Offices for Maxim Healthcare Services

1685 Congress Street Portland, Maine

DRAWING LIST

G1	Title Sheet and Specifications
G2	Specifications
A1	Floor Plan
A2	Reflected Ceiling Plan and Furniture Plans
A3	Life Safety Plan
A4	Details
A5	Schedules
A6	Finish Plan

LOCATION MAP

SECTION 01000 - PROJECT REQUIREMENTS

Summary:

1. The Project consists of renovations to vacant second floor space at 1685 Congress Street, Portland, ME, for offices for Maxim Healthcare Services, indicated as Tenant in these specifications.

Project Requirements:

1. Existing Site Conditions and Restrictions: Adjacent spaces are occupied by other tenants. Work hours to be between 7:00 am and 5:00 pm.
2. Contractor's Use of Premises and Adjacent Facilities: As directed by property manager.

Permits:

1. Apply for, obtain, and pay for building permits, other permits, and utility company backcharges required to perform the work. Submit copies to Architect.

Intent:

1. Drawings and specifications are intended to provide the basis for the proper completion of the Project suitable for the intended use of the Tenant.
2. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.

Coordination:

1. Coordinate the work of all trades.
2. Prepare coordination drawings for areas above ceilings where close tolerances are required between building elements and mechanical and electrical work.
3. Verify location of utilities and existing conditions. Notify Architect of conditions differing from those indicated on the Drawings.
4. Verify dimensions on Drawings with dimensions at the Project. Do not scale Drawings.

Cutting and Patching:

1. Provide cutting and patching work to properly complete the Project.
2. Do not remove or alter structural components without written approval.
3. Cut with tools appropriate for materials to be cut.
4. Patch with materials and methods to produce patch which is not visible from a distance of five feet.
5. Do not cut and patch in a manner that would result in a failure of the work to perform as intended, decrease fire performance, decrease acoustical performance, decrease energy performance, decrease operational life, or decrease safety factors.

Field Engineering:

1. Verify and locate utilities, existing facilities, and equipment.

Project Meetings:

1. Arrange for a preconstruction conference prior to start of construction. Meeting shall be attended by Owner, Architect, Contractor, and major subcontractors.
2. Arrange for progress meetings once a month during construction, prior to application for payment. Record minutes and distribute promptly.

Submittals:

1. Submit a project schedule and update at least monthly. Submit for approval all submittals listed in individual sections with the following number of copies: Shop drawings, reviewed and annotated by the Contractor, 3 copies; product data, 3 copies; samples, 3 sets plus range samples where applicable; test reports, 3 copies; warranties, 3 copies; other submittals, 3 copies.
2. Include details of construction and adjacent construction in shop drawings. Clearly indicate any deviations from requirements of the contract documents. Fabricate materials from approved shop drawings only.

Quality Assurance:

1. Comply with applicable codes, regulations, ordinances and requirements of authorities having jurisdiction, including accessibility guidelines where applicable. Submit copies of inspection reports, notices and similar documents to Architect.
2. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years.
3. Use experienced installers. Furnish evidence of experience if requested.
4. Deliver, handle, and store materials in strict accordance with manufacturer's instructions.
5. Use of any supplier or subcontractor is subject to Owner's approval.
6. Engage and pay for testing agencies as required. Refer to individual sections for additional requirements.

Temporary Facilities:

1. Provide temporary facilities and connections as required for the proper completion of the project.
2. Owner will pay for utility service consumed. Do not waste.
3. Provide temporary protection for adjacent areas to prevent contamination by construction dust and debris.
4. Provide temporary barricades as necessary to ensure protection of the public.
5. Provide suitable waste disposal units and empty regularly. Do not permit accumulation of trash and waste materials.
6. Use of designated existing sanitary facilities in building is acceptable.
7. Maintain egress within and around construction areas.
8. Maintain fire alarm systems in operation during construction.
9. Provide fire extinguishers in work areas during construction.
10. Provide temporary protection for adjacent construction. Promptly repair any damage at no additional cost to the Owner.

Products and Substitutions:

1. Provide products and materials specified. Request Architect's selection of colors and accessories in sufficient time to avoid delaying progress of the work.
2. Submit requests for substitutions shall be in writing, including reasons. Submit sufficient information for Architect to evaluate proposed substitution.
3. Remove and replace work which does not conform to the contract documents at no additional expense to the Tenant.

Installation:

1. Inspect substrates and report unsatisfactory conditions in writing.
2. Do not proceed until unsatisfactory conditions have been corrected.
3. Take field measurements prior to fabrication where practical. Form to required shapes and sizes with true edges, lines and angles. Provide inserts and templates as needed for work of other trades.
4. Install materials in exact accordance with manufacturer's instructions and approved submittals.
5. Install materials in proper relation with adjacent construction and with proper appearance.
6. Restore units damaged during installation. Replace units which cannot be restored at no additional expense to the Tenant.
7. Refer to additional installation requirements and tolerances specified under individual specification sections.

Closeout:

1. Prepare punchlist for remaining work for review by the Architect.
2. Complete punchlist items promptly at no additional expense to the Tenant.
3. Submit accurate record documents of building and site.
4. Submit operating manuals, maintenance manuals, and warranty information.
5. Obtain and submit copy of occupancy permits.
6. Train Tenant's personnel in use of building systems.
7. Remove temporary facilities and provide final cleaning and touch-up.
8. Restore portions of building, site improvements, landscaping and other items damaged by construction operations to the satisfaction of the Architect at no additional expense to the Owner.

SECTION 02220 - DEMOLITION

Summary:

1. Provide selective demolition of interior partitions, systems, and building components designated to be removed.
2. Protect portions of building, site and adjacent structures affected by demolition operations.
3. Remove abandoned utilities and wiring systems.
4. Notify Tenant of schedule of shut-off of utilities which serve occupied spaces.
5. Provide temporary protection for the public from demolition operations.
6. Provide pollution control during demolition operations.
7. Provide removal and legal disposal of materials.

Submittals:

1. Submit demolition schedule. Include methods for protecting adjacent work and location of temporary partitions if applicable.
2. Submit proposed location for disposal of materials, and permit if applicable.

Demolition:

1. Survey existing conditions and correlate with Drawings and specifications to verify extent of demolition required.
2. Verify conditions at site to determine whether demolition methods proposed for use will not endanger existing structures by overloading, failure, or unplanned collapse.
3. Perform demolition operations by methods which do not endanger adjacent spaces, structures, or the public.
4. Perform demolition operations to prevent dust and pollutant hazards. Provide chutes as required to control dust and debris.

Schedule:

1. Items to be Salvaged for Reinstallation: Existing doors and frames, light fixtures, and HVAC fittings.

SECTION 06100 - ROUGH CARPENTRY

Summary:

1. Provide Rough Carpentry:
   a. Framing with dimension lumber.
   b. Wood grounds, nailers, and blocking.
   c. Wood furring.
   d. Backing panels.
   e. Subflooring.

Submittals:

1. Submit product data.

Products:

1. Lumber Standards and Grade Stamps: PS 20, American Softwood Lumber Standard and inspection agency grade stamps.
2. Construction Panel Standards: PS 1, U.S. Product Standard for Construction and Industrial Plywood; APA PRP-108.
3. Wood Framing Standards: NFPA House Framing Manual.
4. Fire-Retardant Treatment: AWPA C20 for lumber and AWPA C27 for plywood; noncorrosive type.
5. Dimension Lumber:
   a. Structural Framing: Select structural grade.
   b. Species: Any species of grade indicated.
6. Miscellaneous Lumber, Blocking and Nailers:
   a. Moisture Content: 19 percent.
   b. Grade: Standard grade light framing.
7. Construction Panels:
   a. Combination Subfloor-Underlayment: APA Sturd-I-Floor, Exposure 1.
   b. Plywood Backing Panels: APA C-D Plugged Exposure 1 with exterior glue, fire-retardant treated.
   c. Plywood Underlayment for Resilient Flooring: APA Underlayment Exterior.

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Comply with NFPA Manual for House Framing, NFPA Recommended Nailing Schedule, and NFPA National Design Specifications for Wood Construction.
3. Comply with APA Design and Construction Guide, Residential and Commercial Construction.
4. Provide nailers, blocking and grounds where required. Set work plumb, level and accurately cut.
5. Comply with manufacturer's requirements for treated materials.

SECTION 06402 - INTERIOR ARCHITECTURAL WOODWORK

Summary:

1. Provide Interior Architectural Woodwork:
   a. Casework and countertops.
   b. Shelving.
2. Refer to Millwork Notes on millwork drawing sheets.

Submittals:

1. Submit product data, samples, mockup of each type.

Products:

1. AWI Standards: Architectural Woodwork Institute (AWI) "Architectural Woodwork Quality Standards."
2. Interior Plastic Laminate Clad Casework:
   a. Laminate: High pressure decorative laminate, NEMA LD-3.
   b. Grade: Custom.
   c. Face Style: Flush overlay.
   d. Frame Fabrication: Frameless.
3. Casework Hardware and Auxiliary Materials:
   a. Hardware Standard: ANSI/BHMA A156.9
   b. Hardware Finish and Base Metal: Satin chromium plated steel
4. Interior Plastic Laminate Clad Countertops:
   a. Laminate: High pressure decorative laminate, NEMA LD-3.
   b. Grade: Custom.
   c. Core: As allowed by grade.
   d. Edge: Laminate
5. Shelving:
   a. Species for Opaque Finish: Hardwood veneer plywood with solid hardwood edgeband.
   b. Grade: Custom.
   c. Shelf Supports: Surface mounted slotted standards.
   d. Closet poles: Chrome plated steel with intermediate supports.
6. Auxiliary Materials:
   a. Screws: FS FF-S-111, countersunk.
   b. Nails: FS FF-N-105, countersunk.
   c. Anchors: Type required for secure anchorage.

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Comply with standards referenced.
3. Backprime work before installation.
4. Provide trim for scribing and site cutting.
5. Install work plumb, level and in proper alignment.
6. Provide work free from tool marks and blemishes.
7. Securely fasten to substrates.
8. Install in lengths to minimize joints and seams.
9. Touch-up damaged or abraded finishes.

SECTION 07270 - FIRESTOPPING

Summary:

1. Provide Firestopping at the Following Locations:
   a. Penetrations through fire-resistance-rated floor and roof construction.
   b. Penetrations through fire-resistance-rated walls and partitions.
   c. Penetrations through smoke barriers and construction enclosing compartmentalized areas.
   d. Sealant joints in fire-resistance-rated construction.

Submittals:

1. Submit product data, test reports, mockup of each type of joint.

Products:

1. Fire Performance: ASTM E 119, ASTM E 814, and local regulations.
2. Through-Penetration Firestop Systems:
   a. Intumescent Latex Sealant.
   b. Intumescent Putty.
3. Fire-Resistive Elastomeric Joint Sealants:
   a. Single-component, neutral-curing, silicone sealant.

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Inspect existing and new work for proper firestopping prior to close-in of ceilings and walls.
3. Provide material thicknesses necessary to provide fire-resistance ratings indicated or required by authorities having jurisdiction.

SECTION 07900 - JOINT SEALERS

Summary:

1. Provide joint sealers at interior vertical and horizontal joints.

Submittals:

1. Submit product data, mockup of each joint type, adhesion test results for each joint type.

Products:

1. Latex Joint Sealants:
   a. Acrylic Type: Acrylic-emulsion, ASTM C 834.
   b. Application: Interior joints in vertical and overhead surfaces with limited movement.
2. Auxiliary Materials:
   a. Plastic foam joint fillers.
   b. Elastomeric tubing backer rods.
   c. Bond breaker tape.

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Test sealant adhesion for each substrate required.
3. Install in proper relation with adjacent work.
4. Clean adjacent surfaces soiled with sealant immediately.

SECTION 08110 - STEEL DOORS AND FRAMES

Summary:

1. Provide Steel Doors and Frames:
   a. Interior doors and frames.

Submittals:

1. Submit product data, shop drawings.

Products:

1. Products: As selected by Architect complying with the following.
2. Standards: ANSI/SDI-100, Recommended Specifications for Standard Steel Doors and Frames.
3. Fire-Rated Assemblies: NFPA 80, and acceptable testing agency listing.
4. Steel Frames:
   a. Interior Frames: Drywall slip-on type.
   b. Material: Sheet steel, mitered or coped corners.
      1). 18 gage.
   c. Accessories: Door silencers and plaster guards.
   d. Finish: Factory primed and field painted

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Comply with SDI-100, and NFPA 80 for fire-rated assemblies.

SECTION 08210 - FLUSH WOOD DOORS

Summary:

1. Provide Flush Wood Doors:
   a. Interior solid core flush doors.

Submittals:

1. Submit product data, samples, shop drawings, warranty.

Products:

1. Products: As selected by Architect complying with the following.
2. AWI Quality Standards: NWWDA I.S. 1-A, and AWI Architectural Quality Standards.
3. Interior Solid Core Doors:
   a. Grade: Custom.
   b. Construction: 5-ply.
   c. Core: Particleboard.
   d. Finish: Opaque finish on closed-grain hardwood faces.
4. Fitting and Finish:
   a. Fitting: Factory-prefit and premachine doors.
   b. Site Finish: Shop prime and site finish.
5. Auxiliary Materials: Wood glazing frames.

Installation:

1. Comply with requirements of Section 01000 - Project Requirements.
2. Comply with NWMA IS-1 and AWI Quality Standards.
3. Prefit doors to frames, premachine doors for hardware, and factory bevel.
4. Install with not more than 1/8 inch clearance at top and sides, 1/4 inch at bottom unless undercut is required.
5. Comply with NFPA 80 for rated assemblies.

SECTION 08710 - DOOR HARDWARE

Summary:

1. Provide hardware for swinging doors.
2. Remodel existing hardware.
3. Comply with code and accessibility requirements.

Submittals:

1. Submit product data, samples, proposed hardware schedule, maintenance data.

Products:

1. Products: As selected by Architect complying with the following.
2. Product Requirements:
   a. Hardware for Fire-Rated Openings: NFPA 80, and local requirements.
   b. Handicapped Accessibility: ANSI A117.1, ADAAG, and local requirements.
   c. Materials and Application: ANSI A156 series standards.
   d. Quality Level: Commercial.
3. Locksets and Latchsets: Cylinder type. Match existing.
4. Lock Cylinders: Interchangeable type.
5. Keying: Tenant's requirements.
6. Hinges and Butts: Full-mortise type with nonremovable pins at exterior , entrance and security doors.
7. Closers: High frequency.
8. Closers: Barrier-free type.
9. Exit Devices: High frequency type.
10. Hardware Finishes: Brushed chrome.
11. Door Trim Units: Kickplates, armor plates, edge trim, viewers, knockers, and mail drops and related trim.
12. Stops for each door.
13. Silencers.
14. Coordinators.

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REGISTERED ARCHITECT
MICHAEL R. CHAREK
No. 1174
STATE OF MAINE

Reviewed for Code Compliance
Inspection Division
Date: 12/12/17

Offices for Maxim Healthcare Services

Second Floor
1685 Congress Street, 2nd Floor
Portland, ME 04102

Title

TITLE SHEET AND SPECIFICATIONS

Scale: NO SCALE

Date: 11/9/17

Revisions

ISSUED FOR PERMIT

Sheet

G1