

01005 - ADMINISTRATIVE REQUIREMENTS

01005-1: REFERENCE

A. THESE SPECIFICATIONS ARE TO SERVE AS A SUPPLEMENT TO ALL OTHER DRAWINGS. WHERE THERE IS A CONFLICT IN REQUIREMENTS OF THOSE DRAWINGS, THE MOST STRINGENT OR PROHIBITIVE SHALL APPLY.

B. AIA GENERAL CONDITIONS (A201) ARE HEREBY INCORPORATED INTO THE CONTRACT DOCUMENTS BY REFERENCE.

01005-2: SECTION INCLUDES

- A. CODES, RULES AND REGULATIONS
- B. CONTRACTOR USE OF PREMISES
- C. TEMPORARY FACILITIES
- D. COORDINATION
- E. FIELD ENGINEERING
- F. EXISTING UTILITIES AND STRUCTURES
- G. CONTRACTOR QUALITY CONTROL
- H. DELIVERY, HANDLING AND STORAGE OF MATERIALS
- I. PROTECTION OF INSTALLED WORK
- J. SUBMITTALS
- K. SUBSTITUTIONS
- L. PROJECT CLOSEOUT

01005-3: CODES, RULES, REGULATIONS

A. SEE COVER SHEET

01005-4: CONTRACTOR USE OF PREMISES

A. WORK BEING PERFORMED UNDER SEPARATE CONTRACTS WITH THE OWNER COULD BE CONCURRENT WITH WORK UNDER THIS CONTRACT. COORDINATE WORK UNDER THIS CONTRACT, SUCH AS SEQUENCE AND ACCESS WITH OTHER SEPARATE CONTRACTORS AS DIRECTED BY THE OWNER.

B. LIMIT USE OF PREMISES FOR WORK AND FOR CONSTRUCTION OPERATIONS AND TO ALLOW FOR WORK BY OTHER CONTRACTORS.

01005-5: TEMPORARY FACILITIES

A. CONTRACTOR IS TO LIMIT ITS ENTIRE WORK FORCE TO THE BUILDING AND IMMEDIATE SITE.
1. CONTRACTOR SHALL PROVIDE TEMPORARY FACILITIES FOR ITS USE ON THE SITE, INCLUDING TEMPORARY OFFICE AND SANITARY FACILITIES.

B. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT REQUIRED FOR PERFORMANCE OF THE WORK.

01005-6: COORDINATION

A. COORDINATE THE WORK TO ASSURE EFFICIENT AND ORDERLY SEQUENCE OF INSTALLATION OF CONSTRUCTION ELEMENTS, WITH PROVISIONS FOR ACCOMMODATING ITEMS INSTALLED LATER.

B. VERIFY CHARACTERISTICS OF ELEMENTS OF INTERRELATED OPERATING EQUIPMENT ARE COMPATIBLE, COORDINATE WORK HAVING INTERDEPENDENT RESPONSIBILITIES FOR INSTALLING, CONNECTING TO AND PLACING IN SERVICE SUCH EQUIPMENT.

C. COORDINATE SPACE REQUIREMENTS AND INSTALLATION OF MECHANICAL AND ELECTRICAL WORK WHICH ARE INDICATED DIAGRAMMATICALLY ON DRAWINGS. FOLLOW ROUTING SHOWN FOR PIPES, DUCTS AND CONDUITS AS CLOSELY AS PRACTICABLE, MAKE RUNS PARALLEL WITH LINES OF BUILDING. UTILIZE SPACES EFFICIENTLY TO MAXIMIZE ACCESSIBILITY FOR OTHER INSTALLATIONS, FOR MAINTENANCE AND FOR REPAIRS.

D. IN FINISHED AREAS, CONCEAL PIPES, DUCTS AND WIRING IN THE CONSTRUCTION. COORDINATE LOCATIONS OF FIXTURES AND OUTLETS WITH FINISH ELEMENTS.

E. EXECUTE CUTTING AND PATCHING TO INTEGRATE ELEMENTS OF WORK, UNCOVER ILL-TIMED, DEFECTIVE AND NON-CONFORMING WORK, PROVIDE OPENINGS FOR PENETRATIONS OF EXISTING SURFACES AND PROVIDE SAMPLES FOR TESTING. SEAL PENETRATIONS THROUGH FLOORS, WALLS AND CEILINGS.

01005-7: NOT USED

01005-8: EXISTING UTILITIES

A. CONTRACTOR SHALL BE RESPONSIBLE FOR INJURY TO ANY UTILITY PIPING, ELECTRICAL WIRING AND CONDUITS, BUILDINGS AND OTHER STRUCTURES THAT MAY BE MET WITHIN THE PROSECUTION OF THE WORK. CONTRACTOR SHALL BE LIABLE FOR ANY DAMAGES TO ITEMS RESULTING FROM WORK OF THIS CONTRACTOR.

01005-9: CONTRACTOR QUALITY ASSURANCE/CONTROL OF INSTALLATION

A. MONITOR QUALITY CONTROL OVER SUPPLIERS, MANUFACTURERS, PRODUCTS, SERVICES, SITE CONDITIONS AND WORKMANSHIP.

B. COMPLY FULLY WITH MANUFACTURERS' INSTRUCTIONS INCLUDING EACH STEP IN SEQUENCE.

C. SHOULD MANUFACTURERS' INSTRUCTIONS CONFLICT WITH CONTRACT DOCUMENTS, REQUEST CLARIFICATION FROM ARCHITECT BEFORE PROCEEDING.

D. COMPLY WITH SPECIFIED STANDARDS AS A MINIMUM QUALITY FOR THE WORK EXCEPT WHEN MORE STRINGENT TOLERANCES, CODES OR SPECIFIED REQUIREMENTS INDICATE HIGHER STANDARDS OR MORE PRECISE WORKMANSHIP.

E. PERFORM WORK BY PERSONS QUALIFIED TO PRODUCE WORKMANSHIP OF SPECIFIED QUALITY.

F. SECURE PRODUCTS IN PLACE WITH POSITIVE ANCHORAGE DEVICES DESIGNED AND SIZED TO WITHSTAND STRESSES, VIBRATION, PHYSICAL DISTORTION OR DISFIGUREMENT.

01005-10: DELIVERY, HANDLING AND STORAGE OF MATERIALS

A. PRODUCTS: MEANS NEW MATERIAL, MACHINERY, COMPONENTS, EQUIPMENT, FIXTURES AND SYSTEMS FORMING THE WORK. DOES NOT INCLUDE MACHINERY AND EQUIPMENT USED FOR PREPARATION, FABRICATION, CONVEYING AND ERECTION OF THE WORK. PRODUCTS MAY ALSO INCLUDE EXISTING MATERIALS OR COMPONENTS REQUIRED FOR REUSE.

B. TRANSPORTATION AND HANDLING

1. TRANSPORT AND HANDLE PRODUCTS IN ACCORDANCE WITH MANUFACTURERS' INSTRUCTIONS.

2. PROMPTLY INSPECT SHIPMENTS TO ASSURE THAT PRODUCTS COMPLY WITH REQUIREMENTS, QUANTITIES ARE CORRECT AND PRODUCTS ARE UNDAMAGED.

3. PROVIDE EQUIPMENT AND PERSONNEL TO HANDLE PRODUCTS BY METHODS TO PREVENT SOILING, DISFIGUREMENT OR DAMAGE.

C. STORAGE AND PROTECTION

1. STORE AND PROTECT PRODUCTS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS, WITH SEALS AND LABELS INTACT AND LEGIBLE. STORE SENSITIVE PRODUCTS IN WEATHER-TIGHT, CLIMATE CONTROLLED ENCLOSURES.

2. ARRANGE STORAGE OF PRODUCTS TO PERMIT ACCESS FOR INSPECTION. PERIODICALLY INSPECT TO ASSURE PRODUCTS ARE UNDAMAGED AND ARE MAINTAINED UNDER SPECIFIED CONDITIONS.

01005-11: PROTECTION OF INSTALLED WORK

A. PROTECT INSTALLED WORK AND PROVIDE SPECIAL PROTECTION AS REQUIRED.

B. PROVIDE TEMPORARY AND REMOVABLE PROTECTION FOR INSTALLED PRODUCTS. CONTROL ACTIVITY IN IMMEDIATE WORK AREA TO MINIMIZE DAMAGE.

C. PROVIDE PROTECTIVE COVERINGS AT WALLS, PROJECTIONS, JAMBS, SILLS AND SOFFITS OF OPENINGS.

D. PROTECT FINISHED FLOORS AND OTHER SURFACES FROM TRAFFIC, DIRT, WEAR, DAMAGE OR MOVEMENT OF HEAVY OBJECTS BY PROTECTING WITH DURABLE SHEET MATERIALS.

01005-12: SUBMITTALS - GENERAL

A. THE CONTRACTOR MUST SUBMIT TO THE ARCHITECT FOR REVIEW AND APPROVAL, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES REQUIRED BY THE SUBMITTAL LIST OR AS DIRECTED BY THE ARCHITECT.

B. SUBMIT TO THE ARCHITECT AS REQUIRED TO MAINTAIN PROJECT. ARCHITECT WILL RETAIN ONE COPY.

01005-13: SHOP DRAWING SUBMITTALS

A. PRESENT IN A CLEAR AND THOROUGH MANNER. TITLE EACH DRAWING WITH PROJECT NAME AND NUMBER.

B. IDENTIFY FIELD DIMENSIONS, SHOW RELATION TO ADJACENT OR CRITICAL FEATURES OR WORK OR PRODUCTS.

C. NUMBER AND TYPE OF COPIES AS FOLLOWS:

1. SUBMIT THE NUMBER OF COPIES WHICH THE CONTRACTOR REQUIRES, PLUS ONE COPY WHICH WILL BE RETAINED BY ARCHITECT.

D. CONTRACTOR REVIEW

1. REVIEW SUBMITTALS PRIOR TO TRANSMITTAL DETERMINE AND VERIFY FIELD MEASUREMENTS, FIELD CONSTRUCTION CRITERIA, MANUFACTURER'S CATALOG NUMBERS AND CONFORMANCE WITH REQUIREMENTS OF CONTRACT DOCUMENTS.

2. SIGN OR INITIAL EACH SHEET OF SHOP DRAWINGS AND PRODUCT DATA, AND EACH SAMPLE LABEL TO CERTIFY COMPLIANCE WITH REQUIREMENTS OF CONTRACT DOCUMENTS. NOTIFY ARCHITECT, IN WRITING, AT TIME OF SUBMITTAL, OF ANY DEVIATIONS FROM REQUIREMENTS OF CONTRACT DOCUMENTS. FAILURE TO DO SO WILL BE REASON FOR REJECTION FOR SUBMITTAL OR WORK IN PLACE.

3. DO NOT FABRICATE PRODUCTS TO BEGIN WORK WHICH REQUIRE SUBMITTALS WITH ARCHITECT APPROVAL.

4. REVISE AND RESUBMIT SUBMITTAL AS REQUIRED; IDENTIFY ALL CHANGES MADE SINCE PREVIOUS SUBMITTAL. FAILURE TO DO SO WILL BE REASON TO REJECT SUBMITTAL.

01005-14: PRODUCT DATA SUBMITTALS

A. SUBMIT THE NUMBER OF COPIES WHICH THE CONTRACTOR REQUIRES PLUS ONE COPY WHICH WILL BE RETAINED BY THE ARCHITECT AND ONE COPY TO THE BUILDING DEPT.

B. MARK EACH COPY OF DATA TO IDENTIFY PERTINENT PRODUCTS, SHOW REFERENCE STANDARDS, PERFORMANCE CHARACTERISTICS AND CAPACITIES, WIRING AND PIPING DIAGRAMS AND CONTROLS, COMPONENT PARTS, FINISHES, DIMENSIONS AND REQUIRED CLEARANCES.

C. MODIFY MANUFACTURER'S STANDARD SCHEMATIC DRAWINGS AND DIAGRAMS TO SUPPLEMENT STANDARD INFORMATION AND TO PROVIDE INFORMATION SPECIFICALLY APPLICABLE TO THE WORK. DELETE INFORMATION NOT APPLICABLE.

D. SUPPLEMENT MANUFACTURERS' STANDARD DATA TO PROVIDE INFORMATION UNIQUE TO THIS PROJECT.

01005-15: SUBSTITUTIONS

A. SUBSTITUTIONS ARE NOT ALLOWED, EXCEPT AS FOLLOWS:

1. SUBSTITUTE PRODUCTS SHALL NOT BE ORDERED OR INSTALLED WITHOUT PRIOR WRITTEN ACCEPTANCE.

2. ARCHITECT AND/OR OWNER HAS SOLE RIGHT OF DETERMINATION OF ACCEPTABILITY OF SUBSTITUTIONS.

3. A CONTRACTOR OR SUBCONTRACTOR WHO CARRIES THE COST OF A SUBSTITUTE IN ITS BID WITHOUT PRIOR REVIEW BY THE ARCHITECT, DOES SO AT ITS OWN RISK. THE OWNER IS NO WAY OBLIGATED TO REVIEW NOR ALLOW THAT A SPECULATIVE SUBSTITUTION BE FURNISHED.

B. REQUESTS FOR SUBSTITUTIONS: SUBMIT SEPARATE REQUEST FOR EACH SUBSTITUTION. DOCUMENT EACH REQUEST WITH COMPLETE DATA SUBSTANTIATING COMPLIANCE OF PROPOSED SUBSTITUTION WITH REQUIREMENTS OF CONTRACT DOCUMENTS.

C. CONTRACTOR REPRESENTATION

1. REQUEST FOR SUBSTITUTION CONSTITUTES A REPRESENTATION THAT CONTRACTOR HAS INVESTIGATED PROPOSED PRODUCT AND HAS DETERMINED THAT IT IS EQUAL TO OR SUPERIOR IN ALL RESPECTS TO SPECIFIED PRODUCT OR THAT THE COST REDUCTION OFFERED IS AMPLE JUSTIFICATION FOR ACCEPTING THE OFFERED SUBSTITUTION.

2. CONTRACTOR WAIVES CLAIMS FOR ADDITIONAL COSTS RELATED TO SUBSTITUTION WHICH MAY LATER BECOME APPARENT.

01005-16: PROJECT CLOSEOUT

A. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT WHEN THE WORK IS SUBSTANTIALLY COMPLETE.

B. WITHIN A REASONABLE TIME AFTER RECEIPT OF SUCH NOTICE, THE ARCHITECT WILL MAKE AN INSPECTION TO DETERMINE THE STATUS OF COMPLETION.

C. SHOULD THE ARCHITECT DETERMINE THAT THE WORK IS NOT SUBSTANTIALLY COMPLETE, ARCHITECT WILL PROMPTLY NOTIFY THE CONTRACTOR, GIVING THE REASONS THEREFORE. CONTRACTOR SHALL REMEDY THE DEFICIENCIES IN THE WORK AND NOTIFY THE ARCHITECT AND REQUEST REINSPECTION OF THE WORK.

D. WHEN THE ARCHITECT CONCURS THAT THE WORK IS SUBSTANTIALLY COMPLETE, HE/SHE WILL PREPARE A CERTIFICATE OF SUBSTANTIAL COMPLETION, ACCOMPANIED BY A LIST OF ITEMS TO BE COMPLETED OR CORRECTED.

E. SUBMITTALS REQUIRED FOR PROJECT CLOSEOUT SHALL INCLUDE:

1. CERTIFICATE OF OCCUPANCY.

2. IN ADDITION TO THE WARRANTY AND GUARANTEE REQUIREMENTS OF THE GENERAL CONDITIONS, PROVIDE ALL OTHER GUARANTEES, BONDS, AFFIDAVITS AND CERTIFICATES REQUIRED THROUGHOUT THE SPECIFICATIONS.

3. CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS.

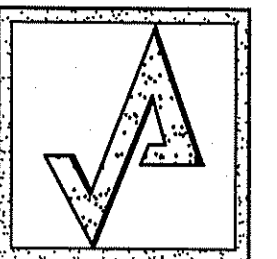
4. CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS.

F. PROJECT RECORD DOCUMENTS:

1. UPON COMPLETION OF WORK, PREPARE PROJECT RECORD DOCUMENTS ("AS-BUILTS") AS ELECTRONIC PDF DRAWINGS.

2. PRESENT THREE COMPLETED DRAWING SETS TO ARCHITECT. ARCHITECT TO REVIEW AND PROVIDE OWNER WITH COPY.

END OF SECTION



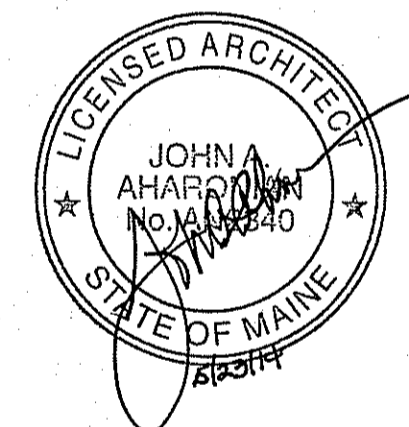
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DISCLAIMER

OWNERSHIP AND USE OF DOCUMENTS, DRAWINGS AND SPECIFICATIONS ARE INSTRUMENTS OF PROFESSIONAL SERVICE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT. THESE DOCUMENTS ARE NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECTS OR PURPOSES OR BY ANY OTHER PARTIES THAN THOSE PROPERLY AUTHORIZED BY CONTRACT WITHOUT THE EXPRESS WRITTEN AUTHORIZATION OF THE ARCHITECT.

REVISIONS

NUMBER	REMARKS	DATE



FOR CONSTRUCTION

PROJECT TITLE

DUNKIN' BRANDS
[eatdrinkthink]
PC# NEW
FRESH BREW IMAGE:
CAPPUCCINO BLEND

1412 CONGRESS STREET
PORTLAND, ME
Cumberland County

DRAWING TITLE

**ADMINISTRATIVE
REQUIREMENTS**

DATE MAY 12, 2014	PROJ NO 14016
DRAWN BY JN	CHECKED BY MH

DRAWING NUMBER

A0.1