GENERAL

The purpose of these contract documents is to ensure that upon completion of the construction activity the Owner will be presented with a complete and finished project, ready for its intended use. Provide all miscellaneous connectors, brackets, closures, and other items normally inferred by the construction described in the documents and as may be required so that each assembly and system is complete, fully useful and in compliance with all codes and ordinances, whether these items are specifically called out or not.

The American Institute of Architects, General Conditions of the Contract for Construction, Document A201, are hereby incorporated into these documents and shall apply to all work on this project. The insurance requirements of the general conditions are hereby amended to require that the architect and engineer be included as additional insured parties on all contractors and subcontractors policies.

These outline provisions are intended to supplement the project construction documents, which together shall be used to perform the work. Conflicting information is to be brought to the attention of the Architect prior to proceeding with the work.

The work described is to include all labor, materials, equipment and services required to complete the project in its entirety, as indicated on the drawings and as described herein, including all work incidental and complementary thereto.

All work shall be done in strict compliance with federal, state and local codes, laws and/or ordinances.

Site Inspection: All contractors shall inspect the site, field verify all conditions prior to bidding, and make field measurements prior to fabrication or ordering of materials or beginning work. Prefabricated work shall be sized according to contractor's field measurements and in accordance with shop drawings, not from dimensions on plans. Site inspections shall be coordinated with the owner and at the owner's convenience. Make inspections sufficiently in advance to allow timely completion of the work.

Substitutions: Substitutions will be considered only when products specified are not available, or superior or equal products are available at less cost which shall be passed on to the Owner, there are operational or energy conservation benefits or there are other substantial benefits to the Owner. Substitutions will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly. Contractor requesting substitution shall certify that the new product meets all requirements of the construction documents; is equal to the other product in terms of warrantee, quality, and durability. Also, the contractor shall certify that he will coordinate installation and make changes to other work that may be required by the substitution at no cost to the Owner; and shall waive all claims for additional costs or time that may subsequently become apparent. Substitutions will not be considered when indicated on shop drawings or product data submittals, without separate written prior request and approval. Submit all requests in writing with sufficient detail, documentation and samples applicable. Submit 3 copies of each request for substitution for consideration. Submit requests in the form and according to procedures required for change-order proposals. Allow 2 weeks for review from architect's receipt of request, or 1 week from receipt of additional information or documentation, whichever is later.

Record Drawings: Maintain on site one set of the following record documents and record all actual revisions to the work:

Contract drawings, specifications, addenda, change orders and other modifications to the contract, reviewed shop drawings, product data, and samples. Store record documents separate from those used for construction. Record information concurrent with construction progress. Legibly mark and record at each product section of the specifications, the description of the actual products installed, including manufacturer's name and product model and number, product substitutions or alternates utilized, changes made by addenda and modifications. Legibly mark record drawings and shop drawings to record actual construction including measured depths of foundations in relation to site datum, measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements, measured location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of the work, field changes of dimensions and details, details not on original contract drawings. Submit these record documents to the owner prior to or concurrent with final Application for Payment.

Operation and Maintenance Data: Turn over to owner prior to or concurrent with final application for payment, all product data, operations manuals and directions, warranties etc. for all products utilized in the project.

Owner's Use of Facility: It is the intent of the Owner to continue using the facility during the construction activity. The work shall be coordinated with the owner's requirements and shall be planned and scheduled so that the Owner may use the existing facility throughout the week, without extension of the completion date.

Interruption of Utilities: Notify and coordinate with the Owner any interruption of the electrical, telephone, water, gas or other utility service to the building one (1) week prior to interrupting the service.

Submittals: Where shop drawings are required provide 1 reproducible and 5 copies, unless otherwise noted in the individual sections of the specifications. Where samples are required provide 3 complete sets showing the actual color, style, finish, etc. as will be used in the construction. The contractor shall review and certify that the information on the submittals complies with the construction documents prior to sending to the architect. Allow minimum 2 weeks for review of submittals from architect's receipt. Coordinate submittals that are dependant or related to each other and transmit together. Transmit submittals to the architect sufficiently in advance of scheduled work to avoid delay. Extensions of time will not be granted due to the Contractors failure to transmit submittals sufficiently in advance of the work to permit processing. Do not begin work without approved shop drawings.

The following shop drawings are required, as a minimum:

structural steel
flashing
metal siding and trim
interior acoustic insulation
sealants
doors, windows, hardware
drywall
tile, grout, and backer board
carpet
resilient flooring and base
paints and coatings
metal studs & furring
suspended ceiling system
other finishes
toilet room accessories
fire extinguishers and cabinets
cabinetry

Communications: All communications between the subcontractors and the Owner, Architect or Engineer shall be through the general contractor unless otherwise directed by the general contractor.

Barriers: Provide temporary dust and safety barriers to prevent unauthorized entry to construction areas, to allow Owner's unimpeded use of site and facility and to protect areas outside of construction from dust, debris and damage.

Maintain Exits: Do not block or impair access to any required exits during demolition or construction.

CUTTING & PATCHING

All demolition or removal of existing items is to be done so as not to affect adjacent work or reduce the structural capacity of the building components or interrupt the ongoing operation of the facility. All floors and walls to be cut shall be saw cut, holes shall be core drilled. Do not cut steel reinforcing when coring holes in floor slab. Do not cut structural steel members without engineer's written approval and do not use torch-cutting methods with out engineer's written approval. Provide compacted granular fill at all new utility trenches or new slab locations. All patching of concrete floors is to match existing slab thickness and be level with adjacent surface. If patch is not level after concrete is set, grind to level. All patching of existing work shall match adjacent surfaces and be of equal quality and finish.

DEMOLITION

The contract documents are not intended to show every detail of demolition work. Where new work or installation of new structures, equipment and appurtenances makes it necessary or advisable to remove or alter existing piping, equipment, structures, wiring, ductwork, architectural elements, etc., the Contractor shall perform such work at no additional cost.

The Contractor shall coordinate the work of this section so that it can be conducted in its proper sequence and not interfere with work of the other trades. The Contractor shall complete the work of this section so that systems, components and construction that are to remain after demolition are left unprotected for the shortest time possible.

The Contractor shall carefully perform all demolition work indicated on the drawings and such additional demolition as is necessary to construct the proposed work. The Contractor shall remove all associated fasteners, trim, hardware, adhesive, caulking, flashing, etc. as part of the demolition.

All electrical wiring shall be disconnected at its source to eliminate the abandonment of any energized wiring in place. Coordinate with electrical drawings and specifications.

All plumbing supply branches that are to be removed shall be disconnected at main lines to avoid the creation of dead legs. Coordinate with mechanical drawings and specifications.

In performing the demolition work, the Contractor shall exercise care that all interfaces with valves, piping, electrical gear, etc. are preserved and that all building surfaces and remaining construction are left in suitable condition for the construction work to follow. The Contractor shall be responsible for restoring any such interfaces, surfaces and construction that may be damaged during demolition.

The Contractor shall carefully remove all equipment and fixtures as shown on the drawings or as may be necessary to construct the work, along with all fasteners, piping, wiring, electrical gear, controls and boxes associated with these items. Such materials shall remain the property of the Owner and be retained or discarded at his direction. The Contractor shall be responsible for the disposal or storage of such material, as directed by the Owner.

The Contractor shall keep the site clean and remove all materials in a timely manner, so as not to interfere with the use of the space by other contractors or the Owner.

The Contractor shall exercise special care and precautions during demolition and construction so as not to damage the building or its contents. During the course of demolition and construction the Contractor shall provide all temporary structural supports and bracing necessary to maintain a safe work site and to protect the building fabric.

The contractor shall maintain access to all required building exits during demolition activities and shall provide safety and dust barriers at all demolition locations.

CONCRETE

Not applicable

MASONRY

Granite Counter Tops

Provide and install granite counter tops as shown on the drawings. All granite shall be of standard architectural grade, free of cracks, seams or starts which may impair its structural integrity, appearance or function. Color or other visual characteristics shall be as shown on samples. The finish on all exposed surfaces and edges is to be polished (mirror gloss) unless specified otherwise. Finished counter tops are to be fabricated according to templates made by the installation contractor from field inspections of the site conditions. All moldings, washes and drips shall be constant in profile throughout their length, in strict conformity with details shown on the drawings. Attach counter tops to supporting materials with non-staining adhesive. Built up pieces or component comprised of multiple units are to be joined together with non-staining epoxy in a hairline joint. Seal joints between counter tops/backsplashes and walls with non-staining sealant. Protect finished installation from damage. Provide samples and shop drawings for review prior to fabrication. Provide sample and product literature of sealant for review.

METALS

Metal Studs: All studs and accessories for interior non-load bearing work, shall be as shown on the drawings. Unless shown otherwise on the plans studs shall be spaced no more than 16" for ½" drywall and no more than 24" for 5/8" drywall. Unless otherwise indicated on the drawings studs shall be min. 25 gauge, and shall be manufactured by United States Gypsum Co., Dale Industries or equal. Studs shall be sized to provide a minimum deflection of L/240.

Unless otherwise noted on the drawings, all studs shall be type CWS, 3 5/8" x 1 1/4" studs.

All Structural members shall be designed in accordance with American Iron and Steel Institute (AISI) "specification for the design of cold-formed steel structural members". 1980 edition.

All framing members shall be formed from corrosive-resistant steel corresponding to the requirements of ASTM A446 with a minimum yield strength of 33 ksi for 18, 20, 22, 25 ga. studs and for runners and 50 ksi for 12, 14, and 16 ga. studs.

Fastening of components shall be with self drilling screws or welding. Screws shall be of sufficient size to insure the strength of the construction. Wire tying of components shall not be permitted. All welds shall be touched up with a zinc-rich paint.

Top and bottom runners and end studs shall be securely anchored with mechanical fasteners to supporting construction. Provide slip type runner track to accommodate deflection where shown on plans, for all stud walls attached to roof structure. Studs shall be plumbed, aligned and securely attached to both flanges of upper and lower runners.

Securely attach solid wood blocking of a minimum 1 ½" thickness between studs where required for attaching rails, toilet partitions, cabinets, or other wall hanging components. Verify locations with general contractor.

Provide double studs at jambs of all openings. Where heavier than normal doors are used or wall studs are less than 3 1/2" deep, provide additional studs or other stiffening members as required and fasten top and bottom of wall securely to supporting construction.

WOOD AND PLASTICS

Rough Carpentry: Softwood lumber shall conform to the provisions of the American Softwood Lumber Standard PS 20-70, and the rules of a recognized rule-writing agency approved by the American Lumber Standards Committee. All lumber shall bear the official grade and trademark of the association under whose rules it was graded.

All wood construction shall be according to the Timber Construction Manual by the American Institute of Timber Construction, 3rd edition, 1985, and the National Design Specification, 1986 by NFPA.

All framing lumber shall be dressed four (4) sides and kiln dried, have a maximum moisture content of fifteen (15) percent.

All lumber and plywood for framing, blocking, sheathing, etc., shall be treated with approved fire-retardant material at the mill as required by code (Pyro-Guard by Hoover Treated Wood Products or equal). Additionally, any lumber to be installed in areas subject to damp or wet conditions shall be treated at the mill with fire-retardant material approved for exterior or damp locations and also providing decay resistance, as required by code, (Exterior Fire-X by Hoover Treated Wood Products or equal). Any lumber to be installed in areas subject to damp or wet conditions shall also be Wolmanized or equally treated to resist decay

Provide all fasteners, brackets, connectors and metal framing devices as needed, even if not shown on the drawings. All such devices shall be of sufficient size and gauge to support the intended loading. Items in exterior or subject to damp or wet conditions to be stainless steel or hot dipped galvanized. Items in contact with treated wood to be of compatible material as recommended by the treatment manufacturer.

Finish Carpentry:

All finish carpentry shall conform to the standards for Custom Grade work as set forth by the Architectural Woodworking Institute (AWI).

Finished carpentry shall be installed in fully conditioned spaces and kept at the temperature and humidity levels intended during final occupancy.

All finish lumber shall be kiln dried, have a maximum moisture content of fifteen (15) percent and be stored indoors in the area where it will be used for a period of not less than seven (7) days prior to fitting, cutting and installation. Lumber shall be stacked with spacers to provide air circulation around all pieces.

Joint types, fastening and detailing shall make use of the best, accepted practices to minimize appearance defects such as joint separation, warping and cupping. All corners shall be mitered, unless noted otherwise. All lumber, which will be exposed upon installation, shall be hand selected by qualified personnel to provide the best appearance, uniformity, and to match the existing materials. All exposed fasteners shall be counter sunk and filled, sanded and finished. Pre-finished components shall have exposed fasteners countersunk and filled with colored filler material matching wood finish per AWI specifications.

All finish work shall be set level or plumb and accurately aligned unless specifically noted or shown otherwise in the drawings. All joints shall be hairline.

All trim, millwork and cabinetry is to be of white birch solid hardwood or plain sliced white birch hardwood veneer. All work is to be pre-finished, color per finish schedule. Finish to provide a uniform color and appearance, without blotching. Provide finished sample 3 1/-2" x 12" for review.

Cabinetry and Casework:

Provide and install all cabinetry, counter tops, and any other mill work required and as shown on the plan. See Equipment section of these specifications for prefabricated cabinets.

All custom cabinetry and casework shall be fabricated and installed in accordance with the applicable standards of the Architectural Woodworking Institute (AWI), Custom Grade. All dimensions and conditions shall be field verified and shop drawings provided for review prior to fabrication.

The Contractor shall provide and install all custom cabinetry and casework as shown on the drawings.

The Contractor shall not install components without sufficient blocking in stud walls as required for supporting cabinets, etc.

All plastic laminate and/or wood veneer units shall be fabricated of high-density wood composition board, intended for use in cabinetry. The laminate and/or veneer shall be applied with moisture and waterproof adhesives in accordance with industry standards and manufacturer recommendations. Provide solid edging matching veneer with all exposed edges slightly eased on all wood veneer cabinetry. Plastic laminate edges shall be finished with a slight bevel and shall be smooth. Loose or lifting laminate/veneers shall be rejected. All laminate shall be cleaned of markings or layout lines, etc. at completion. Wood cabinets shall match wood trim materials as shown in the Finish Carpentry section above. See Finish Schedule for laminate and wood colors.

All exposed surfaces, including the interiors of cabinets with opening doors, shall be finished. Cabinet joints shall be secured with glue and nails or screws. Use hidden fasteners wherever possible and all exposed fasteners shall be countersunk and filled and finished.

All finished surfaces shall be protected from damage during construction. Scratched or otherwise damaged materials shall be rejected.

Fasteners for installing units to walls, floors or other building construction shall be located so as not to be visible from normal seated or standing positions.

Cabinets and countertops shall be scribed to walls. Counter tops shall be sealed to walls with the appropriate sealant.

THERMAL AND MOISTURE PROTECTION

Insulation:

Where shown on the drawings, provide 3" friction fit fiberglass batt sound attenuation insulation in stud walls.
Sound attenuation insulation shall be installed full height of wall per manufacturer's recommendations. Use Owens Corning Fiberglass "Noise Barrier Batts" or equal, in walls. Do not expose wall insulation to ceiling return air plenums.

Where shown on the drawings, provide 6" fiberglass batt sound attenuation/thermal insulation above ceilings. Use fiberglass insulation approved for use in return air plenums for all insulation above ceilings equal to Owens Corning Fiberglass "Sonobatts". Do not expose wall insulation to ceiling return air plenums.

Provide submittals for all insulation showing location, type, manufacturer, R value, and installation method.
Fire Barriers: Provide fire safing material of mineral fiber, rated by Factory Mutual or Underwriters Laboratories for the intended application, equal to Thermafiber at all opening or voids in fire rated wall, floor or ceiling assemblies (fiberglass insulation is not acceptable).

Provide fire stopping materials all penetrations through any fire rated walls/floors/ceilings.

Steel pipe and conduit penetrations shall be caulked on both sides of wall or ceiling assemblies with 3M brand caulk CP 25N/S, or equal, to the depth recommended by the manufacturer, for a fire rating equal to that of the wall.

Plastic pipe and other combustible or collapsible materials shall be wrapped with 3M brand Fire Barrier Wrap/Strip FS 195, or equal, according to manufacturer's recommendations.

Caulking and Sealants:

All joints around windows, louvers and doors, and between dissimilar materials, or at locations where joints might allow water or air to enter the building, shall be sealed with the appropriate sealant material and backer rod or filler.

Provide sealants of one manufacturer for each type of sealant required. Follow all manufacturer's recommendations for installation. All surfaces to receive caulking shall be dry and clean. In general but not limited to, seal all control joints, penetrations through masonry or EFIS or metal siding, at joints between door frames or window frames and adjacent materials, at all exterior joints between dissimilar materials and otherwise as required to provide a weather tight building envelope. Counter tops and backsplashes shall be sealed to walls. Plumbing fixtures shall be sealed where they joint walls or floors.

Provide sealants that are recommended by the manufacturer to not stain or damage stone finishes.
Joint filler and backer material shall be provided as shown on the drawings and as recommended by the sealant manufacturer. All sealants shall be applied by experienced personnel and shall be installed in a neat and uniform bead. Use fire rated caulk/sealant at all fire rated walls, see Fire Barrier section of these specifications.
Use materials for the indicated locations as follows:
Exterior Sealants:

A. Polyurethane Sealants: Two component, chemical curing, non-staining, non-bleeding, capable of continuous water immersion, non-sagging type as follows:
   1. Sonolastic NP-II by Sonneborn.
   2. Dymonic or Dymeric by Tremco.
   3. Dynatrol I by Pecora
   4. Permapol RC-1 by PC.
   NOTE: Use this type sealant in masonry, concrete, metal siding, storefronts, curtain walls, and similar conditions. (provide 8 inch sample bead in an inconspicuous place for review).

B. Butyl Sealants: Single component, solvent release, non-skinning, non-sagging, black color, as follows:
   1. BC-158 by Pecora.
   2. Butyl Sealant by Tremco.
   NOTE: Use this type sealant in glazing installations.

Interior Sealants:

A. Silicone Rubber Sealant: Single component, non-staining, non-bleeding, non-sagging, mildew resistant, as follows:
   1. Sanitary SCS 1700 by G.E. Silicones.
   2. 786 Mildew Resistant by Dow Corning.
   3. 898 Silicone by Pecora.
   NOTE: Use this type sealant around all plumbing fixtures, counters, backsplashes, and other joints subject to moisture and at butt glazed window where specified or called out on plans. Verify non-staining characteristics prior to application on all granite or other stone surfaces.

B. Acrylic Emulsion Sealant: Single component , non-sagging, acrylic latex caulking, paintable, as follows:
   1. AC-20 by Pecora.
   2. Sonolac by Sonneborn.
   3. Tremflex 834 by Tremco.
   NOTE: Use this type sealant at locations requiring painting such as around door and window frames, wall joints, and other joints where finish painting may occur.

Acoustical Joint Sealants:

A. Use manufacturer's standard non-hardening, non-drying, non-skinning, non-staining synthetic rubber sealant as follows:
   1. AC-20 FTR by Pecora.
   2. Sheetrock Acoustical Sealant by USG.
   Note: Use this type sealant at around all sound rated gypsum board assemblies.

Colors to be selected by Architect from samples provided by the contractor. In general, use sealant color to match exterior finish material at window or door frames and penetrations. Use colors matching the aluminum framing members in joints between mullions or other aluminum framing members. Submit color samples for all locations to architect for review.
Provide joint filler backer rod materials that are non-staining and as recommended by the sealant manufacturer at all joints.
Provide submittals for each location, including material data and color samples.

DOORS AND WINDOWS

Metal Door Frames for Interior Stud Walls: For interior stud walls, use 18 ga. steel knock down frames as shown on the plans equal to model T-8 as manufactured by Timely or equal. Install frames with anchors as recommended by the manufacturer. Frames to be pre-finished per manufacturers specification, light grey color. Provide reinforcements for all hardware including closers where called for in the door schedule. Provide three solid rubber bumpers (minimum) in the stop on the latch side of the frame. Provide UL fire rated frames where called for on the door schedule.

Hollow Metal Doors: Hollow metal doors to be flush steel doors (with 18 ga. face sheets for interior doors, prepared and reinforced for all hardware including closers where shown on the door schedule. Doors to be bonderized and factory painted with one coat of primer and field painted to match the frames unless otherwise noted on drawings or finish schedule. Touch up any damage after installation. Non-fire rated interior doors to have honeycomb core, and fire rated doors to have mineral core. Use doors equal to the "L Series" by Steelcraft.

Wood Doors: Interior doors shall be one and three quarter (1 3/4) inch, solid core, plain sliced white birch veneer flush doors, or white birch solid wood stile and rail doors with full louvers as shown on the drawings. All wood doors shall be pre-finished, with stain as required and a minimum of two coats clear polyurethane per manufacturer's specification and to meet the requirements of AWI Custom Grade. Doors shall be manufactured by Graham, or equal. Color to be as shown in the finish schedule.

All interior doors shall be drilled, mortised and prepared for the hardware listed on the door schedule. Provide reinforcements as may be required for hardware. Provide wood louvers matching the doors where indicated on the door schedule. Where door lites are called for provide wood stops/trim matching the door veneer and set flush with the door face (not projecting)

Door frames shall be prefabricated and as specified under the finish carpentry section of these specifications.

All damages to the finish shall be repaired after installation of the frames and any adjoining work, to a condition equal to the original.

Where doors are installed in existing walls, all damage to adjacent finishes resulting from the installation shall be repaired.

Door Hardware: Furnish and install all hardware as shown on the door schedule or as shown on the plans. Hardware supplier to develop sets based on field observations of existing hardware and on quality standards listed below. New hardware manufacturers to match the existing hardware manufacturers. All door hardware finishes are to match that of the existing hardware.

Provide hardware equal to the following standards:

Hinges	Hager	BB1279
Locksets/Cylinders	Best	93K
Door Closers	LCN	4011N/4111N
Kick Plates	Baldwin	8"high x .050"
Door Wall Stops	Ives	406 & 407

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PROJECT :

VISTA Auto Group

EXCUTIVE OFFICE LAYOUT
191 RIVERSIDE
PORTLAND, MAINE

DATE:	ISSUED FOR:
11.12.07	90% REVIEW
11.16.07	PERMIT

SHEET TITLE :

SPECIFICATIONS

SHEET NO. :

A-08