Inspections Division
Date: 06/30/14

Reserved for City of Portland, Maine use

ABREVIATIONS

ACT	Acoustic Tile	GA	Gauge	R	Radius
AFF	Above Finished Floor	GYP BD	Gypsum Board	RD	Roof Drain
ALT	Alternate			REINF	Reinforcement
		HM	Hollow Metal	REQ'D	Required
BLDG	Building	HP	High Point	REV	Revision
BM	Bench Mark	HTG	Heating	RO	Rough Opening
BTM	Bottom				
		ID	Inside Diameter	SF	Square Feet
CB	Catch Basin	INSUL	Insulation	SIM	Similar
CT	Ceramic Tile	INT	Interior	SPEC	Specifications
CJ	Control Joint			S STL	Stainless steel
CLG	Ceiling	JT	Joint	STD	Standard
CMU	Concrete Masonry Unit			SUSP	Suspended
CONC	Concrete	LAV	Lavatory		
CONT	Continuous	LP	Low Point	TYP	Typical
DF	Drinking Fountain	MAX	Maximum	UON	Unless Otherwise Noted
DIA	Diameter	MECH	Mechanical		
DIM	Dimension	MTL	Metal		
		MFG	Manufacturer	VCT	Vinyl Composition Tile
EJ	Expansion Joint	MIN	Minimum		
ELEC	Electrical	MO	Masonry Opening		
ELEV	Elevation			WC	Water Closet
EQ	Equal	NIC	Not In Contract	WD	Wood
ETR	Existing to Remain			WWF	Welded Wire Fabric
EXIST	Existing	OC	On Center		
EXT	Exterior	OD	Outside Diameter		
		OH	Overhead		
FA	Fire Alarm	O/O	Out to Out		
FD	Floor Drain	OPNG	Opening		
FE	Fire Extinguisher	OPP	Opposite		
FEC	Fire Extinguisher Cabinet	PL	Plate		
FIN FLR	Finish Floor	PLBG	Plumbing		
FRT	Fire Retardant Treated	POL	Polished		
		PTD	Painted		

CONTRACTOR NOTES

1. **DO NOT SCALE THE DRAWINGS.** VERIFY FIELD CONDITIONS PRIOR TO COMMENCEMENT OF EACH PORTION OF THE WORK. COORDINATE ALL SITE REQUIREMENTS, ISSUES, AND UTILITIES. NOTIFY ARCHITECT OF ANY DISCREPANCIES, INCLUDING ALL ADA ISSUES.
2. THE CONTRACTOR SHALL COORDINATE ALL PORTIONS OF THE WORK AS DESCRIBED IN THE CONTRACT DOCUMENTS. NOTIFY THE ARCHITECT IN WRITING FOR RESOLUTION OF ALL DISCREPANCIES PRIOR TO CONSTRUCTION. PROCEEDING BEYOND "STANDARD ACCEPTED CONSTRUCTION PROCEDURE" WITHOUT CLARIFICATION FROM MANAGEMENT AND NOT CONFORMING TO CONSTRUCTION DOCUMENTS IS ON CONTRACTOR'S RISK TO PROCEED.
3. ALL EXISTING UNUSED ELECTRICAL WIRE, CONDUIT, AND EQUIPMENT SHALL BE REMOVED FROM SITE.
4. LIGHT FIXTURES SHALL BE SUPPORTED INDEPENDENTLY OF SUSPENDED CEILINGS, OR THE SUSPENDED CEILING GRID SHALL BE SUPPORTED WITHIN SIX (6) INCHES OF EACH CORNER OF THE FIXTURE IN ACCORDANCE WITH ASTM C-636-76 (LATEST REVISION).
5. FIRE STOPPING SHALL BE PROVIDED FOR PENETRATIONS THROUGH RATED WALLS AND FLOORS SEALED WITH A MATERIAL CAPABLE OF PREVENTING THE PASSAGE OF FLAMES AND HOT GASSES WHEN SUBJECT TO REQUIREMENTS OF THE TEST STANDARD SPECIFIED FOR FIRE STOPS (ASTM E- 814).
6. WOOD PRODUCTS USED FOR BLOCKING, ETC. THAT ARE NOT CLASSIFIED AS "INTERIOR FINISH MATERIALS" ACCORDING TO CODE SHALL BE FIRE PRESSURE TREATED LUMBER.
7. DUCT SMOKE DETECTORS INSTALLED IN BUILDING AS REQUIRED AND SHALL BE LISTED FOR USE WITH CONTROL UNIT. REFERENCE NFPA 72 SECTION 3-2.5.1

GENERAL DEMOLITION NOTES

SCOPE OF DEMOLITION

1. The existing conditions shown on the demolition drawings are intended as a general guide to the demolition required for this project. Demolition is not shown in complete detail and it shall be the responsibility of the Contractor to coordinate and remove existing construction as required to accomplish the new design intent and work shown or reasonably implied for construction of the project. Refer to the work shown on all other trades drawings (MEP, etc.) in the set for the extent of demolition required to perform work intent.
2. Provide protection walls (and ceilings as needed) at means of egress where demolition occurs and the public or occupants may require safe passage.

GENERAL CONDITIONS

1. Contractor shall visit the project site to verify existing conditions prior to beginning any work. Notify the architect immediately of any discrepancies for resolution prior to commencement of demolition work. Proceeding with the work is acceptance of conditions by the contractor, including risk of incorrectly assuming Architects approval of item or a discrepancy.
   - A. Protect and service infrastructure within walls and ceilings that pass through the project space to feed or connect adjacent areas, or are required to remain unless otherwise noted on the drawings. See engineering drawings for additional information
   - B. Verify any questionable items with the Architect prior to removal. This includes but is not limited to, concealed and unknown architectural, electrical, life-safety, mechanical or plumbing elements. Coordinate with Architect on these items prior to proceeding.
   - C. Demolition includes removal of abandoned or unused items including, but not limited to, conduit, low-voltage cabling, ductwork, hangers, ceiling tile, ceiling grid, framing, and abandoned piping in the work area, unless otherwise indicated and coordinated with the MEP drawings.
   - D. Relocate existing electrical, mechanical or plumbing work that is scheduled to remain but must be moved to accommodate new construction or furring; coordinate items for RE-USAGE, or to be for building stock.
2. Unless work in core or outside tenant space is clearly noted as in scope (i.e: core and shell package or other work:) Coordinate per drawings any work at the core or exterior as follows: Maintain and/or repair as required to provide consistency of construction for all core rated components and exterior insulated walls. Patch all exterior walls and window connections, maintain construction needs for new construction and finishes.
3. Core borings and work that effects adjacent tenants, adjacent neighbor, above or below tenant work area: Contractor is to coordinate with building manager and adjacent tenants for work times and to limit disruption of adjacent space due to construction for projects scope of work.
4. Coordinate extents of demolition and preparation for new construction: removal and patching of walls for new cabinetry blocking required for installation and for electrical conduit and junction boxes, MEP items, etc.,
   - A. Remove walls and partial areas as shown to facilitate the proposed new construction; all partitions, doors and windows, ceilings, insulation, and openings (including al MEP as noted in attached drawings).

BUILDING CONDITIONS

1. Existing construction not scheduled to be removed shall be protected as required to prevent damage from demolition activities. Any damage shall be repaired by the Contractor at Contractor's expense. Coordinate with building representation on schedule and requirements of arrangements for deliveries and demolition from the space.
   - Exercise care so that only construction reasonably implied to be removed shall be demolished. Protect any existing items to remain intact. be mindful of the extents outside the scope of work area; damage to these area (NIC) will be the requirement of the contractor to repair at no cost to the project or building owner
2. Patch or repair as required existing surfaces not scheduled to be removed that may be damaged by work.
   - Where areas of ceilings are demolished: Repair remaining areas of ceiling that are affected by demolition by providing new ceiling to match existing. Affected rooms or areas should have a uniform, consistent appearance coordinate bracing support for lighting, etc (account for seismic bracing as per code).
   - Remove floor finishes and adhesive as shown on the drawings and prep (patch and repair) to receive new finishes. Prepare floor surfaces for new finishes in accordance with manufacturer's recommendations for the products to be installed. Level areas and feather to adjacent finishes that exceed a 1/2" height allowed by Accessibility Codes. *(If carpet reclamation is part of project scope, see Carpet Reclamation notes below)* .

SALVAGE ITEMS:

1. Carefully remove and protect items noted to be re-used or salvaged for Owner or Landlord; or for building stock.
2. Items not indicated to be re-used or salvaged shall be disposed of properly and in accordance with local regulations

HEALTH, SAFETY, & WELFARE

1. Take all necessary precautions during demolition (and Construction) to protect and maintain the integrity and operation of existing or temporary life safety and emergency systems. Maintain and protect emergency egress from the project area. (temporary structure may be required for protection of health safety and welfare of the building occupants, contractor to determine extents of enclosures; if not shown on drawings.)
2. Coordinate with the architect and owner any existing telephone and security items to be removed or Re-Used and reinstalled as directed. (including all items that may be under owner, tenant or building contract)
3. Provide egress enclosures as noted or implied.

Waste Management: General Project requirements:

1. Contractor is responsible for removal of all demolition (and Construction) debris from the site. Coordinate removal with Building Requirements and follow all building rules and regulations. Do not overload structure of floor assembly in any area. Take necessary precautions to protect existing building construction and finishes from damage through out the project schedule.
2. All items indicated to be removed and items not indicated to be re-used in the future shall be disposed of properly. coordinate with owner/landlord processes for access and removal within the building, and coordinate with any potential LEED waste management requirements for the project.
3. Verify LEED requirements for project, if any, with respect to disposition of demolished or re-clamed materials.

GENERAL CONSTRUCTION NOTES

CODES, PERMITS, AND REGULATIONS

1. Contractor is responsible for securing all permits required by local authorities having jurisdiction.
2. Work shall comply with applicable codes, amendments, rules, regulations, ordinances, laws, orders, approvals, etc., which are required by authorities having jurisdiction. In the event of conflict, the most stringent requirements shall govern. Requirements include, but are not necessarily limited to, the currently applicable editions or publications of the following:
   - A. Ohio Building Code (OBC) based upon the International Building Code (IBC)
   - B. National Fire Protection Association (NFPA)
   - C. American National Standards Institute (ANSI)
   - D. Other applicable local and municipal codes
3. Upon completion, the Tenant/Owner is responsible for posting assembly area occupant loads on a placard as approved by the authority having jurisdiction for the project area.
4. Contractor shall submit to the local authority having jurisdiction, State Licensed contractor detailed plans for Sprinkler system work, and any additional work required for fire alarm and smoke detection not already included in these documents. Contractor is to coordinate site work for Owner contractors: i.e.: telephone and security.

CONTRACT DOCUMENT REQUIREMENTS

1. The Contract Documents consist of the Drawings and Specifications, Addenda and Change Orders issued subsequent to contract award.
2. The Contract Documents are instruments of service and shall remain the property of the Architect whether the project for which they are prepared is executed or not. The Contract Documents are not to be used by the Owner, Landlord, or Tenant for other projects or extensions to the project nor are they to be modified in any manner whatsoever except by agreement in writing and with appropriate compensation to the Architect.
3. Coordinate all portions of the work as described in the Contract Documents. Notify the Architect in writing for resolution of all discrepancies prior to construction.
4. Contractor is responsible for obtaining current Contract Documents prior to commencement of work. One set of Permit drawings for inspections and one Contractor up-to-date "as built" drawings shall be kept on the job by contractors. upon completion; furnish "as built" drawings to the owners' representative

SITE AND EXISTING CONDITIONS

1. Site work: Contact the local Utilities Protection Service prior to performing any excavation work.
2. Coordinate temporary enclosures for the protection of health safety and welfare or maintaining means of egress.
3. Contractor shall have visited the location of Work and become familiar with existing conditions prior to submitting a proposal. Claims for additional compensation due to unfamiliarity with existing conditions will not be considered
   - a. Coordinate all site requirements, issues and utilities. Proceeding is acceptance by General Contractor. Review owner provided documents: Soils reports, Geotechnical report provided in spec or per request.
4. Provide protection for existing or completed work and finishes including elevators, lobbies and corridors. Take care to protect existing or completed finishes to remain.
5. Patch and repair all existing or in place fire-proofing damaged or removed during the performance of the work.
4. Contractor shall coordinate site access, deliveries, parking, security, material storage, and debris removal with the Owner, and when applicable. The Owner or Landlord's building policies shall be adhered to at all times.
5. ON A TENANT BUILD-OUT: The building owner is responsible for building code compliance outside of the project area such as public corridors, stairwells, restrooms and elevators.
6. Maintain and protect existing life safety systems not scheduled for alteration as part of this Project.
7. Contractor shall review the "BASE BUILDING" tenant criteria guidelines, and shall comply with all base building requirements, proceedures,and design criteria when interfacing with base building components outside scope of work.

GENERAL COORDINATION

1. Coordinate all portions of the work as described in the Contract Documents. Notify the Architect in writing for resolution of all discrepancies prior to construction; NOTE: proceeding = acceptance.
2. Notify the architect in writing of any deficiencies or discrepancies in prior to the commencement of work. Uncoordinated items will be the responsibility of the Contractor to correct to the satisfaction of the Architect. Contractors shall waive "COMMON PRACTICE" and "COMMON USAGE" as construction criteria wherever details and contract documents or governing codes, ordinances, etc, require greater quantity or better than common practice or common usage would require.
3. In the event of conflict between information shown on drawings and information shown in the Specifications, the Specifications shall govern. Detail drawings take precedence over drawings of larger scope. If, at any time, the Contractor discovers an error in a drawing or specification, or a discrepancy or variation between dimensions or drawings and measurements at site, or lack of dimensions or other information, he shall not proceed with the work affected until clarification has been received from the architect. The Contractor assumes all responsibility for modification of all work subsequently determined by the Architect to be in error..
4. Verify that no conflicts exist in locations of proposed walls. Coordinate all mechanical, communication, electrical, plumbing and sprinkler equipment to be removed, relocated or installed with each other and other new work. Verify that all required clearances for installation and maintenance of equipment are provided.
5. All existing materials, equipment, and construction are identified on the drawings by the words existing or exist. Unless stated otherwise, all notes refer to new materials equipment and construction installed under each contract.
6. Contractor shall adhere to all Building rules and requirements for construction, including, but not limited to, work hours, elevator and delivery access, protection of occupied spaces, security, and insurance.
7. Finished work shall be firm, well anchored, in true alignment, plumb, and level, with smooth, clean, uniform appearances without waves, distortions, holes, marks, cracks, stains, or discoloration. Joints shall be close fitting, neat and well scribed. Finish work shall have no exposed unsightly anchors or fasteners and shall not present hazardous, unsafe corners. All work shall have provisions for expansion, contraction, & shrinkage as necessary to prevent cracks, buckling & warping due to temperature and humidity conditions (based upon MFG recommendations).
8. All products and materials shall be installed in accordance with the manufacturer's instructions and recommendations, unless otherwise indicated in these documents. Any concerns, discrepancies or conflicts should be brought to the Architects attention before proceeding with the work.
   - a. Attachments, connections, or fastenings of any nature are to be properly and permanently secured in conformance with best practices and manufacturer's recommendations. The drawings show only special conditions to assist contractor. They do not illustrate every detailed connection.
9. No work defective in construction or quality or deficient in any requirements of the contract drawings and the specifications will be acceptable. Architect or Owner's failure to discover or point out defects or deficiencies during construction does not relieve the Contractor of responsibility for providing quality and progress of work as required by the Contract Documents. Defective work revealed within required time guarantees shall be replaced by work conforming to intent of contract. No payment, whether partial or final, shall be construed as an acceptance of defective work or of improper materials.
10. Materials and workmanship specified by reference to number, symbol, title of a specification such as commercial standards, federal specification, trade association standard, or other similar standard, shall comply with requirements in the latest edition or revision thereof and with any amendment or supplemental thereto in effect on date of origin of this project's contract documents. Such standard, except as modified herein, shall have the same force and effect as though included in the Contract Documents.
11. Keep the project site clean & orderly. Coordinate regular debris removal with trades. Burning materials not permitted.
12. Clean and protect installed materials in accordance with manufacturer's recommendations and as required to protect from ongoing construction activity. Clean all surfaces upon project completion, ready for Owner's occupancy. This cleaning shall include all surfaces whether existing or new, such as the inside face of exterior glazing.
13. Make all necessary provisions for items as indicated on the drawings to be furnished or installed by Owner. Provide protection for these provisions until completion of the project.
14. Work hours shall be established in coordination with the Owner and/or the Landlord.
15. Quality: The owner/achitect may flag contractor methods, equipment, or appliances as inefficient or inappropriate for securing quality work, or rate of progress intended by the contract documents; The owner/ architect may order the contractor to improve the quality or increase thier effeceincy. This does not alleviate the contractor from responsibilities, obligation to secure quality or work and rate of process specified in contract.
16. Contractor shall maintain a set of record documents at the site during work. Deviations and changes from the Contract Documents shall be recorded on this set. At completion of construction provide one hard copy and one PDF format (scanned) copy to Owner.
17. Provide a Project Manual to the Owner at projection completion containing warranties, operation manuals and maintenance instructions for equipment and materials used on the project.

DIMENSIONAL COORDINATION OF DRAWINGS:

1. Do not scale drawings; use written dimensions. Verify dimensions with field conditions. If discrepancies are discovered between field conditions and drawings or between drawings, contact the Architect for resolution before proceeding.
2. Horizontal dimensions are to finished face of construction, unless otherwise indicated.
3. Vertical dimensions are from top of finished floor slab, unless otherwise indicated. (A.F.F.) Note: see leveling below:
4. Dimensions shall not be modified without approval of Architect.
5. Contractors should be cognoscente of architectural and structural clearances for accessibility of equipment and mechanical and electrical systems. No allowance will be made for the Contractor's negligence to foresee means of installing equipment into position inside structures or proposed construction. The Contractor shall notify the Architect of any items that may cause a change from the dimensions outlined in the Contract Documents..
6. Dimensions indicated as "HOLD" must be maintained. Review any discrepancies or variations in these dimensions with the Architect before proceeding with work. Dimensions noted "(VIF or Verify)" should be confirmed with the Architect as required.
7. Doors and cased openings indicated adjacent to wall intersections shall be located with the edge of finish opening a minimum of four (4) inches [perpendicular] from the adjacent wall unless otherwise indicated. All other doors and cased openings shall be centered between nearest adjacent wall intersections, unless otherwise indicated.
8. New finished floor slabs shall be leveled to a tolerance of +/- 1/8" slope in 10 feet. Verify slope of existing slabs and report any deviations from above stated tolerance that may impact new work to the Architect prior to commencing the work. Alignment of door heads and other critical horizontal elements shall be maintained at a constant level and shall not follow variations in floor planes. Provide floor leveling to meet acceptable tolerances as required

MATERIALS AND SUBMITTALS:

1. Order and schedule delivery of materials in ample time to avoid delays in construction. If an item is found to be unavailable or have a lead time inconsistent with the project schedule requirements, contractor shall notify the architect immediately.
2. Specified materials and products establish the standard of quality for the project. No substitution will be permitted without the approval of the Architect. Proposed substitutions shall be submitted with sufficient time to allow for consideration without impact to the project schedule. The Contractor shall provide substantiation as requested by the Architect as to the reason for the proposed substitution. References on the drawings to makes, brands, models etc. are to establish the type and quality of design product or material: Substitutions of products will NOT BE PERMITTED unless specifically noted otherwise substitution through the approved submittal process must including cost comparisons, quality, etc. (note substitutions will be charged to contractor proposing an HOURLY rate for architectural review of $125.00 per hour unless coordinated otherwise.).
3. Only new items of recent manufacture, of standard quality, and free from defects, will be permitted on the work. Rejected or non-conforming items shall be removed immediately from the work and replaced with items of the quality specified. Failure to remove rejected materials and equipment shall not relieve the Contractor from the responsibility for quality and character of items used nor from any other obligation imposed by the Contract..
4. Mechanical, electrical, plumbing, and fire protection system shop drawings and layouts shall be submitted to Architects team as soon as possible after award of contract. No construction shall proceed until approval of these submittals. Contractor shall submit drawings in a reasonable time frame for architect to review for coordination.
5. Submit manufacturer's specifications, shop drawings, and samples for review prior to ordering or proceeding with the work. Manufacturer's recommended installation instructions or recommendations are not required to be submitted. However, Contractor should obtain, review and follow such instructions. If any of these documents are contrary to the contract document requirements, Contractor shall notify Architect, in writing, immediately to resolve discrepancies prior to proceeding with the Work.
6. Contractor shall prepare a list of proposed submittals for Architect's review. Architect may elect to waive submittal requirements for items on this list. Confirm the quantity of each submittal that will be required for review.
7. Where practicable, provide submittals in electronic format; PDF format documents are preferred.
8. Submittals shall be reviewed and coordinated by the Contractor prior to submission to the Architect. Submittals are required to have the review stamp, date and signature confirming Contractors's review and acknowledgement of responsibilities. Submittals not bearing a Contractor review stamp will be returned marked "Not Reviewed".
9. Un-required submittals will not be reviewed by the Architect.
10. Submit to the Architect as shop drawings are prepared (phased submittals are acceptable). The Architect shall not be responsible for delays caused by the receipt of a large quantity in short time period, due to lack of scheduling review.
11. The Architect SHALL to rely upon the Contractor's representation that information within the submittal is correct and accurate, and in conformance with the requirements of the Contract Documents.
12. Architect's review of submittals is only for general conformance with the design of the project and general compliance with the Contract Documents. Any action shown is subject to the requirements of the Contract Documents. Items shown do not relieve the Contractor from corrections, comments or compliance with the requirements of the Contract Documents. Contractor is responsible for: dimensions to be confirmed at site; means, methods, techniques, sequences & procedures of construction; coordination of the Work of all trades; and for performing all work in a safe and satisfactory manner.

GENERAL CONSTRUCTION PLAN NOTES

1. Resolve any layout discrepancies with Architect prior to start of partition work.
2. Prepare existing surfaces as required to receive new finishes shown in the Contract Documents. See Finish Plan(s) for additional information.
3. Review ceiling plans for additional information and coordination with partition layout.
4. Partition types above doors are to be same as the partition in which they are located, unless otherwise indicated.
   - a. Verify door undercuts with architect and engineer prior to installation. ANSI A 117.1 AND 2010 SAD require a minimum of 18" clear on the pull side of the door and push side door width clear (but, if provided with a closer 12" clear) at all accessible doors (typical).
   - b. Partitions intersecting exterior window mullions or columns are to be centered on those elements unless otherwise indicated.
   - c. New partitions are Type _, unless otherwise indicated.
   - d. See Partition Type Details for information on partition construction. all partitions are to be secured or braced to structure, at a minimum of 8'-0" on center with two (2) braces per wall length (U.N.O.)
   - e. Partitions extended to structure above are for acoustical separation or security, not for fire rating, unless otherwise indicated as a rated partition.
5. Verify new and existing structural penetrations to provide code required fire protection rating. Seal as required with appropriate sealer or fire-stop material.
6. Any existing fire-proofing material removed or damaged during construction shall be replaced to achieve equivalent fire protection as previously existed. Notify the Architect of any missing or improper fire proofing materials at structural elements, penetrations and floor slab to exterior wall conditions.
7. Provide blocking or backing in partitions or ceilings behind all mounted or attached items. (i.e: wall hung shelving, wood panels, Monitor/equipment, light fixtures, etc.) Concealed wood used for blocking to be fire retardant treated. Verify suitable blocking type with provider of item to be mounted. Provide blocking at all sides of recessed items that require secure attachment. (plates properly sized are allowed as needed, coordinate flush wall surface).
8. Provide the following levels of gypsum board finishing at exposed wall surfaces per Gypsum Association document GA-214-96, unless otherwise indicated in these documents:
   - Level 4: Final finish is wall-covering, or flat, eggshell or satin paint.
   - Level 5: Final finish is gloss or semi-gloss paint.
9. Assume existing wall surfaces are to receive new finishes unless otherwise indicated. Verify finish with Architect if not indicated on Finish Plan. Prepare existing surfaces as required to Level 4 or level 5 finish quality as required by final finish
10. Contractor to coordinate location of existing and new fire extinguishers: new fire extinguisher compartments with fire extinguishers to be semi-recessed (should not exceed 4" protruding from wall face) . Coordinate location as per cover code notes. Minimum one (1) fire extinguisher for every 75 feet of travel. coordinate with local fire official.
    - Contractor is to provide a minimum of (2) two extinguishers per owner/tenant space

CONTRACTOR NOTES

1. Do not scale the drawings: noted dimensions are to govern layout. Contractor to verify all field conditions prior to commencement of each portion of the work. Notify architect of any discrepancies.
2. The following excerpts from the project specifications shall be applied but in no way limit the applicability of other sections listed and/or not listed:
   - a. The contractor shall coordinate all portions of the work as described in the contract documents and notify the architect in writing for resolution of all discrepancies prior to construction.
   - b. Light fixtures shall be supported independently of suspended ceilings or the suspended ceiling grid shall be supported within six (6) inches of each corner of the fixture in accordance with ASTM C-636-08 (or the latest revision)
   - c. Wood products used for blocking, etc. that are not classified as "interior finish materials" according to code shall be fire resistant lumber, unless allowed by combustible building type (type A and B non-combustable).
3. Fire stopping shall be provided for penetrations through rated walls and floors sealed with a material capable of preventing the passage of flames and hot gasses when subject to requirements of the test standard specified for fire stops ASTM: E- 814-10. (or the latest revision)
4. Install Duct smoke detectors as required by code; minimum provided shall be listed for use with HVAC control unit. Reference NFPA 72 section 5.16.5.8 and as noted in the mechanical (and fire protection notes; is sprinklers).
5. If building is provided with a fire alarm system: Duct smoke detectors shall be connected to the building fire protective signaling system in accordance NFPA 72. (latest revision). All firmware (duct smoke detectors) provided shall be listed for use with fire alarm control unit. reference NFPA 72 Section 4.4.2. (or the latest revision)
6. Coordinate a/v installation with architectural drawings prior to installation of a/v conduits, blocking, equipment, etc.

SIGNAGE:.

1. Contractor to coordinate signage with owner and sign consultant: Provide junction boxes, conduit and supports at the locations approximate per drawings and signage design. Coordinate with other trades' see electrical drawings

M E P COORDINATION ITEMS:

1. Coordinate and provide blocking/backing, boxes, and conduit in partitions for all telephone and data work. Coordinate items and site access with the owner's representative contracted to provide the work (i.e: a/v, telephone and security).
2. Coordinate and provide return air openings above ceiling in plenum to rooms with partitions to deck, size per mechanical drawings, notify architect of discrepancies and issues. if opening is not called out on Mechanical drawings provide a minimum opening of one (1) square inch to 10 square feet inside room/space.
3. Contractor to coordinate and review with architect the size and location of all slab and wall penetrations prior to beginning any work. seal openings as detailed on drawings and as required to meet floor and wall ratings per code..
4. Contractor to provide and install 3/4" fire treated plywood sheathing over wall finish in equipment rooms for installation of panels and equipment (paint white or match room finish).

Hazardous Materials

(REMOVE IF NOT An asbestos issue in the building.)

Cleveland Contractor/ discovery notice:

ALL CONTRACTORS ARE HEREBY ADVISED THAT THIS BUILDING IS KNOWN TO HAVE or may have ASBESTOS, A HAZARDOUS MATERIAL. CONTRACTORS MUST PROVIDE "UNIT" PRICING ACCOUNTING IN THEIR BIDS FOR POSSIBLE DELAYS IN LABOR THAT MAY OCCUR DUE TO THE RESULT OF SPOT ABATEMENT AND/OR BLANKET ABATEMENT WHERE THE SUBSTANCE OCCURS (note: DETAILED FOR AN ESTIMATED/POTENTIAL DELAY COST ON A WEEKLY BASIS, BREAK OUT PER EACH TRADE (ALL TRADES MAY NOT BE EFFECTED AT TIME OF REMOVAL}) . ALL CONTRACTORS ARE HEREBY ON ALERT: AT THE DISCOVERY/SUSPECT OF SUSPICIOUS MATERIALS THAT MAYBE IDENTIFIED AS ASBESTOS. UPON SUSPECTION/DISCOVERY OF THIS MATERIAL THE AFFECTED CONTRACTOR SHALL CEASE WORK AND NOTIFY THE GC, AND THE OWNER FOR FURTHER ACTION. TESTING AND THE ABATEMENT PROCESS WILL BE PROVIDED/COORDINATED BY THE OWNER UNDER SEPARATE CONTRACT. THE GC SHALL MAKE THIS WARNING AWARE TO ALL SUBCONTRACTORS ON THE PROJECT; TO BE INCLUDED IN UNIT PRICING BREAK-OUT AS NOTED.

NYC Owner Notification Notice:

In the event of Asbestos or other toxic substance exposure or the substantial risk thereof, client will have the duty to inform t e architect of such risks known or reasonably knowable to the client. I f asbestos, or any other toxic substance or risks to exposure thereto are discovered or reported to the architect while performing services on the project the architect shall, in its sole discretion have the right to suspend s services on the project. The client shall have the duty to promptly retain a qualified expert to safely remove or supervise the removal of such asbestos or other toxic substance. the client shall indemnify and hold the architect is affiliates and sub-consultants and their officers agents and employees harmless from Any and all liability on the part of or damage to such entities or persons, including the cost of legal fees and expenses as such fees and expenses are incurred, which may result from asbestos or other toxic substance exposure on the project.

GENERAL FINISH NOTES

General items:

1. All finish materials shall be applied in accordance with manufacturer's instructions unless otherwise indicated. Advise Architect of any concerns or conflicts prior to proceeding with the work.
2. Refer to provided elevations for design intent.
3. Shop drawings and literature: submit three samples of each finish for final approval. samples of all finishes shall be submitted to Architect for approval in triplicate prior to commencement of the work. paint, carpet, wallcovering and wood finish samples to be a min. of 12" x 12"

Flooring and preparation:

4. Contractor is responsible for substrate preparation required for specified materials, including concrete chopping, patching & flashing. floor contractor is responsible for flash patching & floor leveling.
5. general contractor is not permitted use any permanent gluing methods for all flooring. removeable glue is acceptable. broadloom to be used with tackless strip installation as per building rules and regulation
6. Floor surfaces are to meet Accessible requirements, levels, and shall be prepped withproper leveling or feathering for installation of finish at each location with in spaces per manufacturers standards for installation.
7. Flooring contractor is responsible for all floor preparation; prior to flooring installation. all carpet insets to align w/ tile grout joints, typ
8. Carpeting: Typical carpet transition of finish or color are to be at door centerline. Transition shall be a seamless, and a straight edge cut. carpet contractor to level all carpets due to differences in thickness. Existing building core flooring materials to match and to be verified with base building standards.
9. flooring contractor to provide labor to prepare floors to receive flooring materials, including ramping to stone. general contractors and floor contractor to submit floor layout and seaming diagrams (stone flooring contractor to submit stone / tile layout) to architect for review. Provide latyout to include aligning flooring to ceiling above where applicable

Transitions:

10. Provide Transition strips or joints as noted and detailed. See transition detail for carpet to VCT or vinyl at Center Line of door UNO. Also provide transition strips at carpet to tile locations per provided details and notes.
11. A carpet and seaming diagram noting the pattern direction shall be provided for architects review and approval prior to product ordering.
12. All finishing sealant work must match adjacent field color or must be paintable, unless otherwise noted
13. Tile and Grout joints are to be sealed at all areasper manufacturer's recommended standards submit specifications for approval. Coordinate edge terminations and transitions with metal as directed per architect.
14. Porcelain, ceramic and stone floor tile shall have epoxy type grout unless otherwise indicated.
15. Provide Schluter Schiene edge trim, or Architect approved equivalent, at all tile and stone edges that abut other floor materials of the same height. Provide Schluter Reno-TK edge trim, or Architect approved equivalent, at all tile and stone edges that abut other floor materials of lower height. Confirm finish of trims with Architect.

Base Conditions:

16. Resilient wall base to be roll type. Locate seams at inside corners.
17. Resilient wall base to be flat (carpet) type at carpeted areas and cove type at hard surface flooring, unless otherwise indicated.
18. Rubber/vinyl wall base shall be installed over flat and smooth wall surfaces. Do not install over rough or irregular surfaces that will telegraph through base. Ensure adhesive application is uniform and smooth so finished base is without visible irregularities.
19. Miter wood base corners.

Glazing - Safety and Accessibility

20. All glazing (doors, window/sidelites and any glazing panel more than eighteen inches in width immediately adjacent to any door within the sill of such glazed panel is less than twenty four inches above the floor shall be considered a "hazardous location" and shall be glazed with safety glazing material". safety glass to meet ansi-z-97 (minimum of tempered glazing). Doors for accessibility cannot have glazing below 10" (SAD 404.2.10)

Walls and ceilings

21. All interior wall and ceiling finish shall be applied directly and securely to a non-combustible base or to furring / nailing strips not exceeding one inch in nominal thickness applied over a non-combustible base with all spaces behind the material filled with a non-combustible material or fire-stopped at intervals not exceeding eight square feet in area.
22. General contractor to provide level 5 finish to gypsum board substrate for all walls to receive wall covering or graphic walls per gypsum associations recommendations for substrate or material recommendation. graphic and image may be provided by others - refer to construction plan notes. All walls to receive wall covering are to have a level 5 finish
    - 22.a. All walls new & existing shall be properly prepared (spackled, sanded & skim coated) to a smooth finish for painting or wall covering as per the finish plan & the manufacturers specification. wall surfaces which are to be painted shall receive (1) coat of primer and (2) coats of finish paint, (3) coats in total. all paints shall be applied in accordance with manufacturers specifications for the particular surface

Painting:

1. Provide a split color layout on door frame between opposing colors - inside corner at stop hinge side of door to be joint of opposing colors.
2. Painted surfaces shall consist of one coat primer and two finish coats of the specified color. Use only compatible products recommended by the manufacturer and applied in accordance with paint manufacturer's instructions.
1. New drywall surfaces shall receive a first coat of USG Sheetrock First Coat Primer or Architect approved equivalent high-solids drywall primer.
2. All drywall surfaces to receive gloss or semi-gloss paint, or applied graphics are to have a level 5 finish. Other finished drywall surfaces to have a level 4 finish if not otherwise indicated.
3. Touch-up paint as required following carpet and furniture installation.
4. paint finishes: unless otherwise noted, all walls to be eggshell, all ceilings to be flat, all hm doors and hm frames to be semi-gloss

PAINTED FINISHES PROVIDE ONE (1) COAT PRIMER, TWO (2) COATS PAINT.
PROVIDE THE FOLLOWING SHERWIN WILLIAMS PAINT QUALITY SPECIFICATIONS FOR GYPSUM BOARD SURFACES.
SHERWIN WILLIAMS LOW ODOR/LOW VOC - EG-SHEL/SATIN FINISH:
1ST COAT: PROGREEN 200 INTERIOR LATEX PRIMER, B28W600
2ND & 3RD COAT: DURATION HOME INTERIOR LATEX SATIN, A97-100 SERIES.
SHERWIN WILLIAMS LOW ODOR/LOW VOC - FLAT FINISH:
1ST COAT: PROGREEN 200 INTERIOR LATEX PRIMER, B28W600
2ND & 3RD COAT: PROGREEN 200 FLAT, B30-600 SERIES
SHERWIN WILLIAMS LOW ODOR/LOW VOC - SEMI-GLOSS FINISH:
1ST COAT: PROGREEN 200 INTERIOR LATEX PRIMER, B28W600
2ND & 3RD COAT: PROGREEN 200 SEMI-GLOSS, B31-600 SERIES

PROVIDE THE FOLLOWING SHERWIN WILLIAMS PAINT QUALITY SPECIFICATIONS FOR METAL SURFACES.
SHERWIN WILLIAMS LOW ODOR/LOW VOC - SEMI-GLOSS FINISH:
1ST COAT: PRO INDUSTRIAL PRO-CRYL UNIVERSAL PRIMER, B66-310 SERIES.
2ND & 3RD COAT: PRO INDUSTRIAL ZERO VOC ACRYLIC SEMI-GLOSS, B66-600 SERIES.

PROVIDE THE FOLLOWING SHERWIN WILLIAMS PAINT QUALITY SPECIFICATIONS FOR WOOD SURFACES.
SHERWIN WILLIAMS LOW ODOR/LOW VOC - SEMI-GLOSS FINISH:
1ST COAT: PREMIUM WALL & WOOD PRIMER B28W8111
2ND & 3RD COAT: PRO INDUSTRIAL ZERO VOC ACRYLIC SEMI-GLOSS, B66-600 SERIES.

Attic stock - Unless indicated otherwise in the Specifications, provide the following extra materials, clearly labeled as to product name and project finish designation:

- Acoustical ceiling tile: 2% of each installed type; 8 tiles minimum, 80 tiles maximum.
- Vinyl floor tile: 2% of each installed type; 5 SF minimum, 50 SF maximum.
- Carpet, modular tile: 2% of each installed type; 1 carton minimum.
- Carpet, broadloom: Usable scrap pieces a minimum of 3 SF in area and 12" in width. Package in rolls, wrapped in kraft paper and labeled.
- Wallcovering: 5 lineal yards of each installed type.
- Paint, wall: 1 gallon, unopened, of each color used.
- Paint, trim: 1 quart, unopened, of each color used.

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vocon. partners LLC.

I hereby certify that this drawing, Specification, plan, or report was prepared by me or under my direct supervision and that I am a duly registered Architect (or Engineer, respectively) under the laws of the State of which govern this project. WARNING: per LAW No person may alter these documents unless person is " or under the direct supervision of " the licensed record architect (or Engineer, respectively). [including all copyrights: JCW]
PROFESSIONAL SEAL:

Date: _____
John C. Workley Registration No: 03-62844-1
Expiration Date: 6/30/2015

PROPOSED TENANT IMPROVEMENTS FOR:

KeyBank National Association
Forest Avenue Branch
400 Forest Ave.
Portland, Maine 04101

DRAWING RELEASE

No.	Date	Description
1	05/28/2014	OWNER REVIEW

DRAWN BY: SDR