

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 11 00 – SUMMARY OF WORK

PART 1.00 GENERAL

1.01 RELATED DOCUMENTS

- A Drawings and general provisions of Contract, including Invitation to Bid Form, General Conditions, Modifications to the General Conditions, Supplementary Conditions, any Addenda issued during bidding, and other Division 1 Specifications Sections, apply to this section.

1.02 PROJECT DESCRIPTION

- A. All work shall take place Shaver Gymnasium on the campus of Nicholls State University in Thibodaux, Louisiana. The work consists of the removal of one multizone air handling unit and replacing it with a new single zone chilled water coil and three hot water duct heaters Work will include replacement of associated piping, valves and controls and reconnection of mechanical and a new VFD drive and electrical connections, as required.

1.02 CONTRACTOR USE OF PREMISES

- A. General: Limit use of the premises to construction activities in areas indicated.
 - 1. Confine operations to areas within Contract limits indicated. Portions of the site beyond save areas in which construction operations are indicated are not to be disturbed.
 - 2. Disposal of Waste Materials: Waste materials shall be disposed of in a legal manner off the site in accordance with all governing laws.
- B. Contractor shall follow strict guidelines set forth by the State of Louisiana at Pre-Construction Meeting.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 30 00 – ADMINISTRATIVE PROVISIONS

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Title of work and type of contract.
- B. Contractor use of premises.
- C. Reference Standards.
- D. Disposal of Material.
- E. Demolition.

1.02 WORK COVERED UNDER THIS CONTRACT

- A. Removal of the existing multizone unit and replace them with new as indicated on plans.
- B. Remove existing controls system and replace with a new DDC system as indicated on drawings.

1.03 CONTRACT METHOD

- A. Construct the work under a single lump sum contract for the base bid.

1.04 COORDINATION

- A. Coordinate work of the various sections of specifications 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 of various sections 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 space efficiently to maximize accessibility for other installations, for maintenance and for repairs.
- D. Execute cutting and patching to integrate elements of work, uncover ill-timed, defective, and non-conforming work, and provide openings for penetrations through floors, walls, and ceilings.

1.05 REFERENCE STANDARDS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specific or are required by applicable codes.
- B. The date of the standard is that which is in effect as of the bid date unless noted specifically otherwise.
- C. Obtain copies of standards when required by Contract Documents. Maintain copy at jobsite during progress of the specific work.

1.06 DISPOSAL OF MATERIAL

- A. NSU shall have first salvage rights to any material or equipment removed. They shall direct the contractor as to where to store equipment.
- B. All salvable material that is not scheduled for re-use in this contract or retained by FNSU shall become the property of the contractor and shall be removed from the site by the contractor.

1.07 REMOVAL OF TRASH AND DEBRIS

- A. The contractor shall not permit trash and debris to accumulate in the building or the ground in the vicinity of the building. He shall establish and maintain a regular daily routine for removing trash and debris and hauling it away from the premises. NSU shall have first salvage rights to any materials or equipment removed from campus buildings.
- B. Non-salvable material, debris and rubble shall be hauled away by the Contractor at his cost.

1.08 PROTECTION

- A. The contractor shall at all times be responsible for ensuring the safety of all occupants and users of the building from injury or damage resulting from any contact with the work, workmen, or equipment. He shall be further responsible for the erection of any barricades to preclude such injury or damage.

1.09 DEMOLITION

- A. The contractor shall perform all demolishing necessary or required to complete the work shown on the drawing or described in the specifications. Take special precautions to protect existing work which is to remain in place or to replace or repair any damage to such work.

1.10 ACCESS, DAMAGE TO EXISTING STRUCTURES, AND TRAFFIC RESTRICTION

- A. The contractor shall be permitted access to the site in accordance with all NSU requirements. The contractor shall be responsible for any repair and/or replacement of existing lawns, ditches, concrete sidewalks or gutters, fencing or any other structures existing in the area

which they shall have damaged. The contractor shall conduct a pre-construction site survey with a FYSC representative so that any such elements then needing repair or which is already damaged in any manner may be properly identified, described, and recorded with NSU. If no such damage is recorded, then any structures over which the contractor has crossed during construction which are later found to be damaged shall be considered to have been damaged by him and shall be repaired and/or replaced by the contractor as necessary to return them to their original condition to the satisfaction of NSU. NSU shall designate areas for material storage and parking. These areas will be within 200 feet of the site whenever practical. The construction to the free flow of traffic on the streets of the campus without the prior authority of NSU.

1.11 WARRANTY PERIOD

- A. See other sections for specific warranty conditions.
- B. All workmanship, materials, and equipment shall be guaranteed for a period of one (1) year from the date of the official acceptance of the contract, unless a longer period is stated in the specification or in manufacturer's literature.
- C. When items of equipment or materials fail to perform or to give satisfactory service during this warranty period, the Owner may require that corrections be made even to the extent of installing new equipment or materials. When this becomes necessary, the warranty period shall extend for a period of one (1) year from the date of acceptance of the new installation. The extended warranty period shall apply only to those items which have not performed satisfactorily.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 31 13 – COORDINATION

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Coordination of work of contract.

1.02 RELATED REQUIREMENTS

- A. Section 01 73 29 – Cutting and Patching
- B. Section 01 70 00 – Execution and Closeout Requirements

1.03 DESCRIPTION

- A. Coordinate scheduling, submittals and work of the various sections of specifications to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items to be installed later.
- B. Coordinate sequence of work to accommodate Owner occupancy as described in the individual sections of specifications on the drawings.

1.04 MEETINGS

- A. In addition to progress meetings specified in Section 01 31 19, hold coordination meetings and preinstallation conferences with personnel and subcontractors to assure coordination of work.

1.05 COORDINATION OF SUBMITTALS

- A. Schedule and coordinate submittals specified in Section 01 33 23.
- B. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.
- C. Coordinate requests for substitutions to assure compatibility of space, of operating elements, and effect on work of other sections.

1.06 COORDINATION OF SPACE

- A. Coordinate use of project space and sequence of installation of mechanical and electrical work which is indicated diagrammatically on drawings. Follow routings shown from pipes, ducts and conduits as closely as practicable, with due allowance for available physical space; make runs parallel with lines of building. Utilize space efficiently to maximize accessibility for other installations, for maintenance and for repairs.
- B. In finished areas, conceal pipes, ducts, and wiring in the construction. Coordinate locations

for fixtures and outlets with finish elements.

1.07 COORDINATION OF CONTRACT CLOSEOUT

- A. Coordinate completion and clean up of work of separate sections in preparation for substantial completion.
- B. Assemble and coordinate closeout submittals.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 31 19 – PROJECT MEETINGS

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Contractor participation in preconstruction conferences.
- B. Contractor administration of progress meetings and pre-installation conferences.

1.02 RELATED REQUIREMENTS

- A. Instruction To Bidders: Pre-Bid Conference
- B. Instructions To Bidders: Post-Bid Information
- C. Section 01 30 00 - Administrative Provisions
- D. Section 01 33 23 - Submittals: Shop drawings, product data, and samples.
- E. Section 01 45 00 - Quality Control
- F. Section 01 70 00 - Execution and Closeout Requirements

1.03 PRE-CONSTRUCTION CONFERENCES

- A. After notification that the Contract has been executed, the Engineer shall arrange with the Owner and Contractor, and conduct a pre-construction conference to be held at the project site. The Contractor shall be responsible to see that his principal subcontractors are in attendance and shall furnish to the Engineer, Owner, and User Agency, 1) the Schedule of Values, 2) list of subcontractors and material suppliers, 3) the Construction Schedule.
- B. Engineer will administer conference at project site for clarification of contractor responsibilities in use of site and for review of administrative procedures.

1.04 PROGRESS MEETINGS

- A. The designer shall establish and conduct a regular schedule of monthly meeting to be held on the job site each month throughout the construction period, and shall require attendance at the meetings by representatives of his Consultants, the Contractor and his principal subcontractors. The Owner and User Agency shall be notified of such meetings and may be represented.
- B. It shall be the principal purpose of these meetings or conferences, to effect coordination, cooperation and assistance in every practical way to the end of maintaining progress of the project on schedule and completing the project within the contract time.

- C. Contractor shall make physical arrangements for meetings, prepare agenda with copies for participants, record minutes, and distribute copies within two days to Engineer, participants, and those affected by decision made at meetings.

1.05 PRE-INSTALLATION CONFERENCES

- A. When required in individual specification Section, convene a pre-installation conference prior to commencing work of the Section.
- B. Require attendance of entities directly affecting, or affected by, work of the Section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related work.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 33 00 – SUBMITTAL PROCEDURES

PART 1.00 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections include the following:
 - 1. Divisions 1 through 26 Sections for specific requirements for submittals in those Sections.

1.03 DEFINITIONS

- A. Informational Submittals: Written information that does not require Engineer's responsive action. Submittals may be rejected for not complying with requirements.

1.04 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings will not be provided by Engineer for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Submittals Schedule: Comply with requirements in Division 1 Section "Construction Progress Documentation" for list of submittals and time requirements for scheduled performance of related construction activities.
- D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
 4. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Engineer and to Engineer's consultants, allow 15 days for review of each submittal. Submittal will be returned to Engineer before being returned to Contractor.
- E. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer.
 3. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
 - j. Other necessary identification.
- F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.
- G. Additional Copies: Unless additional copies are required for final submittal, and unless Engineer observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Engineer.
 2. Additional copies submitted for maintenance manuals will not be marked with action taken and will be returned.
- H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Engineer will return submittals, without review, received from sources other than Contractor.
1. Transmittal Form: Use AIA Document G810.
 2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.

- I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked "Approved or Approved as Corrected from Engineer's (and Construction Manager's) action stamp."
- J. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- K. Use for Construction: Use only final submittals with mark indicating "Approved or Approved as Corrected from Engineer's (and Construction Manager's) action stamp." taken by Engineer.

1.05 CONTRACTOR'S USE OF ENGINEER'S CAD FILES

- A. General: Copies of Engineer's CAD files will not be provided to Contractor for Contractor's use in connection with Project.

PART 2.00 PRODUCTS

2.01 INFORMATIONAL SUBMITTALS

- A. General: Prepare and submit Informational Submittals required by other Specification Sections.
 - 1. Number of Copies: Submit two copies of each submittal, unless otherwise indicated. Engineer will not return copies.
 - 2. Certificates and Certifications: Provide a notarized statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- B. Coordination Drawings: Comply with requirements specified in Division 1 Section "Project Management and Coordination."
- C. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 1 Section "Operation and Maintenance Data."
- D. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

- E. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
 - 1. Preparation of substrates.
 - 2. Required substrate tolerances.
 - 3. Sequence of installation or erection.
 - 4. Required installation tolerances.
 - 5. Required adjustments.
 - 6. Recommendations for cleaning and protection.

- F. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

- G. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Engineer, except as required in "Action Submittals" Article.
 - 1. Engineer will not review submittals that include MSDSs and will return the entire submittal for resubmittal.

2.02 DELEGATED DESIGN

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.

- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit three copies of a statement, signed and sealed by the responsible design professional licensed in the state of Louisiana, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3.00 EXECUTION

3.01 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.

- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of

reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.02 ENGINEER'S/ ACTION

- A. General: Engineer will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Informational Submittals: Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Engineer will forward each submittal to appropriate party.
- C. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- D. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 33 23 – SUBMITTALS

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures.
- B. Construction Progress Schedules.
- C. Schedule of Values.
- D. Shop Drawings.
- E. Product Data.
- F. Samples.
- G. Manufacturer's Instructions.
- H. Manufacturer's Certificates.

1.02 RELATED REQUIREMENT

- A. Section 01 30 00 - Administrative Provisions
- B. General Conditions of the Contract For Construction
- C. Supplementary Conditions of the Contract For Construction.

1.03 PROCEDURES

- A. Deliver submittals to engineer at address listed on cover of Project Manual.
- B. Transmit each item under engineer-accepted form. Identify project, contractor, subcontractor, and major supplier. Identify pertinent drawing sheet and detail number, and specification section number, as appropriate. Identify deviations from Contract Documents. Provide space for contractor and engineer review stamps.
- C. Submit initial Progress Schedule and Schedule of Values in duplicate at pre-construction conference. After review by engineer, revise and resubmit as required. Submit revised schedules with each Application for Payment, reflecting changes since previous submittal.
- D. Comply with progress schedule for submittals related to work progress. Coordinate submittal of related item.
- E. After engineer review of submittal, revise and resubmit as required, identifying changes made

since previous submittal.

- F. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.

1.04 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit horizontal bar chart with separate bar for each major trade or operation, identifying first work day of each week.

1.05 SCHEDULE OF VALUES

- A. Submit typed schedule of AIA Form G703, 8-1/2 x 11 inch paper.
- B. Format: Table of contents of this Project Manual. Identify each line item with number and title of the major Specification Sections.

1.06 SHOP DRAWINGS

- A. Submit the number of opaque reproductions which contractor requires, plus two copies which will be retained by engineer.

1.07 PRODUCT DATA

- A. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturer's standard data to provide information unique to the work.
- B. Submit the number of copies which contractor requires, plus two (2) copies which will be retained by engineer.

1.08 MANUFACTURER'S INSTRUCTIONS

- A. When required in individual Specification Sections, submit manufacturer's printed instructions for delivery, storage, assembly, installation start-up, adjusting, and finishing, in quantities specified for product data.

1.09 SAMPLES

- A. Submit full range of manufacturer's standard colors, textures, and patterns for engineer's selection.
- B. Submit samples to illustrate functional characteristics of the product, with integral parts and attachment devices. Coordinate submittal of different categories for interfacing work.
- C. Include identification on each sample, giving full information.
- D. Submit the number specified in respective Specification Section; one will be retained by engineer. Reviewed samples which may be used in the work are indicated in the Specification

Section.

1.10 FIELD SAMPLES

- A. Provide field samples of finishes at project as required by individual Specification Sections. Install sample complete and finished. Acceptable samples in place may be retained in completed work.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 41 00 – DEMOLITION

PART 1.00 GENERAL

1.01 WORK INCLUDED

- A. Remove designated building equipment and fixtures.
- B. Cap and identify utilities.
- C. Temporary partitions to allow building occupancy.

1.02 RELATED WORK

- A. Section 01 30 00 - Administrative Provisions
- B. Section 01 70 00 - Contract Closeout: Project record documents.

1.03 EXISTING CONDITIONS

- A. Conduct demolition to minimize interference with adjacent building areas. Maintain protected egress and access at all times.
- B. Provide, erect, and maintain temporary barriers and security devices.

PART 2.00 EXECUTION

2.01 PREPARATION

- A. Erect and maintain weatherproof closures for exterior openings.
- B. Erect and maintain temporary partitions to prevent spread of dust, fumes, noise, and smoke to provide for Owner occupancy.
- C. Protect existing items which are not indicated to be altered.
- D. Disconnect, remove, and cap utility services within demolition areas.
- E. Mark location of disconnected utilities. Identify and indicate capping locations on Project Record Documents.

2.02 EXECUTION

- A. Demolish in an orderly and careful manner. Protect existing foundation and supporting structural members.
- B. Except where noted otherwise, immediately remove demolished material from site.

- C. Remove materials to be re-installed or retained in manner to prevent damage. Store and protect.
- D. Remove and promptly dispose of contaminated, vermin infested, or dangerous materials encountered.
- E. Do not burn or bury materials on site.
- F. Remove demolished materials from site as work progresses. Upon completion of work, leave areas of work in clean condition.
- G. Removed materials shall be delivered to a legal disposal site.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 45 00 – QUALITY CONTROL

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. General Quality Control.
- B. Workmanship.
- C. Manufacturer's Instructions.
- D. Manufacturer's Certificates.
- E. Mockups.
- F. Manufacturer's Field Services.

1.02 RELATED REQUIREMENTS

- A. Section 01 33 23 - Submittals

1.03 QUALITY CONTROL - GENERAL

- A. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

1.04 WORKMANSHIP

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform work by persons qualified to produce workmanship or specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and packing.

1.05 MANUFACTURERS' INSTRUCTIONS

- A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from engineer before proceeding.

1.06 MANUFACTURERS' CERTIFICATES

- A. When required by individual Specification Sections, submit manufacturer's certificate, in duplicate, that products meet or exceed specified requirements.

1.07 MANUFACTURERS' FIELD SERVICES

- A. When specified in respective Specification Sections, required manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to make appropriate recommendations.
- B. Representative shall submit written report to engineer listing observations and recommendations.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 60 00 – MATERIAL AND EQUIPMENT

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Products.
- B. Transportation and Handling.
- C. Storage and Protection.
- D. Product Options.
- E. Products Lists.
- F. Substitutions.
- G. Systems Demonstration.

1.02 RELATED REQUIREMENTS

- A. Instructions to Bidders: 3.3 Substitutions
- B. Section 01 30 00 - Administrative Provisions.
- C. Section 01 45 00 - Quality Control: Submittal of Manufacturers' Certificates.
- D. Section 01 60 00 - Materials and Equipment: Systems Demonstration.
- E. Section 01 70 00 - Contract Closeout: Operation and Maintenance data.

1.03 PRODUCTS

- A. Products include material, equipment, and systems.
- B. Comply with specifications and referenced standards as minimum requirements.
- C. Components required to be supplied in quantity within a specification section shall be the same, and shall be interchangeable.

1.04 TRANSPORTATION AND HANDLING

- A. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
- B. Provide equipment and personnel to handle products by methods to prevent soiling or

damage.

- C. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

1.05 STORAGE AND PROTECTION

- A. Store products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions.
- B. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- C. Store loose granular materials on solid surfaces in a well-drained area; prevent mixing with foreign matter.
- D. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.

1.06 SUBSTITUTIONS

- A. The name of a certain brand, make, manufacturer, or definite specification is to denote the quality standard of the article desired but does not restrict contractor to the specific brand, make, manufacturer, or specification named unless specifically noted otherwise. It is to set forth to convey the general style, type, character, and quality of article desired.
- B. All requests for substitutions shall be in accordance with Paragraph 4.3 "SUBSTITUTIONS" on Page IB-3 of INSTRUCTIONS TO BIDDERS. No post bid substitution will be allowed.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- D. Request constitutes a representation that contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds, in all respects, specified product.
 - 2. Will provide the same warranty for substitution as for specified product.
 - 3. Will coordinate installation and make other changes which may be required for work to be complete in all respects.
 - 4. Waives claims for additional costs which may subsequently become apparent.

1.07 SYSTEMS DEMONSTRATION

- A. Prior to final inspection, demonstrate operation of each system to engineer and User Agency.
- B. Instruct User's personnel in operation, adjustment, and maintenance of equipment and systems, using the operation and maintenance data as the basis of instruction.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 70 00 – EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1.00 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Closeout Procedures.
- B. Final Cleaning.
- C. Project Record Documents.
- D. Operation and Maintenance Data.
- E. Warranties and Bonds.
- F. Spare Parts and Maintenance Materials.

1.02 RELATED REQUIREMENTS

- A. AIA Document A201-1976 - General Conditions of the Contract For Construction.
- B. Section 01 30 00 - Administrative Provisions.

1.03 CLOSEOUT PROCEDURES

- A. Comply with procedures stated in General Conditions of the Contract for issuance of Certificate of Substantial Completion.

1.04 FINAL CLEANING

- A. Execute prior to final inspection.
- B. Clean interior and exterior surfaces exposed to view; remove temporary labels, stains, and foreign substances.
- C. Clean site; sweep paved areas, rake clean other surfaces.
- D. Remove waste and surplus materials, rubbish, and construction facilities from the project and from the site. Owner will provide final cleaning after final acceptance.

1.05 PROJECT RECORD DOCUMENTS

- A. Store documents separate from those used for construction.
- B. Keep documents current; do not permanently conceal any work until required information has

been recorded.

- C. At contract closeout, submit documents with transmittal letter containing date, project title, contractor's name and address, list of documents, and signature of contractor.
- D. In addition to the site-maintained record copy, the designer shall prepare and furnish to the Owner, final record drawings of the completed project. Such drawings, shall describe the project as actually built and shall incorporate any changes made during construction.
- E. Final record drawings shall consist of one (1) set of reproducible film sepia and one (1) set of prints of such tracings including all sheets of the contract drawings and any shop drawings of additional details that cannot reasonably be incorporated into the contract drawings. The record drawings shall be reviewed and approved by the contractor prior to submission.

1.06 OPERATION AND MAINTENANCE DATA

- A. Provide data as described in Division 23.
- B. Provide data as described in Division 26.
- C. Other section as described.
- D. Submit three (3) sets prior to final inspection, bound in 8-1/2 x 11 inch three-ring side binders with durable plastic covers.
- E. Provide a separate volume for each system, with a table of contents and indent tabs for each volume.
- F. Part 1: Directory, listing names, addresses, and telephone numbers of: Engineer and Contractor.
- G. Part 2: Operation and maintenance instructions, arranged by system. For each system give names, addresses, and telephone numbers of subcontractors and suppliers.
 - 1. Appropriate design criteria.
 - 2. List of equipment.
 - 3. Parts lists.
 - 4. Operating instructions.
 - 5. Maintenance instructions, equipment.
 - 6. Maintenance instruction, finishes.
 - 7. Shop drawings and product data.
 - 8. Warranties.

1.07 WARRANTIES AND BONDS

- A. Provide duplicate, notarized copies. Execute contractor's submittals and assemble documents executed by subcontractors, suppliers, and manufacturers. Provide table of contents and assemble in binder with durable plastic cover.

B. Submit material prior to final Application for Payment.

1.08 SPARE PARTS AND MAINTENANCE MATERIALS

A. Provide products, spare parts, and maintenance materials in quantities specified in each section, in addition to that used for construction of work. Coordinate with Owner, deliver to project site and obtain receipt prior to final payment.

1.09 FINAL INSPECTION

A. At the time of the final inspection, a punchlist with assigned monetary values will be compiled by the design professional in charge. If these items are not completed within the forty-five (45) day lien period, the monetary value of the item will be withheld and the item will be completed by the university.

END OF SECTION

DIVISION 01 – GENERAL REQUIREMENTS
SECTION 01 73 29 – CUTTING AND PATCHING

PART 1.00 GENERAL

1.01 REQUIREMENTS

- A. Requirements and limitations for cutting and patching of work.
- B. General Conditions - Section 23 00 00.

1.02 RELATED REQUIREMENTS

- A. Product Options and Substitutions.
- B. Individual Specification Sections: Cutting and patching incidental to work of the section.

1.03 DESCRIPTIONS

- A. Execute cutting, fitting, and patching (including excavation and fill), to complete work, and to:
 - 1. Fit the several parts together, to integrate with other work.
 - 2. Uncover work to install ill-timed work.
 - 3. Remove and replace defective and non-conforming work.
 - 4. Remove samples of installed work for testing.
 - 5. Provide openings in non-structural elements for penetrations of mechanical and electrical work.
 - 6. Provide neat and substantial joints between existing and new work.
 - 7. All existing surfaces affected shall be reworked to a complete and finished condition.

1.04 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
 - 1. Structural integrity of any element of project.
 - 2. Integrity of weather-exposed or moisture-resistant element.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight-exposed elements.
- B. Include in request:
 - 1. Identification of project.
 - 2. Location and description of affected work.
 - 3. Necessity for cutting or alteration.
 - 4. Description of proposed work, and projects to be used.
 - 5. Alternatives to cutting and patching.
 - 6. Date and time work will be executed.

PART 2.00 PRODUCTS

2.01 MATERIALS

Shaver Gym Air Handler Replacement
Nicholls State University
Thibodaux, Louisiana

Cutting and Patching
01 73 29-1

A. Those required for original installation.

END OF SECTION