

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:

- 1. Project information.
- 2. Work covered by Contract Documents.
- 3. Owner furnished products.
- 4. Access to site.
- 5. Coordination with occupants.
- 6. Work restrictions.
- 7. Specification and drawing conventions.

- B. Related Requirements:

- 1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: UNUM HO1 – 2016 3rd Floor Fit up (North Wing).

- 1. Project Location: Portland, Maine.

- B. Owner: UNUM.

- C. Architect Identification: The Contract Documents were prepared for Project by PDT Architects, 49 Dartmouth Street, Portland, Maine 04101. Telephone 207-775-1059.

- D. Construction Manager: D.C. Beane and Assoc. Construction Co.

- 1. Construction Manager for this Project is Project's constructor. The terms "Construction Manager" and "Contractor" are synonymous.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:

1. The Work involves the UNUM H01 – 2016 3rd Floor Fit up (North Wing) to the existing third floor in the north wing and enclosing of the existing spiral stair. Work includes but is not limited to, selective demolition, metal stud partitions, gypsum board walls, acoustical ceilings, carpeting, painting, metal doors, metal frames, door hardware, electrical, and heating, ventilating, and air conditioning complete and ready for use. This will be within an Owner occupied building with work occurring overnight.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner (furniture). Coordinate the Work of this Contract with work performed by Owner.

1.6 OWNER-FURNISHED PRODUCTS

- A. Owner will furnish products indicated. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.
- B. Owner-Furnished Products:
 1. Carpet with adhesive.
 2. Muraflex Glass Wall and Door Systems (Installed by Owner's Vendor)

1.7 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.8 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

2. Notify Owner not less than 24 hours in advance of activities that will affect Owner's operations.

1.9 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Work shall be generally performed during working hours of 7:00 p.m. to 5:00 a.m., Monday through Friday, except otherwise indicated.
 1. Weekend Hours: As approved by Architect and Owner.
 2. Hours for Utility Shutdowns: As approved by Architect and Owner.
 3. Provide 24 hour notice to Architect when performing work other than normal working hours.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Nonsmoking Building: Smoking or chewing is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes. Smoking will be allowed in designated areas only and with proper disposal of smoking refuse.
- E. Drugs, Alcohol, Substance Abuses, and Firearms: It is strictly prohibited to possess, use, conceal, transport, traffic any drugs, alcohol, controlled substances or weapons (firearms or blades) on the premises of the Facility property. Any violations shall be grounds for dismissal and may be cause for termination of any contracts or portions thereof.
- F. Music: No personal radios or music devices will be allowed on project.
- G. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.10 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000