

Project:
**HVAC REPLACEMENTS FOR
COMMUNITY ROOM, SECTION 8 OFFICES,
AND EXECUTIVE OFFICES AT
NJ 39-3, RICHMOND TOWERS**
Plainfield, New Jersey 07060

Architect:
S.D. Abramowitz - Architects
November 2021

DIVISION 1:

GENERAL REQUIREMENTS

SECTION 01110

SUMMARY OF THE WORK

DIVISION 0 - BIDDING & CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. DESCRIPTION

A. Work included:

1. The "Project", of which the "Work" of this Contract is a part, is located at a public housing complex consisting of two 12-story senior citizen apartment towers, with a one-story community room between both towers, and is titled:

**HVAC Replacements for Community Room,
Section 8 Offices and Executive Offices at
NJ 39-3, Richmond Towers
510 East Front Street
Plainfield, New Jersey 07060**

2. The "Work" of this contract is titled:

"HVAC Replacements"

3. The "Work" of this contract is defined in the Contract Documents and to include, but not necessarily be limited to:
 - a) Selective demolition of existing HVAC equipment (air handlers, condensers, roof-top units), and related utilities, as stipulated in the Bid Documents.
 - b) Disposal of demolished and removed equipment and utilities from existing locations.
 - c) The installation of new HVAC equipment (air handlers, condensers, roof-top units), and related utilities, as stipulated in the Bid Documents, including connections to existing ducts and utilities.
 - d) Installation of temporary facilities and protections.

1.02. EXISTING OCCUPANCY

- A. All Work shall be performed while the building and spaces are occupied. The Contractor is responsible for all safety precautions of persons and property in connection with the execution of the Work.

1. Adequate notices (minimum of 48 hours) shall be issued to the Owner and copied to the Architect before work commences that will be of a disturbance, inconvenience, or health concern to the employees and occupants of both 510 and 520 East Front Street, Plainfield, NJ.
2. All work that will involve the temporary shut down or shut off of any on-site, office, or apartment utility shall require a minimum one-week notice to the Owner and copied to the Architect.

1.03 WORK BY OWNER

- A. The Owner reserves the right to perform peripheral work while the Work of the Project is in progress, provided that that Owner performed work does not interfere with the progress and contractual compliance of the Work by the Contractor.
 1. Such work that might be performed by the Owner would include:
 - a. Moving in or out furniture to finished rooms.
 - b. Performing minor alterations to suit specific occupancy needs, and if performed by the Contractor for the Project, such work will be subject to execution of a Change Order.
 - c. Work related to other on-going building and/or apartment maintenance programs.

PART 2 PRODUCTS (NOT APPLICABLE)

PART 3 EXECUTION

3.01. GENERAL REQUIREMENTS

- A. The Contractor shall phase the execution of the Work, in an effective, timely, and safe manner, obtaining approvals of all required submittals and installations before proceeding with any aspect of the Work.. The Work shall be completed and approved at the first location to be replaced before replacement is to commence at subsequent locations.
 1. The Contractor shall phase the execution of the Work so that the occupancy of the existing Section 8 and Executive Offices are not affected by the new work until that work is substantially complete, as defined by the Contract Documents, or some earlier time that is agreeable to the Owner.
 2. The HAP may elect to temporarily relocate office activities until such work is completed. Contractor shall consult and advise the HAP if and when this might be necessary. Whether or not to temporarily relocate office activities shall be strictly determined by the HAP.

3. Otherwise, provisions shall be maintained to retain all other functioning utilities while new installations are being executed. Working hours shall be scheduled and confirmed in writing with the HAP.
- B. The Work on subsequent spaces shall be executed incrementally, one space at a time. Work on subsequent spaces shall not commence until current work is "substantially complete" and approved by the Architect as such, or unless otherwise authorized by the Owner.
- C. The staging, phasing, and scheduling of the Work, within the time frame established by the Construction Contract is the responsibility of the Contractor subject to review by the Architect and approval by the Owner.
- D. The Contractor shall secure all necessary permits from local authorities in a timely manner so as not to cause delay in the execution of the Project, and properly display permits pursuant to the New Jersey Uniform Construction Code (NJUCC).
- E. The Contractor shall properly notify local authorities prior to the commencement of the Work, and shall also notify the Owner no early then 48 hours prior to that commencement.

3.02. CONTRACTOR'S USE OF THE PREMISES

- A. Promptly upon award of the Contract, notify all pertinent personnel regarding requirements of this Section.
- B. Require that all personnel who will enter upon the Owner's property certify their awareness of and familiarity with the requirements of this Section.
- C. Maintain an accurate record of the names and identification of all persons entering upon the Owner's property in connection with the Work of this Contract, including times of entering and times of leaving, and submit a copy of the record to the Owner daily.
- D. The existing parking facility may not be used by the Contractor to park vehicles of employees, vehicles of subcontractors and their employees, or to store material or office trailers, except to gain vehicular access of passenger and fan type vehicles to the job site – **unless otherwise approved by the Owner in writing and subject to acceptance of Contractor's Mobilization Plan pursuant to various Section of the Specifications.**
- E. Primary access to the site for construction vehicles shall be where indicated on the Drawings or Contractor's approved Mobilization Plan.
- F. Restrict and regulate access of all persons entering upon the Owner's property in connection with the Work, limiting access by those routes herein described.
- G. All health and safety precautions required by the HAP shall be adhered to by the Contractor at all times.

END OF SECTION

SECTION 01300

ADMINISTRATIVE REQUIREMENTS

DIVISION 0 - BIDDING & CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. GENERAL REQUIREMENTS

- A. Work of this Section shall be in accordance with the requirements of the Contract Documents and amended by specific Sections of these Specifications, otherwise is applicable to all Sections of these Specifications, and includes all labor, material, equipment, and services necessary to complete the Contractor's administrative requirements to the Owner and the Architect.

1.02. DESCRIPTION

- A. Work of this Section includes but shall not necessarily be limited to the following:
 - 1. Construction Schedule
 - 2. Project Submittals
 - 3. Schedule of Values
 - 4. Construction Photographs / Videos
 - 5. Also, as additionally required by specific Sections of these Specifications.

PART 2 CONSTRUCTION SCHEDULES

2.01. DESCRIPTION

- A. Work included: To assure adequate planning and execution of the Work so that the Work is completed within the number of calendar days allowed in the Contract, and to assist the Architect in appraising the reasonableness of the proposed schedule and in evaluating progress of the Work, prepare and maintain the schedules and reports described in this Article.
- B. Related work: Requirements for progress schedules as stipulated in the General Conditions of the Construction Contract.
- C. Construction Period: As stipulated in the Form of Agreement (The Contract).

- D. Definitions: "Day", as used throughout the Contract unless otherwise stated, means, "calendar day".

2.02. QUALITY ASSURANCE

- A. Employ a Scheduler who is thoroughly trained and experienced in compiling construction schedule data, and in preparing and issuing periodic reports as required below.
- B. Perform data preparation, analysis, charting, and updating in accordance with standards accepted by the Architect.
- C. Reliance upon accepted schedule:
1. The construction schedule, as accepted by the Architect, will be an integral part of the Contract and will establish interim completion dates for the various activities under the Contract.
 2. Should any activity not be completed within 15 days after the stated scheduled date, the Owner shall have the right to require the Contractor to expedite completion of the activity by whatever means the Owner deems appropriate and necessary, without additional compensation to the Contractor.
 3. Should any activity be 30 days or more behind schedule, the Owner shall have the right to perform the activity or have the activity performed by whatever method the Owner deem appropriate.
 4. Costs incurred by the Owner, and by the Architect, in connection with expediting construction activity under this Article shall be reimbursed by the Contractor.
 5. It is expressly understood and agreed that failure by the Owner to exercise the option either to order the Contractor to expedite an activity or to expedite the activity by other means shall not be considered to set a precedent for any other activities.

2.03. SUBMISSION OF SCHEDULE

- A. Submit in manner below or as required elsewhere in this Section the following:
1. Preliminary analysis: Within fourteen (14) days after the Contractor has received the Owner's Notice to Proceed, submit one reproducible copy and four prints of a preliminary construction schedule.
 2. Construction schedule: Within seven (7) days after obtain approval of the preliminary schedule submit one reproducible copy and four prints of the revised construction schedule.
 3. Schedules shall be submitted graphically, showing by a bar chart the order and interdependence of all activities necessary to complete the Work, and the sequence in

which each activity is to be accomplished, including mobilization, submittals as specified herein this Section, procurement of equipment and critical materials, fabrication of special items, installation and testing, final clean-up, final testing, and all activities by the Architect that effect progress, including required dates for completion, or both, for all and each part of the work.

4. Periodic reports: On the first working day of each month following the approval of the final construction schedule submit four prints of the updated construction schedule.
5. Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule prior to the next scheduled project meeting.
6. Distribution: Following approval of the revised construction schedule, print and distribute copies to the Architect and Owner, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

PART 3 PROJECT SUBMITTALS

3.01. DESCRIPTION

- A. Work included: Make submittal required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements of this Article.
- B. Submittals required include, but are not limited to:
 1. PRODUCT DATA - Manufacturer's Literature Catalog "Cut Sheets" and Technical Data for all items, manufactured, or otherwise to be installed on the Project, and of equipment or power tools as required and noted elsewhere in the CONTRACT DOCUMENTS.
 2. SHOP DRAWINGS for all shop fabricated items, or field assembled installations.
 3. SAMPLES for all finish materials, whether manufactured, shop fabricated, or executed in the field, as stipulated herein. Other SAMPLES as also required and noted elsewhere in the CONTRACT DOCUMENTS.
 4. TRADE SCHEDULES are required for multiple items within any one trade or specification section, to organize, outline, list, itemize, locate, and describe each item. (Examples: doors, windows, finish hardware, HVAC outlets, appliances, accessories, etc.)

5. SCHEDULE OF PRODUCTS: Prior to the commencement of the work of this Article, submit a complete schedule for all products, materials, and equipment proposed for use and intended to be installed in the Project. Provide information such as manufacturers, name, trade names, brands, and specific model numbers.
 - a. This schedule, upon approval by the Architect shall become the checklist from which required Submittals will be tracked.
 - b. The Contractor shall, prior to the Project's commencement, submit in writing to the Architect for review, a list with the names, trade names, brands and specific model numbers of all materials and equipment proposed for use.
6. CONTRACTOR'S COST PROPOSALS for Changes in the Work.
7. CONTRACTOR'S SUBSTITUTION REQUESTS to obtain the Architect's required approval for Contractor's substitution of any item shown or specified.
8. OTHER SUBMITTALS called for elsewhere in the Contract Documents and/or required to complete the Work.

3.02. QUALITY ASSURANCE

A. Coordination of Submittals:

1. Prior to each submittal, the Contractor shall carefully review and coordinate all aspects of each item being submitted.
2. The Contractor shall verify that each item, and the submittal for it, complies in all respects with the specified requirements as a unit and its compatibility for use with related items.
3. The Contractor shall sign all submittal copies. By so doing, the Contractor certifies that all necessary coordination of the Work has been performed.

B. Substitutions:

1. The Contract is based on the standards of quality established in the Contract Documents. Substitutions will be considered only when listed at time of Bidding, on the form provided, therefore in the bidding documents, and when substantiated by the Contractor's submittal of required Product Data.
2. Do not substitute materials, equipment, or methods unless such substitution has been specifically accepted in writing for this Work by the Architect.

C. "Or equal":

1. Where the phrase "or equal" or "or equal as accepted by the Architect", or such similar phrasing, occurs in the Contract Documents, do not assume that the materials,

equipment, or methods will be accepted as equal unless the item has been specifically submitted for review and is so accepted for this Work by the Architect.

2. The decision of the Architect is final.

3.03. PREPARATION

- A. Make all Submittals for the Architect's review in accordance with the provisions of this Section, other Sections, and other portions of the Contract Documents.
- B. The Contractor shall certify that he has checked and accepted each submitted item, and clearly noted any deviations from Drawings and/or Specifications. Written confirmation of this certification shall be prominently displayed on the label/tag or Transmittal of each submitted item as follows:
 1. Materials submitted for the Architect's review have been checked for conformance with the Contract Documents, including Drawings and Specifications for this project.
 2. Any deviations from Drawings and Specifications have been noted on the submittal, listed in the Transmittal and has been signed and dated by the Contractor.
- C. By approving and submitting Shop Drawings, Product Data, and Samples, the Contractor thereby represents that he has determined and verified all dimensions, quantities, field dimensions, relations to existing Work, coordination with work to be installed later, coordinated with information on previously accepted Shop Drawings, Product Data, or Samples and verification of compliance with all requirements of the Contract Documents.
- D. The obligation to coordinate the Work with all other trades and with field conditions, and as indicated on Submittals, is the responsibility of the Contractor. No claim will be allowed for improperly coordinated work which might have to be moved, removed, or replaced, even if that work was placed in accordance with dimensions indicated on an accepted Shop Drawing or product data sheet.
- E. Each copy of each Submittal item is to be submitted with a standard **Submittal Transmittal Sheet (copy enclosed behind end of this Section)**. Submittal Transmittal Sheets shall be fully completed and signed and dated by the Contractor. Each Submittal item shall be individually numbered. Each group or delivery of Submittals shall be accompanied by a Contractor's own Transmittal enumerating each item being submitted.
- F. Each submittal shall be properly dated. Re-submittals shall be identified as a re-submittal, shall be re-dated and shall maintain prior submittal item number and date, but with sequential lettering next to number corresponding to each re-submission.
- G. All submittals shall be submitted directly to the Architect for review unless otherwise instructed by the Architect. The Architect shall take one of the following actions as a result of their review; "accepted", "accepted as noted", "re-submission required" or "reject". "Accepted" and "accepted as noted" submissions shall be issued to Owner for Owner's final approval, submittals with other action taken will be returned to the Contractor.

- H. Maintain an accurate submittal log for the duration of the work, showing current status of all submittals at all times. Make the submittal log available to the Architect for his review upon request.

3.04. SUBMISSION OF SUBMITTALS

A. Timing of Submittals:

1. The Contractor shall anticipate time schedule for long lead-time items, and make submittals far enough in advance of scheduled installation dates in order to provide sufficient time required for reviews, for securing necessary approvals, for possible revisions, re-submittals, and for placing orders and securing delivery.
2. Contractor shall schedule all submittals so that submittals will be without concentrations, thus permitting Architect or his Consultants sufficient time for review.
3. Submit within required time frame set forth under each Section or if not stipulated, within 14 consecutive calendar days after execution of the Construction Contract.

B. Grouping of Submittals:

1. Unless otherwise specified, make submittals in groups containing all associated items to assure that all information is available for checking and reviewing each item, in context with other related items. (i.e. do not submit brick information without mortar information)
 - a. Partial submittals may be rejected as not complying with the provisions of the Contract.
 - b. The Contractor may be held liable for delays caused by his non-conformance with these requirements.

3.05. ARCHITECT'S REVIEW OF SUBMITTALS

- A. Upon receipt of Shop Drawings, Product Data and Samples, a file and/or identification number will be assigned thereto by the Architect. The Contractor, in any subsequent correspondence or re-submission, shall refer to this file and identification number assigned to expedite replies relative to previously submitted Shop Drawings and samples. Corrections or comments made on the Shop Drawings during this review do not relieve the Contractor from compliance with requirements of the Drawings and Specifications.
- B. The Architect shall review each Submittal within a reasonable length of time. The Review period required shall vary based upon the submission criteria.
- C. After the review, each Submittal will be returned to the Contractor stamped or marked as follows:

1. Accepted: means that fabrication, manufacture, or construction may proceed, providing submittal complies with the Contract Documents.
 2. Accepted as Noted: means that fabrication, manufacture, or construction may proceed providing submittal complies with the Architect's notations and the Contract Documents. If, for any reason, Contractor cannot comply with notations, Contractor shall resubmit as described for submittals stamped "Revise and Resubmit".
 3. Revise and/or Resubmit as Noted: means that the submittal shall be revised and resubmitted to the Architect for re-review before proceeding with fabrication.
 4. Not Accepted or Rejected: means that submittal does not comply with the Contract Documents and that fabrication, manufacture, or construction shall not proceed. Submittals stamped "Resubmit Properly" are not permitted on job site.
- D. The following note will appear on the Architect's Shop Drawing review stamp:
- "Acceptance is for general layout only, subject to contract drawings and specifications. This Contractor shall be responsible for his own figures, and shall verify dimensions and relation to other work before installation."
- NOTE: Submittals shall not be used to make substitutions or request approval of changes to instructions and procedures required by the Contract Documents. The Contractor shall make a written and separate request to the Architect immediately prior to or in conjunction with a submission of an intention to make a claim.
- E. Submittals that are incomplete shall be rejected by the Architect. Upon notice of rejection of incomplete or incorrect submittals the Contractor shall promptly resubmit the item in conformance with the requirements of this Section. The Contractor shall be responsible for project delays directly or indirectly caused by incomplete or incorrect Submittals.
 - F. The Architect's review shall not be construed as an indication that the Submittal is correct or suitable, nor that Work represented by Submittal complies with the Contract Documents, except as to matters of finish, color, and other aesthetic concerns left to the Architect's decision by the Contract Documents.
 - G. If more than one submittal review stamp appears on a Submittal, the most stringent action and notations shall apply. Signatures on a submittal review stamp by the Architect or a Consultant does not imply that each has reviewed work within other's professional discipline or scope of services.
 - H. Review by the Architect does not relieve the Contractor from responsibility for errors that may exist in the data of the Submittal.
 - I. Revisions of Submittals:
 1. Make revisions required by the Architect.

2. If the Contractor considers any required revision to be a change in scope, he shall so notify the Architect immediately, verbally, and confirm it in writing within three (3) days. No claims for additional costs or extras shall be honored after this three (3) day period.
 3. Make only those revisions directed or accepted by the Architect.
- J. No fabrication, manufacture or construction of any item subject to submittal and the Architect's review process may begin without the Architect's review stamp marked either "Accepted" or "Accepted as Noted" and with the Owner's stamped and signed Approval.

3.06. PRODUCT DATA

- A. Product Data shall be submitted as specified herein. Each item shall be labeled to contain the name of Project, Architect's Project number, names of Contractor(s), and Subcontractor and/or vendor, information giving the use and location in the Project and Specification reference giving Section and paragraph.
- B. Where contents of submitted literature from Manufacturer includes data not pertinent to the submittal, clearly mark which data is pertinent and requires approval by circling or highlighting pertinent text or graphics.
- C. Colors & Patterns:
1. Unless the precise color and pattern is specifically called out in the Contract Documents, and whenever a choice of color or pattern is available in the specified products, submit accurate color and pattern charts to the Architect for selection.
- D. The Contractor shall follow this Product Data submission procedure:
1. The Contractor shall forward five (5) copies (each copy with completed Standard Transmittal attached) of the data to the Architect.
- E. After its review, Product Data submittal will be stamped and marked with action taken by the Architect and/or his Consultant in the same manner as specified for Shop Drawings. Two (2) copies will be returned to Contractor after Owner's approval.
- F. Or as otherwise provided under individual Sections of the Specifications.

3.07. SHOP DRAWINGS

- A. Shop Drawings shall have a "title block" giving name of building; Architect's project number; names of Contractor, Subcontractor(s), Manufacturer(s) and Supplier(s); trade names(s) of material(s), material designation(s), finish and other information necessary to identify material(s); and give use(s) and location(s). Shop Drawings shall have a 4" x 4" blank box on front side of drawing for the Architect's review stamp.

1. Scale and measurements: Make shop drawing accurately to a scale and sufficiently large to show all pertinent aspects of the item, and its method of connection to the work.
2. No Shop Drawing shall be made using smaller than $1/4" = 1'-0"$ scale.
3. Sheet metal shop drawings shall not be made using less than $3/8" = 1'-0"$ scale.
4. The Contractor shall follow this Shop Drawing submission procedure:
 - a. Architectural/Structural Shop Drawings: The Contractor shall forward one (1) reproducible transparency and one (1) print of each Shop Drawing to the Architect or five (5) sets of prints.
 - b. Electrical, Mechanical, and/or Plumbing Shop Drawings: The Contractor shall forward one (1) reproducible transparency and one (1) print of each Shop Drawing to the Electrical, Mechanical, and/or Plumbing Consultant and, at the same time, forward one (1) print of each Drawing and a copy of the transmittal letter to the Architect.
 - c. All prints shall be blue line or black line diazo prints made directly from original reproducible. "Xerox" type copies are not acceptable due to inherent image distortion.
- B. Black and white Shop Drawing prints shall be made by wide format printing, or other process acceptable to Architect. Submittal via email in .pdf format is acceptable for preliminary review only. Hard print copies shall be submitted in quantities herein stipulated. Do not fold hard copies.
- C. Review comments from the Architect will be shown on either .pdf file format of drawings or on hard copies of drawings, as determined by the Architect, when it is returned to the Contractor. The Contractor may make and distribute such copies as are required for his purposes.

3.08. SAMPLES

- A. Provide Samples that are identical to the precise item proposed to be provided.
- B. Number of samples required:
 1. The Contractor shall submit Samples in quantities required to provide one for the Architect's office record, one to be retained at the job site, and others as required by the Contractor for his own use. Provide additional samples for Owner if requested.
- C. By pre-arrangement and by agreement with the Architect, in specific cases, a single Sample may be submitted for review and, when accepted, be returned to the Contractor for incorporation into the Work.

- D. Submit Samples, including in certain instances, full-size Samples, panels or mock-ups, as required to permit the Architect's review and/or as specified in the individual Specification Sections. In addition, submit special Samples specified in the various Sections of the Specifications and/or requested by the Architect. All samples shall be delivered to the Architect. Sidewalk delivery will not be accepted, except for those specified to be delivered on the job.
- E. All Samples shall bear a tag or label giving name of the Project, the Architect's project number, names of Contractor, Subcontractor(s), Manufacturer(s) and Supplier(s); trade names(s) of material(s), material designation(s), finish and other information necessary to identify materials(s) and give its use(s) and location(s). Tags and labels shall have a 4" x 4" blank space for the Architect's review stamp.
- F. Or as otherwise provided under individual Sections of the Specifications

3.09. CONTRACTOR'S SUBSTITUTION REQUESTS

- A. The Contractor shall furnish and install all items, elements, components and systems required to complete all parts of the Project as shown and designed, and/or reasonably implied by the Contract Documents. Any item not shown but required to complete the entire system, to make it functional, or to meet any governmental code, shall be included in the Contract as if it were shown and stated.
- B. In all instances where the Contractor desires to substitute a different brand and/or model for an item shown or named in the Contract Documents, the Contractor shall submit to the Architect, in writing, a Contractor's Substitution Request. **No substitutions for any item shall be allowed without the Architect's prior written permission of the Contractor's Substitution Request.**
- C. Substitution submittals initiated by the Contractor shall be inclusive and complete.
- D. By initiating any proposed substitution, the Contractor assumes the responsibility for the inclusion of complete coordination, conformance and provision of all utility, service and/or equipment requirements, including modifications, resulting from the substitution. The Contractor shall also be responsible for all related changes necessitated, directly or indirectly, by the substitution, whether immediately recognized or not. The Contractor shall be required to make the substitution item and any other affected, associated, or related item, perform in conformance with the design intent of the Contract Documents and to the satisfaction and approval of the Architect and/or his Consultant(s).
- E. The Contractor shall reimburse the Owner for the Architect's and/or his Consultants' time in reviewing all substitution requests if Additional Service fees are incurred.

3.10. CONTRACTOR'S COST PROPOSALS

- A. The Contractor shall submit an itemized Cost Proposal for all proposed changes in the Scope of Work, via Change Order, to the Architect for review.

1. Cost Proposals shall clearly show the following information:
 - a. Date of Proposal
 - b. Consecutive serial numbering of each proposal relative to this project.
 - c. Project title, address and the Architect's project number as indicated in the Project Manual.
 - d. The Architect's Proposal Request number and date, if applicable, or a written description of other cause or origin of the proposed change.
 2. Cost Proposals shall include a reasonable description of the Scope of Work affected by the change as well as reference to the document titles, numbers and dates which communicate the proposed change.
 3. Cost Proposals for changes shall include an itemized breakdown of the specific trade items, materials and labor, including units and quantity where applicable and back-up documentation from each Subcontractor involved.
 4. Where work already included in the Contract, but not yet performed, is being replaced by new work through an executed Change Order, the Cost Proposal shall include an itemized breakdown of the value of the work being deleted and replaced as well as the value of the Work added.
- B. Proposals submitted to the Architect without all of the information noted above will be rejected by the Architect. No claims for construction delays caused directly or indirectly by the Contractor's failure to conform to these requirements will be honored.

PART 4 SCHEDULE OF VALUES

4.01. DESCRIPTION

- A. Work included: Provide a detailed breakdown of the agreed Contract Sum showing values allocated to each of the various parts of the Work, as specified herein and in other provisions of the Contract Documents.
1. Submit Schedule of Values only on the form included in the Contract Documents. Other types of forms or informal listings on Contractor's letterhead stationery will not be accepted.

4.02. QUALITY ASSURANCE

- A. Use required means to assure arithmetical accuracy of the sums being described.
- B. When so required by the Architect, provide copies of the subcontracts or other data acceptable to the Architect, substantiating the sums described.

4.03. SUBMISSION

- A. With the Bid Documents and Prior to first application for payment, submit a proposed schedule of values to the Architect.
 - 1. Meet with the Architect and determine additional data, if any, required to be submitted.
 - 2. Secure the Architect's approval of the schedule of values prior to submitting first application for payment.

PART 5 CONSTRUCTION PHOTOGRAPHS

5.01. DESCRIPTION

- A. Work included: Provide photographs taken at the specified stages during construction.

5.02. QUALITY ASSURANCE

- A. Secure the services of a professional photographer if requested by the Architect, who is skilled and experienced in construction photography and whose work samples are acceptable to the Architect. Such service may not be necessary if Contractor can demonstrate adequate skill in self-producing photographs that are adequately descriptive of the work in progress.
- B. Maintain the employ of the same photographer during the entire execution of the Work of the Project.
 - 1. Do not replace the photographer without the Architect's written approval.

5.03. SUBMISSION

- A. Except as otherwise requested and paid for, submit three prints of each photograph, or .pdf file copies of each photograph on a "thumb" or "flash" drive, or send via email.
- B. Construction Photographs:
 - 1. Provide black and white prints:
 - a. Size: 8" x 10" or as default selected by digital camera.
 - 2. Caption each photograph, indicating:
 - a. Job name.
 - b. Location from which photographed was taken.
 - c. Date of photograph.
 - d. Photographer's name, address, and photograph number.

3. Do not permit printed copies to be issued for any purpose without specific written approval from the Architect.
4. In lieu of printed photos, digital created photos may be submitted electronically to the Architect as.pdf files and sent via email or copied onto a flash-drive and sent to the Architect.
6. Where requested, submit videos of the stipulated work. Videos shall be made digitally and submitted in same manner as noted above in item #5.

5.04. EXECUTION

- A. Except as otherwise specifically accepted by the Architect, make the photographs within three (3) days of the date of the Contractor's application for progress payment.
 1. To the maximum extent practicable, make photographs at approximately the same time of day throughout progress of the Work.
 2. When inclement weather is anticipated, consult with the Architect and determine acceptable alternative arrangements.
- B. Except as otherwise specifically accepted by the Architect, make the photographs from three (3) separate locations around the Work.
 1. Select the locations to provide diversified overall views of the Work, from positions that are expected to remain accessible throughout progress of the Work.
 2. Identify each location by work description, by marked drawing, or by such other means as acceptable to the Architect, to enable future photographs to be taken from same position.
 3. When so directed by the Architect because of the stage of construction, change one or more of the locations to new locations inside or outside of the building as the Architect directs.
- C. Make each photograph clear, in focus, with high resolution and sharpness, and with minimum distortion.

END OF SECTION

**SUBMITTED FOR APPROVAL
TO
HOUSING AUTHORITY OF PLAINFIELD
PLAINFIELD, NEW JERSEY**

**SAMPLES, MANUFACTURER'S PRODUCT DATA, TEST REPORTS, AND SHOP DRAWINGS
REQUIRED BY THE CONTRACT**

Re : Contract Register No. _____

Project Name A/C REPLACEMENTS HUD Project NJ No. NJ 39-3

Title of Specification _____ Submittal No. _____

- a. Type or brand of material:
 - b. Proposed use of material:
 - c. Reference to applicable Contract requirements:
 - d. Reference to applicable Federal Specifications:
 - e. Name and address of producer, and location of plant:
-

f. Name and Address of Prime Contractor:

g. Name and Address of Subcontractor, if involved:

h. Certificate attached as required: yes not required

i. Test data attached as required: yes not required

Date submitted for Approval: _____

By: _____ **Signature:** _____

Title: _____

Date received by Contracting Officer _____ Contracting Officer _____

Submittal described above is: approved rejected Sign. _____ Date _____

Date received by Architect _____

Date accepted by Architect _____

Architect recommending approval / signature

SECTION 01400

QUALITY REQUIREMENTS

DIVISION 0 - BIDDING AND CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. DESCRIPTION

- A. General: Required inspection and testing services are intended to assist in the determination of probable compliance of the Work with requirements specified or indicated. These required services do not relieve the Contractor of responsibility for compliance with these requirements or for compliance with requirements of the Contract Documents.
 - 1. Requirements set forth herein are in addition to and shall be considered as complimentary to provisions in Division 0, Division 1, and Technical Specifications.
 - 2. All Contractors, Subcontractors, Sub-subcontractors, Vendors and the like shall be required to familiarize themselves with said provisions.

- B. Definitions: The requirements of this Section relate primarily to customized fabrication and installation procedures, not to the production of standard products. Quality control services include, inspections and tests and related actions including reports performed by independent agencies, governing authorities, and directly by the Contractor. These services do not include Contract enforcement activities performed directly by the Architect, or Owner.
 - 1. Specific quality control requirements for individual units of work are specified in the Sections of these Specifications that specify the individual element of the Work. These requirements, including inspections and tests, covering both production of standard products, and fabrication of customized work. These requirements also cover quality control of the installation procedures.
 - 2. Inspections, tests and related actions specified in this Section and elsewhere in the Contract Documents are not intended to limit the Contractor's own quality control procedures which facilitate overall compliance with requirements of the Contract Documents.
 - 3. Requirements for the Contractor to provide quality control services as required by the Architect, the Owner, governing authorities having jurisdiction, or other authorized entities are not limited by the provisions of this Section.

- C. Pursuant to the provisions of Section 01300, Submittal Requirements, it is further required that unless otherwise specified, tests called for in the Specifications applicable to the Work and/or required to implement the Work shall be paid for by the Contractor.
- D. Where additional tests are deemed necessary by the Architect and which are authorized by the Owner, to substantiate conformance to the Contract Documents, the Owner will pay all costs of such tests and engineering services unless said tests indicate that the workmanship or materials used by the Contractor are not in conformance with the Drawings, Specifications, accepted Submittals, or the accepted materials.

In such event, the Contractor shall pay for these tests, remove all work and materials failing to conform, and replace with work and materials that are in full conformity.

- E. Requirements related to testing services provided by the Contractor and specified elsewhere in these documents include:
 - 1. Inspections and testing as required by laws, ordinances, codes, rules, regulations, or orders from public authorities having jurisdiction over the Work.
 - 2. Certification of compliance as required by individual specification sections.
 - 3. Testing, adjusting, and balancing of mechanical equipment and systems.
 - 4. Project record documents, including operation and maintenance manuals, record drawings and the like.
 - 5. Subsurface exploration records.
 - 6. Tests and standards governing work and/or materials as may be specified throughout these Specifications and/or as shown on the Drawings.
- F. The Contractor shall employ, and pay for, the services of an Independent Testing Laboratory acceptable to the Architect to perform all specified services, including those required by the Architect to substantiate conformance to the Contract Documents.
- G. Inspection, sampling, and testing shall be as required under the list of Controlled Inspections indicated on the Contract Drawings.

This listing, however, is to be considered partial with the burden placed on the Contractor to advise the Testing Laboratory to provide all such inspections, sampling and testing as may be specified and/or required by these Contract Documents and the applicable laws and ordinances of the jurisdiction.

- H. Employment of the Testing Laboratory shall not relieve the Contractor of his obligation to perform Work in accordance with the Contract Documents.

1.02. QUALITY ASSURANCE

- A. Upon completion of each test and/or inspection, promptly distribute copies of test or inspection reports to the Architect, to governmental agencies requiring submission of such reports, and to such other persons as directed by the Architect.

1.03 CONTRACTOR'S RESPONSIBILITIES

- A. Coordination: The Contractor and each independent agency engaged to perform inspections, tests and similar services for the Project shall coordinate the sequence of their activities so as to accommodate required services with a minimum of delay in the progress of the Work. In addition, the Contractor and each independent testing agency shall coordinate their work so as to avoid the necessity of removing and replacing work to accommodate inspections and tests. The Contractor is responsible for scheduling times for inspections, tests, taking of samples and similar activities.
- B. Responsibility for Associated Services: The Contractor is required to cooperate with the independent agencies performing required inspections, tests and similar services. Provide such auxiliary services as are reasonably requested. Notify the testing agency sufficiently in advance of operations to permit assignment of personnel. These auxiliary services include but are not necessarily limited to the following:
 - 1. Providing access to the Work.
 - 2. Security and protection of samples and test equipment at the project site.
 - 3. Furnish copies of test reports.
 - 4. Provide labor and facilities required to provide access to work to be tested; to obtain and handle samples at the Site; and to facilitate inspections and tests for Laboratory's exclusive use for storage and curing of test samples.
 - 5. Notify Laboratory sufficiently in advance of operations to allow for his assignment of personnel and scheduling of tests.
 - 6. Arrange with Laboratory and pay for, additional sampling and testing required for the Contractor's convenience.
- C. Re-testing Responsibility:
 - 1. Where results of required inspections, tests or similar services prove unsatisfactory and do not indicate compliance of related work with the requirements of the Contract Documents, then re-tests are the responsibility of the Contractor, regardless of whether the original tests were the Contractor's responsibility. Re-testing of work revised or replaced by the Contractor is the Contractor's responsibility, where required tests were performed on original work.
 - 2. All such re-testing, which shall include performing additional inspections, sampling and testing required when initial tests indicate work does not comply with Contract

Documents, shall be performed by the original Testing Laboratory or a separate, equally qualified independent Testing Laboratory, whichever is accepted by the Owner, employed and paid for by the Contractor.

1.03. LABORATORY QUALIFICATIONS

- A. Laboratory shall meet:
 - 1. The "Recommended Requirements for Independent Laboratory Qualifications", latest edition as published by the American Council of Independent Laboratories.
- B. Laboratory shall submit copy of inspection of facilities as made by Materials Reference Laboratory of the National Bureau of Standards during most recent tour of inspection; with memorandum of remedies of any deficiencies reported by inspection.
- C. Testing equipment shall be calibrated at maximum 12 month intervals by devices of accuracy traceable to either - National Bureau of Standards or accepted values of natural physical constants; submit copy of certificate of calibration as executed by an accredited calibration agency.

1.04. LABORATORY DUTIES

- A. Cooperate with Architect and Contractor; provide qualified personnel promptly upon notice to proceed with inspection.
- B. Perform specified inspections, sampling and testing of materials and methods of construction in conformance with specified standards, recognized authorities and the like so as to ascertain compliance with the requirements of the Contract Documents.
- C. Promptly notify Architect and Contractor of irregularities or deficiencies of Work that are observed during performance of services.
- D. Promptly distribute sufficient copies (minimum 5) of reports and tests as directed by the Architect for distribution. Reports shall contain:
 - 1. Issue date.
 - 2. Project title and number.
 - 3. Testing laboratory name and address.
 - 4. Name and signature of inspector.
 - 5. Date of inspection or sampling.
 - 6. Temperature and weather observations.

7. Test date.
 8. Identification of product and Specification Section.
 9. Location of project
 10. Type of inspection or test.
 11. Observations regarding Contract Document compliance.
 12. List of other persons present, and their relationship to the Project.
- E. Perform additional services as required by the Owner and/or Architect.
- F. The Laboratory is not authorized to release, revoke, alter, or augment, requirements of the Contract Documents; approve or accept any portion of the Work; perform any duties of the Contractor except as accepted and directed, in writing, by the Architect.

PART 2 PRODUCTS

2.01. SPECIFIC TESTS AND INSPECTIONS

- A. Provide all tests and inspections required by governmental agencies having jurisdiction, required by provisions of the Contract Documents, and such other tests and inspections as are directed by the Architect.
- B. Tests include, but are not necessarily limited to, those described in detail in Part 3 of this Section.

PART 3 EXECUTION

3.01. TAKING SPECIMENS

- A. Except as may be specifically otherwise accepted by the Architect, have the testing laboratory secure and handle all samples and specimens for testing.

3.02. WAIVER OF INSPECTION AND/OR TESTS

- A. Specified inspections and/or tests may be waived only by the specific approval of the Architect, and such waivers will be expected to result in credit to the Owner equal to normal cost of such inspection and/or test.

3.03. COMPLETION

Project:
**HVAC REPLACEMENTS FOR
COMMUNITY ROOM, SECTION 8 OFFICES,
AND EXECUTIVE OFFICES AT
NJ 39-3, RICHMOND TOWERS**
Plainfield, New Jersey 07060

Architect:
S.D. Abramowitz - Architects
November 2021

- A. Upon completion of inspection, testing, sample-taking and similar services performed on the Work, repair damaged work and restore substrates and finishes to eliminate deficiencies, including deficiencies in the visual qualities of exposed finishes.
- B. Comply with the Contract Document requirements for "Cutting and Patching" under Section 01730 of these Specifications.
- C. Protect work exposed by or for quality control service activities, and protect repaired work. Repair and protection is the Contractor's responsibility, regardless of the assignment of responsibility for inspection, testing or similar services.

END OF SECTION

SECTION 01500

TEMPORARY FACILITIES AND CONTROLS

DIVISION 0 - BIDDING AND CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. DESCRIPTION OF REQUIREMENTS

- A. This Section specifies administrative and procedural requirements for temporary services and facilities, including such items as temporary utility services, temporary construction and support facilities, and project security and protection.
- B. Requirements set forth herein are in addition to and shall be considered as complementary to Division 0, other Sections in Division 1, and Technical Specifications Sections. All Contractors, Subcontractors, Sub-subcontractors, Vendors and the like shall be required to familiarize themselves and abide with said provisions.
- C. The costs for temporary facilities indicated, shall be provided by the Contractor for its use, or for the use by the Owner, and Architect and its Consultants shall be included in the Construction Contract. No cost or usage charges for temporary services or facilities are chargeable to the Owner, or Architect and its Consultants. Cost or use charges for temporary services or facilities will not be accepted as a basis of claims for a change-order extra.
- D. The Contractor shall provide and maintain, either directly or through its subcontractors, all temporary services and utilities, including all labor, materials, equipment and the like necessary to adequately furnish, deliver and maintain said services at all times when required during the term of the Contract.
- E. The Contractor's use of any permanent system or service of the building or portions thereof shall be subject to the Owner's approval. The Contractor shall be responsible for any and all damage to permanent services used, and shall make good any and all damage to the satisfaction of the Owner, prior to final completion and acceptance.
- F. The Contractor shall provide a proposed Mobilization Plan, showing the locations, routings, controls and protections of all temporary facilities called for under this Section and shall obtain the acceptance of the proposed plan by the Owner and Architect before starting any temporary facilities.
- G. Temporary Utility Services: Required for use at the Project site include but are not necessarily limited to the following:
 - 1. Water service

2. Sanitary sewer
3. Electric service
4. Gas service
5. Telephone service

H. Temporary Construction and Support Facilities: Required for the project include but are not necessarily limited to the following:

1. Temporary heat.
2. Field office and storage shed.
3. Sanitary facilities, including potable water.
4. Temporary enclosures.
5. First aid station.
6. Temporary project safety signs and bulletin boards.
7. Waste disposal services.
8. Snow removal.
9. Construction aids and miscellaneous general services and facilities.
10. Project Sign as determined by the Owner.
11. Maintaining protection of completed work.
12. Cleaning and rubbish removal from the areas under construction and the construction site.
13. Temporary ladders and scaffolding.
14. Cleaning service for toilets and temporary facilities listed herein.
15. Temporary ground protection from trucks or other vehicles.
16. Provide, maintain, and remove when no longer required, all temporary protection in areas in existing building affected by the Work of this Contract.

I. Security and Protection Facilities and Services: Required for the Project include but are not limited to the following:

1. Temporary fire protection.

J. Temporary Utilities and Facilities:

1. All temporary utilities and facilities shall be installed and maintained by the Contractor.

1.02. QUALITY ASSURANCE

A. Regulations: Comply with requirements of federal, state, and local laws, and regulations governing construction and local industry standards, in the installation and maintenance of temporary services and facilities, including but not limited to the following:

1. Building Codes, including local requirements for permits, testing and inspection.
2. Health and safety regulations.
3. Utility company regulations and recommendations governing temporary utility services.

4. Police, Fire Department, and Rescue Squad rules and recommendations.
5. Environmental protection regulations governing use of water and energy, and the control of dust, erosion, noise, and other nuisances.

1.03. PROTECTION OF FINISHED WORK

- A. As provided under various Sections of these Specifications as otherwise needed or required by the Architect, provide temporary protection devices for all newly installed work against damage by the Work of other trades in progress.

1.04. PRODUCT HANDLING

- A. Maintain temporary facilities and controls in proper and safe condition throughout progress of the Work.

PART 2 PRODUCTS

2.01 MATERIALS AND EQUIPMENT

- A. General: Provide new materials and equipment for temporary services and facilities; used materials and equipment that is undamaged and in serviceable condition may be used, if acceptable to the Architect. Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards.
- B. Temporary Utilities:
 1. Water and Gas:
 - a. Provide necessary temporary piping for water and gas supply, and upon completion of the Work, remove such temporary facility.
 - b. Provide and pay for water and gas used in construction – unless otherwise agreed to by the Owner.
 2. Electricity:
 - a. Provide necessary temporary wiring and, upon completion of the Work, remove such temporary facility.
 - b. Provide area distribution boxes located so that the individual trades may furnish and use 100 ft. maximum length extension cords to obtain power and lighting at points where needed for work, inspection, and safety.
 - c. Provide and pay for electricity used in construction – unless otherwise agreed to by the Owner.

3. Heating: Provide and maintain heat necessary for proper conduct of operation needed in the Work areas.
 - a. Heating Units: Utilization of mobile heating units shall have been tested and labeled by Underwriters Laboratory (UL), Factory Mutual (FM) or another recognized trade association related to the fuel being consumed.
 - b. Provide only when heating is not provided during execution of the Work.
4. Telephone:
 - a. Contractor and its subcontractors, sub-subcontractors and all personnel thereto shall communicate through privately owned or company provided cellular phones and shall not rely on telephoning from tenant, Architect, or Owner cellular phones or land-line phones.
- C. Temporary Construction and Support Facilities: Provide facilities that can be maintained properly throughout their use at the project site.
 1. Temporary Offices and Similar Construction: For temporary offices, fabrication shops, storage sheds, and similar facilities, provide either standard prefabricated or mobile units, or the equivalent site-built construction. Provide insulated, weathertight facility, heated and air-conditioned, lockable entrances, operable windows, roofing, foundations adequate for normal loading, including wind loads, serviceable finishes, and mechanical and electrical equipment necessary to achieve ambient conditions indicated.
 2. Provide and maintain for the duration of construction all scaffolding, tarpaulins, canopies, warning signs, steps, platforms, bridges, and other temporary construction necessary for proper completion of the Work in compliance with pertinent safety and other regulations.
- D. Security and Protection Facilities:
 1. Security: The Contractor is responsible for the protection of the Work, and shall make restitution from all damages to; buildings and its contents, materials stored in the buildings, or to all materials stored on the site. The Contractor and its Sub-Contractors owning materials, tools, and equipment shall be responsible for the safeguarding of their own property, in the buildings and on the site.
 2. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.
 3. Fire Extinguishers: Provide type "A" or type "ABC" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical or grease-oil-

flammable liquid fires. In other locations provide only type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case.

4. Plastic curtains: Install heavy duty plastic curtains separating the work areas from other areas of the building. Install in a temporary but secure and effective manner. Remove curtains upon substantial completion of the work or at a time when air bourn debris is no longer produced.

2.02. PROJECT SIGNS

- A. Prior to the start of construction, secure for the Owner (or directly from HUD) standard job signs, Mount at the job site where directed by the Architect or the Owner.
- B. Upon completion of the Work, demount the sign and return to the Owner.
- C. Except as otherwise specifically approved by the Architect, do not permit other signs or advertising on the job site.

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL

- A. Use qualified tradesmen for installation of temporary services and facilities. Locate temporary services and facilities where they will serve the entire project adequately and result in minimum interference with the performance of the Work.
- B. Relocate, modify and extend all temporary services and facilities as required during the course of work so as to accommodate the entire work of the project.

3.02 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the local utility company to install temporary service to the project, or to make connections to existing service, as may be required. Arrange with the companies and existing users for an acceptable time when service can be interrupted, where necessary, to make connections for temporary services, or as otherwise approved by the Owner.

3.03. TEMPORARY LIGHT AND POWER

- A. The Contractor shall provide and maintain a feeder network of sufficient size and capacity for all requirements of construction, and shall maintain same while under construction and until the permanent feeders and related equipment have been installed and are in operation.
 1. Temporary electric service shall be rated at 208/120 volt, 3-phase, 4-wire unless otherwise specified and/or required by the Drawings and field conditions.

2. Portable generators may be used with the acceptance of the Architect ad/or approval of the Owner.
 3. If agreeable with the Owner, the Contractor may use electric power and lighting already existing in each apartment in lieu of providing temporary light and power.
- C. The Contractor shall provide sufficient number of outlets, located at convenient points, so that extension cords of not over 50 feet will reach all areas requiring artificial light or power.
- D. Temporary light shall be based on a minimum of 1 watt per square foot covering each and every square foot of floor work area. Sufficient wiring, lamps, and outlets shall be installed to insure proper lighting. Minimum size lamp - 75 watt. Where higher lighting intensities are required by Federal or State standards or laws, or otherwise specified or where special construction activities dictate, the above wattage shall be increased to comply with said requirements or construction needs.
1. Provide adequate temporary outdoor lighting to illuminate hazards and to satisfy minimum requirements of safety and security, subject to Architect approval.
- E. All equipment requiring other than 208/110 volt, 3-phase power shall be provided and paid for by that subcontractor.
- F. Upon completion of all work and or when directed by the Architect, the Contractor shall remove all temporary wiring. No exposed temporary wiring, etc. to remain in hidden locations.
- G. See additional requirements in Division 16000, Electrical, of these Specifications.

3.04. TEMPORARY HEATING FACILITIES

- A. The Contractor shall provide and pay for all temporary heating, coverings, and enclosures necessary to properly protect all work and materials against damage by dampness and cold, to dry out the work and to facilitate the completion thereof. The fuel, equipment, materials, operating personnel, and methods used thereof shall be at all times satisfactory to the Owner and adequate for the purpose intended. The Contractor shall maintain the critical installation temperatures required in the various Sections of these Specifications, for all work in those areas where it is being performed.
- B. Temporary heat, when required, shall be supplied to the temporary field office, storage areas, and temporary toilet facilities. Temperatures shall be thermostatically controlled at 70 deg. F. during working hours and at 40 deg. F. during the non-working hours.
- C. The maintenance of proper heating, ventilation and adequate drying out of the work are the responsibilities of the Contractor, and any work damaged by dampness, or insufficient or abnormal heating shall be replaced to the satisfaction of the Owner and Architect by and at the sole expense of the Contractor.

- D. Before and during the placing of interior finishes, varnishing, painting, etc. and until final acceptance by the Owner of all work covered by the Contract, the Contractor shall, unless otherwise specified in the Contract Documents, provide sufficient heat to produce a temperature of not less than 55 degrees F.
- E. The building's heating system may be relied upon for heat unless conditions dictate otherwise or as otherwise required by the Owner. Use, if granted, of the permanent building system shall not shorten or negate any equipment, or system guarantees required under this Contract. A program of use, maintenance and restoration will be submitted with request for use of said system for temporary heat.

3.05 TEMPORARY TOILET FACILITIES

- A. The Contractor shall provide suitable toilet facilities, in addition to those in field offices, at approved locations complying with all state and local requirements in every respect as follows:
 - 1. Field Office toilets shall be standard approved type.
 - 2. Toilets, except in field offices, shall be portable chemical type with screened enclosures, and supplied with soap and paper for sanitary functions, each having a urinal and closet and mounted on skids. One (1) unit shall be provided for every twenty-five (25) employees.
 - 3. Each unit shall be serviced by the renter at least twice a week, including removal of water, solid matter, sterilizing, recharging tank, refilling paper towel and tissue holders and thorough cleaning and scrubbing of entire interior.
 - 4. Each unit shall be delivered to site, located as directed, relocated if desired, and removed from site by rental company when required.
 - 5. Temporary toilet facilities may be eliminated if the Owner Agrees in writing to allow the Contractor and all of its workers on the Project to use designated toilet facilities belonging to the Owner located within the building.

3.06 TEMPORARY WATER AND GAS

- A. The Contractor shall be responsible for furnishing all temporary water and gas service, including potable water for drinking, required by all trades and Subcontractors throughout the work, and shall make all necessary arrangements for temporary usages, and shall bear the cost of the water and gas consumed, unless otherwise agreed to in writing by the Owner.
- B. The Contractor shall arrange for all necessary hoses, water barrels and similar equipment as required for use by all trades and subcontractors.
- C. The Contractor shall maintain the temporary water and gas systems so as to minimize waste.

- D. The Contractor shall have all equipment for the temporary water removed at the completion of the Project or when directed by the Architect or Owner.
- E. Water use provide to Owner's employees and tenants within and near work areas may be used by the Contractor's personnel during execution of the Work, however shall not be permitted to use water from other areas such as apartment toilet rooms.

3.07. FIELD OFFICE

- A. The Contractor shall provide his own field office adjacent to or within the premises, and shall maintain same and remove same when directed.
 - 1. Furthermore, the Contractor, until all Work covered by the Contract is approved by the Owner, shall provide a temporary office structure or space within the building provided by the Owner, for use by the Architect, the Owner and their representatives, and shall bear the cost of construction, maintaining and removing such structure.
 - 2. The minimum size of such structure shall be 150 square feet.
 - 3. Field offices shall be located where directed or approved and shall be maintained in neat and orderly conditions, including janitorial services, throughout the term of the Contract.
- B. The Contractor shall furnish field office with furniture in order to conduct meetings with Architect and Owner's representatives.
- D. Maintain, in the Contractor's field office, all articles necessary for First Aid treatment; further, the Contractor shall establish standing arrangements for the immediate removal and hospital treatment of any employees and other persons on the job site who may be injured or who may become ill during the course of the Work.
- E. Completion and Removal:
 - 1. When the building has reached the near completion stage, suitable spaces within the building may be assigned for a field office and all accommodations including telephone and other services shall be provided until final completion of the Work has been accomplished. Remove field office, telephone and furniture only after written approval of Architect.

3.08. TEMPORARY PROTECTION

- A. Furnish, install, maintain, and remove all items of temporary protection as required and/or directed for the safeguarding of permanent or support features of the project, whether in this Section or in the various technical specification Sections.
- B. Erect "sidewalk bridging" over areas of walkways for protecting pedestrians. Bridging shall be constructed from exterior grade lumber and sheathing and shall be sufficiently anchored

and framed to prevent racking, falling, or from being blown away or damaged by weather conditions.

3.09. STORAGE FACILITIES

- A. Storage within the buildings shall be in spaces designated by Owner. Storage location and method elsewhere on site shall be subject to approval of the Architect. Off-site storage of materials purchased is not allowed. Contractor shall do all work necessary to make such spaces suitable for storage.
- B. Materials delivered to the site shall be safely stored and adequately protected against loss or damage. Particular care shall be taken to protect and cover materials that are liable to be damaged by improper temperature and humidity. The Contractor shall be responsible for the storage all items stored at the site relevant to the execution of the Work.

3.10. SCAFFOLDING, STAGING, AND RIGGING

- A. All scaffold, staging, rigging and appurtenances thereto shall fully comply with the current requirements of Safety and Health Regulations for Construction Chapter XVII of OSHA, Part 1926 and all related amendments.
- B. Contractor shall obtain and pay for all permits and fees, related thereto.

3.11. PROJECT SIGN

- A. If requested by the Owner, the Contractor shall provide and maintain at the job site, at a location designated by the Architect, a construction sign containing the title of the Project; the name of the Owner; the name of the Contractor; the names of the Architectural team; Project Address; and such other information as may be indicated and/or required by the Architect. The sign shall conform to the standards of the Owner (HUD), Architect, and governmental authorities having jurisdiction.
- B. Said project sign shall be constructed of APA A/C plywood, edged and banded and shall be set on supporting system designed to withstand a minimum 50 mph wind velocity or greater as determined by codes. Graphics shall be applied by a sign painter. It shall be attached to Sidewalk Bridge or may be incorporated into same if approved by the Owner.
- C. Upon completion of the project, or as may be directed by the Architect, said sign, framing, supports and foundations shall be removed from the project site.
- D. The size of the project sign shall be approximately 3' x 6' or 4' x 8' whichever is required to accommodate all acknowledgements.

3.12. JANITORIAL SERVICE/DAILY CLEANUP

- A. The Contractor shall furnish daily janitorial services for the Project and perform any required maintenance of facilities as deemed necessary by the Architect or Owner during the entire duration of the Contract.

- B. Contractor's toilet facilities shall be kept clean and sanitary at all times. Services shall be accomplished to the satisfaction of the Owner.
- C. The Contractor shall provide daily trash collection, removal and cleanup of the project area and shall dispose of all discarded debris, and the like in a manner approved by the Owner.

3.13. OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary services and facilities at the site. Limit availability of temporary services and facilities to essential and intended uses to minimize waste and abuse. Do not permit temporary installations to be abused or endangered. Do not allow hazardous, dangerous or unsanitary conditions to develop or persist on the project site.
- B. Maintenance: Operate and maintain temporary services and facilities in good operating condition throughout the time of use and until removal is approved. Protect from damage by freezing temperatures or other severe climatic conditions.
- C. Termination and Removal: Unless the Owner requests that it be maintained for a longer period of time, remove each temporary service and facility promptly when the need for it or a substantial portion of it has ended, or when it has been replaced by the authorized use of a permanent facility, or no later than substantial completion. Complete, or, if necessary, restore permanent work that may have been delayed because of interference with the temporary service or facility. Repair damaged work, clean exposed surfaces, and replace work that cannot be satisfactorily repaired.
- D. At Substantial Completion, clean and renovate permanent services and facilities that have been used to provide temporary services and facilities during the construction period.

END OF SECTION

SECTION 01600

PRODUCT REQUIREMENTS

DIVISION 0 - BIDDING & CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION.

PART 1 GENERAL

1.01. DESCRIPTION

- A. General: Protect products scheduled for use in the Work by means described in this Section, including but not necessarily limited to:
 - 1. Packaging
 - 2. Transportation and handling.
 - 3. Storage and protection.
 - 4. Product options.
 - 5. Substitutions.
 - 6. Reuse of existing materials.

1.02. RELATED SECTIONS

- A. Additional procedures also may be prescribed in other Sections of these Specifications.

1.03. QUALITY ASSURANCE

- A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

1.04. PRODUCTS

- 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. Do not use materials and equipment removed from existing premises, except as specifically permitted by the Contract Documents. All reused materials and equipment shall be fully restored or as specified on the Drawings and other Sections of the Specifications.
- C. Provide interchangeable components of the same manufacturer, for similar components.

1.05. PACKAGING

- A. Deliver new products to the job site in their manufacturer's original container, with labels intact and legible.
 - 1. Maintain packaged materials with seals unbroken and labels intact until time of use.
 - 2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements, at no additional cost to the Owner.
- B. The Architect may reject as non-complying such material and products that do not bear identification satisfactory to the Architect or his Consulting Engineer as to manufacturer, grade, quality, and other pertinent information.

1.06. TRANSPORTATION AND HANDLING

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.
- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

1.07. STORAGE AND PROTECTION

- A. Store and protect new products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports above ground or on pallets.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection. Off-site storage must be in an insured facility and subject to A/E and Owner inspection. The Contractor must obtain approval to receive payment for materials which are stored off site prior to placing material into storage or assume full risk and only receiving payment of materials when satisfactorily installed.
- D. Cover products subject to deterioration with impervious sheet covering. Provide for ventilation of product to avoid condensation.
- E. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- F. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

- G. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- H. Provide protection for finished floor surfaces in traffic areas prior to allowing equipment or materials to be moved over such surfaces.
- I. Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the Owner. Clean and/or repaint surfaces affected by the Contractor's movement of materials, equipment and personnel.
- J. Package or otherwise protect existing materials and/or assemblies that are to be reused and if required to be dismantled during replacement operations or for its restoration. Protection or packaging must be of adequate strength, ventilation and rigidity to prevent damage of any kind.

1.07. PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by naming one or more manufacturers and/or with a provision for equivalent products: Submit a written request for substitution of the named manufacturer. Submit request with comparative samples and/or product data from named manufacturer and from proposed substitute manufacturer.

1.08. SUBSTITUTIONS

- A. **Architect will consider request for substitutions only within 14 calendar days after award of the Contract.**
- B. Substitutions may also be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Submit specified item along with substitution highlighting pertinent information required for analysis.
- D. A request constitutes a representation that the Contractor:
 - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 - 2. Will provide the same warranty for the Substitution as for the named product.
 - 3. Will coordinate installation and make changes to other work that may be required for the Work to be complete with no additional cost to the Owner.

4. Waive claims for additional costs or time extensions that may subsequently become apparent.
 5. Will reimburse Owner for review or redesign services associated with obtaining new approvals.
- E. Substitutions will not be considered when they are indicated or implied on Shop Drawings or Product Data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
1. Submit three copies of request for substitution for consideration. Limit each request to one proposed substitution.
 2. Submit Shop Drawings, Product Data, Sample, and/or certified test results attesting to the proposed product equivalence.
 3. The Architect will notify Contractor, in writing, of decision to accept or reject request for substitution.
- G. Comply with pertinent provisions of Section 01300 of these Specifications.

1.09. REPAIRS AND REPLACEMENTS

- A. In event of damage, promptly make replacements and repairs to the approval of the Architect and at no additional cost to the Owner.
- B. Additional time required to secure replacements and to make repairs will not be considered by the Architect to justify an extension in the Contract Time of Completion.

PART 2 TESTING, ADJUSTING, AND BALANCING OF SYSTEMS

2.01. GENERAL

- A. Work included: Make hydronic pressure balance calculations, measurements, and adjustment settings of air and water flows for the various systems, including recording of data, perform the required tests, and prepare and submit the required reports to the Architect for review.
 1. Provide other system test as directed under pertinent provisions of Division 15000 – Mechanical, and Division 16000-Electrical.
- B. Definitions area as indicated in applicable publications of AABC, ASHRAE, and ANSI.

2.02. QUALITY ASSURANCE

- A. Comply with pertinent provisions of Section 01400, and Divisions 15000, and 16000 of the Specifications.
- B. Qualifications of personnel.
 - 1. Obtain the services of a qualified testing agency to the approval of the Architect.
 - 2. Part of the criteria for determining qualifications of the testing agency are certification by the Associated Air Balance Council (AABC), or submission of evidence that the agency meets technical ability for membership in AABC.
- C. Comply with procedures specified in Divisions 15000 and 16000, and as described in AABC "National Standards for Field Measurements and Instrumentation - Total System Balance", Volume II.

2.03. SUBMITTALS

- A. Comply with pertinent provision of Sections 01300, and Divisions 15000, and 16000 of the Specifications.

2.04. PRODUCT HANDLING

- A. Comply with pertinent provision of Section 01500, and Divisions 15000, and 16000 of the Specifications.

2.05. EXECUTION

- A. Perform testing, adjusting, and balancing as specified under Divisions 15000 and 16000, to the extend required by International Building Code (IBC) for:
 - 1. Fresh air intake, recirculating, and exhausting systems.
 - 2. As also required by Local regulatory agencies have jurisdiction.
- B. Submit certified reports prepared by NJ professional engineer qualified to perform the Work of this Section subject to the acceptance of the Architect.

END OF SECTION

SECTION 01700

EXECUTION REQUIREMENTS

DIVISION 0 - BIDDING & CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. GENERAL REQUIREMENTS

- A. Work of this Section shall be in accordance with the requirements of the Contract Documents and amended by specific Sections of these Specifications, otherwise is applicable to all Sections of these Specifications, and includes all labor, material, equipment, and services necessary to complete the Contractor's administrative requirements to the Owner and the Architect.

1.02. DESCRIPTION

- A. Work of this Section includes but shall not necessarily be limited to the following:
 - 1. Contract Closeout
 - 2. Cleaning
 - 3. Project Record Documents
 - 4. Operation and Maintenance Data
 - 5. Also as additionally required by specific Sections of these Specifications.

PART 2 CONTRACT CLOSEOUT

2.01. DESCRIPTION

- A. Work included: Provide an orderly and efficient transfer of the complete Work to the Owner.
- B. Related work:
 - 1. Activities related to Contract closeout are described in, but not necessarily limited to, pertinent provisions of the General Conditions of the Construction Contract.
 - 2. "Substantial Completion" is defined in AIA Document G704, of Section 00600 of the Specifications.
- C. Definitions: Closeout is hereby defined to include general requirements near the end of Contract Time, in preparation for final acceptance, final payment, normal termination of contract, occupancy by Owner, and similar actions evidencing completion of the Work.

Specific requirements for individual units of work are specified in Divisions 15000 and 16000.

- D. Time of closeout will be stipulated on certifications for "Substantial Completion", and will be a single time period for completion of entire work, or at the Owner's approval, a series of time periods for individual parts of the Work which have been certified as substantially complete at different dates.
- E. Refer to General and Supplementary General Conditions for specific requirements relating to final payments, general submittal requirements, phasing and other closeout requirements.

2.02. PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. General: Prior to requesting Architect's inspection for approval of Certification for Substantial Completion, as required by the General Conditions (for either the entire work or separated portions thereof), the Contractor shall complete the following and list known exceptions in request for same.
 - 1. List incomplete work items, value of work not completed, and reasons for being incomplete.
 - 2. Submit typewritten statement showing itemized accounting of all changes to the Contract Sum, or submit same on standard form.
 - 3. Advise Owner in writing of pending insurance change-over requirements to provide continuous coverage.
 - 4. Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents that are required.
 - 5. Obtain and submit releases enabling Owner's full and unrestricted use of the work and access to services and utilities, including (where required) occupancy permits, operating certificates, and similar releases. Submit on standard form.
 - 6. Submit record drawings, maintenance manuals, final project photographs, damage or settlement surveys, and similar record information.
 - 7. Complete final cleaning up requirements, including touch-up, repair, and restore marred surfaces of new work.

2.03. CLOSEOUT PROCEDURES

- A. Substantial Completion:
 - 1. The Contractor shall prepare the Certificate of Substantial Completion form, AIA G704, (unsigned) and attach a list (punch-list) of outstanding work items with this submission.

2. Within a reasonable time after receipt of the list, the Architect will inspect to determine status of completion and amend Contractor's list as deemed necessary.
 3. Should the Architect determine that the Work is not substantially complete:
 - a. The Architect will promptly notify the Contractor, in writing, giving the reasons therefore.
 - b. The Contractor shall remedy the deficiencies and notify the Architect when Work is ready for reinspection.
 - c. The Architect will re-inspect the Work.
 4. When the Architect concurs that the Work is substantially complete:
 - a. The Contractor shall reissue a revised list of outstanding work items as agreed to with the Architect.
 - b. Upon receipt and acceptance of the revised list of outstanding work items, the Architect will sign three (3) copies of the Certificate of Substantial Completion form with list attached and submit it back to the Contractor to sign.
 - c. The Contractor, accepting the responsibilities assigned to them in the Certificate, will in turn submit two copies with original signatures back to the Architect.
- B. Closeout submittals:
1. The following documents are to be submitted, when appropriate, as a condition for completion of closeout procedures. Other documents may also be required, but which have not been listed.
 - a. Project Record Documents as described herein this Section.
 - b. Operation and maintenance data for items so listed in pertinent other Sections of these Specifications, and for other items when so directed by the Architect.
 - c. Warranties and bonds. Provide duplicate, notarized copies.
 - d. Keys and keying schedule.
 - e. Spare parts and materials extra stock.
 - f. Evidence of completion with requirements of governmental agencies having jurisdiction, including but not necessarily limited to:
 - (1) Certificates of Inspection
 - (2) Certificates of Occupancy

- g. Certificates of Insurance for products and completed operations.
- h. Work-force Report Forms (to also be submitted with each payment request).
- i. Request for Final Payment, with attached Schedule of Change Orders.
- j. Certificate Of Substantial Completion (AIA G704).
- k. Consent of Surety To Reduction In Or Partial Release Of Retainage (AIA G704A).
- l. Contractor's Affidavit Of Payment Of Debts And Claims (AIA G706).
- m. Contractor's Affidavit Of Release Of Liens (AIA G706A).
- n. Consent Of Surety Company To Final Payment (AIA G707).
- o. List of subcontractors, service organizations, and principal vendors, including names, addresses, and telephone numbers where they can be reached for emergency service at all times including nights, weekends, and holidays.
- p. Contractor's written guaranty as stipulated in the General Conditions.

2.04. PREREQUISITES TO FINAL ACCEPTANCE

- A. General: Prior to requesting Architect's final inspection for certification of final acceptance of the Work and final payment, as stipulated by General and Supplementary General Conditions, the Contractor shall complete the following and list known exceptions (if any) in request.
 - 1. Submit final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
 - 2. Submit updated final statement, accounting for additional (final) changes to the Contract Sum.
 - 3. Submit certified copy of the punch-list of outstanding work items stating that each item has been completed or otherwise resolved for acceptance, endorsed, and dated by the Architect.
 - 4. Revise and submit evidence of final (continuing) insurance coverage complying with insurance requirements.
- B. Final inspection procedure: Upon receipt of Contractor's notice that the Work has been completed, including punch-list items, and excepting incomplete items delayed because of unavoidable circumstances, Architect will perform a final inspection of the Work.
 - 1. This inspection shall be performed in the presence of the Contractor and the Owner.

2. Provide the service of the Photographer, as provided under Section 01300 of these Specifications, in the event certain conditions request to be recorded by the Architect or are requested by the Owner for promotional purposes.
- C. Upon completion of final inspection, Architect will either prepare a certificate of final acceptance or advise Contractor of work still not completed or obligations not fulfilled as required for a final acceptance. If necessary, procedure will be repeated.
- D. Final adjustment of accounts:
 1. Submit a final statement of accounting to the Architect, showing all adjustments to the Contract Sum.
 2. If so required, the Architect will prepare a final Change Order showing adjustments to the Contract Sum that were not made previously by Change Orders.

PART 3 CLEANING

3.01 DESCRIPTION

- A. Work included: throughout the construction period, maintain the buildings and site in a standard of cleanliness as described in this Section.
- B. Related work:
 1. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

3.02 QUALITY ASSURANCE

- A. Conduct daily inspection, and more often if necessary, to verify that requirements for cleanliness are being met.
- B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

3.03. CLEANING MATERIALS AND EQUIPMENT

- A. Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.
- B. Use only the cleaning materials and equipment that are compatible with the surfaces being cleaned, as recommended by the manufacturer of the material.

3.04. PROGRESS CLEANING

A. General:

1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
3. At least one each week, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
4. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.

B. Site:

1. Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
2. Weekly, and more often if necessary, inspect all arrangements of materials stored on the site. Restack, tidy, or otherwise service arrangements to meet the requirements of subparagraph 3.04.A.1 above.
3. Maintain the site in a neat and orderly condition at all times.

C. Structures:

1. Weekly, and more often if necessary, inspect the structures where work is being performed and adjacent areas, and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
2. Weekly, and more often if necessary, sweep interior spaces clean.
 - a. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free of dust and other material capable of being removed by use of reasonable effort and a hand-held broom.
3. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using equipment and materials required to achieve the necessary cleanliness.
4. Following the installation of finish floor materials. Clean the finish floor daily (and more often if necessary) at all times while work is being performed in the space in which finish materials are installed.

- a. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from foreign material, which in the opinion of the Architect, may be injurious to the finish floor material.

3.05. FINAL CLEANING

- A. "Clean", for the purpose of this Article, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.
- B. Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, storage containers, and waste. Conduct final progress cleaning as described in Article 3.04. above.
- C. Site:
 1. Unless otherwise specifically directed by the Architect, broom clean paved areas on the site and public areas adjacent to the site.
 2. Completely remove resultant debris.
- D. Structures:
 1. Exterior:
 - a. Visually inspect exterior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter caused by the Contractor of the Work .
 2. Interior:
 - a. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
 - b. Remove all traces of splashed material for adjacent surfaces.
 - c. Remove paint droppings, spots, stains, and dirt from finish surfaces.
- E. Schedule final cleaning as approved by the Architect to enable the Owner to accept a completely clean Work.

3.06. CLEANING DURING OWNER'S OCCUPANCY

- A. Should the Owner occupy the Work or any portion thereof prior to its completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning shall be as determined by the Architect in accordance with the General Conditions of the Contract for Construction.

PART 4 PROJECT RECORD DOCUMENTS

4.01. DESCRIPTION

- A. Work included:
 - 1. Through progress of the work, maintain an accurate record of changes in the Contract Documents, as described herein this Article.
 - 2. Upon completion of the Work, transfer the recorded changes to a set of Record Documents, as described in herein this Article
- B. Related work:
 - 1. Other requirements affecting Project Record Documents may appear in pertinent other Sections of these Specifications.

4.02. QUALITY ASSURANCE

- A. Delegate the responsibility for maintenance of Record Documents to one person on the Contractor's staff as approved by the Architect.
- B. Accuracy of records:
 - 1. Thoroughly coordinate changes within the Record Documents, making adequate and proper entries on each page of Specifications and each sheet of the Drawings, and other Documents where such entry is required to show the change properly.
 - 2. Accuracy of records shall be such that future search for items shown in the Contract Documents may rely reasonably on information obtained from the approved Project Record Documents.
- C. Make entries within 24 hours after receipt of information that the change has occurred.

4.03. RECORD DOCUMENT SUBMISSIONS

- A. Do not use record documents for construction purposes; protect from deterioration and loss in a secure, fire-resistive location; provide access to record documents for Architect's reference during normal working hours.
- B. Record Drawings: Maintain a white-print set (blue-line or black-line) of contract drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the work as originally shown. Mark whichever drawing is most capable of showing "field" condition fully and accurately; however, where Shop Drawings are used for mark-up, record a cross reference at corresponding location on contract drawings. Mark with red erasable pencil and, where feasible, use other colors to distinguish between variations in separate categories of work.

1. Mark-up new information that is recognized to be of importance to Owner but was for some reason not shown on either contract drawings or shop drawings. Give particular attention to concealed work, which would be difficult to measure and record at a later date. Note related change order numbers where applicable.
 2. Organize record drawing sheets into manageable sets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on cover of each set. The Contractor shall hand over the Record Documents to the Architect upon completion of Work and shall provide the Owner with a detailed, itemized, written transmittal letter, as evidence of the Architect's receipt of same at time of request for final payment.
- C. Other Record Documents: The Contractor shall maintain current a Record set of Specifications, Product Data, Shop Drawings, Samples, and miscellaneous submittal items. Mark on documents all modifications and indicate actual products provided and installed. Compile all documents in a usable form and submit to Architect for Owner's records.

PART 5 OPERATION AND MAINTENANCE DATA

5.01. DESCRIPTION

- A. Work included: To aid the continued instruction of operating and maintenance personnel. And to provide a positive source of information regarding the products incorporated into the Work, furnish and deliver the data described in this Section and in pertinent other Sections of these Specifications.
- B. Related work:
 1. Required contents of submittals also may be amplified in pertinent other Sections of these Specifications.
- C. General Operating/Maintenance Instructions:
 1. Arrange for each installer of work requiring continuing maintenance or operation, to meet with Owner's personnel, at Project site, to provide basic instructions needed for proper operation and maintenance of entire work. Include instructions by manufacturer's representative where installers are not expert in the required procedures.
 2. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning and similar procedures and facilities.
 3. Review maintenance and operations in relation with applicable warranties, agreements to maintain, bonds, and similar continuing commitments.

5.02. QUALITY ASSURANCE

- A. In preparing data required by this Section, use only personnel who are thoroughly trained and experienced in operation and maintenance of the described items, completely familiar with the requirements of this Section, and skilled in technical writing to the extent needed for communicating the essential data.

5.03. SUBMISSIONS

- A. Comply with pertinent provisions of Section 01300.
- B. Submit two (2) copies of a preliminary draft of the proposed Manual or Manuals to the Architect for review and comments. Revise Manuals as directed by the Architect.
- C. Unless otherwise directed in other Sections, or in writing by the Architect, submit three copies of the final Manual to the Architect prior to indoctrination of operation and maintenance personnel.

5.04. INSTRUCTION MANUALS

- A. Where instruction Manuals are required to be submitted under other Sections of these Specifications, prepare in accordance with the provisions of this Section.
- B. Format:
1. Size: 8 ½" x 11"
 2. Paper: White bond, at least 20 lb weight
 3. Text: Typed with computer software word processor
 4. Drawings: 11" in height preferable; bind in with text; foldout acceptable; larger drawings acceptable but fold to fit within the Manual and provide a drawing pocket inside rear cover or bind in with text.
 5. Indexing: Separate each portion of the Manual with tabbed index paper with title of section indicated on tabs. Provide table of contents of section on the index paper.
 6. Binding: Use heavy-duty plastic or fiberboard covers with binding mechanism concealed inside the Manual; 3-ring binders will be acceptable; all binding is subject to the Architect's approval.
 7. Measurements: Provide all measurements in U.S. standard units such as feet-and inches, lbs, and cfm. Convert any metric measurements to equivalent U.S. standard units.
 8. Titles: Provide title of each Manual on the cover and binding. Title shall include name and address of Work, name of Contractor,

general subject of Manual, space of approval signature of the Architect and approval date.

- C. Contents: include at least the following:
1. Neatly typewritten index near the front of the Manual and one for each separate Section thereof. Indicate location within the Manual of all emergency information regarding the installation.
 2. Complete instructions regarding operation and maintenance of all equipment involved including lubrication, disassembly, and reassembly.
 3. Complete nomenclature of all parts of all equipment.
 4. Complete nomenclature and part number of all replaceable parts, name and address of nearest vendor, and all other data pertinent to procurement procedures.
 5. Copy of all guarantees and warranties issued.
 6. Manufacturer's bulletins, cuts, and descriptive data, where pertinent, clearly indicating the precise items included in this installation and deleting, or otherwise clearly indicating, all manufacturers' data with which this installation is not concerned.
 7. Such other data as required in pertinent Sections of these Specifications.

5.05. SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual Sections of these Specifications. Deliver to Project site and place in location directed by Owner; obtain receipt prior to final payment.

5.06. EXTRA STOCK

- A. Provide extra stock of all products and materials when stipulated for each Specification Section.

END OF SECTION

SECTION 01730

SELECTIVE DEMOLITION

DIVISION 0-BIDDING & CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. DESCRIPTION

- A. General: Provide demolition work, including material, labor, equipment and services in connection with the removal, disassembly, and disposal of existing building conditions, in accordance to the Drawings and Specifications, and perform all operations required for a complete, safe and proper execution of this work. Work includes, but is not necessarily limited to, the following:
1. Building Demolition Work:
 - a) Removal of existing A/C air handler and condenser equipment, and heating and ventilation equipment to Community Room as required for new replacement work.
 - b) Removal of exterior A/C air handler and condenser equipment, and heating and ventilation equipment to Section 8 Offices.
 - c) Removal of existing HVAC roof-top units to Executive Offices.
 - d) Removal of selected existing piping and existing electrical wiring in connection with existing HVAC equipment removal.
 - e) Removal of existing duct transition pieces between new HVAC equipment and existing ducting system that remains.
 - f) Removal of existing finishes required for access to existing HVAC equipment.
 - g) Removal of existing HVAC equipment supports, where specified.
 2. Protecting existing and newly completed construction work.
 3. Removing off site and legally disposing all demolished and disassembled materials.
 4. Maintaining building services.
 5. Providing and maintaining construction debris dumpster.
 6. Providing protection barricades and warning signs at demolition areas.

7. Coordination with on-going building occupancy.
8. Salvage and protection of selected items being removed that are to be returned to Owner.

B. Drawing Notes:

1. All applicable notes and details on the Drawings shall form a part of the scope of work of this Section.
2. All parts not fully shown on the Drawings, but obviously continuous or repetitious of parts fully shown, shall be executed to correspond with the parts fully shown.

1.02. RELATED WORK OF OTHER SECTIONS

- A. Section 01735 – Cutting and Patching
- B. Division 15000 – Mechanical
- C. Division 16000 - Electrical

1.03. SUBMITTALS

- A. Comply with pertinent provisions of Section 01300.
- B. Submit for Architect's acceptance, location plan of storage trailer(s) and dumpster(s).
- C. Submit for Architect's acceptance, selective demolition schedule, including schedule and methods for capping and continuing utility service.
- D. Submit technical data on all powered equipment to be used in connection with the work of this Section.

1.04. QUALITY ASSURANCE

- A. Comply with pertinent provisions of Section 01400.
- B. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for a proper performance of the work of this Section.
- C. Qualifications:
 1. Contractor must be a subcontractor(s) who specializes in the work of this Section and who has (have) a minimum five (5) years continuous and demonstrative experience.
 2. General Contractor may execute the work of this Section if it can show adequate prior experience in this type of work and employ experienced demolition laborers.

- D. Demolition contractor shall employ at all times a Forman to supervise its workman, and whose job shall also be to coordinate with the General Contractor, the requirements of new work to be constructed in place of demolished work.
- E. Work shall conform to the latest edition of applicable reference specifications, to governing Building Codes, and requirements of local authorities having jurisdiction.
- F. Asbestos or Toxic Substances: Should unanticipated asbestos or asbestos-containing materials be uncovered during the execution of the work of this Section, as well as, the dispersal, discharge, escape, release or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemical, liquids, gases or any other material, irritant, contaminant or pollutant in or into the atmosphere, or on, onto, upon, in or into the surface or sub-surface: (a) soil; (b) water or watercourses; (c) objects; (d) any tangible or intangible matter; whether sudden or not, the Contractor shall immediately report such findings to the Architect/Engineer and the owner, who shall arrange for the testing of found substances and be responsible for the performance of any services in connection with the identification and removal of such materials.

1.05. PROJECT CONDITIONS

- A. Comply with pertinent provisions of Section 01500.
- B. Protections:
 - 1. Provide and erect all temporary protective measures and warning signs required by Building Department Officials and/or site conditions to protect persons, alleys, walks, and adjacent on-site and off-site property, all as may be required. Ascertain and comply with all legal and any other requirements.
 - 2. Do not close or obstruct halls, streets, driveways or walks in connection with the work of this Section. Material or debris shall not be placed or stored in halls or on driveways or walks. Conduct operations so as to not interfere with normal activities.
 - 3. Do not hinder access to existing means of egress, or leave barricades and work in progress that hinder access to means of egress unattended.
- C. Access to the Premises:
 - 1. Protect streets, alleys, halls, driveways, walks, and all other access routes. Portions damaged as a result of the execution of the work of this Section shall be replaced and repaired in compliance with the regulations of the Owner and authorities having jurisdiction without cost to the Owner.
 - 2. Investigate the conditions of public thoroughfares and roads as to availability, clearances, load limits, restrictions and other limitations affecting transportation to and from the site and secure, in advance, such permits as may be necessary.

1.06. PRODUCT HANDLING

- A. Comply with pertinent provisions of Section 01600.

1.07. REFERENCE AND PERFORMANCE STANDARDS

- A. International Building Code (IBC) 2018, NJ Edition, Chapter 35.

PART 2 PRODUCTS (Not used)

PART 3 EXECUTION

3.01. INSPECTION

- A. The Contractor shall visit and carefully examine the site and work area so as to become familiar with surrounding and existing conditions, and difficulties that may affect the execution, nature, and scope of the Work. Failure to become acquainted with all known or apparent conditions shall not be cause for extra compensation.
- B. In addition, examine all existing conditions that are to remain a part of the completed project and report unsatisfactory conditions to the Architect prior to commencement of the work of this Section.
- C. Locate, identify, and mark all surfaces selected for demolition. Verify locations with the Architect. Thoroughly examine all existing construction systems and components. Immediately notify the Architect of any potential, found, unforeseen, or hidden conditions that will affect the Work or its schedule for completion.

3.02. DEMOLITION AND REMOVAL (GENERAL)

- A. Obtain necessary Permits from Plainfield Building Department prior to commencing with the work of this Section.
- B. Contractor shall continuously check the demolition requirements as shown on the Drawings providing all labor, material, and equipment required to perform this work in a safe, timely, and coordinated manner. Take all precautions to protect from damage those parts of the existing building not designated for demolition and removal, adjacent property, and newly installed work.
- C. Install dumpster(s) on site, obtaining Architect's acceptance as to type and locations. Maintain cover on dumpster at all times and secure dumpster during non-working hours from weather conditions and unauthorized use.
- D. Maintain building services, without interruptions, during all demolition operations, and maintain temporary facilities to the extent necessary and as Specified in the Contract Documents.

- E. Protect portions of building and walls adjacent to or affected by work of this Section. Protect existing services, or portions thereof, indicated to remain. Replace and/or repair construction and services damaged as a result of demolition work, at no additional cost to the Owner.
- F. Contractor shall do no cutting of the building's structural components or of other components that will impair integrity of existing conditions and new construction. Should this Contractor or any other trade request cutting that extends beyond the project scope and areas marked for removal, the Architect shall be consulted with before performing such work and shall not perform that work without the Architect's written approval.
- G. All demolition and removal work shall be performed in strict accordance with the rules and regulations of codes and ordinances of the City of Plainfield, State, and Federal authorities, as applicable.
- H. Demolished material shall be considered the property of the Contractor and shall be completely removed from the job site, unless otherwise selected for salvage and return to the Owner, pursuant to pertinent Sections of these Specifications.
- I. Areas receiving demolition work shall be left in a suitable manner and ready condition to receive new work. Installation contractors of other trades shall not be made responsible to perform additional demolition work in order to complete their work.
- J. Cleaning Up:
 - 1. At completion of each day's work operations, clean work area, and adjacent and surrounding spaces of any accumulation of debris, materials and dirt resultant from demolition operations.
 - 2. Do not allow debris or salvage materials to accumulate on site. Remove debris from site as rapidly as possible.
 - 3. At completion of all demolition operations and prior to commencement of new construction work, broom sweep and vacuum clean all areas where new construction work is to commence. Do not commence with new construction work until clean-up is approved by the Architect/Engineer.

3.03 REMOVAL OF WALL CONSTRUCTION

- A. Remove masonry and plaster walls, where indicated on the drawings, by hand and with hand tools, and saw cut at junctures with walls that are to remain.
 - 1. Leave edges of existing walls in condition so that connection to them by new construction can be accomplished in a continuous and uninterrupted manner, without seams or other visible evidence between old and new construction.

3.04. REMOVAL OF FLOOR, WALL, AND CEILING FINISHES

- A. Remove ceiling finishes in areas shown on the Drawing in such manner to enable installation of new smooth ceiling finishes.
- B. Remove floor and wall finishes, such as carpeting, ceramic tiles, VCT, and wall base, from existing kitchen areas. Remove all evidence of prior finish material, including adhesive. Do not permanently damage floor or wall surfaces in the process.
- C. Repair and patching:
 - 1. Refer to Specification Section 01735.

3.05. REMOVAL OF EXISTING PLUMBING WORK

- A. Remove existing plumbing work to extent shown on the Drawings.
- B. Remove plumbing fixtures intact and in whole condition, and protect from being damaged. Allow for Owner's inspection of all fixtures. Salvage and package for storage by Owner those fixtures they select to keep.
- C. Cut away and remove pipes that are required to be demolished without shutting down systems still required to service occupants of the building for more than 3 hours in any 24-hour period. Install temporary valves or fittings as may be required.
- D. Cap open ended lines and protect existing systems from contaminants.

3.06. REMOVAL OF EXISTING HVAC WORK

- A. Remove existing HVAC work to extent shown on the Drawings and as specified.
- B. Reuse of removed HVAC components shall be allowed only if component complies with design specifications and is subject to Architect acceptance.
- C. Cut away and remove ducts that are required to be demolished without shutting down systems still required to service occupants of the building for more than 3 hours in any 24-hour period. Install temporary valve or fittings as may be required.
- D. Cap open ended lines and protect existing systems from contaminants.

3.07. REMOVAL OF EXISTING ELECTRICAL WORK

- A. Remove existing electrical work to extent shown on the Drawings.
- B. Reuse of removed electrical components such as outlets, switches, and light fixtures, is not permitted.

- C. Cut away and remove wiring that is required to be removed without shutting down systems, still required to service occupants of the building, for more than 3 hours in any 24-hour period. Install temporary connections, switches, outlets, lighting, and circuits as may be required.
- D. Cap open ended lines and protect existing systems from short-circuiting.
- E. Remove and replace existing circuit breakers in apartment panels as may be required at no additional cost to the Owner.

3.08. COORDINATION

- A. Coordinate demolition requirements and activities with other trades performing new work within demolition area.
 - 1. The size and location of items requiring an opening, chase or other provisions to receive work of the various trades shall be given to the demolition contractor by those trades who require demolition work, and in ample time to avoid uncoordinated or activities or delay in construction progress.
- B. Coordinate requirements of on-going building systems.

3.09 TEMPORARY CONSTRUCTION

- A. Install temporary walls or curtains, constructed from materials and in such manner suitable to keep dust from infiltrating into occupied areas of the existing building.
 - 1. Construct with provisions for access, egress, and security.

3.10. REPLACEMENTS

- A. In the event of demolition of items not so scheduled to be demolished, promptly replace such items to the approval of the Architect and at no additional cost to the Owner.

END OF SECTION

SECTION 01735

CUTTING AND PATCHING

DIVISION 0 - BIDDING AND CONTRACT FORMS, AND DIVISION 1, GENERAL REQUIREMENTS, GOVERN THE WORK OF THIS SECTION

PART 1 GENERAL

1.01. DESCRIPTION OF REQUIREMENTS

- A. General: Provide cutting and patching work, including material, labor, equipment and services in connection with wall, floor, and ceiling repairs, and fitting in of new work specified under other Sections of the Specifications, and in accordance to the Drawings and Specifications, perform all operations required for a complete, safe and proper execution of this work. Work includes, but is not necessarily limited to, the following:
 - 1. Make the several parts of new work fit properly.
 - 2. Uncover work to provide for installation, inspecting, or both, of ill-timed work.
 - 3. Remove and replace work not conforming to requirements of the Contract Documents.
 - 4. Remove and replace defective work or conditions (existing or new) as indicated on the Drawings.
 - 5. Cut away existing surfaces of walls, ceiling, and floors to fit in new work and patch with patching products of existing construction.
- B. Drawing Notes:
 - 1. All applicable notes and details on the Drawings shall form a part of the scope of work of this Section.
 - 2. All parts not fully shown on the Drawings, but obviously continuous or repetitious of parts fully shown, shall be executed to correspond with the parts fully shown.

1.02. RELATED WORK OF OTHER SECTIONS

- A. All new work coming into contact with existing conditions.
- B. All new work that might require modifications, realignment, repositioning of new construction, piping, conduit, penetrations, etc.

1.03. SUBMITTALS

- A. Comply with pertinent provisions of Section 01300.

- B. Within 35 calendar days after Contractor has received the Owner's Notice to Proceed, submit:
1. Product Data:
 - a. Manufacturer's published literature of product and installation specifications and details needed to prove compliance with the specified requirements, which when approved by the Architect, will become the basis for accepting or rejecting actual installation procedures used on the Work.
 - b. Materials list of items proposed to be provided under this Section, including specifications for all types of anchors and fasteners.
 - c. Manufacturer's recommended installation procedures which, when approved by the Architect/Engineer, will become the basis for accepting or rejecting actual installation procedures used on the Work.
 - d. Obtain approval from Architect before materials are delivered to the site.
 - C. Request for Architect's consent prior to cutting existing or new work that effects structural safety. Submit request in writing to the Architect for permission to proceed with cutting.

1.04. QUALITY ASSURANCE

- A. Comply with pertinent provisions of Section 01400.
- B. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.
- C. Qualifications:
1. Installer(s) must be a subcontractor(s) who specializes in the various works required for this Section and who has (have) a minimum ten (5) years continuous and demonstrative experience.
 2. Manufacturer to have a minimum of fifteen (15) years continuous experience in manufacturing of installed products.

PART 2 PRODUCTS

2.01. MATERIALS

- A. General: Provide only materials and equipment that are recognized as being suitable for the intended use, by compliance with appropriate standards, subject to the approval of the Architect.
- B. For replacement of newly installed items, use only materials complying with pertinent Sections of these Specifications.
- C. All required cutting and patching work shall be executed at no additional cost to the Owner. Should cutting and patching work be required that is clearly outside the Scope of Work parameters stipulating under Section 01010 the Contractor shall submit a cost proposal along with a Change Order for the Architect's review.

2.02. OTHER MATERIALS

- A. Provide other materials, not specifically described but required for a complete and proper cutting and patching installation, as selected by the Contractor subject to the approval of the Architect/Engineer.
 - 1. Comply with relevant Section of these Specifications.

PART 3 EXECUTION

3.01. SURFACE CONDITIONS

- A. Inspect existing conditions, including elements subject to movement or damage during cutting operations.
- B. After uncovering the work, or removal of deteriorated conditions, inspect conditions affecting installation of new work.
- C. If uncovered conditions are not as anticipated, immediately notify the Architect and secure needed directions.
- D. Do not proceed with patching work until unsatisfactory conditions are corrected.

3.02. FINISHING

- A. Bring patched conditions to a finish state so that worked area is unnoticeable.
- B. Finish pursuant to relevant Sections of these Specifications.

END OF SECTION

