean and ready for occupancy.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION