



**Project Manual**

**WOODBURN POLICE STATION  
OFFICE REMODEL**

**Permit Project Manual**

**October 24, 2022**



PERMIT  
PROJECT MANUAL

WOODBURN POLICE STATION OFFICE REMODEL  
1060 Mt. Hood Ave  
Woodburn, OR 97071  
October 24, 2022

Owner

CITY OF WOODBURN  
Public Works Department  
190 Garfield St.  
Woodburn, OR 97071

Architect

DECA ARCHITECTURE, INC.  
935 SE Alder St.  
Portland, OR 97214  
(503)239-1987

Project Manager: Pete Gauthier  
[Pete.Gauthier@ci.woodburn.or.us](mailto:Pete.Gauthier@ci.woodburn.or.us)  
(503) 980-2429

Shem Harding  
[harding@deca-inc.com](mailto:harding@deca-inc.com)

Mechanical/Electrical

SYSTEM DESIGN CONSULTANTS, INC.  
333 S.E. Second Avenue, Suite 100  
Portland, OR 97214  
tel: (503) 248-0227

Kelly Johnson  
[kelly@scdpdx.com](mailto:kelly@scdpdx.com)



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BID SOLICITATION

The Woodburn Police Station Office Remodel consists of expanding Office 141 to include adjacent unused open work spaces. Work includes new and altered walls, window systems, one door, finishes, ceilings, lighting and other architectural elements in an area of approximately 550 sf. The existing HVAC system will be modified to relocate ductwork and air inlets and outlets, including adding a new air return path. No exterior work is proposed.

The Work is to be performed in a secured area of the facility. Work hours are limited from 8:00 AM to 5:00 PM unless other arrangements are made with the Chief of Police or his designee. All employees of the contractor and subcontractors working in the secured area must complete a fingerprint-based background check and complete a CJIS training course (less than 15 minutes). The background check and a link to the online CJIS training will be provided by the Police Department after project award.

The City of Woodburn Public Works will receive sealed bids in writing from qualified contractors until 2:00 pm local time, Thursday, December 15th, 2022 at City of Woodburn Public Works, 190 Garfield Street, Woodburn OR, 97071 for construction of the Woodburn Police Station Office Remodel Project. Bids received after the time fixed for receiving bids will not be considered.

PRE-BID CONFERENCE: A pre-bid conference will be held at 10:00 am local time, Thursday, December 1st, 2022 at the Woodburn Police Station, 1060 Mt. Hood Ave, Woodburn OR 97071. This pre-bid conference is not mandatory, but prospective bidders are encouraged to attend.

BID DOCUMENTS FOR CONTRACTORS AND SUBCONTRACTORS: May be examined at the City of Woodburn Public Works Director's Office, 190 Garfield St., Woodburn, OR on or after Monday, November 21st, 2022. Electronic plan sets are available for viewing and downloading on the Engineering Division's website at: <http://www.ci.woodburn.or.us/?q=blog-categories/bids-and-rfps> and/or may have been downloaded by the following plan centers.

*DJC Plan Center – Portland, OR*  
*Contractor's Plan Center – Clackamas, OR*  
*Salem Contractor's Exchange – Salem, OR*

BID DOCUMENTS FOR PLAN CENTERS: Bid Sets are available electronically for viewing and downloading on the Engineering Division's website at: <http://www.ci.woodburn.or.us/?q=blog-categories/bids-and-rfps> or by contacting Pete Gauthier, City of Woodburn Public Works, 503-980-2429.

No bid shall be considered unless the bid contains a statement by the bidder, as part of his bid, that the provisions required by ORS 279C.800 through ORS 279C.870 (workers on public works to be paid not less than prevailing rate of wage) shall be included in his contract. The current wage rates applicable to this project are available at [www.boli.state.or.us](http://www.boli.state.or.us).

A bid deposit or bid bond is not required.

It shall be understood and mutually agreed by and between the Contractor and Owner that the date of beginning and time for completion of the project are essential conditions of the contract and that the time for beginning and completion of the project shall be considered by the Owner in awarding the contract. The bidder shall state the proposed number of construction days on the Bid Form.

No bidder may withdraw his bid after the hour set for the opening thereof, or thereafter, before award of the contract, unless award is delayed for a period exceeding thirty (30) days from the Bid Opening date. The Owner reserves the right to waive any irregularities in the bids, to reject any or all bids, and to accept only such bids as may be in the Owner's best interest.





## INSTRUCTIONS TO BIDDERS

### PART 1 GENERAL

#### 1.1 SUMMARY

- A. This construction will be carried out under one Public Improvement Construction Agreement covering the construction work on this project. The "City of Woodburn Public Improvement Construction Agreement" includes conditions for the performance of construction and may be referred to as the "General Conditions" throughout this Project Manual. This agreement includes all labor, materials, transportation, equipment and services necessary for and reasonably incidental to the completion of all work in connection with the project described in this Project Manual and the accompanying Drawings.

#### 1.2 DEFINITIONS

- A. Bid Documents include the Bid Solicitation, Instructions to Bidders, the Bid Form and the Contract Documents, including any addenda issued prior to receipt of bids. Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the Bid Documents, including Drawings and Project Manual, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed.
- B. Project Notifications: Addenda, clarifications, etc. shall be posted on the Agency website and are the responsibility of the Contractor to download before submission of bids. Contractor shall sign and submit with offer, all Addenda associated (posted on website) with the project. Agency website is <http://www.ci.woodburn.or.us/?q=blog-categories/bids-and-rfps>

#### 1.3 DESCRIPTION OF BID ITEMS

- A. Basic Bid: This project consists of expanding Office 141 to include adjacent unused open work spaces. Work includes new and altered walls, window systems, one door, finishes, ceilings, lighting and other architectural elements in the selected area of approximately 550 sf. The existing HVAC system will be modified to relocate ductwork and air inlets and outlets, including adding a new air return path. No exterior work is proposed.

#### 1.4 HOURS OF LABOR

- A. Section 279C.520, Oregon Revised Statutes, provides that in all cases where labor is employed by the state, county, school district, municipality, municipal corporation or subdivision, through a Contractor, no person shall be required or permitted to labor more than 10 hours in any one day, nor more than 40 hours in any one week, except in the case of necessity, emergency, or where the public policy absolutely requires it, in which event the person or persons so employed for excessive hours shall receive at least time and one-half pay for all overtime in excess of 10 hours per day or 40 hours in any one week, and for work performed on Saturdays and legal holidays. Other provisions of ORS 279C.520 may apply.

INSTRUCTIONS TO BIDDERS

- B. The Work is to be performed in a secured area of the facility. Work hours are limited from 8:00 AM to 5:00 PM unless other arrangements are made with the Chief of Police or his designee. All employees of the contractor and subcontractors working in the secured area must complete a fingerprint-based background check and complete a CJIS training course (less than 15 minutes). The background check and a link to the online CJIS training will be provided by the Police Department after project award.

1.5 COMPLIANCE WITH LAWS

- A. In addition to specific statutory provisions cited, the Contractor shall comply with all other applicable requirements of Chapter 279C – Public Contracting, Oregon Revised Statutes.

1.6 BIDDER'S REPRESENTATION

- A. Each bidder by making his bid represents that he has read and understands the Bid Documents, and has familiarized himself with the locale, site and conditions under which his work is to be performed. The Contractor's signature on his bid indicates acceptance of the conditions at the site of the work upon which he is bidding. The Contractor will be held responsible for the completion of all necessary work in accordance with the Drawings and Project Manual.
- B. Complete sets of Bid Documents shall be used in preparing bids. Neither the Owner nor the Architect assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.

1.7 INTERPRETATION OF CONTRACT DOCUMENTS

- A. If any person contemplating the submission of a bid for the proposed construction finds discrepancies in or omissions from, or is in doubt as to the true meaning of any part of the Drawings and Project Manual, or forms of Contract Documents, he shall request an interpretation thereof, at least seven days previous to the date on which bids are to be opened. Any interpretation or correction will be issued as an Addendum by the Architect. Only a written interpretation or correction by Addendum shall be binding.

1.8 APPROVAL OF MATERIALS

- A. Each bidder represents that his bid is based upon the materials, services, and equipment described in the Bid Documents. No substitution will be considered unless written request is submitted in accordance with Division 1 Section "Product Requirements," to the Architect for review by 3:00 p.m. seven days prior to bid date.

1.9 SUBMISSION OF BID

- A. All bids must be prepared on the forms provided by the Architect and submitted in accordance with the Instructions to Bidders. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement to Bid, or prior to any extension thereof issued to the bidders.

INSTRUCTIONS TO BIDDERS

- B. Unless otherwise provided in any supplement to these Instructions to Bidders, no bidder shall modify, withdraw, or cancel his bid or any part thereof for 30 days after the time designated for the receipt of bids in the Advertisement to Bid. Prior to the receipt of bids, Addenda will be mailed or delivered to each Contractor recorded by the Architect as having received the Bid Documents and will be available for inspection wherever the Bid Documents are kept available for that purpose. Enclose the bid with attachments in a sealed envelope with the following address and identification on the face:

[Bidder's Name]

[Bidder's Address]

Bid For: Woodburn Police Station Office Remodel

1.10 TELEGRAPHIC MODIFICATION AND FACSIMILE TRANSMISSION

- A. Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within 48 hours after closing time, no consideration will be given to the telegraphic modification.
- B. Facsimile transmissions will be accepted only if handled through a third party and are received by the Owner in a sealed envelope and clearly marked BID as shown above, which includes a fax of all required documents. Electronically transmitted bids will not be accepted unless the original documents, together with all necessary signatures including any bond or other required documents, are received by the Owner within 48 hours after the actual scheduled opening.

1.11 METHOD OF AWARD

- A. If the lowest basic bid by a responsible bidder does not exceed the amount of funds estimated by the Owner as available to finance the contract, the contract may be awarded on the base bid, but the Owner shall have sole discretion in also considering the beginning and completion time of the project in rejecting any base bid.
- B. At Owner's discretion, Owner may include one or more bid alternates (additive or deductive) as selected by Owner when comparing bids.
- C. The Owner reserves the right to reject any or all bids as permitted by Oregon Statute or Administrative Rule and to consider the competency and responsibility of bidders and of their proposed subcontractors in making the award.

1.12 FORM OF AGREEMENT

- A. The "City of Woodburn Public Improvement Construction Agreement" shall be used in executing this Contract.

INSTRUCTIONS TO BIDDERS

- B. The contract shall contain a provision that the Contractor shall pay and perform according to the conditions required by ORS 279C.800 to 279C.870, Prevailing Wage Rate.

1.13 PERFORMANCE BOND

- A. The successful bidder shall promptly furnish a Performance Bond, which shall be an Oregon Public Works Contract Bond, in compliance with the requirements of Chapter 279C.380, Oregon Revised Statutes, in an amount equal to 100 percent of the cost of the work, such bond to be written by properly qualified surety authorized to do business in the State of Oregon.

1.14 PROHIBITIONS OF ALTERATIONS (BID FORM)

- A. Except as otherwise provided herein, bids that are incomplete or are conditioned in any way, contain erasures, alterations, or items not called for in the bid, or are not in conformity with the law, may be rejected by the Owner as informal. The Bid Form invites bids on definite Drawings and Project Manual. Only the amounts and information asked for in the Bid Form will be considered as the Bid. Each bidder shall bid upon the work exactly as specified and as provided in the Bid Form.

1.15 DISCLOSURE OF FIRST TIER SUBCONTRACTORS

- A. Without regard to the amount of a Bidder's Bid, if the Agency's cost range for a public improvement Project in the "Invitation to Bid", or in other advertisement or solicitation documents, exceeds \$100,000, the Bidder shall, within 2 working hours of the time Bids are due to be submitted, submit to the Agency, on a form provided by the Agency, a disclosure identifying any first-tier Subcontractors that will furnish labor or labor and Materials, and whose contract value is equal to or greater than:
  - 1. 5% of the total Project Bid, but at least \$15,000; or
  - 2. \$350,000, regardless of the percentage of the total Project Bid.
- B. For each Subcontractor listed, Bidders shall state:
  - 1. The name of the Subcontractor;
  - 2. The dollar amount of the subcontract; and
  - 3. The category of Work that the Subcontractor would be performing.
- C. If no subcontracts subject to the above disclosure requirements are anticipated, a Bidder shall so indicate by entering "NONE" or by filling in the appropriate check box. For each Subcontractor listed, Bidders shall provide all requested information. An incomplete form will be cause for rejection of the Bid.
- D. The Subcontractor Disclosure Form may be submitted for a paper Bid (**See 00120.05(b-1):**
  - 1. **By filling out the Subcontractor Disclosure Form printed from the Bid Booklet on the Agency's Engineering Division's website.**

INSTRUCTIONS TO BIDDERS

- E. Subcontractor Disclosure Forms will be considered late if not received by the Agency within 2 working hours after the time designated for receiving Bids.
- F. The Agency is not responsible for partial, failed, illegible or partially legible facsimile (FAX) transmissions or submittals, and such forms may be rejected as incomplete.
- G. In the event that multiple Subcontractor Disclosure Forms are submitted, the last version received prior to the deadline will be considered to be the intended version.
- H. Bids not in compliance with the requirements of this Subsection will be considered non-responsive.
- I. **Submit list of subcontractors on Document 00 45 50 First-Tier Subcontractor Disclosure Form, sealed in an opaque envelope, addressed and delivered to the same location as the Bid.**

1.16 SCHEDULE OF VALUES

- A. Upon request by the Architect, the selected bidder shall within seven days thereafter, submit to the Architect a Schedule of Values of various parts of the work, including quantities and amount aggregating the total sum of the Contract. With each application for payment, the Contractor shall furnish a detailed statement comprising various items which represent the total amount of work completed to the date upon which application for payment is made. No application for payment will be considered unless accompanied by such a statement.

1.17 BID IRREGULARITY GUIDELINES

- A. Guidelines for handling bid irregularities developed and agreed upon by the Oregon AIA-AGC Joint Cooperative Committee.
- B. Substantial Bid Irregularities Requiring Rejection of Bid:
  - 1. Bids not submitted on specified form, or altered in form by a bidder.
  - 2. Unsigned bids.
  - 3. Bids by non-prequalified entities where prequalification was specified.
  - 4. Conditioning of a bid or bid items in a bid contrary to the specified requirements of bid items or Bid Documents.
  - 5. Bids which have items omitted by the bidder. An exception: "NO BID" on an alternate should not disqualify a bid unless that alternate is pertinent in determining who will be low.
  - 6. Post-bid monetary modification of bids due to provable mistakes of fact.
  - 7. Post-bid refusal to submit to specified bidding requirements such as Wages, Non-Collusion, or Subcontractor Listing.

INSTRUCTIONS TO BIDDERS

8. Altering a bid as to specified time of commencement or completion of work.
9. Bids not received prior to specified deadline.
10. List of first-tier subcontractors not received prior to specified deadline.

1.18 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT

- A. By submitting this bid, the bidder certifies conformance with the applicable Federal Acts, Executive Orders, and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon governments having responsibility for the enforcement of such laws shall be supplied to the Owner upon request, for purposes of investigation to ascertain compliance with such acts, regulations, and orders.

1.19 WAGE ACTS

- A. The provisions of ORS 279C.800 through 279C.870 are applicable to Work under this Contract. In accordance with ORS 279C.830, the minimum hourly rates of wage as determined by the Commissioner of the Bureau of Labor and Industry (BOLI) are hereby made a part of this Project Manual.
- B. Wage acts that apply to this Project are available at:  
<https://www.oregon.gov/boli/Pages/index.aspx>  
and identified as "July 1, 2022 Prevailing Wage Rate Book" and "October 1, 2022 Prevailing Wage Rates Amendment".

END OF DOCUMENT

BID FORM

TO: City of Woodburn Public Works

FROM: \_\_\_\_\_ (Name of Bidder)

1.1 BIDDER AGREEMENT

A. The Undersigned has:

1. Reviewed the Woodburn Police Station Office Remodel Project Manual and Drawings.
2. Reviewed Addenda Numbers \_\_\_\_\_ inclusive.
3. Examined the site and conditions affecting the Work.

B. The Undersigned agrees:

1. To hold this Bid open for 30 days subject to provisions in Bidding Requirements Document "Instructions to Bidders."
2. That Bid Forms not indicating that Addenda were received prior to Bid Date may be rejected by the Owner.
3. That this Bid has been arrived at by the Bidder independently and has been submitted without collusion designed to limit independent bidding and competition.

C. If awarded a contract, the Undersigned agrees:

1. To enter into and execute a Contract on the basis of this Bid.
2. To deliver to the Owner a formal written Agreement subject to provisions in Bidding Requirements Document "Instructions to Bidders."
3. To commence the Work no later than seven days after the date of execution of the Contract or receipt of Notice to Proceed, whichever occurs first.
4. To complete the Work in accordance with the Contract Documents for the amount set forth in this Bid Form.
5. To complete the Work within the time period stipulated in Bidding Requirements Document "Preliminary Schedules."
6. To comply with Oregon Revised Statutes, ORS 279C.830 and pay workers not less than Prevailing Wage Rates as published by the Oregon Bureau of Labor and Industries.
7. That the Contract shall contain a provision that the contractor shall pay and perform according to the conditions required by ORS 279C.800 to 279C.870.

BID FORM

1.2 BID AMOUNTS

A. Basic Bid, Stipulated Sum: \$ \_\_\_\_\_  
\_\_\_\_\_ dollars.

B. Alternate Bids: The Basic Bid may be adjusted in accordance with Division 1 Section "Alternates," if applicable, in the amounts indicated below:

1. Alternate 1: Deduct \$ \_\_\_\_\_  
\_\_\_\_\_ dollars.

2. Alternate 2: Deduct \$ \_\_\_\_\_  
\_\_\_\_\_ dollars

3. Alternate 3: Deduct \$ \_\_\_\_\_  
\_\_\_\_\_ dollars

4. Alternate 4: Deduct \$ \_\_\_\_\_  
\_\_\_\_\_ dollars

C. Number of days to complete construction: \_\_\_\_\_ days.



BID FORM

1.3 BIDDER'S SIGNATURE AND IDENTIFICATION

Please print or type all information requested below (except where signature is required):

\_\_\_\_\_  
Name of Proprietorship, Partnership,  
or Corporation

\_\_\_\_\_  
Signature of Proprietor, Partner,  
or Corporate Official

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
If Corporation, Attest:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Secretary of Corporation

\_\_\_\_\_  
Employer ID Number

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Construction Contractors Board Number

END OF DOCUMENT

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

PROJECT NAME: WOODBURN POLICE STATION OFFICE REMODEL

BID CLOSING DATE: Thursday, December 15, 2022. TIME: 2:00 pm local time

DISCLOSURE DEADLINE DATE: Thursday, December 15, 2022. TIME: 4:00 pm local time

This form must be submitted in a separate envelope within two (2) business hours of the advertised bid closing date and then no later than the DISCLOSURE DEADLINE stated above.

List below the Name, Dollar Value, Category of each subcontractor that will be furnishing labor or materials that are required to be disclosed. Enter "NONE" if there are no subcontractors that need to be disclosed. (If needed, attach additional sheets.)

NAME	DOLLAR VALUE	CATEGORY
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	

Without regard to the amount of a Bidder's Bid, if the Agency's cost range for a public improvement Project in the "Invitation to Bid", or in other advertisement or solicitation documents, exceeds \$100,000, the Bidder shall, within 2 working hours of the time Bids are due to be submitted, submit to the Agency, on a form provided by the Agency, a disclosure identifying any first-tier Subcontractors that will furnish labor or labor and Materials, and whose contract value is equal to or greater than:

The above listed first-tier subcontractor(s) are providing labor or materials with a Dollar Value equal to or greater than:

- a) 5% of the total Contract Price, but at least \$15,000 (add all additive alternates and subtract all deductive alternates).
- b) \$350,000 regardless of the percentage of the total Contract Price.

FAILURE TO SUBMIT THIS FORM BY THE DISCLOSURE DEADLINE WILL RESULT IN A BID SUBMITTAL BECOMING NON-RESPONSIVE, AND SUCH BIDS SHALL NOT BE CONSIDERED FOR AWARD.

Form Submitted By (Bidder Company Name): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_

DELIVER FORM TO: Pete Gauthier, City of Woodburn Public Works.

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

DOCUMENT SHALL NOT BE FAXED. It is the responsibility of bidders to separately submit this disclosure form and additional sheets, with the words "DISCLOSURE FORM", the Project Name clearly marked on the envelope, at location indicated above by the specified deadline.

END OF DOCUMENT

AGREEMENT FORM

PART 1 GENERAL

1.1 SUMMARY

- A. The Agreement between the Owner and the Contractor for the Work of this Project will be the “City of Woodburn Public Improvement Construction Agreement” and is hereby incorporated as part of the Contract Documents.
- B. An example of the Agreement is included.

END OF DOCUMENT



## CITY OF WOODBURN

### PUBLIC IMPROVEMENT CONSTRUCTION AGREEMENT

THIS PUBLIC IMPROVEMENT CONSTRUCTION AGREEMENT ("Agreement") is entered into between the City of Woodburn, an Oregon municipal corporation (the "City"), and [name], a [entity type] ("Contractor") (collectively the "Parties").

#### BACKGROUND

- A. City selected Contractor to construct a public improvement project for the City by a competitive bid process. Contractor submitted the lowest bid as a qualified responsible bidder and will now perform the scope of work for the project as described in this Agreement.
- B. This Agreement is for a public improvement project subject to State prevailing wage rates.

The Parties Agree as Follows:

#### AGREEMENT

1. Contract Documents. This Agreement shall consist of the following documents ("Contract Documents"), hereby incorporated by reference, and listed in descending order of precedence as follows:

- (i) Authorized Change Orders;
- (ii) This Agreement;
- (iii) Exhibit A – Scope of Work;
- (iv) Exhibit B – Fee Schedule;
- (v) Approved Project Construction Drawings & Specifications;
- (vi) City Bid Solicitation Document(s);
- (vii) Contractor's Signed Bid & Proposal;
- (viii) Bid Bond;
- (ix) First-Tier Subcontractor Disclosure Form;
- (x) Payment Bond;
- (xi) Performance Bond; and
- (xii) Contractor's Proof of Insurance.

The terms of this Agreement control over any inconsistent provision of any document other than a Change Order.

Contractor acknowledges that it has or has access to all the contract documents referred to in this Section and agrees to comply with all the Contract Documents.

2. Term. This Agreement becomes effective when signed by both Parties and Contractor has submitted the required certificates of insurance and performance and payment bonds. Unless earlier terminated or extended, this Agreement will remain in effect until completion of Work designated under Section 3 and described in Exhibit A, the improvements have been accepted by the City, and the warranty period has expired. Such expiration shall not extinguish or prejudice the City's right to enforce this Agreement with respect to: (i) any breach of a Contractor warranty; or (ii) any default or defect in Contractor performance that has not been cured.

3. Scope of Work. Contractor shall construct the [name of project] (the "Project"), including the full scope of work described in Exhibit A (the "Work"). Contractor shall perform the Work in accordance with the terms and conditions of this Agreement, including furnishing all materials, labor, water, tools, power, equipment, transportation, and other work needed to construct the Project. Work on the Project is to be completed [pursuant to the schedule included in Exhibit A and] no later than [date] ("Completion Date").

4. Duties of Contractor.

4.1. Contractor shall be responsible for the professional quality, technical accuracy and coordination of all Work furnished by Contractor under this Agreement. Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its work.

4.2. Contractor represents that it is qualified to furnish the Work described in this Agreement. Contractor has familiarized itself with the nature and extend of the Contract Documents, Work, locality, and with all local conditions and any federal, state, and local laws, ordinances, rules, and regulations which, in any manner, may affect cost, progress, or performance of Work.

4.3. Contractor shall be responsible for employing or engaging all persons necessary to perform the Work.

4.4. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees and other persons who may be affected and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

4.5. The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. By the Completion Date,

Contractor shall have removed its tools, construction equipment, machinery, and surplus material(s), and shall have properly disposed of all waste materials.

4.6. It is understood that [name of individual in charge] will be designated by Contractor as the person serving as the main point of contact to the City under this Agreement and that this designated person shall not be replaced without City's approval.

5. Duties of City.

5.1. The City shall provide Contractor the pertinent information regarding City's requirements for the Project.

5.2. The City shall examine documents and construction plans submitted by Contractor and shall render decisions promptly to avoid unreasonable delay in the progress of Contractor's Work.

5.3. The City shall be responsible for the cost and will pay for all construction permit fees necessary for completion of the Project.

5.4. The City certifies that sufficient funds are available and authorized for expenditure to finance costs of this Agreement.

5.5. The contact person on the Project for City is designated as [name], [title]. The City shall provide written notice to Contractor if City changes its contact person.

6. Consideration & Payment. The City shall pay Contractor according to the schedule(s) and unit prices stated in Exhibit B, with the Project Sum totaling [fill in total].

Contractor shall not submit billings for, and the City will not pay, any amount in excess of the compensation amount set forth above. If any compensation or fee amount is increased by an approved Change Order or Amendment, the Change Order or Amendment must be fully effective before Contractor performs any modified Scope of Work. No payment will be made for any Work performed before the beginning date or after the expiration date of this Agreement.

Contractor shall invoice the City monthly for work performed during the previously month-long period, based on a progress payment calculation outlined and included in Exhibit B. Invoices shall be directed to the City of Woodburn, Attn: [name/title?], 270 Montgomery Street, Woodburn, OR 97071. Invoices may also be emailed to: [fill in]. The City shall make a progress payment equal to the value of the completed Work, less amounts previously paid, less retainage of 5 percent within 30 days of receipt of the invoice.



7. Change Orders. A Change Order includes a written order to the Contractor signed by the City authorizing an addition, deletion, or revision in the Work, or an adjustment in the Compensation amount or the Completion Date after the effective date of this Agreement. At any time the need arises, the City may submit a Change Order to Contractor without invalidating the Agreement, so long as it is within the general scope of this Agreement and the Contract Documents.

For any adjustments to the Project Sum that are based on other than the unit prices method, the Contractor agrees to charge, and accept, as payment for overhead and profit, the following percentages of costs attributable to the change in the Work:

- (i) Ten percent (10%) for Work by the Contractor not involving Subcontractors;
- (ii) Five percent (5%) for Work by Subcontractors, calculated without subcontractor profit;
- (iii) When both additions and credits are involved in any one change, the allowance for overhead and profit shall be figured on the basis of the net increase, if any; and
- (iv) For additional Work ordered as described above that will be executed by Subcontractors, it is agreed that the Subcontractors will be permitted to charge ten percent (10%) for work not involving Sub-subcontractors and five percent (5%) for Work by Sub-subcontractors, calculated without Sub-subcontractor profit.

8. Final Acceptance of Project. The City shall inspect the Project within 15 days of receipt of written notice from Contractor that the Work is ready for final inspection and acceptance. The City shall either accept or reject Contractor's Work in writing. A rejection must state the reasons for the rejection and list the Work that must be done before the Project can be accepted. If a rejection is issued, Contractor shall complete all Work needed to be done and request another inspection. The process shall be continued until the City determines that the Project is complete and accepted. Within 30 days after written acceptance by the City and receipt of the Warranty Bond required by Section 15(iii), all remaining compensation, including the retainage, shall be paid to Contractor, provided that Contractor shall submit evidence satisfactory to the City that all payrolls, material bills, and other indebtedness connected with the Work have been paid; except that in case of disputed indebtedness or liens, the Contractor may submit in lieu of evidence of payment, a Surety Bond satisfactory to City guaranteeing payment of all such disputed amounts when adjudicated in cases where such payment has not already been guaranteed by Surety Bond.

9. Warranties. Contractor unconditionally warrants all work and materials under this Agreement, including additional work authorized under Change Orders, against any defects whatsoever, for one year from the date of acceptance by the City, except that manufacturers' warranties and extended manufacturer warranties as specified in the Contract Documents or otherwise is a standard manufacturer product warranty shall not be abridged. In addition to its

right to proceed on the warranty, the City may recover for breach of contract or negligence even if defects do not become evident during the warranty period.

Contractor shall perform all Work in accordance with all specifications, correcting any Work not in compliance with specifications, and for all repairs of damage to other improvements, natural and artificial structures, systems, equipment, and vegetation caused by, or resulting in whole or in part from occurrences beginning during the warranty period and are the result of defects in construction or materials installed under this Agreement. Contractor shall be responsible for all costs associated with site cleanup and remediation caused by, or resulting in whole or in part from, defects in its work or materials.

All Work done to comply with the warranty shall itself be warranted for one year beginning on the date of the City's notification of the corrections, repairs, replacements or changes.

10. Hazardous Materials. Contractor shall not cause or permit any "Hazardous Materials" (as defined herein) to be brought upon, kept or used in or on the job site except to the extent such Hazardous Materials are necessary for the execution of the Work or are required pursuant to the Contract Documents. Removal of such Hazardous Materials shall be undertaken within twenty-four (24) hours following City's demand for such removal. Such removal shall be undertaken by Contractor at its sole cost and expense, and shall be performed in accordance with all applicable laws. Any damage to the Work, the job site or any adjacent property resulting from the improper use, or any discharge or release of Hazardous Materials shall be remedied by Contractor at its sole cost and expense, and in compliance with all applicable laws. Contractor shall immediately notify City of any release or discharge of any Hazardous Materials on the job site. Contractor shall be responsible for making any and all disclosures required under applicable "Community Right-to-Know" laws. Contractor shall not clean or service any tools, equipment, vehicles, materials or other items in such a manner as to cause a violation of any laws or regulations relating to Hazardous Materials. All residue and waste materials resulting from any such cleaning or servicing shall be collected and moved from the job site in accordance with all applicable laws and regulations. Contractor shall immediately notify City of any citations, orders or warnings issued to or received by Contractor, or of which Contractor otherwise becomes aware, which relate to any Hazardous Materials on the job site.

Without limiting any other indemnification provisions pursuant to law or specified in the Contract, Contractor shall indemnify, defend (at Contractor's sole cost, with legal counsel approved by City) and hold City harmless from and against any and all such claims, demands, losses, damages, disbursements, liabilities, obligations, fines, penalties, costs and expenses in removing or remediating the effect of any Hazardous Materials on, under, from or about the job site, arising out of or relating to, directly or indirectly, Contractor's failure to comply with any of the requirements of this Subparagraph 10.3.3.1. As used herein, the term

"Hazardous Materials" means any hazardous or toxic substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101) or listed by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and

any amendments thereto, and any substances, materials or wastes that are or become regulated under federal, state or local law. Hazardous Materials (or substances) shall also include, but not be limited to: regulated substances, petroleum products, pollutants, and any and all other environmental contamination as defined by, and in any and all federal, state and/or local laws, rules, regulations, ordinances or statues now existing or hereinafter enacted relating to air, soil, water, environmental or health and safety conditions.

11. Provisions Required by State Law.

11.1. Contractor shall:

- (i) Make payment promptly, as due, to all persons supplying to the Contractor labor or material for the performance of the Work provided for in the Agreement;
- (ii) Pay all contributions or amounts due the Industrial Accident Fund from the Contractor or Subcontractor incurred in the performance of the Agreement;
- (iii) Not permit any lien or claim to be filed or prosecuted against City;
- (iv) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167;
- (v) Demonstrate that an employee drug testing program is in place. City has the right to audit and/or monitor the program. On request by the City, Contractor shall furnish a copy of the employee drug testing program; and
- (vi) Salvage or recycle construction and demolition debris, if feasible and cost-effective.

11.2. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public improvement contract as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of the contract.

11.3. If Contractor or a First Tier Subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this Agreement within 30 days after receipt of payment from the City (or in the case of a subcontractor, from Contractor), Contractor or first tier subcontractor shall owe the person the amount due plus interest charges commencing at the end of the 10 day period that payment is due under ORS 279C.580 (4) and ending upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest charged to Contractor or first-tier subcontractor on the amount due shall equal three times the discount rate on 90-day commercial paper in effect at the Federal Reserve Bank in the Federal Reserve district that includes Oregon on the date that is 30 days after the date when payment was received from the contracting agency or from the contractor, but

the rate of interest may not exceed 30 percent. The amount of interest may not be waived.

11.4. If Contractor or a Subcontractor fails, neglects or refuses to make payment to a person furnishing labor or materials in connection with this Agreement, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580.

11.5. The payment of a claim in the manner authorized in this section does not relieve the Contractor or the Contractor's surety from obligation with respect to any unpaid claims.

11.6. For work under this Contract, a person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in those cases, the employee shall be paid at least time and a half pay:

- (i) For all overtime in excess of 8 hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or
- (ii) For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
- (iii) For all work performed on Saturday and on any legal holiday specified in ORS 279C.540.

Contractor is not required to pay overtime if the request for overtime pay is not filed within 30 days of completion of the Agreement if Contractor has posted and maintained in place a circular with the information contained in ORS 279C.545 as required by ORS 279C.545(1).

11.7. Contractors and Subcontractors must give notice in writing to employees who perform work under this Agreement, either at the time of hire or before commencement of Work under the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

11.8. Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums that Contractor agrees to pay for the services and all moneys and sums that the Contractor collected or deducted from the wages of employees under any law, Contract or Agreement for the purpose of providing or paying for the services.

11.9. All employers, including Contractor, that employ subject workers who work under this Contract in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors comply with these requirements.

11.10. Contractor shall utilize where applicable, recycled materials if (a) The recycled product is available; (b) The recycled product meets applicable standards; (c) The recycled product can be substituted for a comparable non-recycled product; and (d) The recycled product's costs do not exceed the costs of non-recycled products by more than 5 percent.

11.11. Contractor shall include in each first-tier subcontract, including contracts with material suppliers, a clause that obligates Contractor to pay the first-tier subcontractor for satisfactory performance under its subcontract within 10 days out of the amounts paid to Contractor by City under this contract, and if payment is not made within 30 days after receipt of payment from City, to pay an interest penalty as specified in ORS 279C.515(2) to the first-tier subcontractor. The interest penalty does not apply if the only reason the delay in payment is due to a delay in payment by City to Contractor. Contractor shall include in each of Contractor's subcontracts, a provision requiring the first-tier subcontractor to include a similar payment and interest penalty clause and shall require Subcontractors to include similar clauses with each lower-tier subcontractor or supplier. Contractor shall also include in each first-tier subcontract a clause that requires Contractor to provide a standard form that the first-tier subcontractor may use as an application for payment and that requires Contractor to use the same form throughout the period of the contract, unless the contractor provides written notice of a change in the form, including a copy of the new form, at least 45 days before change.

11.12. By signing this Contract, Contractor certifies that all Subcontractors performing construction work shall be registered by the Construction Contractors Board or licensed by the State Landscape Contractors Board before the subcontractor starts Work on the Project.

11.13. City's performance under the Agreement is conditioned upon Contractor's compliance with the provisions of: (i) Title VI and VII of the Civil Rights Act of 1964; (ii) Section 503 and 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336); (iv) the Oregon Pay Equity Act (ORS 652.220); and (v) ORS Chapter 659, and all amendments of and regulations and administrative rules established pursuant to those laws, which are incorporated into the Agreement by reference.

11.14. By signing this Contract, Contractor certifies that it shall comply with Oregon tax laws.

12. Prevailing Wage. Contractor and subcontractors shall comply with all provisions required by ORS 279C.800 through ORS 279C.870 relating to the payment of prevailing wage rates for work performed. Contractor and subcontractors shall pay to workers in each trade or occupation the current, applicable State prevailing rate of wage as established by the Oregon State Bureau of Labor and Industries (“BOLI”) <http://www.boli.state.or.us/BOLI>. Contractor and any Subcontractors shall post the prevailing wage rates and fringe benefits as required by ORS 279C.840. The City shall not make final payment under this Agreement unless prevailing wage rate certifications are received.

13. Indemnification. Contractor shall defend, indemnify, and hold the City, its officers, agents, employees and volunteers harmless against all liability, claims, losses, demands, suits, fees and judgments (collectively known as ‘claims’). That may be based on, or arise out of damage or injury (including death) to persons or property caused by or resulting from any act or omission sustained in connection with the performance of this Agreement or by conditions created thereby or based upon violation of any statute, ordinance or regulation. This indemnification required shall not apply to claims caused by the sole negligence or willful misconduct of the City, its officers, agents, employees and volunteers. The Contractor agrees that it is not an agent of the City and is not entitled to indemnification and defense under ORS 30.285 and ORS 30.287.

14. Insurance. Contractor shall purchase and maintain at their own expense the following forms and types of insurance:

- (i) **Commercial General Liability Insurance** with minimum coverage in effect of \$1,000,000 per incident, claim or occurrence and \$2,000,000 in aggregate. The policy shall include coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products completed operations, and contractual damages. Contractor shall remain fully responsible and liable for any claims resulting from the negligence or intentional misconduct of contractor, its subcontractors, and their officials, agents and employees in performance of this contract, even if not covered by, or in excess of insurance limits.
- (ii) **Commercial Automobile (Fleet) Liability Insurance** with minimum combined single limit of \$1,000,000 covering all owned, non-owned, and hired vehicles. This coverage shall be written in combination with the Commercial General Liability Insurance with separate limits for Commercial Automobile Liability and Commercial General Liability.
- (iii) **Workers’ Compensation Insurance** as required by ORS Chapter 656. Contractor shall ensure that each subcontractor obtains workers compensation insurance. The Contractor shall ensure that its insurance carrier files a guaranty contract with the Oregon Workers Compensation Division before performing work.

Commercial General Liability coverage shall name, by certificate and endorsement the City, its officers, agents, employees and volunteers as additional insureds with respect to Contractor's work or services provided under this Agreement. Additionally, Contractor shall provide proof of coverage required by acceptable Certificate of Insurance and signed Endorsement from the carrier(s). The Certificate and Endorsement shall provide that there will be no cancellation, termination, material change or reduction in limits of the insurance coverage without a minimum 30-day written notice to the City. The Certificate and Endorsement shall also state the deductible or self-insured retention level.

15. Bonds. Contractor shall procure and deliver to the City, at their own expense, the following Bonds:

- (i) **Performance Bond** and a separate **Payment Bond** in a form acceptable to the City. Each bond shall be equal to 100 percent of the Project Sum. The Performance Bond and the Payment Bond must be signed by the Surety's Attorney-in-Fact, and the Surety's seal must be affixed to each bond. Bonds shall not be canceled without the City's consent, nor shall the City release them prior to Project completion.
- (ii) **A Public Works Bond**, filed with the Construction Contractor's Board, with a corporate surety authorized to do business in the State of Oregon in the amount of \$30,000 prior to starting work on this Agreement unless otherwise exempt. Contractor is aware of the provisions of ORS 279C.600 and 279C.605 relating to notices of claim and payment of claims on Public Works Bonds.
- (iii) **Warranty Bond** in the amount of the Project Sum to cover the warranty period after acceptance. The City's acceptance of the work shall not take effect until receipt of the warranty bond.

Contractor shall include in every Subcontract a provision requiring the Subcontractor to have a public works bond filed with the Construction Contractor's Board before starting work on the project, unless otherwise exempt.

16. Termination.

16.1. Parties' Right to Terminate for Convenience. This Agreement may be terminated at any time by mutual written consent of the Parties.

16.2. City's Right to Terminate for Cause. The City may terminate this Agreement in whole or in part, upon 10-days' notice to Contractor, or at such later date as the City may establish in such notice, upon the occurrence of any of the following events:

- (i) Contractor commits a material breach or default of any covenant, warranty, or obligation under this Agreement, fails to perform the Work under this Contract within the time specified herein or any extension

thereof, and such breach, default or failure is not cured within the 10-day notice period after delivery of the City's notice, or such longer period as the City may specify in such notice;

- (ii) Contractor disregards applicable laws and regulation, including failing to make prompt payment to Subcontractors;
- (iii) Contractor makes an unauthorized assignment; or
- (iv) Contractor has a receiver appointed because of the Contractor's insolvency or is adjudged bankrupt.

16.3. Contractor's Right to Terminate for Cause. Contractor may terminate this Agreement upon 10-days' notice to the City if the City fails to pay Contractor pursuant to the terms of this Agreement and the City fails to cure within the 10-day notice period after delivery of Contractor's notice, or such longer period of cure as Contractor may specify in such notice.

16.4. Remedies. In the event of termination pursuant to Sections 16.1 and 16.3, Contractor's sole remedy shall be a claim for the sum designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by the City, less previous amounts paid and any claim(s) which City has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this subsection, Contractor shall pay any excess to the City upon demand.

In the event of termination pursuant to Section 16.2, the City shall have any remedy available to it in law or equity. If it is determined for any reason that Contractor was not in default under Section 16.2, the rights and obligations of the parties shall be the same as if the Agreement was terminated pursuant to Section 16.1.

17. Independent Contractor; Responsibility for Taxes and Withholding.

17.1. Contractor shall perform all required Work as an independent contractor. Although the City reserves the right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate the quality of the completed performance, the City cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor shall also provide, at its sole expense, all equipment and materials necessary to perform the Work described in this Agreement.

17.2. If Contractor is currently performing work for the State of Oregon or the federal government, Contractor by signature to this Agreement declares and certifies that: Contractor's Work to be performed under this Agreement creates no potential or actual conflict of interest as defined by ORS 244 and no rules or regulations of Contractor's employing agency (state or federal) would prohibit Contractor's Work under this Agreement. Contractor is not an "officer", "employee", or "agent" of the City, as those terms are used in ORS 30.265.



17.3. Contractor shall be responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Agreement and, unless Contractor is subject to backup withholding, the City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Agreement, except as a self-employed individual

18. No Third Party Beneficiaries. The City and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

19. Subcontracts and Assignment; Successors and Assigns. City has selected Contractor based on its reputation and specialized expertise. Contractor shall not enter into any subcontracts for any of the Work required by this Agreement, or assign or transfer any of its interest in this Agreement without City's prior written consent.

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and permitted assigns, if any.

20. Force Majeure. Neither the City, nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond the reasonable control of the City or Contractor, respectively. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

21. Price Escalation – Materials & Supplies. In entering into this Agreement, the City and Contractor acknowledge that supply and material prices are subject to escalation at any time after the execution of this Agreement due to, without limitation, natural disasters, war, terrorism, domestic (both regional and national) and international market supply, demand or pressure, or other causes beyond the control of Contractor. The parties to this Agreement anticipate such escalations due to recent events affecting materials markets and anticipate that future events may cause further escalation; however, neither party can anticipate the magnitude of such escalation or the materials that may be affected.

The Contractor agrees to use reasonable efforts to obtain materials at the most competitive available prices and in such time so as to avoid delay to the Work. The Parties have further agreed that the Contractor shall be responsible for all the costs resulting from the escalation. The Parties agree that the Compensation shall only be adjusted by Change Order to compensate the Contractor for the escalated price of such materials. The Contractor shall

provide satisfactory documentation to the City to establish and demonstrate the difference between the Contractor's actual cost of any given material subject to escalation and the cost originally estimated by the Contractor. Prior to incurring additional costs for any material for which Contractor will seek a Change Order per Section 7 of this Agreement, the Contractor shall provide written notice to the City. Should any material or supply become commercially unavailable, the Contractor shall be entitled to an adjustment to the construction schedule through an extension of the Completion Date for the delay caused directly or indirectly by such commercial unavailability, unless the City promptly directs the use of an alternate material that is commercially available.

22. Notice. Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder will be given in writing by personal delivery, email, or mailing the same, postage prepaid, to Contractor or the City at the address or number set forth on the signature page of this Agreement. Any communication or notice so addressed and mailed will be deemed to be given five (5) days after mailing.

23. Severability. The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

24. Disclosure of Federal Tax ID Number. Contractor must provide Contractor's federal tax ID number. This number is requested pursuant to ORS 305.385, OAR 125-20-0030 and OAR 150-305-0010. Federal tax ID numbers provided pursuant to this authority will be used for the administration of state, federal and local tax laws.

25. Governing Law; Venue; Consent to Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the City and Contractor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. Contractor hereby agrees to the in personam jurisdiction of such court and waives any claims of an inconvenient forum.

26. Confidentiality. Contractor, may, in the course of its duties have in its possession sensitive information relating to internal policy and procedure of the City. All such information is confidential and unless permitted by the City in writing, Contractor shall not disclose such information, directly or indirectly, to any party, its counsel or any representatives, or use it in any way, except as required to perform their duties as requested by the City.

27. Merger Clause; Waiver. This Agreement and the Contract Documents as incorporated constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein

regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the City to enforce any provision of this Agreement shall not constitute a waiver by the City of that or any other provision.

*[Signature Page Follows]*



CONTRACTOR DATA, CERTIFICATION AND SIGNATURE  
(please print or type)

<b>Name</b> (tax filing):	<b>Address:</b>
<b>Email:</b>	<b>Phone #:</b>  <b>Facsimile #:</b>
<b>Social Security #:</b> or <b>Federal Tax ID #:</b>	<b>State Tax ID#:</b>
<b>Citizenship</b> , if applicable: Non-resident alien <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Business Designation</b> (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company	
Above payment information must be provided prior to Contract approval. This information will be provided to the Internal Revenue Service (IRS) under the name and taxpayer ID number submitted. Information not matching IRS records could subject Contractor to 31 percent backup withholding.	

**Certification and Execution:**

**Contractor, by execution of this contract, hereby acknowledges that contractor has read this contract, understands it, and agrees to be bound by its terms and conditions.**

The Contractor hereby certifies that: (a) the number shown on this form is Contractor’s correct taxpayer ID; and (b) Contractor is not subject to backup withholding because (i) Contractor is exempt from backup withholding or (ii) Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of failure to report all interest or dividends, or (iii) the IRS has notified Contractor that Contractor is no longer subject to backup withholding; (c) they authorized to act on behalf of Contractor, they have authority and knowledge regarding Contractor’s payment of taxes, and to the best of their knowledge, Contractor is not in violation of any Oregon tax laws; (d) Contractor is an independent contractor as defined in ORS 670.600; and (e) the above Contractor data is true and accurate.

Signed by the Contractor:

[business name]

---

[name, title]

---

Date

Accepted and Signed by the City:

**City of Woodburn**

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Scott Derickson  
City Administrator

---

Date

City of Woodburn  
270 Montgomery Street  
Woodburn, OR 97071  
Email: [Scott.Derickson@ci.woodburn.or.us](mailto:Scott.Derickson@ci.woodburn.or.us)

**EXHIBIT A**  
**SCOPE OF WORK**





## EXHIBIT B

### COMPENSATION SCHEDULE

#### Proposal Pricing

#### Progress Payment Calculation

The amount of each progress payment shall first include:

- (i) That portion of the Project Sum properly allocable to completed Work;
- (ii) That portion of the Project Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the City, suitably stored off the site at a location agreed upon in writing; and

The amount of each progress payment shall then be reduced by:

- (i) The aggregate of any amounts previously paid by the City;
- (ii) The amount, if any, for Work that remains uncorrected and for which the City has previously withheld payment;
- (iii) Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay; For Work performed or defects discovered since the last payment application, any amount for which the City may withhold payment, or nullify a Certificate of Payment in whole or in part; and
- (iv) Retainage withheld pursuant to the below specification.

For each progress payment made prior to Final Acceptance of the Project, the City may withhold 5% as retainage from the payment otherwise due.

PREVAILING WAGE RATES

PART 1 GENERAL

1.1 SUMMARY

- A. This project is subject to the prevailing rate requirements of ORS 279C.800 to 279C.870. The current wage rates applicable to this project are available on the internet at: <https://www.oregon.gov/boli/employers/Pages/prevailing-wage-rates.aspx> and listed as "Prevailing Wage Rates for Employers" effective July 1, 2022 and associated Amendments.

1.2 MINIMUM WAGE AND OVERTIME RATES FOR PUBLIC WORKS PROJECTS

- A. General - The Contractor is responsible for investigating local labor conditions. The Agency does not imply that labor can be obtained at the minimum hourly wage rates specified in State or federal wage rate publications, and no increase in the Contract Amount will be made if wage rates paid are more than those listed.
- B. State Prevailing Wage Requirements - The Contractor shall comply with the prevailing wage provisions of ORS 279C.800 through ORS 279C.870.
1. Minimum Wage Rates - The Bureau of Labor and Industries (BOLI) determines and publishes the existing State prevailing wage rates in the publication "Prevailing Wage Rates for Public Works Contracts in Oregon". The Contractor shall pay workers not less than the specified minimum hourly wage rate according to ORS 279C.838 and ORS 279C.840 and shall include this requirement in all subcontracts.
  2. Payroll and Certified Statements - As required in ORS 279C.845, the Contractor and every subcontractor shall submit written certified statements to the Architect on the form prescribed by the Commissioner of BOLI in OAR 839 025 0010 certifying compliance with wage payment requirements and accurately setting out the Contractor's or subcontractor's weekly payroll records for each worker employed upon the project.
  3. The Contractor and subcontractors shall preserve the certified statements for a period of six years from the date of completion of the Contract.
- C. Additional Retainage:
1. Agency - As required in ORS 279C.845(7) the Agency will retain 25% of any amount earned by the Contractor on the project until the Contractor has filed the certified statements required in ORS 279C.845 and in FHWA Form 1273, if applicable. The Agency will pay to the Contractor the amount retained within 21 days after the Contractor files the required certified statements, regardless of whether a subcontractor has failed to file certified statements.
  2. Contractor - As required in ORS 279C.845(8) the Contractor shall retain 25% of any amount earned by a first tier subcontractor on the project until the first tier subcontractor has filed with the Agency the certified statements required in ORS 279C.845 and in FHWA Form 1273, if applicable. Before paying any amount retained, the Contractor shall verify that the first tier subcontractor has filed the certified statement. Within 21

PREVAILING WAGE RATES

days after the first tier subcontractor files the required certified statement the Contractor shall pay the first tier subcontractor any amount retained.

- D. State Overtime Requirements - As a condition of the Contract, the Contractor shall comply with the pertinent provisions of ORS 279C.540.
1. Maximum Hours of Labor and Overtime Pay - According to ORS 279C.540, no person shall be employed to perform Work under this Contract for more than 10 hours in any one Day, or 40 hours in any one week, except in cases of necessity, emergency, or where public policy absolutely requires it. In such instances, the Contractor shall pay the employee at least time and a half pay:
    - a. For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or
    - b. For all overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
    - c. For all Work performed on Saturday and on any legal holiday specified in ORS 279C.540.
    - d. For additional information on requirements for overtime and establishing a work schedule see OAR 839 025 0050 and OAR 839 025 0034.
  2. Notice of Hours of Labor - The Contractor shall give written notice to employees of the number of hours per day and days per week the employees may be required to work. Provide the notice either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees.
  3. Exception - The maximum hours of labor and overtime requirements under ORS 279C.540 will not apply to the Contractor's Work under this Contract if the Contractor is a party to a collective bargaining agreement in effect with any labor organization. For a collective bargaining agreement to be in effect it shall be enforceable within the geographic area of the project, and its terms shall extend to workers who are working on the project (see OAR 839 025 0054).
  4. State Time Limitation on Claim for Overtime - According to ORS 279C.545, any worker employed by the Contractor is foreclosed from the right to collect any overtime provided in ORS 279C.540 unless a claim for payment is filed with the Contractor within 90 days from the completion of the contract, provided the Contractor posted and maintained a circular as specified in this provision. Accordingly, the Contractor shall:
    - a. Cause a circular, clearly printed in boldfaced 12 point type containing a copy of ORS 279C.545, to be posted in a prominent place alongside the door of the timekeeper's office or in a similar place which is readily available and freely visible to any or all workers employed to perform Work; and
    - b. Maintain such circular continuously posted from the inception to the completion of the Contract on which workers are or have been employed.

PREVAILING WAGE RATES

END OF DOCUMENT

SUMMARY

PART 1 GENERAL

1.1 WORK COVERED BY CONTRACT DOCUMENTS

A. Project Description:

1. The Woodburn Police Station Office Remodel consists of expanding Office 141 to include adjacent unused open work spaces. Work includes new and altered walls, window systems, one door, finishes, ceilings, lighting and other architectural elements in the selected area of approximately 550 sf. The existing HVAC system will be modified to relocate ductwork and air inlets and outlets, including adding a new air return path. No exterior work is proposed.
2. The estimated cost range is \$100,000 to \$140,000.

B. Additional requirements of all parties to the Contract include the following Bidding and Contracting Requirements:

1. Subcontractor List.
2. Agreement Form.
3. Bonds.
4. Oregon BOLI wage rates.

1.2 CONTRACTS

- A. Standard Contract Form: Construct the Work under the City of Woodburn Public Improvement Construction Agreement

1.3 WORK UNDER OTHER CONTRACTS

A. Work Prior to This Contract:

1. Owner may perform separate Work or will employ separate contractors for Work on the Project prior to start of this Contract.

B. Work During This Contract:

1. Owner will employ separate contractors for Work on the Project which will be executed during this Contract which is excluded from this Contract.
2. Provide access to site and coordinate Work according to General Conditions.
3. Work during this Contract by separate contractors includes:
  - a. Low voltage data system cabling and terminations.
  - b. Access control vendor will install access control devices.

SUMMARY

- C. Work After This Contract:
  - 1. Owner will employ separate contractors for Work on the Project, which will be executed after this Contract, which is excluded from this Contract.
  - 2. Work after this Contract by separate contractors includes window coverings and building signage.

1.4 SITE INVESTIGATION AND REPRESENTATION

- A. The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work; the general and local conditions, particularly those bearing upon storage of materials, availability of labor, water, electrical power, roads, or similar physical conditions at the site; and the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during the execution of the Work, and all other matters which can in any way affect the Work or the cost thereof under this Contract.
- B. The Contractor further acknowledges that he has satisfied himself as to the character, quality and quantity of surface materials to be encountered from inspecting the site, all exploratory Work done by the Owner, as well as from information presented by the Drawings and Project Manual made a part of this Contract. Any failure by the Contractor to acquaint himself with all the available information will not relieve him from responsibility for properly estimating the difficulty or cost of successfully performing the work.

1.5 CONSTRUCTION SCHEDULE AND USE OF SITE

- A. Construction Schedule Procedures: Construct Work in stages to accommodate Owner's and public's use of premises during the construction period. Coordinate construction schedule and site operations with Owner.
- B. Construction Schedule: The Contractor shall schedule the Work through to completion, giving copies of the schedule to all subcontractors, to be sure that the construction is actually completed by the Project deadline.
- C. Contractor's Use of Premises:
  - 1. Contractor shall limit his use of premises for Work and storage to allow for Work by other contractors, Owner occupancy and public use. See drawings for direction on use of premises.
  - 2. Coordinate use of premises under direction of Architect.
  - 3. Move any stored products under Contractor's control which interfere with operations of the Owner or separate contractor.
  - 4. Obtain and pay for the use of additional storage or work areas needed for construction.
  - 5. Do not prohibit use of toilet facilities, corridors and required exits until the completion of one stage of construction provides alternative access.

SUMMARY

6. Do not block fire truck access to the site. Designated fire lanes must remain open at all times unless other arrangements are made with the governing jurisdiction.
7. Dumping of construction waste on the site is prohibited, except for excess concrete and truck washout to be placed in areas to receive pavement.

1.6 TRAFFIC AND PARKING

- A. Vehicle parking shall be limited, as indicated on drawings. Contractor's use of areas outside of the indicated limits shall be only by arrangements made with appropriate governing agencies by the Contractor. Contractor shall pay all costs and fees related to said arrangements.

1.7 PUBLIC SAFETY AND CONVENIENCE

- A. Comply with all rules and regulations of the City, State and County authorities regarding the closing of public streets or highways to use of public traffic. No road shall be closed to the public except by express permission of the governing authority. Conduct the Work so as to assure the least possible obstruction to traffic and normal commercial pursuits.
- B. Protect all obstructions within traveled roadways by approved signs, barricades and lights where necessary for the safety of the public. The convenience of the general public and residents adjacent to the project and the protection of persons and property are of prime importance and shall be provided for in an adequate and satisfactory manner.
- C. Whenever the Contractor's operations create a hazardous condition, he shall furnish flagmen and guards as necessary to give adequate warning to the public of any dangerous conditions to be encountered. Equip flagmen and guards, while on duty and assigned to give warning to the public, with approved red wearing apparel and a red flag which shall be kept clean and in good repair.

1.8 CLEANING AND PROTECTION

- A. Clean all spilled demolition debris and other material caused by the construction operations from all streets and roads at the conclusion of each day's operation.
- B. Emergency Provisions: The Contractor shall furnish the Owner with 24-hour telephone numbers of all key personnel, including key personnel of subcontractors, for use in case of any emergencies.
- C. Noise Control: The Contractor shall provide and maintain adequate and effective mufflers, sound barriers and controls for all construction equipment such as compressors, jackhammers, vehicles, impact tools, power saws and similar equipment so that the noise from this equipment can be controlled to maintain a degree of comfort to the building occupants. Cooperate with the Owner when construction Work requires the use of equipment that may generate objectionable noise.

1.9 CONTINUED OWNER OCCUPANCY

- A. Owner will occupy the building during the entire period of construction for conducting normal operations. Cooperate with Owner in all construction operations to minimize conflict and to

SUMMARY

facilitate Owner usage. Contractor shall at all times conduct his operations to ensure the least inconvenience to the Owner. No smoking will be allowed in any areas of the building.

1. Contractor shall ensure that continuous power is supplied to occupied areas of the building and shall coordinate any disruptions with the Police Department.
  2. Egress from occupied areas shall be ensured at all times.
- B. Provide adequate protection and barriers for normal building activities and protection of personnel from the construction area.

1.10 EXISTING WORK AND FACILITIES

- A. Construct carefully without damage or destruction of remaining facilities. Replace or repair damage caused by the Work to structures, surfaces, fixtures and materials with new Work equivalent to the existing, fully complying with original workmanship, materials and the Specifications.
- B. Existing Utilities:
1. Protect active utilities, evident by reasonable inspection of the Project, whether or not shown on the Drawings. Protect, relocate, or abandon utilities encountered in the Work which are not shown on the Drawings or evident by inspection of the Work as directed by the Architect. Maintain continuity of utilities services to occupied areas of building.
  2. All necessary service interruptions of utilities shall be scheduled with the Owner. Minor interruptions shall require a minimum of 48 hours prior notification. The major shut down of any utility shall require a minimum of seven days prior notice.
- C. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 8 a.m. to 5 p.m., Monday through Friday, except otherwise indicated.
1. Weekend Hours: Negotiate with Owner.
  2. Early Morning Hours: Negotiate with Owner.
  3. Hours for Utility Shutdowns: Negotiate with Owner
  4. Hours for Core Drilling: Negotiate with Owner.
- D. Dust Curtains and Barriers: Use all precautions to confine dust to the work area by use of curtains, doors and other means.

1.11 SPECIFICATION FORMAT

- A. These Specifications are of the abbreviated, simplified or streamlined type and include incomplete sentences. Omission of words or phrases such as "the Contractor shall," "in conformity therewith," "shall be," "as noted on the Drawings," "as detailed on the Drawings," "according to the plans," "a," "an," "the," and "all" are intentional. Omitted words or phrases



SUMMARY

- shall be supplied by inference in the same manner as they are when a "note" occurs on the Drawings. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular, where applicable as the context of the Contract Documents indicates.
- B. The Contractor shall provide all items, articles, materials, operations or methods listed, mentioned or scheduled either on the Drawings or specified herein, or both, including all labor, materials, equipment and incidentals necessary and required for their completion.
  - C. Whenever the words "reviewed," "approved," "satisfactory," "directed," "submitted," "inspected," or similar words or phrases are used, it shall be assumed that the word "Architect" follows the verb as the object of the clause, such as "approved by the Architect."
  - D. All references to standard specifications or manufacturer's installation directions shall mean the latest edition thereof.

END OF SECTION



CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Division 1 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.

1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions" or equivalent.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

CONTRACT MODIFICATION PROCEDURES

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

C. Proposal Request Form: Use AIA Document G709 for Proposal Requests or equivalent.

1.4 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Proposal Request, a Change Order will be issued for signatures of Owner and Contractor on AIA Document G701 or equivalent.

1.5 CONSTRUCTION CHANGE DIRECTIVE

A. Construction Change Directive:

1. Architect may issue a Construction Change Directive on AIA Document G714 or equivalent. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
2. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

B. Documentation:

1. Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
2. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

END OF SECTION

PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
  - 1. Division 1 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
  - 2. Division 1 Section "Submittal Procedures" for administrative requirements governing preparation and submittal of Contractor's Construction Schedule and Submittals Schedule.

1.2 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with Continuation Sheets.
    - b. Submittals Schedule.
    - c. Contractor's Construction Schedule.
  - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
  - 3. Subschedules: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of Architect.

PAYMENT PROCEDURES

- c. Architect's project number.
  - d. Contractor's name and address.
  - e. Date of submittal.
2. Submit draft of AIA Document G703 Continuation Sheets or equivalent.
3. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
  - a. Related Specification Section.
  - b. Description of the Work.
  - c. Name of subcontractor.
  - d. Name of manufacturer or fabricator.
  - e. Name of supplier.
  - f. Change Orders (numbers) that affect value.
  - g. Dollar value.
  - h. Percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide several line items for principal subcontract amounts, where appropriate. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
8. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.

PAYMENT PROCEDURES

9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- C. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- D. Payment Application Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment or equivalent.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
  1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- F. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  1. List of subcontractors.
  2. Schedule of Values.
  3. Contractor's Construction Schedule (preliminary if not final).
  4. Products list.
  5. Schedule of unit prices (if applicable)
  6. Submittals Schedule (preliminary if not final).
  7. List of Contractor's staff assignments.

PAYMENT PROCEDURES

8. List of Contractor's principal consultants.
  9. Copies of building permits.
  10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  11. Initial progress report.
  12. Report of preconstruction conference.
  13. Certificates of insurance and insurance policies.
  14. Performance and payment bonds.
  15. Data needed to acquire Owner's insurance.
  16. Initial settlement survey and damage report if required.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.



PAYMENT PROCEDURES

8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
9. Final, liquidated damages settlement statement.

END OF SECTION



PROJECT MANAGEMENT AND COORDINATION

PART 1 GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project Coordination.
2. Administrative and Support Personnel.
3. Pre-Construction Conference.
4. Progress meetings.
5. Administrative Submittals:
  - a. Shutdown Requests.
  - b. Request for Information (RFI).
6. Layout of Work.
7. Cleaning and Protection.

B. Related Sections include the following:

1. Division 1 Section "Submittal Procedures" for preparing and submitting Contractor's Construction Schedule.
2. Division 1 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
3. Division 1 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.2 PROJECT COORDINATION

- A. Coordinate scheduling, submittals, and Work of various Sections of Specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify that utility requirement characteristics of operating equipment are compatible with building utilities. Coordinate work of various Sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with line of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas, except as otherwise indicated, conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.

PROJECT MANAGEMENT AND COORDINATION

- E. Coordinate completion and clean up of Work of separate Sections in preparation for Substantial Completion.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.3 ADMINISTRATIVE AND SUPPORT PERSONNEL

- A. In addition to General Superintendent and other administrative and support personnel required for performance of Work, provide Project Coordinator experienced in administration and supervision of building construction, including mechanical and electrical work. Project Coordinator is required to act as general coordinator of interfaces between units of Work.
- B. Owner reserves right to review qualifications and experience of general superintendent and project coordinator and to accept or reject Contractor's proposal for staff members filling these positions.
- C. Contractor shall submit to Owner and Architect, within five days of Notice to Proceed, proposed listing of all principal staff members and their assignments, consultants and subcontractors. List shall include business hour phone numbers and addresses as well as emergency phone numbers for off-hour contact on 24-hour basis in event of emergency.

1.4 PRECONSTRUCTION CONFERENCE

- A. Owner and Architect will arrange, prior to commencement of Work, Preconstruction Conference to cover following agenda:
  - 1. Introduction.
  - 2. Explain:
    - a. Execution of Owner-Contractor agreement.
    - b. Submission of executed bonds and certificates of insurance.
    - c. Distribution of Contract Documents.
    - d. List of subcontractors, products and Schedule of Values.
    - e. Responsibility of each participant.
    - f. Inspection procedures.
    - g. Progress Schedules.
    - h. Progress Payment procedures.
    - i. Submittals and Approvals.
    - j. Routing of correspondence.

PROJECT MANAGEMENT AND COORDINATION

- k. Change Order procedures.
- l. Final Inspection procedures.
- 3. Review:
  - a. Product identification/temporary signs.
  - b. System for daily collection, recycling, and disposal of waste materials from site.
  - c. Special coordination problems.
  - d. Use of Owner's property.
  - e. Work hour restrictions.
  - f. Ingress and egress to site, traffic and parking rules.
  - g. Demolition procedures.
  - h. Special restrictions, i.e., noise-abatement, etc.
  - i. Special requirements such as BOLI wage rates.
  - j. Certifications.
  - k. Safety, fire and security.
  - l. Insurance responsibilities.
  - m. Hazardous materials.
- 4. Confirm:
  - a. Critical layout situations.
  - b. Existing conditions of Site and adjacent areas.
  - c. Sources of temporary utilities.
  - d. Points of connection to existing facilities.
- 5. Determine:
  - a. Contractor's plan of operations.
  - b. Line of authority in Contractor's organization.
  - c. Off-hour contacts in case of emergency.
  - d. Safety and security arrangement contemplated by Contractor(s).

PROJECT MANAGEMENT AND COORDINATION

- e. Address and telephone numbers of Architect, Contractor and subcontractors.
6. Commissioning: Commissioning will include a scoping meeting where all members of the design and construction team to be involved in the commissioning process meet and agree on the scope of work, tasks, schedules, deliverables, and responsibilities for implementation of the Commissioning Plan.

1.5 PROGRESS MEETINGS

- A. Contractor shall attend coordination meetings arranged by Owner at regularly scheduled times. Additional specific meetings may also be held for other purposes. Contractor and other persons involved in coordination and planning for Work, such as prime Subcontractors, shall attend as appropriate. Meetings, which will also be attended by Architect, Owner and other appropriate persons, shall be conducted utilizing following agenda:
  1. Comments or revisions to previous meeting notes.
  2. Construction schedule review.
  3. Submittals status.
  4. Proposal Request status.
  5. RFI status.
  6. Other quotations.
  7. Design/Construction issues, old and new.
  8. Information.
  9. Site Observations.
- B. Meeting just prior to last meeting of the month:
  1. Provide draft payment applications for review at the meeting.
  2. Provide all back up for any COR/Change Order to appear on current month's application.
  3. Correction, revisions or pre-approval of these documents will be made at this meeting, so the final documents will be provided at the last meeting for execution and signing by all necessary parties.
- C. Contractor, who will be responsible for documentation of meetings, will distribute copies of Progress Meeting notes to attendees and appropriate parties, so they are received no later than two business days prior to next regularly scheduled meeting.

PROJECT MANAGEMENT AND COORDINATION

1.6 ADMINISTRATIVE SUBMITTALS

A. Shutdown Requests:

1. All necessary service interruptions of utilities of any type or magnitude shall be scheduled in advance with Owner. Major utility shutdowns are required to be scheduled between hours of 5:30 p.m and 6:00 a.m. Scheduling of shutdown shall be through submittal of Shutdown Request at least seven days prior to scheduled shutdown. Minor utility service interruptions shall be scheduled with minimum of two days prior notice through submittal of Shutdown Request.
2. Major shutdown is generally regarded as interruption of any single or group of services or utilities serving entire building, wing, floor, or group of spaces where occupants' normal operation would be affected by loss of service or utilities lost as result of shutdown.
3. Minor shutdown may be regarded as interruption of single or group of service or utilities to area not occupied at time of shutdown, or when services or utilities would pose no inconvenience to occupant activities, systems or equipment, or when affected utilities are restricted to areas occupied by Contractor engaged in ongoing work.

B. Request for Information (RFI): Design Clarifications/Interpretations:

1. General: When Contractor requires a clarification or information regarding Work, this shall be initiated by submittal of Request for Information. RFI is designed to deal with on-site concerns that, for whatever reason, are not adequately clarified in Contract Documents, and can not be easily resolved at the Site with assistance of the Owner's representative.
2. Contractor shall submit all RFI's. No RFI's will be accepted from sub-contractors, suppliers, or others, unless first submitted to Contractor.
3. Contractor shall thoroughly review, date and sign all submitted RFI's. Contractor shall thoroughly review RFI's with respect to Contract Documents prior to submitting RFI's to Architect, and notify affected parties of any potential cost or schedule impact.
4. Architect will receive only properly prepared and submitted RFI's. Architect will stamp for date received, review with Documents and Owner for decision, and process within 10 working days.
5. Form: RFI form is to be submitted to Architect, with top section filled out by Contractor. Include required response date to establish when Project may be adversely impacted. This date may be no less than 7 calendar days from initiation date. Incomplete forms may be returned by Architect, resulting in delay in processing. Use additional forms, diagrams or marked-up drawings where necessary. Method of transmittal to Architect should reflect urgency of response.
6. The RFI process is not intended for Contractor questions when answers are contained in the Contract Documents. RFI's whose answers are evident in the Contract Documents will be rejected and returned by the Architect without further action required.

PROJECT MANAGEMENT AND COORDINATION

1.7 LAYOUT OF WORK

- A. Verify conditions of project site. Purpose of survey is to record existing conditions prior to construction for comparison with Contract Documents. Report all conflicts to Architect. Architect will provide revisions to Contract Documents or issue instruction to deal with conflicts. Contractor shall be responsible for remedying conflicts which could have been prevented by timely review of existing conditions. All remedies, which vary from Contract Documents shall be approved by Architect and Owner.
- B. Be responsible for properly laying out Work, and for all lines and measurements for all Work executed under Contract Documents. Verify dimensions shown on Shop Drawings and report errors or inaccuracies in writing to Architect before commencing work.
- C. Be responsible for coordination and installation of all architectural, mechanical and electrical work. Owner will not entertain requests for delays, time expansion or additional costs due to lack of coordination of Work by Contractor.
- D. Mechanical and electrical trades shall be responsible for layout of duct work, piping and conduit based on reference lines shown on Drawings.
  - 1. Because of their small scale, Mechanical, Plumbing, Electrical Drawings are diagrammatic and do not show all offsets, fittings and accessories which may be required.
  - 2. Investigate structural and finish conditions affecting Work and arrange Work accordingly.
  - 3. Provide fittings and accessories as required to fit job conditions.
- E. Prepare detail layout drawings to a larger scale than Contract Documents in areas where Work is of sufficient complexity to warrant additional detailing. This shall apply to all Mechanical and Electrical Rooms, wiring at switchboards and motor control centers, panelboard cabinets in electrical closets, and sprinkler piping layouts. Prepare drawings on tracings of same size as Contract Drawings and submit with each set of Owner's Record Drawings. Submit layout drawings for approval before commencing shop fabrication or field erection, only when so directed by Architect.
- F. Slots, chases and openings through floors, walls, ceilings and roofs as specified in new construction shall be provided by various trades. Trade requiring them shall insure that they are installed and properly located, and shall be responsible for any cutting and patching caused by their omission or improper location.
- G. Anchor bolts, sleeves, inserts and supports that are required shall be furnished and installed under same Section of Specifications as respective items to be anchored, with locations as directed by trade requiring them.
- H. Sprinkler Heads and Other Devices: Automatic sprinklers shall be installed generally throughout all areas. Check locations selected for all sprinkler heads and check Architectural reflected ceiling plans to prevent conflicts between trades. In cases where electric outlet or light fixture and sprinkler head occupy same position, Architect will decide which shall be shifted. Exposed sprinkler piping in finished areas will not be allowed unless it is evident that the Contract



PROJECT MANAGEMENT AND COORDINATION

- Documents intended the piping to be exposed.
- I. Provide clearance and headroom. Utilize spaces efficiently so that adequate accessibility is retained for future maintenance, repairs, modifications and additions.
  - J. Relocate installed work which does not provide adequate accessibility.
  - K. Changes required in Work of Contractor, caused by Contractor's neglect to coordinate Work with others, shall be made at Contractor's own expense.
  - L. Do all necessary Work to receive or join with Work of all trades.
  - M. Coordinate Work to provide adequate clearances for installation and maintenance of equipment.
  - N. Installation and Arrangement: Install Work to permit removal of parts requiring periodic replacement or maintenance.
    - 1. Arrange pipes, ducts, raceways and equipment to permit ready access to valves, cocks, traps, starters, motors, and control components.
    - 2. Arrange raceways, wiring and equipment to permit ready access to switches, motors and control components. Doors and access panels shall be kept clear.
    - 3. Right-of-Way: Lines which pitch shall have right-of-way over conduit and EMT raceways. Lines whose elevations cannot be changed shall have right-of-way over conduit and EMT raceways whose elevations can be changed.
    - 4. Offsets, and changes in direction of pipes, ducts and raceways shall be made as required to maintain proper headroom and clearances whether or not indicated on Drawings. Provide all traps, vents, fittings, junction boxes, connectors, etc., as required to effect these offsets and change in direction.
  - O. Drawings and Specifications are arranged for convenience only and do not necessarily determine which trades perform various portions of Work.
  - P. Transmit to trades doing Work of other Divisions all information required for Work to be provided under their respective Sections (such as foundations, electric wiring, access door locations, etc.) in ample time for their installation.
  - Q. Consult with trades doing Work of other Divisions so that:
    - 1. Required related Work and information is received from them in ample time for installation.
    - 2. Whenever possible motors, motor controls, pumps, valves, etc., are of same manufacturer.
  - R. Do not install valves, filters, or other devices that require periodic maintenance in locations difficult to access.

1.8 CLEANING AND PROTECTION

PROJECT MANAGEMENT AND COORDINATION

- A. During handling and installation of Work at Project Site, clean and protect Work progress and adjoining Work on basis of continuous maintenance. Apply protective covering for stored or installed Work where it is required for proper protection from damage or deterioration, up until Substantial Completion if necessary.

END OF SECTION

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

- A. Make submittals required by the Contract Documents and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related Sections:
  - 1. Documents affecting Work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of this Project Manual.
  - 2. Individual requirements for submittals may also be described in pertinent Sections of this Project Manual.
  - 3. The process for securing approval of proposed substitutions is described in Division 1 Section "Product Requirements."
- C. Work Not Included:
  - 1. Unrequired submittals will not be reviewed by the Architect.
  - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect unless specifically called for within the Contract Documents.

1.2 QUALITY ASSURANCE

- A. Coordination of Submittals:
  - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
  - 2. Verify that each item and the submittal for it conform in all respects with the specified requirements.
  - 3. The Contractor's signature on each submittal certifies that this coordination has been performed.

1.3 SUBMITTAL PROCEDURES

- A. General: Use of Contract Documents in electronic media format will be permitted upon receipt of signed and dated "Agreement Between Contractor and Architect Concerning Use of Electronic Media" (form included in Division 0).
- B. Electronic Submittals: All submittal documentation and procedures detailed in this specification section that lend themselves to transfer by digital electronic media shall be submitted in an electronic format as approved by the Architect.

SUBMITTAL PROCEDURES

PART 2 PRODUCTS

2.1 PROGRESS SCHEDULE

- A. Prepare and maintain a construction progress and payment schedule of form approved by the Architect. The schedule shall include timing of material testing and special inspections, material ordering, shop drawing submittals, plus monthly billing projection.
  - 1. Submit progress schedule electronically in format acceptable to the Owner.
- B. Update and submit full size prints of this form with each subsequent application for payment showing the percent of complete of each subdivision of the Work, actual monthly payment request, and actual percentage complete curve.
- C. Prior to start of construction, prepare a phased construction schedule, in cooperation with the Owner, to allow the building services and functions to schedule and prepare for necessary utility interruptions and shutdown during the progress of the construction.

2.2 SHOP DRAWINGS

- A. Scale and Measurements: Make shop drawings accurately to a scale sufficiently large to show all pertinent aspects of the items. Include drawings showing shop assembly, field measurements, connections, details, dimensions, finishes, and fasteners.
  - 1. Submit shop drawings electronically in format acceptable to the Owner.
  - 2. Review comments of the Architect will be submitted electronically on electronically submitted shop drawings.

2.3 PRODUCT DATA

- A. When product data is specified in a technical Section, submit manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other descriptive data on manufactured products and systems.
- B. Where contents of submitted literature from manufacturers includes data not pertinent to the submittal, clearly show which portion of the contents is being submitted for review.
- C. Submit a maximum of three copies which will be returned, plus three copies which will be retained by the Architect.
  - 1. Submit product data electronically in format acceptable to the Owner.

2.4 SAMPLES

- A. When product samples are specified in a technical Section, submit product samples of size specified and of sufficient size to clearly illustrate characteristics of product or system.

## SUBMITTAL PROCEDURES

- B. Provide samples identical to the precise article to be provided. Identify as described under "Identification of Submittals" below.
- C. Number of Samples Required:
  - 1. Unless otherwise specified, submit samples in the quantity which is required to be returned, plus one which will be retained by the Architect.
  - 2. By prearrangement in specific cases, a single sample may be submitted for review and, when approved, be installed in the Work at a location agreed upon by the Architect.

### 2.5 COLORS AND PATTERNS

- A. 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.

### 2.6 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual Specification Sections, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflict between manufacturer's instructions and Contract Documents.

### 2.7 MANUFACTURER'S CERTIFICATES

- A. When specified in individual Specification Sections, submit manufacturer's certificate to Architect for review, in quantities specified for Product Data.
- B. Indicate that material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

## PART 3 EXECUTION

### 3.1 IDENTIFICATION OF SUBMITTALS

- A. Consecutively number all submittals and label with the Specification Section number.
  - 1. When material is resubmitted for any reason, transmit under a new letter of transmittal and with a new submittal number.
  - 2. On resubmittals, cite the original submittal number for reference and clearly mark the document as "resubmitted."

SUBMITTAL PROCEDURES

- B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
- C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.
- D. Submittal Log:
  - 1. Prior to first application for payment, provide an electronic spreadsheet log listing all submittals required. Electronic spreadsheet program shall be acceptable to Owner.
  - 2. Maintain an accurate submittal log for the duration of the Work, showing the current status of all submittals at all times.
  - 3. Make the submittal log available to the Architect for the Architect's review upon request.

3.2 GROUPING OF SUBMITTALS

- A. Unless otherwise specified, make submittals in groups containing all associated items to ensure that information is available for checking each item when it is received.
  - 1. Partial submittals may be rejected as not complying with the provisions of the Contract.
  - 2. The Contractor may be held liable for delays caused by incomplete submittals.

3.3 TIMING OF SUBMITTALS

- A. Make submittals far enough in advance of scheduled dates for fabrication and installation to provide time required for reviews, for securing necessary approvals, for possible revisions and resubmittals, and for placing orders and securing delivery.
- B. In scheduling, allow at least ten working days for review by the Architect following the Architect's receipt of the submittal. For submittals that require review by the Architect and the Architect's consultants, allow an additional ten working days for each consultant.

END OF SECTION

BIDDER-DESIGNED SYSTEMS REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Procedures for portions of Work under this Contract that are Bidder-Designed.
- B. Contractor's responsibility is to coordinate and assume or assign to subcontractors complete responsibility for design, preparation of Contract Documents, calculations, submittals, permits, code appeals, fabrication, transportation and installation.
  - 1. Contractor to submit and coordinate Bidder-Designed system documents to Governing Jurisdiction for separate permit.
  - 2. Contractor responsible to complete Bidder-Designed system Summary Sheet.
  - 3. Bidder-Designed components of Work are defined as complete, operational systems, provided and installed for their intended use.
- C. Design Professional is Project Architect or Engineer of Record.
  - 1. Review of Bidder-Designed system Submittals by Architect or Engineer of Record shall be for design intent only and shall not lessen nor shift responsibility from Contractor or assigned subcontractor, to Owner nor Design Professional.
  - 2. Owner is not responsible to pay for any delays, additional products, additional hours of work or overtime, restocking or rework required due to failure by Contractor or Subcontractor to coordinate their work with work of other trades on Project or to provide Bidder-Designed portion or component in a timely manner to meet Project Schedule.
- D. Contractor shall be responsible for and pay cost of all required design, submittals, permits and fees and coordination for Work of this Section.
- E. Related Sections:
  - 1. Division 1 Section "Project Management and Coordination."
  - 2. Division 1 Section "Submittal Procedures."
  - 3. Division 1 Section "Closeout Procedures."

1.2 BIDDER-DESIGNED COMPONENTS OF WORK

- A. Bidder-Designed Components include, but not limited to:
  - 1. Fire sprinkler and suppression systems
  - 2. Electrical power and lighting systems
  - 3. Fire and smoke alarm systems

BIDDER-DESIGNED SYSTEMS REQUIREMENTS

4. Aluminum Storefront window systems

1.3 DESCRIPTIONS

- A. Refer to systems descriptions in Part 1, General and Part 2, Products in each technical specification Section listed for references to Bidder-Designed Work.

1.4 QUALITY ASSURANCE

- A. Refer to Quality Assurance described in Part 1 - General in individual Sections with Bidder-Designed Work.
- B. Quality assurance described in Specification Sections shall be minimum acceptable standards for this project. Should quality assurance not be defined within specific Specifications, printed industry standards for "normal" quality practices shall govern.

1.5 REFERENCES

- A. Refer to References in Part 1 - General, in individual Sections with Bidder-Designed Work. Comply with the provisions of Division 1 Section "References."

1.6 SUBMITTALS

- A. Refer to Submittals in Part 1 - General, in individual Sections with Bidder-Designed Work.

1.7 Bidder-Designed system Submittals shall contain:

- A. Complete criteria.
- B. Design assumptions.
- C. Details.
- D. Calculations.
- E. Stamped by Design-Build Engineer licensed in State of Oregon.
- F. Instructions for fabrication, assembly, installation and interface with other trades.

1.8 SPECIFIC REQUIREMENTS AND DEFINITIONS

- A. Submit list of proposed Bidder-Designed system Subcontractor(s) and/or Engineer(s) not more than fifteen days after signing Notice to Proceed.
- B. Submit Bidder-Designed system Summary Sheet to governing authorities if required.
- C. Bidder-Designed Elements indicated in Contract Documents are for design intent only.



BIDDER-DESIGNED SYSTEMS REQUIREMENTS

- D. Intent is that Bidder-Designer Entity is responsible to design, provide, coordinate and install Bidder-Designed Component.
  - 1. Required Submittals to governing jurisdictions, permits, Code appeals, etc. are Contractor's responsibility.
- E. Bidder-Designed Elements that attach to structural frame or are supplemental to structural frame shall be designed for anticipated loads outlined in the Contract Documents and required by the International Building Code as modified by the Oregon Structural Specialty Code.
- F. Coordinate Bidder-Designed Elements with appropriate subcontractors.
- G. Clearly identify load reactions at interface between Bidder-Designed Elements and structural frame for review by Structural Engineer of Record.

END OF SECTION



## REFERENCES

### PART 1 GENERAL

#### 1.1 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

#### 1.2 INDUSTRY STANDARDS

- A. Applicability of Standards: Except to the extent more explicit or more stringent requirements are written directly into the contract documents or are required by governing regulations, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents. Such standards are made a part of the Contract Documents by reference. In case of a conflict between the referenced standard and the project specifications, the project specifications shall govern.
- B. Referenced Standards: Industry standards which are referenced in the contract documents have precedence over non-referenced standards which are, nevertheless, seen to be intended by their producers for application to work similar to that required for this project.
- C. Non-Referenced Standards: Industry standards which are not specifically referenced in the contract documents for applicability to the work, including standards produced by those associations and agencies listed in this section (but not referenced elsewhere), are applicable as a

REFERENCES

general measurement of whether the performed work complies with recognized standards of the construction industry.

- D. **Publication Dates:** In each instance, comply with the standard or trade association publications which was in effect at the date of the contract documents, except where specifically indicated to comply with a publication of another date. References in the specifications have generally omitted the date indicator which frequently accompanies the identification number for the standards and publications indicated. Submit requests for approval of standards or publications of a different date. Substantial changes in the work which result from approval of standards or publications of a different date shall be processed as change orders in conjunction with such approval, at no change in price.
- E. **Copies of Standards:** In connection with the requirements (specified elsewhere in the contract documents) that each entity performing the work be expert in the portion of work being performed, each such entity is hereby also required to be familiar with recognized industry standards applicable to that portion of work. In general, copies of applicable standards have not been bound with the contract documents. Where copies of standards are needed for proper performance of the work, the Contractor is required to obtain such copies directly from the publication source. Although certain copies needed for enforcement of the requirements may be specified as required submittals, the Owners Representative reserves the right to require the Contractor to submit copies of additional applicable standards as needed for enforcement of the requirements.

1.3 ABBREVIATIONS AND ACRONYMS

- A. **Abbreviations and Acronyms for Standards and Regulations:** Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADA	Dept. of Justice ADA Regulations Dept. of Justice 2010 ADA Standards for Accessible Design Accessibility Guidelines for Buildings and Facilities Available from U. S. Access Board <a href="http://www.access-board.gov">www.access-board.gov</a>	(800) 872-2253
CFR	Code of Federal Regulations Available from Government Printing Office <a href="http://www.gpoaccess.gov/cfr/index.html">www.gpoaccess.gov/cfr/index.html</a>	(866) 512-1800 (202) 512-1800
FED-STD	Federal Standard (See FS)	
FS	Federal Specification  Available from General Services Administration <a href="http://www.gsa.gov">www.gsa.gov</a>  Available from National Institute of Building Sciences	(215) 697-6257  (202) 619-8925  (202) 289-7800

REFERENCES

	www.nibs.org	
FTMS	Federal Test Method Standard (See FS)	
UFAS	Uniform Federal Accessibility Standards Available from Access Board www.access-board.gov	(800) 872-2253 (202) 272-0080

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) www.aluminum.org	(703) 358-2960
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
ACI	ACI International (American Concrete Institute) www.aci-int.org	(248) 848-3700
AF&PA	American Forest & Paper Association www.afandpa.org	(800) 878-8878 (202) 463-2700
AGA	American Gas Association www.aga.org	(202) 824-7000
AGC	Associated General Contractors of America (The) www.agc.org	(703) 548-3118
AHA	American Hardboard Association (Now part of CPA)	
AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300

REFERENCES

AISC	American Institute of Steel Construction <a href="http://www.aisc.org">www.aisc.org</a>	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute <a href="http://www.steel.org">www.steel.org</a>	(202) 452-7100
AITC	American Institute of Timber Construction <a href="http://www.aitc-glulam.org">www.aitc-glulam.org</a>	(303) 792-9559
ALSC	American Lumber Standard Committee, Incorporated <a href="http://www.alsc.org">www.alsc.org</a>	(301) 972-1700
ANSI	American National Standards Institute <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
APA	APA - The Engineered Wood Association <a href="http://www.apawood.org">www.apawood.org</a>	(253) 565-6600
ARMA	Asphalt Roofing Manufacturers Association <a href="http://www.asphaltroofing.org">www.asphaltroofing.org</a>	(202) 207-0917
ASCE	American Society of Civil Engineers <a href="http://www.asce.org">www.asce.org</a>	(800) 548-2723 (703) 295-6300
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers <a href="http://www.ashrae.org">www.ashrae.org</a>	(800) 527-4723 (404) 636-8400
ASME	ASME International (The American Society of Mechanical Engineers International) <a href="http://www.asme.org">www.asme.org</a>	(800) 843-2763 (973) 882-1170
ASSE	American Society of Sanitary Engineering <a href="http://www.asse-plumbing.org">www.asse-plumbing.org</a>	(440) 835-3040
ASTM	ASTM International (American Society for Testing and Materials International) <a href="http://www.astm.org">www.astm.org</a>	(610) 832-9585
AWCI	AWCI International (Association of the Wall and Ceiling Industry International) <a href="http://www.awci.org">www.awci.org</a>	(703) 534-8300
AWI	Architectural Woodwork Institute <a href="http://www.awinet.org">www.awinet.org</a>	(800) 449-8811 (571) 323-3636
AWPA	American Wood-Preservers' Association <a href="http://www.awpa.com">www.awpa.com</a>	(334) 874-9800

REFERENCES

AWS	American Welding Society <a href="http://www.aws.org">www.aws.org</a>	(800) 443-9353 (305) 443-9353
BHMA	Builders Hardware Manufacturers Association <a href="http://www.buildershardware.com">www.buildershardware.com</a>	(212) 297-2122
BIA	Brick Industry Association (The) <a href="http://www.bia.org">www.bia.org</a>	(703) 620-0010
BICSI	BICSI <a href="http://www.bicsi.org">www.bicsi.org</a>	(800) 242-7405 (813) 979-1991
CCC	Carpet Cushion Council <a href="http://www.carpetcushion.org">www.carpetcushion.org</a>	(203) 637-1312
CDA	Copper Development Association <a href="http://www.copper.org">www.copper.org</a>	(800) 232-3282 (212) 251-7200
CISCA	Ceilings & Interior Systems Construction Association <a href="http://www.cisca.org">www.cisca.org</a>	(630) 584-1919
CISPI	Cast Iron Soil Pipe Institute <a href="http://www.cispi.org">www.cispi.org</a>	(423) 892-0137
CRI	Carpet & Rug Institute (The) <a href="http://www.carpet-rug.com">www.carpet-rug.com</a>	(800) 882-8846 (706) 278-3176
CRSI	Concrete Reinforcing Steel Institute <a href="http://www.crsi.org">www.crsi.org</a>	(847) 517-1200
CSA	CSA International (Formerly: IAS - International Approval Services) <a href="http://www.csa-international.org">www.csa-international.org</a>	(866) 797-4272 (416) 747-4000
CSI	Construction Specifications Institute (The) <a href="http://www.csinet.org">www.csinet.org</a>	(800) 689-2900 (703) 684-0300
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute) <a href="http://www.cti.org">www.cti.org</a>	(281) 583-4087
DHI	Door and Hardware Institute <a href="http://www.dhi.org">www.dhi.org</a>	(703) 222-2010
FMG	FM Global (Formerly: FM - Factory Mutual System) <a href="http://www.fmglobal.com">www.fmglobal.com</a>	(401) 275-3000
FMRC	Factory Mutual Research (Now FMG)	

REFERENCES

GA	Gypsum Association <a href="http://www.gypsum.org">www.gypsum.org</a>	(202) 289-5440
GANNA	Glass Association of North America <a href="http://www.glasswebsite.com">www.glasswebsite.com</a>	(785) 271-0208
GRI	(Now GSI)	
GS	Green Seal <a href="http://www.greenseal.org">www.greenseal.org</a>	(202) 872-6400
GSI	Geosynthetic Institute <a href="http://www.geosynthetic-institute.org">www.geosynthetic-institute.org</a>	(610) 522-8440
HI	Hydraulic Institute <a href="http://www.pumps.org">www.pumps.org</a>	(888) 786-7744 (973) 267-9700
HI	Hydronics Institute <a href="http://www.gamanet.org">www.gamanet.org</a>	(908) 464-8200
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
ICEA	Insulated Cable Engineers Association, Inc. <a href="http://www.icea.net">www.icea.net</a>	(770) 830-0369
ICRI	International Concrete Repair Institute, Inc. <a href="http://www.icri.org">www.icri.org</a>	(847) 827-0830
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) <a href="http://www.ieee.org">www.ieee.org</a>	(212) 419-7900
IESNA	Illuminating Engineering Society of North America <a href="http://www.iesna.org">www.iesna.org</a>	(212) 248-5000
IGCC	Insulating Glass Certification Council <a href="http://www.igcc.org">www.igcc.org</a>	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance <a href="http://www.igmaonline.org">www.igmaonline.org</a>	(613) 233-1510
ISO	International Organization for Standardization <a href="http://www.iso.ch">www.iso.ch</a>	41 22 749 01 11
	Available from ANSI <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
KCMA	Kitchen Cabinet Manufacturers Association <a href="http://www.kcma.org">www.kcma.org</a>	(703) 264-1690



REFERENCES

LMA	Laminating Materials Association (Now part of CPA)	
LPI	Lightning Protection Institute <a href="http://www.lightning.org">www.lightning.org</a>	(800) 488-6864 (804) 314-8955
MFMA	Maple Flooring Manufacturers Association, Inc. <a href="http://www.maplefloor.org">www.maplefloor.org</a>	(847) 480-9138
MFMA	Metal Framing Manufacturers Association <a href="http://www.metalframingmfg.org">www.metalframingmfg.org</a>	(312) 644-6610
MH	Material Handling (Now MHIA)	
MHIA	Material Handling Industry of America <a href="http://www.mhia.org">www.mhia.org</a>	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America <a href="http://www.marble-institute.com">www.marble-institute.com</a>	(440) 250-9222
MPI	Master Painters Institute <a href="http://www.paintinfo.com">www.paintinfo.com</a>	(888) 674-8937
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. <a href="http://www.mss-hq.com">www.mss-hq.com</a>	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers <a href="http://www.naamm.org">www.naamm.org</a>	(312) 332-0405
NACE	NACE International (National Association of Corrosion Engineers International) <a href="http://www.nace.org">www.nace.org</a>	(800) 797-6623 (281) 228-6200
NAIMA	North American Insulation Manufacturers Association <a href="http://www.naima.org">www.naima.org</a>	(703) 684-0084
NBGQA	National Building Granite Quarries Association, Inc. <a href="http://www.nbgqa.com">www.nbgqa.com</a>	(800) 557-2848
NCMA	National Concrete Masonry Association <a href="http://www.ncma.org">www.ncma.org</a>	(703) 713-1900
NCPI	National Clay Pipe Institute <a href="http://www.ncpi.org">www.ncpi.org</a>	(262) 248-9094
NCTA	National Cable & Telecommunications Association <a href="http://www.ncta.com">www.ncta.com</a>	(202) 775-3550

REFERENCES

NECA	National Electrical Contractors Association <a href="http://www.necanet.org">www.necanet.org</a>	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association <a href="http://www.nelma.org">www.nelma.org</a>	(207) 829-6901
NEMA	National Electrical Manufacturers Association <a href="http://www.nema.org">www.nema.org</a>	(703) 841-3200
NETA	InterNational Electrical Testing Association <a href="http://www.netaworld.org">www.netaworld.org</a>	(888) 300-6382 (303) 697-8441
NFPA	NFPA (National Fire Protection Association) <a href="http://www.nfpa.org">www.nfpa.org</a>	(800) 344-3555 (617) 770-3000
NFRC	National Fenestration Rating Council <a href="http://www.nfrc.org">www.nfrc.org</a>	(301) 589-1776
NGA	National Glass Association <a href="http://www.glass.org">www.glass.org</a>	(866) 342-5642 (703) 442-4890
NHLA	National Hardwood Lumber Association <a href="http://www.natlhardwood.org">www.natlhardwood.org</a>	(800) 933-0318 (901) 377-1818
NLGA	National Lumber Grades Authority <a href="http://www.nlga.org">www.nlga.org</a>	(604) 524-2393
NOFMA	NOFMA: The Wood Flooring Manufacturers Association (Formerly: National Oak Flooring Manufacturers Association) <a href="http://www.nofma.org">www.nofma.org</a>	(901) 526-5016
NRCA	National Roofing Contractors Association <a href="http://www.nrca.net">www.nrca.net</a>	(800) 323-9545 (847) 299-9070
NRMCA	National Ready Mixed Concrete Association <a href="http://www.nrmca.org">www.nrmca.org</a>	(888) 846-7622 (301) 587-1400
NSF	NSF International (National Sanitation Foundation International) <a href="http://www.nsf.org">www.nsf.org</a>	(800) 673-6275 (734) 769-8010
NSSGA	National Stone, Sand & Gravel Association <a href="http://www.nssga.org">www.nssga.org</a>	(800) 342-1415 (703) 525-8788
NWCB	NW Wall and Ceiling Bureau <a href="http://www.nwcb.org">www.nwcb.org</a>	(206) 524-4243

REFERENCES

NWWDA	National Wood Window and Door Association (Now WDMA)	
PDCA	Painting & Decorating Contractors of America www.pdca.com	(800) 332-7322 (314) 514-7322
PDI	Plumbing & Drainage Institute www.pdionline.org	(800) 589-8956 (978) 557-0720
PGI	PVC Geomembrane Institute http://pgi-tp.ce.uiuc.edu	(217) 333-3929
RCSC	Research Council on Structural Connections www.boltcouncil.org	(800) 644-2400 (312) 670-2400
RFCI	Resilient Floor Covering Institute www.rfci.com	(301) 340-8580
RIS	Redwood Inspection Service www.calredwood.org	(888) 225-7339 (415) 382-0662
SDI	Steel Door Institute www.steeldoor.org	(440) 899-0010
SGCC	Safety Glazing Certification Council www.sgcc.org	(315) 646-2234
SIA	Security Industry Association www.siaonline.org	(703) 683-2075
SIGMA	Sealed Insulating Glass Manufacturers Association (Now IGMA)	
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980
SPIB	Southern Pine Inspection Bureau (The) www.spib.org	(850) 434-2611
SSINA	Specialty Steel Industry of North America www.ssina.com	(800) 982-0355 (202) 342-8630
SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
SWRI	Sealant, Waterproofing, & Restoration Institute www.swrionline.org	(816) 472-7974
TCA	Tile Council of America, Inc.	(864) 646-8453

REFERENCES

	www.tileusa.com	
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance www.tiaonline.org	(703) 907-7700
TMS	The Masonry Society www.masonrysociety.org	(303) 939-9700
TPI	Truss Plate Institute, Inc. www.tpinst.org	(703) 683-1010
UL	Underwriters Laboratories Inc. www.ul.com	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association www.uni-bell.org	(972) 243-3902
USGBC	U.S. Green Building Council www.usgbc.org	(202) 828-7422
WCLIB	West Coast Lumber Inspection Bureau www.wclib.org	(800) 283-1486 (503) 639-0651
WDMA	Window & Door Manufacturers Association (Formerly: NWWDA - National Wood Window and Door Association) www.wdma.com	(800) 223-2301 (847) 299-5200
WMMPA	Wood Moulding & Millwork Producers Association www.wmmpa.com	(800) 550-7889 (530) 661-9591
WSRCA	Western States Roofing Contractors Association www.wsrca.com	(800) 725-0333 (650) 570-5441
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930
C.	Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.	
BOCA	BOCA International, Inc. (See ICC)	
IAPMO	International Association of Plumbing and Mechanical Officials www.iapmo.org	(909) 472-4100
ICBO	International Conference of Building Officials (See ICC)	

REFERENCES

ICBO ES	ICBO Evaluation Service, Inc. (See ICC-ES)	
ICC	International Code Council www.iccsafe.org	(888) 422-7233 (703) 931-4533
ICC-ES	ICC Evaluation Service, Inc. www.icc-es.org	(800) 423-6587 (562) 699-0543

- D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CPSC	Consumer Product Safety Commission www.cpsc.gov	(800) 638-2772 (301) 504-7923
DOE	Department of Energy www.energy.gov	(202) 586-9220
EPA	Environmental Protection Agency www.epa.gov	(202) 272-0167
NIST	National Institute of Standards and Technology www.nist.gov	(301) 975-6478
OSHA	Occupational Safety & Health Administration www.osha.gov	(800) 321-6742 (202) 693-1999
PBS	Public Building Service (See GSA)	
PHS	Office of Public Health and Science www.osophs.dhhs.gov/ophs	(202) 690-7694
SD	State Department www.state.gov	(202) 647-4000

END OF SECTION



TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 SUMMARY

- A. Provide temporary job site facilities and services as required for use on, but not limited to, items listed in this Section.
- B. Supervise and coordinate temporary facilities normally furnished and maintained as part of subcontractor's work.

1.2 REFERENCES

- A. National Fire Protection Association (NFPA).
- B. Occupational Safety and Health Act (OSHA).

1.3 CONTRACTOR'S CONSTRUCTION OFFICE

- A. Contractor to furnish portable or mobile office facilities as required for completion of work.

1.4 SANITARY FACILITIES

- A. Contractor to provide sanitary facilities as required, including portable toilets and handwashing located within Contractor's designated staging area. Coordinate location of sanitary facilities with Owner.

1.5 TEMPORARY FACILITIES

- A. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

1.6 UTILITIES

- A. General: All shut-off locations are to be documented for emergency purposes prior to pre-construction meeting.
- B. Lighting:
  - 1. Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
  - 2. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- C. Telephone Service:
  - 1. Provide phone service in the Construction Office including fax and electronic communication service through internet access.

TEMPORARY FACILITIES AND CONTROLS

2. Provide superintendent with cellular telephone or portable two-way radio for use when away from field office.
- D. Water Service: Use of Owner's existing water service facilities will be permitted, as long as facilities are cleaned and maintained in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- E. Electric Power Service: Use of Owner's existing electric power service will be permitted, as long as equipment is maintained in a condition acceptable to Owner.
- F. Heat and Ventilation:
  1. Ensure that existing system provides adequate heat and ventilation for work. If not, alert Owner and Architect.
  2. Avoid disruption to heat and ventilation in non-work spaces, including gaps in service and odors, dust or other impacts to Owner's working environment. Schedule any disruptions to Owner 3 days prior to disruption.
  3. Provide temporary heating and/or ventilation facilities if warranted by work.

1.7 ENCLOSURES

- A. Provide temporary doors on doorways and other openings to secure the premises from unauthorized entry. Install temporary enclosures where required to maintain adequate conditions for the installation of Work.
- B. Cover and protect all glazing subject to impact from breakage and replace any broken glass with new during the contract time.
- C. Security Enclosure and Lockup: Install substantial temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security.
- D. Ensure continued egress through and around areas of work by Owner's staff.

1.8 FINISHES PROTECTION

- A. Provide protection for finish surfaces as required to preserve them in "new" condition until Substantial Completion.
- B. Restore permanent facilities used during construction to their specified and/or original condition.

1.9 SUPPORT FACILITIES

- A. Waste Disposal Facilities: Comply with requirements specified in Division 1 Section "Construction Waste Management."

1.10 CONSTRUCTION SAFETY



TEMPORARY FACILITIES AND CONTROLS

- A. Ensure that all scaffolding, staging, temporary floors, runways, and similar devices furnished for the installation of any Work be built and maintained to safely support required loads.
- B. Ensure that all cranes, hoists, and other lifting equipment necessary for the erection of materials have operators trained and experienced in the equipment being used, and are properly equipped with guys, bracing, and safety devices as required by applicable codes.
- C. Comply with all applicable local safety codes and specifically the Occupational Safety and Health Act (OSHA) for the construction industry.
- D. Unless written approval is obtained from governing jurisdiction, construction must not obstruct private or public streets, driveways, pedestrian walkways, ADA routes, fire lanes, egress of occupied buildings, etc.

1.11 FIRE PREVENTION AND PROTECTION

- A. Perform all Work in a fire-safe manner and supply and maintain adequate first-aid and fire-fighting equipment capable of extinguishing incipient fires. Comply with applicable local and state fire prevention regulations and, where the regulations do not cover, with applicable parts of the National Fire Prevention Standards for "Safeguarding Building Construction Operations," (NFPA 241).

END OF SECTION



## PRODUCT REQUIREMENTS

### PART 1 GENERAL

#### 1.1 SUMMARY

- A. Section includes delivering, handling, storing, and protecting products. Product selection and manufacturer's instructions. Product options and substitutions and sample substitution request form.

#### 1.2 DELIVERY, STORAGE, AND HANDLING

- A. Acceptance at Site:

- 1. Arrange deliveries of products in accordance with construction schedules, and deliver products in undamaged condition, in manufacturer's original packaging, with identifying labels.
- 2. Immediately after delivery, inspect shipments to ensure compliance with requirements of Contract Documents and ensure products are protected and undamaged.

- B. Storage and Protection:

- 1. Materials shall be so stored as to ensure the preservation of their quality and fitness for the work. Maintain temperature and humidity within the ranges required by manufacturer's instructions. When considered necessary, they shall be placed on wooden platforms or other hard, clean surfaces, and not on the ground. Cover products which are subject to deterioration with vapor retarding coverings and provide adequate ventilation. Stored materials shall be located so as to facilitate prompt inspection. Private property shall not be used for storage purposes without the written permission of the Owner.
- 2. Protecting Products After Installation: Provide substantial temporary coverings as necessary to protect installed products from damage resulting from traffic and construction operations. Remove temporary coverings when no longer needed.

- C. Handling:

- 1. Provide equipment and personnel to handle products and materials by methods which will prevent damage to products and materials.
- 2. Design, fabricate, assemble, and erect products, systems, and equipment in accordance with the best engineering and shop practices.

### PART 2 PRODUCTS

#### 2.1 PRODUCT SELECTION

- A. Comply with specified industry standards. If no standards are specified, comply with the product's industry standards as a minimum requirement. Provide materials in size, type, and quality indicated and specified, unless variations are accepted by Architect in writing.

## PRODUCT REQUIREMENTS

- B. Specifying a manufacturer and manufactured product shall not constitute a waiver of any requirements of the Contract Documents, and products furnished by the listed manufacturer shall conform to such requirements.
- C. No materials or products containing asbestos are to be used in the construction of this Project. If any material or product specified in this Project Manual is known to contain asbestos, it shall be brought to the attention of the Architect before ordering or fabricating the material or product.

### 2.2 PRODUCT OPTIONS

- A. For products specified only by reference standard, select any product meeting that standard.
- B. For products specified by naming one or more products or manufacturers, Contractor must submit a request for substitution for any product or manufacturer not specifically named.

### 2.3 PRODUCT SUBSTITUTION PROCEDURES

- A. Submit substitution requests on the CSI Substitution Request form bound in this Project Manual. If the Substitution Request form is reproduced, the terms and conditions of the Substitution Request bound in this Project Manual shall apply to the request.
- B. Each substitution request shall include a complete description of the proposed substitute, the name of the material, service, or equipment for which it is to be substituted, drawings, cuts, performance and test data, samples illustrating color, texture and pattern, and any other data or information required to make a valid comparison. Product catalogs containing multiple products shall be marked to indicate which products and product options are being submitted for substitution. Substitution requests submitted with unmarked catalogs will not be reviewed. To have the results of a substitution request mailed to the author, include two copies of the substitution request form and a stamped, self-addressed envelope.
- C. Consideration of Substitution Requests Prior to Bid Date: Submit Substitution Requests in accordance with Bidding Requirement Document "Instructions to Bidders." If, in the Architect's opinion, the proposed product is acceptable in lieu of the one or more specified, the Architect will include it in a written addendum which will be issued to bidders. Acceptance of a Substitution Request does not relieve the requestor from meeting the requirements, procedures, and warranties as set forth in this specification. Only those manufacturers, materials, services, and equipment approved in these Specifications or by Addendum will be acceptable for use on this construction project.
- D. Consideration of Substitution Requests After Contract Award:
  - 1. Requests for substitution of specified products after the construction Contract is signed, will be considered only in accordance with paragraphs 2.4.A. and 2.4.B., above. If, in the Architect's opinion, the proposed product is acceptable in lieu of the one or more specified, the Architect will issue a Supplemental Instruction, when Contract Sum or Contract Time is not affected, or a Construction Change Directive or Change Order, when Contract Sum or Contract Time is affected.

## PRODUCT REQUIREMENTS

2. Substitution requests occasioned by the Contractor's failure to order specified material in a timely manner shall not be considered and delays in construction caused by such an event shall not be waived.
3. One or more of the following five conditions must also be documented:
  - a. The substitution must be required for compliance with final interpretation of code requirements or insurance regulations.
  - b. The substitution must be due to the unavailability of the specified products, through no fault of the Contractor.
  - c. The substitution may be requested when subsequent information discloses the inability of the specified products to perform properly or to fit in the designated space.
  - d. The substitution may be due to the manufacturer's or fabricator's refusal to certify or guarantee performance of the specified product as required.
  - e. The substitution may be requested when it is clearly seen, in the judgment of the Architect, that a substitution, would be substantially to the Owner's best interests in terms of cost or time.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Verification of Conditions: Examine areas and conditions under which material, equipment, and systems are to be fabricated, assembled, erected, installed, and applied. Correct existing conditions detrimental to proper and timely completion of work. Do not proceed until unsatisfactory conditions have been corrected. Start of work will be interpreted as acceptance of existing surfaces and conditions within any particular work area.

### 3.2 INSTALLATION

- A. Manufacturer's Instructions:
  1. Perform work in accordance with manufacturer's printed fabrication, installation, and application instructions.
  2. Obtain and distribute copies of manufacturer's printed fabrication, installation, and application instructions to parties involved in the construction, including two copies to Architect, and one copy at the site.
  3. Handle, store, fabricate, erect, install, connect, apply, clean, condition, and adjust products, materials, systems, and equipment in accordance with manufacturer's printed instructions and in conformity with specified requirements.

PRODUCT REQUIREMENTS

4. Review and resolve conflicts between manufacturer's instructions and Contract Documents with Architect prior to fabrication, installation, and application of products, systems, and equipment.
- B. Installation Procedure:
1. Require installer of each major unit of Work to inspect substrate to receive Work and conditions under which Work is to be performed. Installer shall report unsatisfactory conditions promptly in writing to Contractor. Remedy condition to installer's satisfaction immediately.
  2. Inspect each item of material or equipment prior to installation. Reject damaged or defective items.
  3. Provide attachment and connection devices and methods for securing Work. Secure Work true to line and level, and within recognized industry tolerances. Allow for expansion and building movement. Provide uniform joint width in exposed Work and arrange to provide best visual effect. Refer questionable visual effect choices to Architect.
  4. Recheck measurements and dimensions of Work as integral step of starting each installation.
  5. Schedule installation of each unit of Work to result in best overall compatibility to coordination of entire project. Isolate each unit of Work from incompatible work as necessary to prevent deterioration or damage. Coordinate enclosure of Work with required inspections and tests to minimize uncovering of Work for that purpose.
  6. Where mounting heights are not indicated, use industry recognized standard heights for that unit of Work. Refer questionable issues to Architect for final direction.

END OF SECTION

**SUBSTITUTION REQUEST**

TO: \_\_\_\_\_

PROJECT: \_\_\_\_\_

SPECIFIED ITEM:

Section No.	Page	Paragraph	Description
-------------	------	-----------	-------------

**PROPOSED SUBSTITUTION:** \_\_\_\_\_

Attached data includes product description, specifications, drawings, photographs, performance and test data adequate for evaluation of request including identifying applicable portions.

Attached data also includes description of changes to Contract Documents that proposed substitution requires for proper installation.

**Undersigned certifies that the following items, unless modified by attachments, are correct:**

1. Proposed substitution does not affect dimensions shown on Drawings.
2. Undersigned pays for changes to building design, including engineering design, detailing and construction costs caused by proposed substitution.
3. Proposed substitution has no adverse effect on other trades, construction schedule, or specified warranty requirements.
4. Maintenance and service parts are available locally or are readily obtainable for proposed substitution.

**Undersigned further certifies that function, appearance, and quality of proposed substitution are equivalent or superior to specified item.**

**Undersigned agrees that, if this page is reproduced, terms and conditions for substitutions found in Bidding Documents apply to this proposed substitution.**

**Submitted by**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
General Contractor (if after award of Contract)

For use by A/E:

\_\_\_ Approved

\_\_\_ Approved as Noted

\_\_\_ Not Approved

\_\_\_ Received Too Late

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Remarks

**Attachments**





EXECUTION

PART 1 – GENERAL

1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. General installation of products.
  - 2. Progress cleaning.
  - 3. Starting and adjusting.
  - 4. Protection of installed construction.
  - 5. Correction of the Work.
- B. Related Sections include the following:
  - 1. Division 1 Section "Project Management and Coordination" for procedures for coordinating construction activities.
  - 2. Division 1 Section "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
  - 3. Division 1 Section "Closeout Procedures" for final cleaning.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work..
- B. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  - 1. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
  - 2. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
  - 3. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.

## EXECUTION

4. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

### 3.3 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  1. Make vertical work plumb and make horizontal work level.
  2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
  4. Maintain minimum headroom clearance of 8-feet in spaces without a suspended ceiling.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

### EXECUTION

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  2. Allow for building movement, including thermal expansion and contraction.
  3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.4 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.
  3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
  2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

## EXECUTION

- G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### 3.5 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 1 Section "Quality Requirements."

### 3.6 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
  - 1. Protect installed work from damage by construction operations.
  - 2. Provide special protection where specified in individual specification sections.
  - 3. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
  - 4. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
  - 5. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
  - 6. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

EXECUTION

7. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.7 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 1 Section "Cutting and Patching."
  1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION



CUTTING AND PATCHING

PART 1 GENERAL

1.1 SUMMARY

- A. Provide all labor and materials necessary to execute cutting and patching of defective Work and areas of remodel where new construction joins existing finishes.
- B. Match each patch material with kind, grade, size and quality identical to patched material.

1.2 CUTTING AND PATCHING DEFECTIVE WORK AND EXISTING FINISHES

- A. Execute cutting, fitting, and patching of work required to remove and replace defective Work and Work not conforming to Contract Documents.
- B. Inspect existing conditions of Work, including elements subject to movement or damage during cutting and patching.
- C. Provide shoring, bracing and support as required to maintain structural integrity of the Project.
- C. Execute cutting, product removal and patching by methods which will prevent damage to other Work, will provide proper surfaces to receive installation of repairs, and will comply with specified tolerances and finishes.
- D. Cut lines that will be visible in completed work shall be straight and square to adjacent surfaces. Verify with Architect prior to cutting.
- E. Repair surfaces adjacent to cut areas to match the adjacent finish.
- F. Refinish exposed surfaces to natural breaks in the existing finished surfaces.

1.3 CUTTING AND PATCHING FOR SYSTEMS AND EQUIPMENT

- A. Cut, fit, and patch building members to install equipment, systems, and sleeves.
- B. Fill openings cut oversized to install equipment, systems, and sleeves until finished surface is tight against the penetrating material installed in the opening.
- C. Do not penetrate spray-on fireproofing on steel members.

END OF SECTION





DEMOLITION

PART 1 GENERAL

1.1 SUMMARY

- A. Furnish labor, material and equipment required for the partial demolition and removal of pavement, interior walls, ceilings, and other material as required preparatory to remodeling.
- B. Scope of demolition and removal work is shown on the Drawings.

1.2 PROJECT CONDITIONS

- A. Existing Conditions: Verify existing conditions at the site and include all work evident by site inspection whether or not shown on the Drawings. Include demolition that is implied or consequential to other trades to achieve the intended results.
- C. Notify the Architect in advance of cutting or alteration which may affect the structural safety of any portion of the project.
- D. All material and debris resulting from demolition Work, unless specifically designated for reuse or to be turned over to the Owner, shall become property of the Contractor and be removed from the site at Contractor's expense.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.1 EXAMINATION

- A. Inspect the work to determine condition of existing building and amount of existing materials and debris to be removed. Remove debris from the site as demolition progresses and do not allow to accumulate on the premises.

3.2 PREPARATION AND COORDINATION

- A. Utilities: Coordinate demolition work with affected electrical and mechanical crafts. Completely remove all existing utility services which are not a part of new work or designated to remain. Save and protect existing utilities shown to remain. Notify Architect at once if unknown utilities are found in the work.
- B. Laws and Ordinances: Comply with the applicable laws and ordinances governing the disposal of debris on or off the site, and commit no trespass on any public or private property in any operation due to or connected with demolition.

3.3 DEMOLITION PROTECTION

DEMOLITION

- A. Existing Facilities: Protect adjacent walkways, building entries, and other building facilities during demolition operations.
- B. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during demolition. When permitted by Architect, items may be removed to a suitable, protected storage location during demolition and cleaned and reinstalled in their original locations after demolition operations are complete.
- C. Salvaged Items for Reuse in the Work:
  - 1. Clean salvaged items.
  - 2. Pack or crate items after cleaning. Identify contents of containers.
  - 3. Store items in a secure area until installation.
  - 4. Protect items from damage during transport and storage.
  - 5. Install salvaged items to comply with installation requirements for new materials and equipment. Provide connections, supports, and miscellaneous materials necessary to make items functional for use indicated.
  - 6. The following items shall be salvaged for reuse:
    - a. Lighting.
    - b. Electrical and low voltage devices.
    - c. Fire extinguisher cabinets and portable fire extinguishers.
    - d. Other items as indicated on drawings.
- D. Existing Utilities: Maintain utility services indicated to remain and protect them against damage during demolition operations.
  - 1. Do not interrupt existing utilities serving adjacent occupied or operating facilities unless authorized in writing by Owner.
  - 2. Provide temporary services during interruptions to existing utilities, as acceptable to Owner.
- E. Temporary Protection: Erect and maintain dustproof partitions and temporary enclosures to limit dust and dirt migration and to separate areas from fumes and noise from portions of the building that are outside the scope of this Project.

DEMOLITION

3.4 DEMOLITION, GENERAL

- A. General: Demolish indicated portions of existing building as detailed. Include demolition that is implied or consequential to other trades to achieve the intended results. Use methods required to complete the Work within limitations of governing regulations and as follows:
  - 1. Do not use cutting torches until work area is cleared of flammable materials. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
  - 2. Maintain adequate ventilation when using cutting torches.

3.5 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.
  - 1. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn demolished materials.

3.6 HAZARDOUS MATERIAL ABATEMENT

- A. If during the course of the demolition work, the Contractor observes or suspects the existence of hazardous material in the building, the Contractor shall immediately stop work in that area and promptly notify the Owner. Coordinate with the Owner the removal of hazardous material by other contractors so as not to delay the Work.

END OF SECTION



HOLLOW METAL DOOR FRAMES

PART 1 GENERAL

1.1 SUMMARY

- A. Furnish all labor, material, equipment and services required for the fabrication and installation of hollow metal door frames. Include all required anchor bolts and devices.

1.2 REFERENCES

- A. American Society for Testing and Materials (ASTM).
- B. Hollow Metal Manufacturers Association's (HMMA) standards published by the National Association of Architectural Metal Manufacturers (NAAMM).
- C. UL 10B Fire test of Door Assemblies and UL10C Standard for Positive Pressure Fire Tests of Door Assemblies.
- D. NFPA 80 - Fire Doors and Windows (Latest Edition).

1.3 SUBMITTALS

- A. Submit the following in accordance with Division 1 Section "Submittal Procedures."
- B. Shop drawings showing anchor locations, hardware, and other pertinent installation information.

1.4 QUALITY ASSURANCE

- A. Provide frames complying with HMMA standards published by NAAMM. Manufacturer shall be assessed and registered as meeting the requirements of Quality Systems under ISO 9001.
- B. Fire-Rated Door and Frame Assemblies: Assemblies complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction for fire-protection ratings indicated.
  - 1. Test Pressure: Test according to NFPA 252 or UL 10C. After 5 minutes into the test, the neutral pressure level in furnace shall be established at 40 inches (1000 mm) or less above the sill.
  - 2. Oversize Fire-Rated Door Assemblies: For units exceeding sizes of tested assemblies, provide certification by a testing agency acceptable to authorities having jurisdiction that doors comply with standard construction requirements for tested and labeled fire-protection-rated door assemblies except for size.
  - 3. Label shall be metal, permanently attached or embossed in the metal on hinge edge. Mylar and other adhesive-applied labels will not be permitted.

HOLLOW METAL DOOR FRAMES

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver to job in time for building into walls and protect from weather and construction damage. Replace dented or bent hollow metal work with new undamaged work as directed. Filled dents and straightened work are not acceptable.

1.6 WARRANTY

- A. Provide manufacturer's 2 year warranty against rust and paint adhesion failure for all doors and frames.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Doors frame shall be custom manufactured by the same manufacturer.
- B. Metal Door Frame Manufacturers:
  - 1. Amweld Building Products, 800/248-6116.
  - 2. Curries Company, 515/423-1334.
  - 3. Deansteel Manufacturing, 800/825-8271.
  - 4. Stiles Custom Metal, Inc., 209/538-3667.
  - 5. Ceco Door Products, 509/455-8239.
  - 6. Steelcraft, 513/745-6400.
  - 7. Fleming Steel Doors and Frames, 800/263-7515.
- C. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

2.2 FABRICATION

- A. Frames for doors and relites formed from minimum 16 gauge (0.054-inch thick) commercial quality cold-rolled steel conforming to ASTM A366 or tension leveled steel conforming to ASTM A924, galvanized to ASTM A653, commercial steel, type B, coating designation A40, commercially known as paintable galvalume. Steel for fabrication of all members exposed on exterior walls shall be galvanized to ASTM A653 with a minimum total coating weight of A60, 0.60 oz./s.f. (0.058 minimum thickness).
- B. Frames: Fabricate accurately with all breaks, rises, and angles or curves uniform, straight, sharply defined and true. Miter fit and full weld all corners, weld seams and grind smooth to produce an invisible joint. All fastenings concealed where possible.

### HOLLOW METAL DOOR FRAMES

- C. Frames for doors to be type, design and size as detailed. Provide 12 gauge (0.097-inch) minimum channel reinforcing in the head of frames over 3-feet in width and other frame locations as detailed. Provide not less than four anchors at each jamb including a 16 gauge (0.054-inch) bent plate anchor clip at the bottom. Provide for three rubber silencers in all door frames on lock side on frames not equipped with smoke gaskets or weather stripping.
- D. Provide suitable sinkages in doors and frames for all mortised or countersunk hardware, with steel reinforcement inserted for attaching hardware. Reinforcement of doors and frames to be as follows:
  - 1. Hinge Pockets: Reinforce hinge pockets with 3/16-inch thick x 12-inch long x full frame width steel backing welded fabrication.
  - 2. All Other Hardware Mountings: Reinforce all other hardware mountings at heads, jambs, stiles, or rails with minimum 12 gauge (0.097-inch) steel plate welded fabrication at all machine screw sinkages and 16 gauge (0.054-inch) minimum at all cylinder lock hole locations to prevent collapsing of doors and malfunctioning of hardware. Double gauge sheet metal reinforcing is not acceptable for hardware backing.

#### 2.3 FINISH

- A. Cold-Rolled Steel: Sand surfaces smooth eliminating all weld marks; chemically clean and "Bonderize" after fabrication. Paint with rust inhibiting ferrous metal primer and oven dry. All finished surfaces smooth, uniformly protected, and ready for finish painting on the job site. All exposed screw heads filled and ground smooth.
- B. Galvanized Steel: Touch up with zinc-rich primer only at areas where galvanizing has been removed during fabrication.

#### 2.4 HARDWARE

- A. The door manufacturer shall be furnished with hardware templates by the finish hardware supplier. Doors and frames shall be prepared for hardware at the factory. Out-of-state door manufacturers are required to pay for all hardware shipping charges.
- B. All hardware shall be attached by machine screws, threaded into reinforced tapped holes or through-bolted. All drilling and tapping for mortised hardware shall be done at the factory. Self-tapping sheet metal screws or welding is not permitted.

### PART 3 EXECUTION

#### 3.1 INSTALLATION

- A. Frames: Install metal frames in accordance with manufacturer's instructions. Anchor frame to wall and floor as recommended by manufacturer.
- B. Doors: Fit doors to frame providing clearances recommended by door manufacturer.

HOLLOW METAL DOOR FRAMES

3.2 COMPLETION

- A. Adjust door clearances and hardware placement to allow smooth door operation. Touch up scratched door and frame prime paint to match adjacent surfaces. Touch up damaged galvanized surfaces with zinc-rich primer.

END OF SECTION



WOOD DOORS

PART 1 GENERAL

1.1 SUMMARY

- A. Provide all labor, material, equipment and services necessary to furnish and install wood flush face doors, and stile and rail wood doors.
- B. Related Sections:
  - 1. Division 8 Sections "Prefinished Steel Door Frames" and "Door Hardware."
  - 2. Division 9 Section "Painting."

1.2 REFERENCES

- A. Architectural Woodwork Quality Standards (AWS): Architectural Woodwork Standards, Guide Specifications and Quality Certification Program, Edition 1, adopted and published jointly by Architectural Woodwork Institute, Architectural Woodwork Manufacturers Association of Canada and The Woodwork Institute.
- B. Wood Door Manufacturers Association (WDMA).

1.3 SUBMITTALS

- A. Submit the following in accordance with Division 1 Section "Submittal Procedures."
- B. Product data for each type of door, including details of core and edge construction, trim for door lite openings and louvers.
- C. Shop drawings indicating location and size of each door, elevation of each kind of door, details of construction, location and extent of hardware blocking, requirements for veneer matching and other pertinent data. For factory-machined doors, indicate dimensions and locations of cutouts for locksets and other cutouts adjacent to lite and louver openings.
- D. Samples for verification: Corner sections of doors approximately 12-inches square with door faces and edgings representing the typical range of color and grain for each species of veneer and solid lumber required.
- E. Certification: Manufacturer's letter of certification of specification compliance.

1.4 QUALITY ASSURANCE

- A. Flush Doors: Doors shall comply with WDMA Industry Standard I.S. 1A-11 Architectural Wood Flush Doors and AWS Quality Standards. Any door not meeting these standards shall be replaced without cost to the Owner.
  - 1. Solid Core Doors: Fabrication shall comply with AWS PC-5 or PC-7 construction for non-rated doors.

WOOD DOORS

- B. Stile and Rail Doors: Doors shall comply with WDMA Industry Standard I.S. 6A-11 Architectural Stile and Rail Doors and AWS Quality Standards. Any door not meeting these standards shall be replaced without cost to the Owner.
- C. Doors shall bear a temporary tag including the manufacturer's name with full description of face veneer assembly, species, cut, match, door type, elevation, size, hardware machining information, providing for total reconciliation with their submittals and the wood door specification. Such tag shall be affixed to the top of the door.
- D. Manufacturer to provide a statement of certification as to their intended full compliance with the wood door specification.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Protect during transportation handling and storage from surface damage, moisture and soiling. Doors hung and protected as soon as possible after delivery.

1.6 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install doors until building is enclosed, wet-work is complete, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

1.7 WARRANTY

- A. Provide manufacturer's full lifetime warranty of door construction and original installation including rehanging and refinishing.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Product Manufacturers:
  - 1. Ampco Products, Inc.
  - 2. Eggers Industries.
  - 3. Island Precision Architectural Woodwork.
  - 4. Lynden Door.
  - 5. Marshfield Door Systems, Inc.
  - 6. Oshkosh Architectural Door.
  - 7. Pacific Architectural Wood Products.
  - 8. Vancouver Door Company.

WOOD DOORS

9. VT Industries.
  10. Oregon Door.
- B. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

2.2 MANUFACTURED UNITS

A. Solid Core Doors:

1. Not used

B. Stile and Rail Doors:

1. WDMA Door Aesthetic Grade: Premium.
2. WDMA Performance Duty Level: Extra heavy duty.
3. Wood Veneer Grade, Cut, Species, and Match: AA, cut and species to match existing, clear finish.
  - a. Face veneers tight and smoothly cut, joints parallel to the edges of the door, and without sharp contrasts in color or grain.
  - b. Individual pieces of veneer forming the face veneer edge glued with a thermosetting adhesive.
  - c. Minimum 1/50-inch veneer thickness at 12% moisture content before sanding at project site.
4. Door Type: glass.
5. Door Thickness: 1-3/4-inches.

C. Lites and Louvers:

1. See door patterns scheduled.
2. Provide flush style matching wood stop beads, to match existing, for all openings unless detailed otherwise.
3. Wood flat slat or sightproof louvers unless otherwise noted.
4. Comply with building code requirements for handicap accessibility.
5. Provide glazing to match existing doors.

WOOD DOORS

2.3 FABRICATION

- A. Factory fit doors to suit frame-opening sizes indicated. Comply with clearance requirements of referenced quality standard for fitting unless otherwise indicated.
- B. Factory machine doors for hardware that is not surface applied. Locate hardware to comply with DHI-WDHS-3. Comply with final hardware schedules, door frame Shop Drawings, DHI A115-W series standards, and hardware templates.
- C. Coordinate with hardware mortises in metal frames to verify dimensions and alignment before factory machining.
- D. Openings: Cut and trim openings through doors in factory.
- E. Lite Openings: Trim openings with moldings of material and profile indicated.
- F. Glazing: Factory install glazing.
- G. Louvers: Factory install louvers in prepared openings.

2.4 SHOP PRIMING

- A. Stain/Transparent Finish: After doors have been prepared to receive hardware, shop seal faces and edges of doors for stain/transparent finish to match existing. Seal all four edges, edges of cutouts, and mortises with first coat of finish.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Fit with 1/8-inch clearance in frames, head and jambs, 3/16-inch clearance over saddles and thresholds, and 3/8-inch clearance over floor or floor coverings at openings without saddles and thresholds. Bevel lock and hinge stile edges 1/8-inch in 2-inches to operate without binding. Undercut when specially noted on the Drawings or as scheduled. Fit for other clearances when required by special details, hardware, or floor coverings as approved by Architect.
- B. Accurately locate surface-mounted hardware on doors by dimension, jig, and template. Pre-drill all screw fastening device holes.

END OF SECTION

ALUMINUM-FRAMED STOREFRONT SYSTEMS

PART 1 GENERAL

1.1 SUMMARY

- A. Section includes architectural aluminum storefront systems, including perimeter trims, stools, accessories, shims and anchors, and perimeter sealing of storefront units. Furnish all labor, material, equipment and services required and include all required anchor bolts and devices.

1.2 REFERENCES

- A. American Society for Testing and Materials (ASTM).
- B. For fenestration industry standard terminology and definitions refer to American Architectural Manufacturers Association (AAMA) – AAMA Glossary (AAMA AG).
- C. Aluminum Association (AA).

1.3 SUBMITTALS

- A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, hardware, finishes, and installation
- B. Shop Drawings: Include plans, elevations, sections, details, hardware, and attachments to other work, operational clearances and installation details

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An installer which has had successful experience with installation of the same or similar units required for the project and other projects of similar size and scope.
- B. Manufacturer Qualifications: A manufacturer capable of providing aluminum-framed storefront system that meet or exceed performance requirements indicated and of documenting this performance by inclusion of test reports, and calculations.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver to job in time for building into walls and protect from weather and construction damage. Replace dented or bent hollow metal work with new undamaged work as directed. Filled dents and straightened work are not acceptable.

1.6 PROJECT CONDITIONS

- A. Field Measurements: Verify actual dimensions of aluminum-framed storefront openings by field measurements before fabrication and indicate field measurements on Shop Drawings.

ALUMINUM-FRAMED STOREFRONT SYSTEMS

1.6 WARRANTY

- A. Warranty period: Two (2) years from date of Substantial Completion.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Basis of design:
  - 1. Kawneer Company Inc.
  - 2. Trifab 400 framing system (non-thermal).
  - 3. System dimensions: 1 ¾" x 4".
  - 4. Glass: center plane
- B. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

2.2 FABRICATION

- A. Aluminum Extrusions: Alloy and temper recommended by aluminum storefront manufacturer for strength, corrosion resistance, and application of required finish and not less than 0.070" (1.8 mm) wall thickness at any location for the main frame and complying with ASTM B 221: 6063-T6 alloy and temper.
- B. Fasteners: Aluminum, nonmagnetic stainless steel or other materials to be non-corrosive and compatible with aluminum framing members, trim hardware, anchors, and other components.
- C. Anchors, Clips, and Accessories: Aluminum, nonmagnetic stainless steel, or zinc-coated steel or iron complying with ASTM B 633 for SC 3 severe service conditions or other suitable zinc coating; provide sufficient strength to withstand design pressure indicated.
- D. Reinforcing Members: Aluminum, nonmagnetic stainless steel, or nickel/chrome-plated steel complying with ASTM B 456 for Type SC 3 severe service conditions, or zinc-coated steel or iron complying with ASTM B 633 for SC 3 severe service conditions or other suitable zinc coating; provide sufficient strength to withstand design pressure indicated.
- E. Sealant: For sealants required within fabricated storefront system, provide permanently elastic, non-shrinking, and non-migrating type recommended by sealant manufacturer for joint size and movement.
- F. Tolerances: Reference to tolerances for wall thickness and other cross-sectional dimensions of storefront members are nominal and in compliance with AA Aluminum Standards and Data.

ALUMINUM-FRAMED STOREFRONT SYSTEMS

2.3 GLAZING SYSTEMS

- A. Glazing: Clear tempered glass, 1/4" minimum thickness, ASTM C 1048, Type I, Quality-Q3, Class I (clear), single pane 1/4" glazing, match interior glazing installed elsewhere in building.
- B. Glazing Gaskets: Manufacturer's standard compression types; replaceable, extruded EPDM rubber.
- C. Spacers and Setting Blocks: Manufacturer's standard elastomeric type
- D. Bond-Breaker Tape: Manufacturer's standard TFE-fluorocarbon or polyethylene material to which sealants will not develop adhesion.

2.4 FINISH

- A. Aluminum storefront: clear anodized factory finish.\

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine openings, substrates, structural support, anchorage, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work. Verify rough opening dimensions, levelness of sill plate and operational clearances.

3.2 INSTALLATION

- A. Comply with Drawings, Shop Drawings, and manufacturer's written instructions for installing aluminum-framed storefront system, accessories, and other components.
- B. Install aluminum-framed storefront system level, plumb, square, true to line, without distortion or impeding thermal movement, anchored securely in place to structural support, and in proper relation to wall flashing and other adjacent construction.
- C. Separate aluminum and other corrodible surfaces from sources of corrosion or electrolytic action at points of contact with other materials.

3.3 COMPLETION

- A. Clean all surfaces immediately after installation. Avoid damaging protective coatings and finishes. Remove all labels.

END OF SECTION





GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.1 SUMMARY

- A. Furnish all labor, material, equipment and services necessary for the installation and finishing of all gypsum board partitions and ceilings on metal framing and furring. Include installation of acoustical insulation.

1.2 REFERENCES

- A. American Society for Testing and Materials (ASTM).
  - 1. ASTM C 475/C 475M - Standard Specification for Joint Compound and Joint Tape for Finishing Gypsum Board; 2002.
  - 2. ASTM C 754 - Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products; 2004.
  - 3. ASTM C 840 - Standard Specification for Application and Finishing of Gypsum Board; 2005.
  - 4. ASTM C 1047 - Standard Specification for Accessories for Gypsum Wallboard and Gypsum Veneer Base; 2005.
  - 5. ASTM C1396/C1396M - Standard Specification for Gypsum Board; 2004.
- B. GA-600 - Fire Resistance Design Manual; Gypsum Association; current addition.

1.3 SUBMITTALS

- A. Submit the following in accordance with Division 1 Section "Submittal Procedures."
- B. Manufacturer's product data.
- C. Suspended Ceiling Design Data: Copies of Engineered Design calculations, drawings and documentation prepared by a professional engineer registered in the State of Oregon showing compliance with seismic loading requirements. Include manufacturer's literature or ICC Reports and identification of connection devices (including acoustic isolation components) and approved loading capabilities.

1.4 QUALITY ASSURANCE

- A. Fire Resistance Ratings:
  - 1. Comply with fire resistance ratings as required and approved by the governing authorities and codes. Provide classification labeled materials, and accessories identical to that of assemblies tested for fire resistance per ASTM E119 by a testing and inspecting agency acceptable to authorities having jurisdiction for the type of construction scheduled.

## GYPSUM BOARD ASSEMBLIES

2. Reference the Drawings for wall and ceiling types that indicate specific testing lab assembly and material requirements.
- B. Provide completed assemblies complying with ASTM C 840.
- C. All gypsum board products shall be manufactured in the United States of America.

### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Coordinate delivery with installation to minimize storage periods. Deliver in unopened containers, bundles or packages fully identified with the manufacturer's name, brand, type and grade. Protect from weather, soiling and damage.
- B. Steel framing and related accessories shall be handled in accordance with the A.I.S.I. "Code of Standard Practice."

### 1.6 PROJECT CONDITIONS

- A. Examine the conditions under which the gypsum board is to be installed. Commencement of work establishes acceptance of work conditions.
- B. Installation not permitted until a uniform temperature of 55°F to 70°F can be maintained in the building and ventilation provided to eliminate excessive moisture.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

- A. Product manufacturers are listed in Paragraph 2.2.
- B. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

### 2.2 MATERIALS

- A. Obtain all components and materials of the gypsum board system from manufacturers recommended and approved by the gypsum board manufacturer, unless otherwise indicated.
- B. Gypsum Board:
  1. Walls and Ceilings: American Gypsum "FIREBLOC," G-P Gypsum Corporation "ToughRock Fireguard," or USG "Sheetrock Brand Firecode," Type X fire retardant type, 5/8-inch thick, tapered edges, 48-inches wide and in lengths as long as practical to minimize number of joints. UL labeled and ICC approved, ASTM C1396.
- C. Metal Studs:
  1. Provide in widths and dimensions as required, fabricated from 33,000 psi, ASTM A653 G40 hot-dip galvanized steel or equivalent corrosion resistant coating, listed by ICC for structural design properties, ASTM C645.

GYPSUM BOARD ASSEMBLIES

2. 22 Gauge, 1-1/4-inch flanges with return leg bent at 90° angle, 3/8-inch long, openings in web for services maximum 24-inches o.c. Runner minimum 1-1/4-inch legs with rigidized beads in web.
  3. 18 Gauge and 20 Gauge 1-1/4-inch flanges with return leg bent at 90° angle, 3/8-inch long. Runner minimum 1-1/4-inch legs.
  4. Types J, E and C-H shaft wall studs and tabbed runner in gauges as required for minimum design loading.
  5. Manufacturers:
    - a. ClarkDietrich Building Systems.
    - b. Steeler.
    - c. SCAFCO Corporation.
- D. Ceiling Metal Furring and Runners:
1. 22 gauge hat shaped channel, ASTM A653 G40 hot-dip galvanized steel or equivalent corrosion resistant coating, 1-3/8-inches wide, 7/8-inch deep with hemmed legs, and Z furring channel, ASTM A1003.
  2. 16 gauge cold-rolled steel channel, black paint, 1-1/2-inches deep and 3/4-inch deep, ASTM C645.
  3. Contractor's Option: Pre-engineered gypsum board suspension system, tested and engineered to be code compliant according to ICC ESR-1222.
    - a. Armstrong "Drywall Grid System."
    - b. USG "Drywall Suspension System."
- E. Tie and Hanger Wire: 8 gauge galvanized wire for hanging channels, 12 gauge galvanized wire for seismic bracing, and 16 gauge soft annealed wire for tying furring channel.
- F. Fasteners: Types G and S screws in required lengths and to suit requirement of application to 22 gauge metal framing, ASTM C1002. Type S-12 screws in required lengths for attachment to heavier gauge metal framing, bugle or pan head as required, ASTM C954.
- G. Joint Treatment: Provide materials from same manufacturer as gypsum board, ASTM C475/C475M.
1. Joint Tape:
    - a. Gypsum Board: Paper.
  2. Joint Compound for Gypsum Board: For each coat use formulation that is compatible with other compounds applied previously or for successive coats.

GYPSUM BOARD ASSEMBLIES

- a. Prefilling: At open joints and damaged surface areas, use setting-type taping compound.
  - b. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type, all-purpose compound.
  - c. Use setting-type compound for installing paper-faced metal trim accessories.
  - d. Fill Coat: For second coat, use drying-type, all-purpose compound.
  - e. Finish Coat: For third coat (final coat of Level 4 finish), use drying-type, all-purpose compound.
  - f. Skim Coat: For final coat of Level 5 finish on glass mat surfaced boards, use drying-type, all-purpose compound.
- H. Acoustical Insulation:
1. Friction fit, un-faced, formaldehyde-free fiberglass batt insulation containing at least 25% post-consumer or 50% post-industrial recycled glass. Comply with local code, Class I flame-spread rating of 15 to 25 as tested per ASTM E84, and with ASTM C665, Type I, R-11.
- I. Sealant:
1. Non-setting, non-staining, acoustically tested sealant, ASTM C919.
  2. Products:
    - a. Sheetrock Acoustical Sealant by U.S. Gypsum.
    - b. Acoustical Sealant by Tremco. A black synthetic rubber material suitable for concealed locations only.
    - c. Sil Pruf, SCS 2000 by General Electric.
- J. Trim Accessories:
1. Hot-dip galvanized steel corner beads, edge trim, and control joints, ASTM C1047.
  2. Shapes indicated below by reference to Fig. 1 designations in ASTM C1047:
    - a. Corner bead on outside corners, unless otherwise indicated.
    - b. LC-bead with both face and back flanges; face flange formed to receive joint compound, provide for edge trim unless otherwise indicated.
    - c. L-bead with face flange only; face flange formed to receive joint compound, provide where indicated.

GYPSUM BOARD ASSEMBLIES

- d. U-bead with face and back flanges; face flange formed to remain without application of joint compound, provide where indicated.
  - e. One-piece control joint formed with V-shaped slot, with removable strip covering slot opening.
- K. Accessory Backing: 16 gauge sheet metal, minimum 6-inches wide, length as required, reinforced with horizontal studs.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Installation Standards:
- 1. Installation of steel framing members, ASTM C754.
  - 2. Installation of gypsum board assemblies, ASTM C840.
- B. Suspended Ceiling Metal Framing System:
- 1. Secure hanger wires to overhead construction spacing at not over 4-feet o.c. in each direction to support main runners installed with web vertical, at 4-feet o.c. Provide hangers within 6-inches of runner ends and at all interruptions of ceiling or grid. Each hanger to support not over 16 s.f. of ceilings weighing a maximum of 10 lbs./s.f. Install additional hangers to support any additional weight supported by the grid.
  - 2. Saddle-tie the furring channels to main runners with two strands of 16 gauge tie wire. Install additional cross reinforcing at light troffers or any other openings interrupting the installation.
  - 3. Brace main runners and furring channels for seismic loading as required by governing jurisdiction.
- C. Partitions and Furring:
- 1. Install runner tracks to floor and ceiling with approved fasteners located 2-inches from each end and spaced at not over 24-inches o.c. Position metal stud framing and furring of size and spacing as detailed, but in any case not over 24-inches o.c. Reduce stud spacing to 12" o.c. when stud length exceeds 16 feet. Install additional studs as required at all partition intersections, corners and openings. Place studs against walls of dissimilar materials and anchor in place at not over 36-inches o.c. Install partition wall gaskets where partitions meet dissimilar materials at ceilings and walls. Use 18 gauge studs on all corners detailed to receive flush mounted corner guards.

GYPSUM BOARD ASSEMBLIES

2. Deflection head construction shall be required at the top of all non-bearing wall partitions where partitions meet underside of deck above and under open-web type framing members such as floor, ceiling, and roof trusses. Allow 3/4-inch space minimum for deflection tolerance. Use fire-rated deflection clips and/or track and firestop system at fire-rated walls. If deflection clips are used, design clips for positive attachment to structure and stud web using step-bushing technology to provide frictionless vertical movement. Provide clips with attached bushing and screw of the series, size and configuration as required by the structural design calculations.
  3. Secure door and relite frames to 20 gauge studs at each jamb, then install 22 gauge stud in contact with first stud. Attach gypsum board to both studs with screws at 8-inches o.c. to form column section. Frames over 4-feet in width, supporting double doors shall have two 20 gauge studs at each jamb and at the head, except where jambs exceed 16 feet in length, use two 16 gauge studs at jambs.
  4. All stud assemblies supporting door and relite jambs to be securely anchored at the floor and run full height and secured to the structure above.
  5. Frame relite openings that are wider than 4'-0" but no wider than 10'-0" with two 20 gauge studs at jambs, head, and sill. Except where jambs exceed 16 feet in length, frame relite openings no wider than 10'-0" with two 16 gauge studs at jambs.
  6. Where studs are surfaced on one side only, or surfacing does not run full height of studs, the stud flanges must be laterally braced or braced to adjacent surface as recommended by manufacturer to meet lateral design loads.
  7. Install 16 gauge sheet metal backing plates not less than 6-inches wide and one or more stud spacing long at location of wall mounted hardware equipment or devices. Reinforce backing plate top and bottom edges with horizontal studs at all backing locations. Refer to accessory fixture list for location and type for installation. Verify locations of Owner furnished and installed equipment and provide required blocking.
- D. Gypsum Board:
1. Acoustic Insulation: Prior to commencing gypsum board installation, install acoustical insulation where detailed in accordance with insulation manufacturer's installation instructions. Place tightly within spaces, around cut openings, behind and around electrical and mechanical items within partitions, and tight to items passing through partitions. Press blankets firmly in place against the back of one of the layers of gypsum board. Tightly butt ends of blankets, leaving no voids.
  2. In areas where gypsum board is called for on the walls and ceiling, install the ceiling first then the wall unless detailed otherwise.
  3. Where partitions are sound or fire-rated construction, apply caulking sealant to all cut-outs and intersections with adjoining structure as described in Sealant Application, below. This requires that the gypsum board be cut for loose fit around the partition perimeter leaving a space approximately 1/8-inch wide. Line the inside of equipment recesses with gypsum board to maintain the integrity of sound and fire-rated wall construction.

GYPSUM BOARD ASSEMBLIES

- a. Verify that electrical receptacle boxes have been properly installed in sound rated walls. Electrical receptacle boxes in walls should be spaced a minimum of 24" apart. Boxes on opposite sides of the wall should not be placed in the same stud cavity.
  4. Use gypsum board panels of maximum practical length to minimize end joints. Arrange joints on opposite sides of partition walls to occur on different studs and stagger butt joints on the same surface. Where partitions intersect exterior walls, start installation at exterior end to position butt joints as far away from exterior wall as possible. Board shall be brought into contact but not forced into place with all ends and edges neatly fitted. Use "Floating Interior Angle" application at all ceilings. Bottom edge of gypsum board on walls shall be a maximum of 1/4-inch above floor.
  5. Attach gypsum board to metal framing with all edges over framing members using screw fasteners spaced at 12-inches o.c. on ceilings and 16-inches o.c. on walls, staggered on abutting edges. Power drive screws at least 1/32-inch deep.
  6. While fasteners are being driven, hold gypsum board in firm contact with underlying supports, fastening from the center of the board toward ends and edges. Drive fasteners tight, with heads slightly below surface, taking care to avoid breaking the paper face.
  7. For double layer panel application, install either by screw attachment or adhesive method. Screw-attach the outside layer of boards installed by adhesive method. Apply both layers vertically with joints in face layer offset from joints in base layer.
  8. Cut board neatly and fit around pipes, electrical outlets, mechanical work, etc. Remove any loose face paper at cuts and fill holes or openings with quick setting plaster. Where board appears loose from framing, install second fastener within 1-1/2-inches of first.
  9. Finish in every location with metal edge and corner bead unless finishing details are given and edge is covered with molding or trim. Install control joints vertically at corners of door frames, and at a maximum of 30-feet apart on unbroken wall surfaces.
- E. Sealant Application:
1. Acoustical Sealant Installation: At all walls, seal construction at perimeters, behind control joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and with manufacturer's written recommendations.
  2. Partition Perimeter: Apply a 1/4-inch minimum bead of sealant on each side of plates, including those used at intersections with dissimilar wall construction. Immediately install gypsum board, squeezing sealant into firm contact with adjacent surfaces. Fasten board as specified.
  3. Partition Intersections: Before taping and finishing, seal edges of face layer of gypsum board abutting intersecting partitions.

GYPSUM BOARD ASSEMBLIES

4. Openings: Apply a 1/4-inch continuous bead of sealant around all cut-outs to seal openings of electrical boxes, ducts, pipes and similar penetrations. Caulk sides and backs to seal electrical boxes.
  5. Control Joints: Before installing control joints, apply sealant in back of joint to reduce flanking sound path.
- F. Joint Finishing:
1. Level 1, ASTM C840 and GA-214-10: Rough taping permitted only in concealed spaces and service or unfinished areas as scheduled, including gypsum board which will be covered by rigid finish material fully concealing joints and which will not telegraph unevenness.
  2. Level 3 Finish, ASTM C840 and GA-214-10:
    - a. Tape joint compound and finishing compound as recommended by manufacturer of gypsum board.
    - b. Using suitable tool or machine, apply a thin uniform layer of joint compound approximately 3-inches wide to the joint to be reinforced.
    - c. Center tape over the joint and seat into the compound, leaving sufficient compound under the tape to provide proper bond.
    - d. Apply first and fill (second) coats of joint compound over joints, angles, fastener heads, and accessories.
    - e. Touch-up and sand between coats and after last coat as needed to produce a surface free of visual defects and ready for light texture.
    - f. Use only water resistant materials with moisture resistant type gypsum board.
    - g. Upon completion of finish sanding to a smooth surface, remove all dust from wall surface. Wipe down the entire wall surface with a damp sponge mop, and apply a light "orange peel" texture in all exposed gypsum board areas to match existing finished surfaces.

3.2 INSTALLATION OF TRIM AND ACCESSORIES

- A. Control Joints: Place control joints consistent with lines of building spaces and as indicated. In public areas, confirm locations with Architect for visual effect. Frame both sides of joints independently.
1. Not more than 30 feet apart on walls and ceilings over 50 feet long.
  2. Fire-Rated Joints: Comply with Gypsum Association GA-234 for control joints in fire-rated assemblies.



GYPSUM BOARD ASSEMBLIES

- B. Corner Beads: Install at external corners, using longest practical lengths.
- C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials and as indicated.
  - 1. U-Bead: Use at exposed panel edges.
  - 2. L-Bead: Use at all exposed terminations of gypsum board, at all floor joints and joints to receive sealants.

3.3 CLEANING

- A. Do not dispose of or leave excess gypsum board materials or debris on the premises. Leave each area broom clean after completing gypsum board work. Clean spots and spills of taping and finishing compounds from all adjacent surfaces and equipment.

END OF SECTION



CARPETING

PART 1 GENERAL

1.1 SUMMARY

- A. Furnish all labor, materials, equipment, and services necessary for the installation of carpet.

1.2 REFERENCES

- A. American Association for Textile Chemists and Colorists (AATCC).
- B. American Society for Testing and Materials (ASTM).
- C. Carpet and Rug Institute (CRI).

1.3 SUBMITTALS

- A. Submit the following in accordance with Division 1 Section "Submittal Procedures."
- B. Shop drawings showing the layout for each area to receive carpet. Show carpet color, trim strips, and any pertinent installation details. Do not install carpet prior to layout approval.
- C. Product Data: Data on specified products describing physical and performance characteristics, patterns and colors available, and methods of installation.
- D. Written certification from carpet manufacturer to the Owner stating that the register numbered carpet furnished was manufactured in accordance with these Specifications.
- E. Samples:
  - 1. Full size tile of each carpet.
  - 2. Furnish samples of carpet to the job when and as directed by Architect for testing by an independent testing laboratory. Costs for all testing will be paid in accordance with Division 1 Section "Quality Control."
- F. Carpet manufacturer's maintenance and cleaning procedures for maximum life and appearance of carpet. This includes but is not limited to commercial cleaning, spot cleaning and vacuum cleaning for each carpet selected.
- G. Warranty, as described below.
- H. Certification and description of reclamation and recycling process.
- I. Carpet manufacturer certification of compliance with the Carpet and Rug Institute Green Label Indoor Air Quality Test Program.

## CARPETING

### 1.4 QUALITY ASSURANCE

- A. Indoor Air Quality: Carpet shall meet or exceed the minimum standards contained in the Carpet and Rug Institute (CRI) consumer information label.

### 1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver all carpet to the job site in original mill wrappings, each package having register number tags attached or register number marked on packaging. Do not deliver material to job site until notification and arrangements are made to properly handle, store, and protect materials. Store under cover in well ventilated spaces as soon as delivered; protect from damage, dirt, stains, and moisture during transit and storage.

### 1.6 PROJECT CONDITIONS

- A. Do not begin installation until the work of all other trades including painting has been completed and the temperature of the rooms maintained at 70 degrees F at least 48 hours before work proceeds.

### 1.7 SEQUENCING AND SCHEDULING

- A. Make provisions for and do all necessary work to receive or adjoin other work, install carpet accessories, and provide holes and openings necessary to fit work of other trades.

### 1.8 WARRANTY

- A. Contractor's Warranty: Written one year warranty starting at Substantial Completion and covering all repair or replacement due to defective materials or their installation. Any manufacturer's regular guarantee shall remain in effect for its full duration in addition to Contractor's guarantee.
- B. Manufacturer's Warranty:
  - 1. Ten year warranty against 10% loss of face fiber.
  - 2. Ten year warranty against edge ravelling, snags, picks, runs, and delamination.
  - 3. Five year warranty against permanent staining.
  - 4. Five year warranty against fading (at not less than gray scale rating of 4).
  - 5. Carpet warranted not to generate more than 3.5 KV at 70°F and 20% R.H. for life of carpet.
  - 6. Antimicrobial effectiveness warranted for life of carpet.

### 1.9 MAINTENANCE

- A. Extra Materials: Furnish scheduled overrun for future repairs and replacement, wrapped, packaged and labeled at the factory. Same dye lot and run as carpet installed. Save and package usable remnants; label and deliver to Owner.

CARPETING

B. Retain and identify trim pieces of usable size. Package and store same as specified for Overrun, below.

C. Overrun Schedule (each color):

<u>Installed</u>	<u>Overrun</u>
0 - 50 sq.yds.	10%
51 - 250 sq.yds.	5%
251+ sq.yds.	3%

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Product manufacturers are listed below.
- B. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

2.2 MATERIALS

- A. All materials new and of domestic manufacture. Carpet of first quality and from the same dye lot for each color to be installed. Materials, construction, and appearance are based on the following performance specifications.
- B. CPT-1, Carpet: Refer to Finish Material Legend.
- C. Accessories:
  - 1. Edging for Glue-Down Carpet: Metal or vinyl edging of standard color to complement carpet color as selected by Architect.
  - 2. Adhesives: Solvent-free adhesives and seam sealants with low VOC emissions as recommended by carpet manufacturer. Zero-VOC if available, maximum VOC level not to exceed 50 g/l.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with installer present, for compliance with requirements for installation tolerances, moisture content, and other conditions affecting performance.
  - 1. Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of carpet products.

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2. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written recommendations to ensure adhesion of carpet products.
- B. Do not install carpet until all other trades have completed their work in the area to be carpeted.
- C. Inspect carpet before laying for streaking, shading, spots, soil, tears, pull tufts, or other defects. Remove defective carpet from premises and replace with undamaged carpet.
- D. Acclimate carpet a minimum of 24 hours prior to installation.

3.3 INSTALLATION

- A. Carpet Tile:
  1. Blend carpet tiles from different cartons to ensure minimal variation in color match. Lay carpet tile in square pattern, with pile direction parallel to next unit, set parallel to building lines. See material and finish legend for notes on installation method.
  2. Locate change of color or pattern between rooms under door centerline.
  3. Fully adhere carpet tile to substrate.
  4. Trim carpet tile neatly at walls and around interruptions.

3.4 CLEANING

- A. Remove debris after installation and clean carpet of all spots with manufacturer approved spot remover. Remove all threads with sharp scissors and thoroughly vacuum clean. Installed carpet shall be free of spots and dirt, and be without tears, fraying, or pulled tufts.

3.5 DEMONSTRATION

- A. Instruct Owner in proper care and maintenance of the carpet.

3.6 PROTECTION

- A. Protection of carpet after completion of installation is specified as general work and is made a part of the work of all trades doing work in areas after carpet installation.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, that ensure carpet is without damage or deterioration at the time of Substantial Completion.

END OF SECTION

PAINTING

PART 1 GENERAL

1.1 SUMMARY

- A. Furnish all labor, material, equipment, and services necessary for and incidental to painting work. Paint all surfaces in finished room areas as scheduled and those which normally require a paint finish for proper appearance and best serviceability such as wood, gypsum board, metal work, exposed conduit, pipes and ducts, and grilles, unless excepted.
- B. Related Documents:
  - 1. "Door Schedule" for door color and paint system.
  - 2. "Finish Schedule" for room color and paint system.

1.2 REFERENCES

- A. American Society for Testing and Materials (ASTM).
- B. Architectural Woodwork Institute (AWI).
- C. Master Painters Institute (MPI).
- D. The Society for Protective Coatings (SSPC).
- E. Painting and Decorating Contractors of America (PDCA).

1.3 DEFINITIONS

- A. Regardless of the specular gloss name paint manufacturers give their products, provide specular gloss as measured on a 60° and 85° geometry Parallel-Beam Glossmeter per ASTM D523 and as defined by Master Painters Institute as follows:
  - 1. Gloss Level 1: Traditional matte finish; flat. Gloss at 60°: Maximum 5 units. Sheen at 85°: Maximum 10 units.
  - 2. Gloss Level 2: High side sheen flat; velvet-like finish. Gloss at 60°: Maximum 10 units. Sheen at 85°: 10 to 35 units.
  - 3. Gloss Level 3: Traditional eggshell-like finish. Gloss at 60°: 10 to 25 units. Sheen at 85°: 10 to 35 units.
  - 4. Gloss Level 4: Satin-like finish. Gloss at 60°: 20 to 35 units. Sheen at 85°: Minimum 35 units.
  - 5. Gloss Level 5: Traditional semi-gloss. Gloss at 60°: 35 to 70 units.
  - 6. Gloss Level 6: Traditional gloss. Gloss at 60°: 70 to 85 units.
  - 7. Gloss Level 7: High gloss. Gloss at 60°: More than 85 units.

PAINTING

1.4 SUBMITTALS

- A. Submit in accordance with requirements of Division 1 Section "Submittal Procedures."
- B. Samples: Samples of mixed paint, wood stain/clear coating and clear coating applied to surfaces approximating job conditions with test areas painted on job if required. 12-inch x 12-inch minimum size of samples. Obtain preliminary approval of samples before doing any work on job.
- C. Complete materials list indicating all materials proposed for use; show manufacturer's name, material type and name, color name and formulation, gloss level, and location where material will be used. Revise list for changes made during construction and resubmit. Where paint provided varies from specified manufacturer's product, submit product data for both the specified basis of design product and proposed paint product. Clearly note any variance between submitted product data and specified product data.
- D. Paint manufacturer certification of compliance with the VOC and chemical component limits of Green Seal requirements.
  - 1. Flat paint: Maximum of 50 grams/liter VOC.
  - 2. Non-flat paints and Primers: Maximum of 150 grams/liter VOC.

1.5 QUALITY ASSURANCE

- A. Mock-ups:
  - 1. Brush-out areas, 5-feet x 5-feet, as selected by Architect for each color and gloss level for review and prior to final color approval. After acceptance of color brush out, use that work as the reference standard to be matched by subsequent completed work.
  - 2. 10 l.f. of paint color and finish for handrails, trim, and other linear elements of in-place surfaces. Acceptable samples may be incorporated into the Work.
  - 3. One brush-out area of approximately 100 s.f. painted with the predominate wall color in a well-lit area selected by Architect. Paint 100 s.f. of primer, 70 s.f. of first finish coat and 40 s.f. of second finish coat such that the completed mock-up will have three levels of paint, i.e., primer only, primer plus one finish coat, and primer plus two finish coats. Leave approved mock-up in place during painting as a standard of comparison to finished work. At completion of painting, repaint mock-up wall as necessary to conceal all lap marks.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Designate one location for the storage and mixing of materials. Keep location in a neat and clean condition at all times.
- B. Deliver materials only when building is closed in and completed sufficiently to prevent freezing and other damage to paint products.



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- C. Deliver all materials to the job site in new and unopened containers, with the manufacturer's name, brand name, batch number, color, directions for tinting, mixing and application on a printed label on every container.

1.7 MAINTENANCE

- A. Extra Materials: Furnish one gallon of each color and paint type for future repairs, packaged and labeled at the factory. Extra paint shall be mixed at the same time as paint installed.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Paint Manufacturers:
  - 1. PPG Amercoat.
  - 2. Benjamin Moore.
  - 3. Burke Industrial Coatings.
  - 4. Kelly-Moore.
  - 5. R.J. McGlennon.
  - 6. Miller.
  - 7. PPG Paints.
  - 8. Rodda.
  - 9. Sherwin Williams.
  - 10. USG.
- B. Other Manufacturers: Submit Substitution Requests prior to bid date in accordance with Division 1 Section "Product Requirements."

2.2 MATERIALS

- A. Provide paint products from one or more manufacturers as required to comply with the color/gloss level/product type combinations. The gloss level of manufacturer's product numbers in this specification may not match the required gloss level specified. Adjust manufacturer's product numbers within the same quality line to match the required gloss level.

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B. Interior:

1. Water-Based Acrylic, Gloss Level 5, on Wood (System H):
  - a. Prime and Backprime Coat:
    - (1) Water-based acrylic wood primer.
    - (2) Manufacturer: PPG "Seal Grip FD Latex Wood Primer 17-9517 Primer."
  - b. Second and Third Coats:
    - (1) Interior water-based alkyd enamel, gloss level 5.
    - (2) Manufacturer: PPG "Speedhide WB Alkyd Semi-Gloss 6-1510."
2. Acrylic, Gloss Level 2, on Gypsum Board (System J):
  - a. Prime Coat:
    - (1) Vinyl acrylic latex primer.
    - (2) Manufacturer: USG "Sheetrock Brand Primer Surfacer Tuff-Hide."
    - (3) PPG Paints Speedhide MaxBuild Surfacer 6-1
  - b. Second and Third Coats:
    - (1) 100% acrylic latex, gloss level 2.
    - (2) Manufacturer: PPG "Speedhide Zero VOC Latex Eggshell 6-4310XI," 4-10 @ 60.
3. Acrylic, Gloss Level 3, on Gypsum Board (System K):
  - a. Prime Coat:
    - (1) Vinyl acrylic latex primer.
    - (2) Manufacturer: USG "Sheetrock Brand Primer Surfacer Tuff-Hide."
    - (3) PPG Paints Speedhide MaxBuild Surfacer 6-1
  - b. Second and Third Coats:
    - (1) 100% acrylic latex, gloss level 3. Gloss Level 10 – 35 @ 85, 10 – 25 @ 60.

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- (2) Manufacturer: PPG "Speedhide Zero VOC Latex Satin 6-4410XI," 10-20 @ 60
4. Acrylic, Gloss Level 4, on Gypsum Board (System L):
  - a. Prime Coat:
    - (1) Vinyl acrylic latex primer.
    - (2) Manufacturer: USG "Sheetrock Brand Primer Surfacer Tuff-Hide."
    - (3) PPG Paints Speedhide MaxBuild Surfacer 6-1
  - b. Second and Third Coats:
    - (1) Vinyl acrylic latex, gloss level 4.
    - (2) Manufacturer: PPG "Ultra Hide 150 Interior Lo Luster Latex 1433," 20-30 @ 60.
5. Acrylic, Gloss Level 5, on Gypsum Board (System M):
  - a. Prime Coat:
    - (1) Vinyl acrylic latex primer.
    - (2) Manufacturer: USG "Sheetrock Brand Primer Surfacer Tuff-Hide."
    - (3) PPG Paints Speedhide MaxBuild Surfacer 6-1
  - b. Second and Third Coats:
    - (1) 100% acrylic latex, gloss level 5.
    - (2) Manufacturer: PPG "Speedhide Zero VOC Latex Semi-Gloss 6-4510XI," 35-50 @ 60.
6. Wood Stain/Clear Coating, Gloss Level 5, on Wood (WSC):
  - a. AWI System post-catalyzed lacquer.
  - b. Stain:
    - (1) Interior semi-transparent lacquer wood stain.
    - (2) Manufacturer: R.J. McGlennon "Maclac 16 Series Reduced VOC Polystain."
  - c. Prime Coat:

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- (1) Catalyzed lacquer, gloss level 5, thinned 50%.
    - (2) Manufacturer: R.J. McGlennon "Chemlac F-104."
  - d. Second and Third Coats:
    - (1) Catalyzed lacquer, gloss level 5.
    - (2) Manufacturer: R.J. McGlennon "Chemlac F-104."
7. Clear Coating, Gloss Level 4, on Wood (CC):
  - a. AWI System post-catalyzed lacquer.
  - b. Prime Coat:
    - (1) Catalyzed lacquer, thinned 50%.
    - (2) Manufacturer: R.J. McGlennon "84 Series LVH-101 Low VOC Chemlac."
  - c. Second and Third Coats:
    - (1) Catalyzed lacquer, gloss level 4.
    - (2) Manufacturer: R.J. McGlennon "84 Series LVH-101 Low VOC Chemlac."

PART 3 EXECUTION

3.1 PROTECTION

- A. Protection of Surfaces and Cleaning: Protect floors and other adjoining surfaces from paint droppings and spillage of materials.

3.2 SURFACE PREPARATION

- A. General:
  1. Carefully examine all surfaces over which finish is to be applied. Any surface not suitable for the proper finish which cannot be rectified by light sanding, cleaning, etc., must be brought to the attention of the Architect before any materials are applied. Do not proceed with the work until such conditions have been rectified. Beginning work denotes acceptance of substrates.
  2. All surfaces shall be thoroughly dry before any finish is applied and application shall not be done in severely cold weather except under instructions from the Architect.

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B. Wood:

1. Prime and back prime all woodwork immediately upon receipt at the job. Required for all wood finish and trim unless material has been pressure preserved or dip treated and sealed. One coat primer or undercoat as used for finishing on painted work, or one coat sealer compatible with finish coats on transparent/stain finished work.
2. Properly sand wood surfaces before any paint is applied. Knots or sappy places shall be given one coat of shellac at least twelve hours before being painted. Shellac is not to be used on any other surfaces. Use putty or wood filler of the same shade as the finish coat in filling nail holes, checks, and other blemishes, then lightly sand smooth as soon as filler has hardened.

C. Metal:

1. All metal installation shall be made complete and ready for painting. Touch-up shop or prime coats that have been damaged with material of the same type and quality as originally used on the shop coat. Thoroughly remove all rust previous to this priming operation.
2. Etch galvanized metal with phosphoric acid solution prior to applying primer.
3. Prepare substrate and apply coatings in strict adherence with coating manufacturer's instructions.

D. Gypsum Board Surfaces: Paint shall not be applied to any surface until it is thoroughly dry and cured. Prime surfaces that show hot spots or alkali in order to prevent such blemishes from showing through the paint. Brush off all loose particles or crystals which may have formed.

E. Existing Painted Surfaces: Prepare by sanding or other procedures necessary prior to application of new paint. Primer only required on surfaces of bare substrate unless needed for adhesion to painted substrate. Verify compatibility of new and old paint prior to application of two top coats.

3.3 APPLICATION

A. Employ workers skilled in the application of paint products specified.

B. When paint mixing is required on the job, perform mixing on the premises immediately before applying, and thoroughly stir and strain all materials. Do not change or reduce any material in any way except as specified by paint manufacturer.

C. Except where method of application is specifically noted, all materials shall be applied by brush or roller. Application by spray only where approved by the Architect. All spray application shall be by airless method only.

D. Coverage and Workmanship:

1. Assume all responsibility for paint coats applied over surfaces and undercoats which have not been inspected and approved by Architect. Apply any additional coats of paint, as

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directed by Architect, where surface preparation and undercoats have not been approved before painting. Make finished work match approved samples.

2. The visible parts of the structure behind grilles and louvers are to be painted with flat black enamel.
- E. Drying: Apply paints to surfaces at atmospheric temperatures of not less than 50°F and maintain this minimum temperature throughout the drying time. Ensure adequate ventilation in all painted spaces. Allow sufficient time to elapse as recommended by the manufacturer, between successive coats, to permit proper drying. Modify as necessary to suit adverse weather conditions.
- F. Interior:
1. Wood Enamel: For doors and trim where scheduled. All surfaces are to receive three coats, one prime coat and two coats of enamel. Sheen of finish as specified above or selected. Sand smooth all surfaces after puttying, removing excess putty and prime coat imperfections. Sand lightly between second and third coats. Paint top, bottom and edges of all doors the same number of coats as the door faces after doors have been fitted.
  2. Metal Enamel: All surfaces are to receive three coats (total including prime coat) of materials as specified above. All exposed interior metal, including but not limited to, grilles, registers, conduit, pipe, mechanical ducts, etc., in finished room areas are to be painted as called for above.
  3. Gypsum Board: All surfaces shall receive three coats of material, as specified above including walls behind tackboards, chalkboards, markerboards acoustical panels and other surface applied accessories. Remove dust from surfaces, clean off or seal all stains and marks which may show or bleed through finishes.
  4. Wood Stain/Clear Coating: For doors, door frames, standing and running trim, and other surfaces where scheduled. Paint top, bottom, and edges of door the same number of coats as the door faces after doors have been fitted.
    - a. Stain: Two coats stain, color to match Architect's sample. Brush apply and wipe down while damp.
    - b. Coating: Two coats brush-applied.
  5. Clear Coating: For wood doors, door frames and other wood surfaces where scheduled. One coat each of primer, undercoating, and finish coat. Paint top, bottom, and edges of door the same number of coats as the door faces after doors have been fitted.

3.4 COLOR SCHEDULE

- A. Refer to Finish Material Legend.

END OF SECTION

BASIC HVAC REQUIREMENTS

PART 1 GENERAL

1.1 OTHER REQUIREMENTS

- A. The Bidding, General and Supplementary of this project manual and specific section as noted apply to the work specified in Mechanical Division 15 which encompasses Sections 23 00 00 through 23 37 00. This Section 23 00 00 applies to all sections of Mechanical Division 23.

1.2 SCOPE

- A. It is the intent of these specifications and the accompanying drawings to describe complete mechanical systems installations for all building areas, new and renovation.
- B. Furnish and install all material, labor and equipment in accordance with these documents.
- C. Include all incidental items and work not specifically shown or specified but required by good practice in a complete system.
- D. The drawings and specifications are complementary. What is called for in one shall be called for in both.
- E. The drawings are diagrammatic but should be followed as closely as possible. Where required by jobsite conditions, relocate and provide fittings, etc., as required. Provide an allowance in the contract bid to furnish additional pipe and ductwork fittings required for coordination with structure and other construction trades.

1.3 DEFINITIONS

- A. Or approved equal: Requires approval prior to bid date.
- B. Indicated:
  - 1. The term "indicated" is a cross reference to details, notes, or schedules on the drawings, other paragraphs or schedules in the specifications, and similar means of recording requirements in the Contract Documents.
  - 2. Where terms such as "shown," "noted," "scheduled," and "specified" are used instead of "indicated," it is for the purpose of helping the reader locate the cross reference, and no limitation of location is intended except as specifically noted.
- C. Directed, Requested, Etc.: Where not otherwise explained, terms such as "directed," "requested," "authorized," "selected," "approved," "required," "accepted," and "permitted" mean "directed by the Engineer," "requested by the Engineer," etc. However, no such implied meaning will be interpreted to extend the Engineer's responsibility into the Contractor's area of construction supervision.

BASIC HVAC REQUIREMENTS

- D. Site or Project Site: The space available to the Contractor for the performance of the work, either exclusively or in conjunction with others performing the work as part of the project. The extent of the project site is shown on the Mechanical drawings and is not identical with the description of the land upon which the project is to be built.
- E. Approved:
  - 1. Where used in conjunction with the Architect's response to submittals, requests, applications, inquiries, reports and claims by the Contractor, the meaning of the term "approved" will be held to the limitations of the Architect's responsibilities and duties as specified in the General and Supplementary Conditions.
  - 2. In no case will "approval" by the Architect be interpreted as a release of the Contractor from responsibilities to fulfill requirements of the Contract Documents.
- F. Provide: The term "provide" means to furnish and install, complete and ready for the intended use.

1.4 STANDARDS AND CODES

- A. Provide all equipment and material and perform all work in accordance with all local, state and national codes and regulations.
- B. For work on this project, comply with the latest edition of the appropriate standards published by the following:
  - 1. Air Diffusion Council ADC
  - 2. American Gas Association AGA
  - 3. Air Movement and Control Association AMCA
  - 4. American National Standards Institute ANSI
  - 5. Air-Conditioning and Refrigeration Institute ARI
  - 6. Acoustical Society of America ASA
  - 7. American Society of Heating, Refrigerating and Air-Conditioning ASHRAE
  - 8. American Society of Mechanical Engineers ASME
  - 9. American Society for Testing and Materials ASTM
  - 10. City of Woodburn, Oregon.
  - 11. National Environmental Balancing Bureau NEBB
  - 12. National Electrical Manufacturers Association NEMA



BASIC HVAC REQUIREMENTS

- |     |  |            |
|-----|--|------------|
| 13. | National Fire Protection Association                               | NFPA       |
| 14. | Sheet Metal and Air Conditioning Contractors' National Association | SMACNA     |
| 15. | Underwriters' Laboratories   | UL         |
| 16. | Oregon Structural Specialty Code                                   | OSSC / UBC |
| 17. | Oregon Mechanical Specialty Code                                   | OMSC / UMC |
| 18. | Oregon Plumbing Specialty Code                                     | OPSC / UPC |
| 19. | Oregon Energy Efficiency Specialty Code                            |            |

1.5 APPROVAL OF EQUIPMENT AND MATERIALS

- A. Manufacturer's trade names, catalog numbers and material specifications used in this specification are intended to establish the quality of equipment or materials expected. Materials and manufacturers not listed require approval prior to the bid date.
- B. Approval of substitute equipment or materials will be based upon performance, quality and other factors deemed important by the Architect. The Contractor will be responsible for making all changes in this and other associated work required as a result of the substitution. Additional or modified structural calculations and roof penetrations required to accommodate the substitution will be the responsibility of the contractor.

1.6 SUBMITTALS

- A. Transmit five sets of submittals to the Architect for review. The submittals shall be bound in three-ring binders, have major topic tabs and an index. In order to expedite approval of certain items, it is not necessary to transmit complete submittals initially. The initial transmittal will include the binder, expected tabs and an index indicating which items are included, the date each is transmitted, and which items are yet to be transmitted. Future transmittals shall include a revised index.
- B. Furnish performance data and technical information on all materials and equipment to be used on the project.
- C. Include shop drawings with the submittals where necessary to determine clearance, where the Contractor proposes alternate equipment or material arrangements, and when requested by the Architect.
- D. Items transmitted for approval must be received in the Architect's office within 45 days of contract award. The Architect prior to installation must approve all material and equipment.
- E. Review of submittals or shop drawings by the Architect does not relieve the Contractor from the requirements of the Contract Documents unless specific approval has been requested for a given deviation.

## BASIC HVAC REQUIREMENTS

### 1.7 QUALITY ASSURANCE

- A. Maintain the highest standards of workmanship throughout the project.
- B. Use the latest editions of applicable and specifically referenced standards.
- C. Inspect all material and equipment upon arrival at the site and return any which is not in new condition.

### PART 2 PRODUCTS

Not Used

### PART 3 EXECUTION

#### 3.1 COORDINATION

- A. Cooperate with other trades to assure that construction proceeds in an orderly and timely manner. Contract cost increases due to improperly sequenced work with other trades will not be allowed.
- B. Study the architectural, electrical, shop and any specialty drawings as appropriate and specifications to determine required coordination.
- C. Prepare detailed shop drawings where necessary to assure proper fit and necessary clearance.
- D. Refer to electrical drawings to verify voltage and phase of mechanical equipment.

#### 3.2 PERMITS, FEES AND INSPECTIONS

- A. Obtain all required permits and pay for all fees and connection charges.
- B. Schedule any required inspections.

#### 3.3 MATERIALS AND WORKMANSHIP

- A. Furnish all materials and equipment in new condition, free from defects and of size, make, type and quality specified. Installation shall be in a neat and workmanlike manner.
- B. When two or more items of the same kind, type or class are required, use items of a single manufacturer.

#### 3.4 MEASUREMENTS

- A. Take all measurements from reference datums established by the mechanical contractor.

#### 3.5 DELIVERY, HANDLING AND STORAGE

- A. Receive all material and equipment at the jobsite or shop.

BASIC HVAC REQUIREMENTS

- B. Use proper and sufficient equipment to handle all products employed in the project.
- C. Where storage of material or equipment is necessary, it shall be a clean and weatherproof area. Seal any openings and cover the product to assure that there will be no corrosion or foreign matter introduced. Assure that it will be in new condition when placed in service.

3.6 EQUIPMENT INSTALLATION, BRACING AND SUPPORT

- A. Install all equipment in strict accordance with the manufacturer's instructions unless otherwise indicated.
- B. The drawings in general are based upon one of the specific manufacturers listed for a particular equipment item. The other specified manufacturers and additional approved manufacturers of equipment may require deviations from the drawings to properly install the particular equipment in accordance with the manufacturer's recommendations and to provide the system results required. Provide all work necessary in the base bid price to install this equipment.
- C. Where the installation shown or specified is contrary to the manufacturer's instructions, advise the Architect in writing of the differences before proceeding with the installation.
- D. Anchorage to Floors, Sway Bracing and Seismic Restraints:
  - 1. The contractor is responsible to determine the means and methods of equipment installation and support.
  - 2. Provide supports for all apparatus as specified, detailed, as required by the manufacturers of specific equipment and the project governing code authorities. Anchor all roof structure and base/floor mounted equipment with size and spacing of anchor bolts or other attachment means as recommended by the respective equipment manufacturer.
  - 3. Provide seismic restraints on all mechanical equipment in conformance with applicable OSSC sections. Costs for seismic calculations are to be included in the bid price.
  - 4. Provide deferred submittals directly to the governing code jurisdiction for anchorage to floors, roofs, etc., sway bracing and seismic restraints. Submittals to show locations and sufficient support details as required by the governing code jurisdiction.
  - 5. Provide supplementary drawings and calculations as required by governing code jurisdictions noting seismic support data/calculations as required for permit purposes.
  - 6. Mechanical seismic criteria is as follows:

a.	Risk Category	III
b.	Seismic Design Category	D
c.	Component Importance Factor (Ip)	
1)	General building HVAC systems	1.5

BASIC HVAC REQUIREMENTS

2) Fire protection 1.5

- E. Maintain a copy of the manufacturer's installation instructions at the jobsite for all equipment.

3.7 SLEEVES AND INSERTS

- A. Provide sleeves at all locations where piping and ductwork passes through building construction.
  - 1. Sleeves for interior walls and floors shall be 22 gauge galvanized or heavier as required.
  - 2. Sleeves for exterior walls shall be cast iron, wall thickness as required.
  - 3. Wall sleeves shall be installed in all exterior walls and all interior masonry or fire-rated walls in a manner that preserves the fire-rated or watertight integrity of the wall.
  - 4. Interior wall sleeves for uninsulated pipe shall allow minimum 1/4-inch clearance all around pipe for pipe movement. Allow 1-inch clearance around pipe at building expansion joints.
  - 5. Interior wall sleeves for insulated piping shall be selected to encompass the pipe and insulation and allow minimum 1/4-inch clearance around insulation for pipe movement. Allow 1-inch clearance around pipe and insulation at building expansion joints.
  - 6. Floor sleeves shall extend 4-inches above the floor and shall be sealed watertight. Floor sleeves shall be oversized to allow 1/2-inch minimum space all around pipe or pipe and insulation where applicable. Seal space between pipe and sleeve with Dow Corning Fire Stop System, 3M brand CP25 or approved equal. Sealant must be between pipe and sleeve. Sealant between insulation and sleeve is not acceptable. Install firestop materials in complete accordance with the manufacturer's instructions and in compliance to applicable UL listings.
- B. Seal space between pipe and sleeve with Dow Corning Fire Stop System, 3M Brand CP25 or approved equal where piping penetrates firewall or floors. Sealant must be between pipe and sleeve; sealant between insulation and sleeve is not acceptable. Install firestop materials in complete accordance with the manufacturer's instructions and in compliance to applicable UL listings.
- C. Utilize Linkseals or similar closures on core-drilled penetrations through below grade walls. Repair existing below grade waterproofing systems as applicable.

3.8 FLOOR, WALL AND CEILING PLATES

- A. Provide escutcheon plates where all exposed piping and ductwork passes through finished walls, floors and ceilings, including accessible cabinet spaces.
- B. Floor plates: deep recessed, cast brass, chrome plated.
- C. Wall and ceiling plates: spun aluminum, chrome plated.

## BASIC HVAC REQUIREMENTS

- D. Secure plates to pipe or structure. Plates shall not penetrate insulation vapor barriers. Size plates to sufficiently cover pipe sleeves and openings in finish materials.

### 3.9 ACCESS DOORS AND PANELS

- A. Manufacturers: Cesco, Milcor, Elmdor. Cesco used as basis of selection.
- B. Non-rated panels: Style W, SR-1, SR-2, P, PX as required for wall or ceiling construction, 12 inch x 12 inch or larger as required for ease of access.
- C. Fire-rated panels: Style FB, U.L. listed for 1-1/2 hr for fire rated stud and masonry wall systems.
- D. Provide access panels where shown on the drawings or as required for proper access to mechanical appurtenances. Coordinate the installation of access panels is with the specific building construction penetrated. Coordinate access panel installation with manufacturer's instructions.
- E. Locate and size access doors to facilitate equipment service and optimize the safety of the maintenance personnel. Minimum access door size to be 18"x 18".

### 3.10 PROTECTION

- A. Protect all work, material and equipment from loss or damage until the Owner accepts the project.
- B. As the work progresses, keep all equipment covered and cap all ducts and piping that may temporarily be left unconnected.
- C. Notify all other trades of any required precautions necessary to protect the work.

### 3.11 ACCESSIBILITY

- A. Provide convenient access by location or access panel to all equipment requiring periodic service.

### 3.12 ELECTRICAL WORK

- A. See Paragraph 3.21 for materials and work to be provided as a part of this Mechanical Division 23:
- B. Wherever possible, provide all interconnect wiring within or on a piece of equipment with the equipment unless shown or specified otherwise. An electrician licensed to perform this type of work shall perform all field wiring.

### 3.13 RELATED WORK

- A. The following work and materials are specified elsewhere:
  - 1. Pipe chases, equipment pads and foundations, trenches, painting, air louvers, louvered penthouse and access panels except as otherwise specified in this division.

BASIC HVAC REQUIREMENTS

2. Framed openings, wood grounds and nailing strips, masonry, concrete and other architectural and structural elements.

3.14 CLEANING

- A. Maintain premises and public properties free from accumulations of waste, debris and rubbish during construction.
- B. Clean all mechanical equipment of dust, grease, iron cuttings, unnecessary stamps or shipping labels, etc.
- C. Touch up factory-painted surfaces, as necessary, with paint of matching color.

3.15 RECORD DRAWINGS

- A. Maintain one set of construction drawings at the jobsite for the sole purpose of recording work of the mechanical contract, as actually installed. Upon request, the Architect will make the original tracings available to the mechanical contractor for printing the drawings. The Contractor shall pay the reproduction costs.
- B. Deliver record drawings to the Architect promptly upon completion of the project.

3.16 OPERATION AND MAINTENANCE MANUALS:

- A. Submit three copies of the Operation and Maintenance Manuals to the Architect for approval before project completion. Bind the instruction books with three-ring 8-1/2" x 11" side binders with plastic covers. Include an index and tabs for major systems and equipment. Operation and Maintenance Manuals shall include the following:
- B. Directories:
  1. Supplier Directory: Alphabetical list of principal subcontractors and suppliers of equipment giving names, addresses and telephone numbers.
  2. Equipment Directory: List of equipment installed such as fans, air supply units, pumps, heating and cooling equipment, plumbing fixtures, etc., giving drawing reference numbers, location, area served, manufacturer with model number and supplier.
- C. Manufacturer's Literature:
  1. Show name, address and phone number of the nearest service facility authorized by the manufacturer.
  2. Include illustrations, diagrams, and instructions for installation, startup, operation, inspections, maintenance, parts list, data sheets and other necessary materials.
  3. Include complete electrical, schematic and connection diagrams for each equipment item.
  4. Include the name, address and phone number of contractor(s) who furnished and who installed equipment and systems.

### BASIC HVAC REQUIREMENTS

5. Where the literature covers more than one model, check off neatly in ink correct model number and data for the model number including all specified options.
6. In those instances where the equipment, its mode of control, or both, is job assembled for special functions, then provide written operating and maintenance instructions prepared by the assembler on 8-1/2" x 11" sheets.

D Maintenance Instructions:

1. Where instructions for maintenance are not included in the manufacturer's literature, provide supplemental data to enable proper maintenance of the equipment installed.
2. Include specific lubrication methods and recommended frequencies along with procedures and precautions for inspection and routine service.

E Copy of Written Guarantee.

F. Recommended Spare Parts Stock.

#### 3.17 CUTTING AND PATCHING

- A. Cut work as required for installation and patch to match original conditions as directed and approved by Architect. Do not cut structural portion without Architect's approval.
- B. When masonry construction must be penetrated, provide a steel pipe sleeve in opening and grout in place in a neat manner. Leave grout surface to match existing finish.
- C. Prior to cutting any existing work, locate all concealed utilities to eliminate any possible service interruption or damage.

#### 3.18 CHANGE ORDERS

- A. All supplemental cost proposals by the Contractor shall be accompanied with a complete itemized breakdown of labor and materials cost without exception.
- B. Contractor's estimating sheets for the supplemental cost proposals shall be made available to the Architect. Labor must be separated and allocated for each item of work.

#### 3.19 VERIFICATION OF EXISTING CONDITIONS

- A. Verify field conditions and measurements prior to the manufacture of shop fabricated materials and equipment.
- B. Produce shop drawings with details as required verifying proper installation of materials and equipment in conformance with applicable codes and the manufacturer's requirements.

#### 3.20 SYSTEMS WIRING AND RELATED DEVICES

BASIC HVAC REQUIREMENTS

	FURNISHED ITEM	BY	INSTALL BY	POWER WIRING	CONTROL WIRING
1.	Division 23 Equipment Motors	Div. 23	Div. 23	Div. 26	Div. 23
2.	Remote Motors Starters, Contactors and Overload Heaters – Integral	Div. 23	Div. 26	Div. 26	Div. 23
3.	Fused and Unfused Disconnect Switches	Div. 26	Div. 26	Div. 26	-----
4.	Manual Operation Switches	Div. 26	Div. 26	Div. 26	Div. 26
5.	DDC Controls, Relays and Sensors	Div. 23	Div. 23	Div. 23	Div. 23

END OF SECTION



HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT

PART 1 GENERAL

1.1 SUMMARY

- A. Work included: Providing of all required hangers and supports for ductwork, piping and equipment.

1.2 SUBMITTALS

- A. Provide submittals in accordance with Section 23 00 00.
- B. Submittals shall include:
  - 1. Manufacturer's technical literature for all products used indicating service for each type of hanger.
  - 2. Include proposed pre-manufactured vibration isolation products.
  - 3. Submit literature or describe equipment and duct-supporting method.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Caddy, Grinnell, Super Strut. Caddy used for selection.

2.2 DESCRIPTION

- A. Pipe Hangers:
  - 1. Non-insulated ferrous pipe (1/2 to 1-1/2 inch): Figure 100.
  - 2. Non-insulated ferrous pipe (2 inch and larger): Figure 401.
  - 3. Insulated pipe: Figures 103 and 403.
  - 4. Riser clamp, ferrous pipe: Figure 510RO.
- B. Structural Attachments: Provide all necessary structural attachments such as concrete anchors, beam clamps, hanger flanges and brackets. Hangers shall not be suspended from other piping, equipment, etc.
- C. Miscellaneous items such as hanger rod, rod couplings, turnbuckles, etc. shall be standard figure numbers of the same manufacturer as the attachments.
- D. All-thread rod used for pipe supports to be no less than 3/8-inch diameter.

HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT

PART 3 EXECUTION

3.1 INSTALLATION

- A. Provide hangers and supports in accordance with the instructions furnished by the manufacturers of these devices. Support ductwork as required by the OSMC and per SMACNA recommendations.
- B. Provide additional structural members where required to support piping or ductwork.
- C. Provide hangers and support devices in accordance with the equipment manufacturer's instructions for all equipment.
- D. Anchorage to Floors, Sway Bracing and Seismic Restraints:
  - 1. The contractor is responsible to determine the means and methods of equipment installation and support.
  - 2. Provide supports for all apparatus as specified, detailed, as required by the manufacturers of specific equipment and the project governing code authorities. Anchor all roof and base/floor mounted equipment with size and spacing of anchor bolts or other attachment means as recommended by the respective equipment manufacturer.
  - 3. Provide seismic restraints on all mechanical equipment in conformance with applicable OSSC sections. Costs for seismic calculations are to be included in the bid price.
  - 4. Provide deferred submittals directly to the governing code jurisdiction for anchorage to floors, roof structures, etc., sway bracing and seismic restraints. Submittals to show locations and sufficient support details as required by the governing code jurisdiction.
  - 5. Provide supplementary drawings and calculations as required by governing code jurisdictions noting seismic support data/calculations as required for permit purposes.
  - 6. Carefully coordinate structural and equipment connections and support with structural engineer especially in the existing CTE spaces.

END OF SECTION

HVAC INSULATION

PART 1 GENERAL

1.1 SUMMARY

A Work included:

1. Providing of all required insulation for ductwork.
2. Notify the district representative prior to covering completed piping and duct systems - All piping and ductwork to be reviewed by the district representative, engineer or authorized representative prior to installation of insulation.

1.2 SUBMITTALS

A. Provide submittals in accordance with Section 23 00 00.

B. Submittals shall include:

1. Data to show compliance with flame and smoke rating.
2. Manufacturer's catalog or technical data showing performance, dimensions, materials of construction and recommended methods of installation.

1.3 QUALITY ASSURANCE

- A. Insulation materials and accessories such as adhesives, cement, etc. shall have composite fire and smoke hazard ratings, as tested by procedures indicated in NFPA 255 and U.L. 723, not to exceed a flame spread index of 25 and a smoke developed index of 50. Products or their shipping cartons shall have identification of the flame spread and smoke developed index.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Manville, Knauf, Owens-Corning, Certain-teed, or approved equal. Schuller used as basis of selection.
- B. Elastomeric Insulation Products: Armacell, Rubatex, K-Flex or approved equal.

2.2 DESCRIPTION

- A. Duct Lining: Manville Linacoustic 1.5-3.0 lb./cu. ft. made of glass fibers bonded with a thermosetting resin with a "Permacote" coating proving added durability and microbial growth protection. Minimum installed R-value = 4.2 / inch. No fibrous material is to be exposed to the airstream.

HVAC INSULATION

- B. Minimum installed lining R-value (external insulation and lining) - R = Minimum 5.
  - 1. Unconditioned Spaces - R = Minimum 8.
  - 2. Outside Building / Vented Attic Space - R = Minimum 8.
- C. Exterior Pipe Insulation:
  - 1. Manville Micro-Lok HP rigid pre-formed fiberglass.
  - 2. Maximum conductivity (k) = 0.27 Btu per inch/hour \* ft2 \* degree-F.
  - 3. Pipe cover and fittings: Zeston PVC pie covers with Zeston 2000 fittings with premolded PVC covers and fiberglass blanket insulation. Foam filled elbows are not acceptable.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Ductwork Lining Application.
  - 1. Supply and return air ductwork and plenums – Internally lined.
- B. Ductwork Interior Lining Application.
  - 1. General Requirements:
    - a. Round ductwork – Rigid round duct liner.
    - b. Apply internal insulation in accordance with manufacturer's recommendations and SMACNA "Duct Liner Application Standard." Apply internal insulation to flat sheet metal with continuous coverage of adhesive.
  - 2. Use adhesive on all butt edges. Install weld pins and clips on internal insulation 15" on center and no more than 2" maximum from any cut or exposed edge.
  - 3. Coat all raw duct liner edges within the ductwork. No uncoated fiberglass is allowed within the ductwork.
  - 4. Weld pins spaced maximum of 15 inch on center in both directions and within 2 inches of corners and joints. Weld pins flush with liner surface.
  - 5. Complete duct surface coated with adhesive and insulation pressed tightly thereto.
  - 6. Provide edges at terminal points with metal beading and heavily coated with adhesive.
  - 7. Heavily coat joints and corners with adhesive.
  - 8. Damaged areas replaced or heavily coated with adhesive.

HVAC INSULATION

9. Duct dimensions shown are net inside dimension.

END OF SECTION



HVAC DUCTS AND CASINGS

PART 1 GENERAL

1.1 SUMMARY

- A. Work included: Providing of all required sheet metal ductwork specified or shown on the drawings.

1.2 SUBMITTALS

- A. Submittals shall include Shop Drawings of any proposed revisions to the ductwork as shown on the drawings.

PART 2 PRODUCTS

2.1 DESCRIPTION

- A. Provide G-60 galvanized sheet metal ductwork for supply and return air systems except as specified or shown on the drawings. Provide minimum gauge and reinforcing in accordance with Chapter Sixteen, "Duct Construction" of the Chapter 19 of the ASHRAE "Systems and Equipment" Handbook, the appropriate chapters of the latest edition of the Oregon State Mechanical Specialty Code and SMACNA duct construction standards.
- B. Round duct to be sheet metal spiral duct. Snap-lack furnace type pipe is not allowed.
- C. Sheet metal duct only is to be used above hard ceiling areas.
- D. Provide galvanized sheet metal ductwork for dust collection system exhaust as specified. Provide minimum gauge and reinforcing in accordance with the latest edition of the "HVAC Duct Construction Standard" published by SMACNA for 10 inches negative pressure.

PART 3 EXECUTION

3.1 INSTALLATION

- A. General.
  - 1. Construct and assemble all supply, return, outside air and general exhaust duct systems in accordance with latest edition of the "HVAC Duct Construction Standards" published by SMACNA, Chapter Sixteen, "Duct Construction" of the Chapter 19 of the ASHRAE "Systems and Equipment" Handbook and the appropriate chapters of the latest edition of the OMSC.

HVAC DUCTS AND CASINGS

2. Cover ductwork openings during construction after delivery to the field prior to and after installation. Seal ends and adequately support to keep level and at least four inches off the ground.
  3. Store in clean dry space or if stored outdoors cover and protect from the elements.
  4. Ductwork pressure classifications to be appropriate for the scheduled external system pressures.
- B. Duct construction pressure classification (SMACNA):
1. +1 inches for all supply air ductwork.
  2. -1 inch for all for exhaust, return and outside air ductwork.
  3. -10 inches for wood shop dust collector exhaust.
- C. Seal all duct penetrations through walls at both sides of the partition. No air gaps are allowed around ductwork wall penetrations.
- D. Seal all duct penetrations through exterior walls watertight.
- E. Cross brace and reinforce ductwork and plenums with structural steel members to prevent breathing or ballooning.
- F. All joints in the air distribution system shall be sealed airtight with Hardcast CCWI-181 or similar LEED<sup>R</sup> Compliant sealant.

END OF SECTION



AIR DUCT ACCESSORIES

PART 1 GENERAL

1.1 SUMMARY

- A. Work included: Providing of all required air duct accessories specified or shown on the drawings.

1.2 SUBMITTALS

- A. Provide submittals in accordance with Section 23 00 00.
- B. Submittals shall include: Manufacturer's catalog or technical data showing performance, dimensions, materials of construction and recommended methods of installation.

1.3 OPERATION AND MAINTENANCE DATA

- A. Provide O and M data in accordance with Section 23 00 00.
- B. O and M data shall include manufacturer's literature and maintenance instructions.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Damper regulators and end bearings: Duro-Dyne, Ventlock or approved equal. DuroDyne used as basis of selection.
- B. Flexible connections: Duro-Dyne or approved equal. Duro-Dyne used as basis of selection.
- C. Control Dampers (Motorized): Greenheck, Ruskin, Cesco or approved equal with Belimo actuators.
- D. Exhaust Hoods: Shop Fabricated or as approved.

2.2 DESCRIPTION

- A. Volume Dampers:
  - 1. Damper regulators and end bearings: 3/8-inch Figure SRH-288 for accessible ductwork and Figure SRC-380 for concealed ductwork.
  - 2. Volume dampers shall be fabricated of 18 gage galvanized steel and have a continuous galvanized steel shaft.
  - 3. Dust collector blast gates: Industry standard units for wood dust collector system. Submit proposed selections for PPS approval.

AIR DUCT ACCESSORIES

- B. Flexible connections: Duro-Dyne "Insulflex" insulated flexible duct connector.
- C. Control Dampers: Greenheck VCD-18 Low-Leakage Control Dampers.
  - 1. 16-gauge galvanized hat channel with corner braces.
  - 2. Galvanized steel, V-groove blade construction. Extruded vinyl blade seals.
  - 3. Edge seals and flexible metal compressible jamb seals.
  - 4. Synthetic bearings.
  - 5. Square or hex plated steel axles.
  - 6. Opposed blade operation.
  - 7. Frame mounted actuator support.
  - 8. Factory installed jackshaft for all multiple section dampers.
  - 9. Maximum leakage rate of 4 CFM/sq. ft. at 1.0 inches w.g. when tested in accordance with AMCA Standard 500-1998.
- D. Exhaust Hoods:
  - 1. 18 gauge galvanized steel with angle iron stiffeners and supports.
  - 2. Size as noted on plans, minimum 24 inches deep.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Install volume dampers in all branch ducts to outlets and where shown on drawings. Provide regulators on all dampers. Assure that all dampers are aligned with their regulator pointers and left open for the air balance contractor. Permanently mark full open and full closed positions.
- B. Install flexible connections between all fans and connected ducts or plenums. Install with 2-inch space between the fan and connecting duct. Fabric should be snug, but not tight. Secure with flanged connections with accurate alignment between fan and duct.
- C. Install control dampers with actuators in accordance with manufacturer's instructions where located on the drawings and as required to complete the specified control sequences.
- D. Provide motorized control dampers at all new exhaust fans to shut on unit shutdown per OEESC 503.2.4.5.
- E. Install blast gates in each branch duct to individual piece of equipment above floor in accessible location.

AIR DUCT ACCESSORIES

- F. Install hoods as shown and detailed on drawings. Connect to roof exhaust fans with flexible connectors. Coordinate mounting and suspension details with structural.

END OF SECTION



AIR OUTLETS AND INLETS

PART 1 GENERAL

1.1 SUMMARY

- A. Work included: Providing of all required grilles specified or shown on the drawings.

1.2 SUBMITTALS

- A. Provide submittals in accordance with Section 23 00 00.
- B. Submittals shall include manufacturer's catalog or technical data showing performance, dimensions, materials of construction and recommended methods of installation.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Price, Krueger, Anemostat, Titus, Nailor, Carnes or approved equal. Price used as a basis for selection unless specified.

2.2 DESCRIPTION

- A. Supply Air Diffuser - Ceiling Surface Mount: Model SMCD louver face diffuser with individually adjustable modular cores and neck size shown on the drawings. Diffuser to have modular core, steel construction and standard finish with Type 6 beveled mounting frame to install diffusers between ceiling structure as required.
- B. Return and Exhaust / Relief Air Grilles - Ceiling Surface Mount: Model 10 grille with perforated face of neck size shown on the drawings with standard finish with Border F for flush mounting hard ceiling.
- C. Standard Construction Sidewall Return Air Grille: Model 535 rectangular steel construction grille, 45-degree blade setting on 1/2-inch centers, 1-1/4" margins and standard finish.
- D. Spiral Duct Sidewall Supply Air Register - Model SDG steel duct with closed cell foam seal for installation directly into a round duct, horizontal and vertical adjustable blades, standard finish. Provide air scoop and/or opposed blade dampers as noted on the drawings.
- E. Provide opposed blade dampers (OBD) as noted on the drawings.

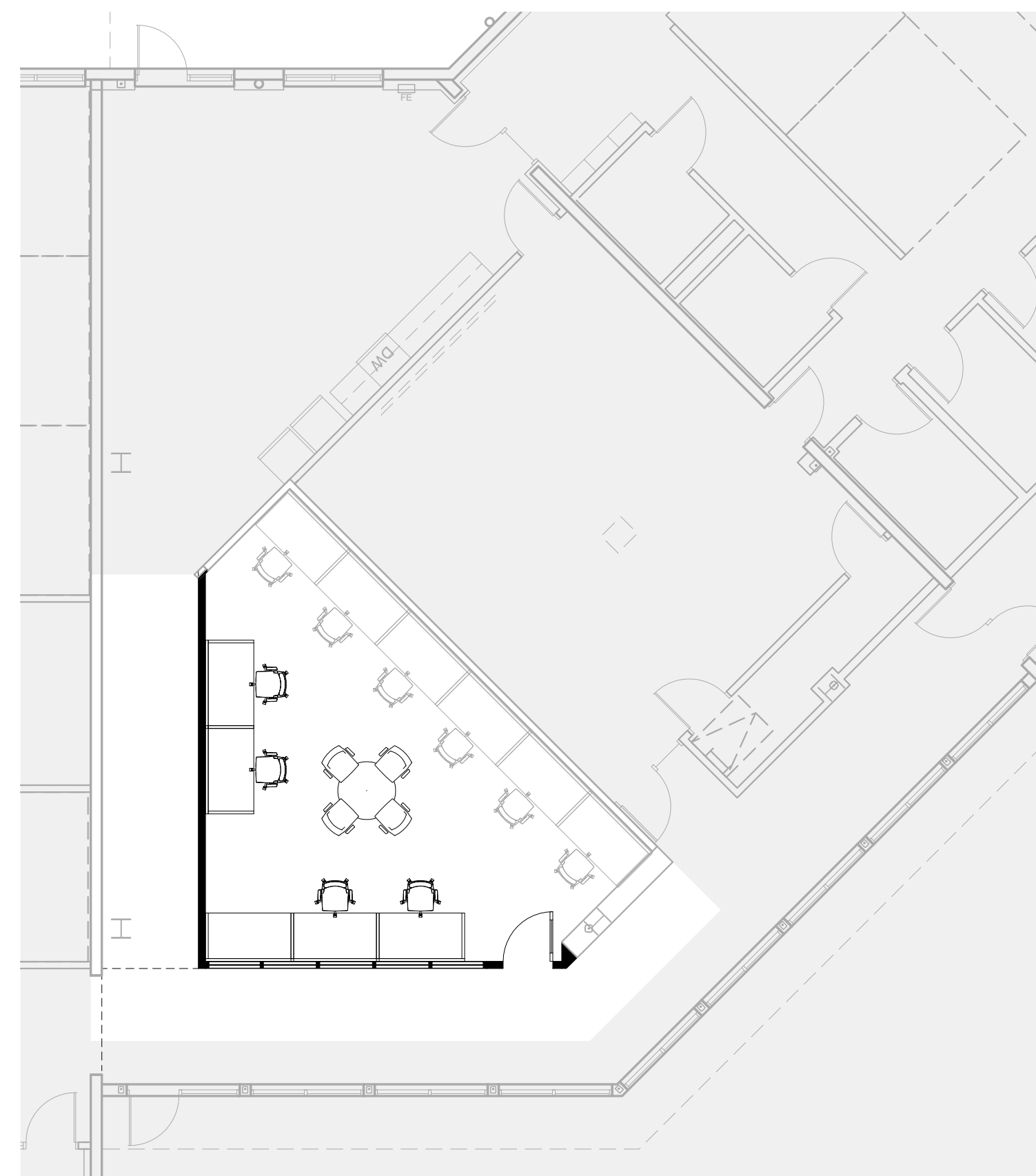
AIR OUTLETS AND INLETS

PART 3 EXECUTION

3.1 INSTALLATION

- A. Install grilles where shown on the drawings and in accordance with manufacturer's instructions.
- B. Install a gasket to assure an airtight seal between ductwork or ceiling and grille. Install all grilles tight to their respective mounting surfaces.
- C. Install plumb and true with room dimensions and accurately centered on projections as shown on architectural reflected ceiling plans.

END OF SECTION



## WOODBURN POLICE STATION

### OFFICE REMODEL

1060 Mt. Hood Ave Woodburn,  
OR 97071

PERMIT DRAWINGS

10/24/2022



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935 SE Alder Street · Portland Oregon 97214  
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**ABBREVIATIONS**

∠	ANGLE	HOR(Z)	HORIZONTAL
⌒	CENTERLINE	HVAC	HEATING, VENTILATING & AIR CONDITIONING
@	AT	ID	INSIDE DIAMETER, IDENTIFY
∅	DIAMETER or ROUND	IN	INCH(ES)
⊥	PERPENDICULAR	INFO	INFORMATION
□	SQUARE	INSUL	INSULATION
AB	ANCHOR BOLT	INT, INTER	INTERIOR
AC	AIR CONDITIONING	JAN	JANITOR
ACCES	ACCESSORY(IES)	JT	JOINT
ACOUS	ACOUSTICAL	K.D.F.	KNOCK-DOWN FRAME
AD	AREA DRAIN	LAV	LAVATORY
ADJ	ADJUST(ABLE), ADJACENT	LP	LIQUID PROPANE
AFF	ABOVE FINISHED FLOOR	LT	LIGHT
AL, ALUM	ALUMINUM	MACH	MACHINE
ANOD	ANODIZED	MAX	MAXIMUM
APPR(OX)	APPROXIMATE	MECH	MECHANICAL
ARCH	ARCHITECTURAL	MEP	MECHANICAL, ELECTRICAL, PLUMBING
BCS	BABY CHANGING STATION	MFG	MANUFACTURE(R)(ING)
BD	BOARD	MIN	MINIMUM
BLDG	BUILDING	MISC	MISCELLANEOUS
BLKG	BLOCKING	MP	METAL PANEL
B.O.	BOTTOM OF	MR	MIRROR
B.O.S.	BOTTOM OF STRUCTURE	MTL	METAL
BOT, BOTT	BOTTOM	MULL	MULLION
BRKT	BRACKET	(N)	NEW
CB	CATCH BASIN	N	NORTH
CG	CLEAR GLASS	NIC	NOT IN CONTRACT
CIG	CLEAR INSULATED GLASS	NO	NUMBER
CJ	CONSTRUCTION/CONTROL JOINT	NTS	NOT TO SCALE
CL	CENTER LINE	OC	ON CENTER
CLG, CEIL	CEILING	OCC	OCCUPANCY
CLR	CLEAR	OD	OUTSIDE DIAMETER
CMU	CONCRETE MASONRY UNIT	OFCI	OWNER FURNISHED-CONTRACTOR INSTALLED
COL	COLUMN	OFOI	OWNER FURNISHED-OWNER INSTALLED
CONC	CONCRETE	OH	OPPOSITE HAND
CONN	CONNECTION	ORD	OVERFLOW ROOF DRAIN
CONSTR	CONSTRUCTION	OSU	OREGON STATE UNIVERSITY
CONT	CONTINUOUS, CONTINUE	P, PTD	PAINT(ED)
CPT	CARPET	L P	PLATE
CS	CONCRETE-SEALED	PLYWD	PLYWOOD
CT	CERAMIC TILE	PNL	PANEL
CTG	CLEAR TEMPERED GLASS	PR	PAIR
CTIG	CLEAR TEMPERED INSULATED GLASS	PSI	POUNDS PER SQUARE INCH
D	DRYER	PSF	POUNDS PER SQUARE FOOT
DB	DOOR BUMPER	PT	PRESSURE TREATED
DEMO	DEMOLITION	PVC	POLYVINYL CHLORIDE
DEPT	DEPARTMENT	(R)	RENOVATE(D)(ION)
DF	DRINKING FOUNTAIN	R	RISER
DIA	DIAMETER	R, RAD	RADIUS
DIST	DISTANCE	RB	RUBBER BASE
DIM, DIMS	DIMENSION(S)	RD	ROOF DRAIN
DN	DOWN	RDOD	ROOF DRAIN OVERFLOW DRAIN
DR	DOOR	REF, REFR	REFRIGERATOR
DS	DOWNSPOUT	REINF	REINFORCE(D)(ING)
DTL, DET	DETAIL	REQ, REQ'D	REQUIRE(D)(MENTS)
DW	DISHWASHER	REV	REVISION(S)/REVISED
DWG	DRAWING	RM	ROOM
E	EAST	RO	ROUGH OPENING
EL	ELEVATION	S	SOUTH
EJ	EXPANSION JOINT	SC	SOLID CORE
ELEC(T)	ELECTRIC(AL)	SCT	SEALED CEMENTITIOUS TOPPING
EP	ELECTRICAL PANEL	SECT	SECTION
ELEV	ELEVATOR, ELEVATION	SHR	SHOWER
EQ	EQUAL	SHT	SHEET
EQPM, EQUIP	EQUIPMENT	SIM	SIMILAR
(E), EXIST.	EXISTING	SP	STAND PIPE
EXT, EXTER	EXTERIOR	SPECS	SPECIFICATIONS
FA	FIRE ALARM/HORN/STROBE	SS, SST	STAINLESS STEEL
FD	FLOOR DRAIN	STD	STANDARD
F.D.	FOUNDATION DRAIN	STL	STEEL
FE	FIRE EXTINGUISHER	STOR	STORAGE
FEC	FIRE EXTINGUISHER CABINET	STRUC(T)	STRUCTURAL
FF	FINISHED FLOOR	SQ	SQUARE
FFL	FINISHED FLOOR LEVEL	SUSP CLG	SUSPENDED CEILING
FH	FIRE HYDRANT	SYM	SYMMETRICAL
FIN	FINISH(ED)	T, TLT	TOILET
FLR	FLOOR	TR	TREAD
FDN	FOUNDATION	TC	TOP OF CURB
FOC	FACE OF CONCRETE	TEL	TELEPHONE
FOF	FACE OF FINISH	TG	TEMPERED GLAZING
FOM	FACE OF MASONRY	T&G	TONGUE AND GROOVE
FOS	FACE OF STUD	T.O.	TOP OF
F.R.	FIRE RETARDANT	TOA	TOP OF ASPHALT
FT	FOOT(FEET)	TOF	TOP OF FLOOR
FTG	FOOTING	TOP	TOP OF PLATE
GA	GAGE, GAUGE	TOS	TOP OF SCREEN
GALV	GALVANIZED	TYP	TYPICAL
GYP BD, GB, GWB	GYP SUM BOARD		
HB	HOSE BIBB		
HC	HANDICAP		
HDWD	HARDWOOD		

**SYMBOLS**

**PLAN VIEW**

	NEW FULL HEIGHT WALLS
	EXISTING CONSTRUCTION TO REMAIN
	NEW PARTIAL HEIGHT CONSTRUCTION
	ITEMS ABOVE
	ITEM TO BE DEMOLISHED
	NOT IN SCOPE
	AREA DRAIN
	ROOF DRAIN
	OVERFLOW ROOF DRAIN
	CATCH BASIN
	FLOOR DRAIN

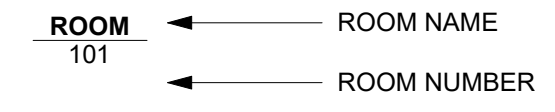
**ELEVATION VIEW**

	DUPLX OUTLET
	SWITCH
	FA PULL STATION
	TELEPHONE OUTLET
	THERMOSTAT
	FIRE EXTINGUISHER CABINET
	FIRE EXTINGUISHER CABINET

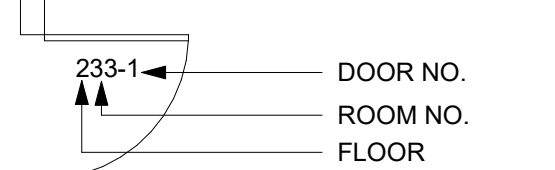
UNO	UNLESS NOTED OTHERWISE	WC	WATER CLOSET, WHEELCHAIR
VCT	VINYL COMPOSITION TILE	WCP	WOOD CEILING PANEL
VERT	VERTICAL	WCV	WALL COVERING
VEST	VESTIBULE	WD	WOOD
VHI	VERY HIGH IMPACT	WDO	WINDOW
VIF	VERIFY IN FIELD	WF	WOOD FLOOR
VT	VINYL TILE	W/O	WITHOUT
W	WEST, WASHING MACHINE	WP	WOOD PANEL, WATERPROOF
W/	WITH	WRB	WATER RESISTANT BARRIER
WB	WOOD BASE	WSF	WELDED STEEL FRAME

**TARGETS**

**ROOM TAG**



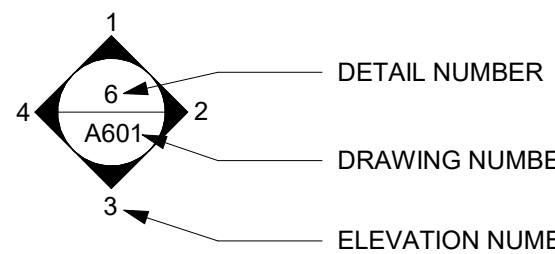
**DOOR NO. TARGET**



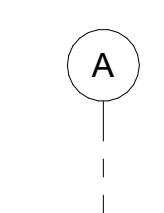
**BUILDING OR WALL SECTION TARGET**



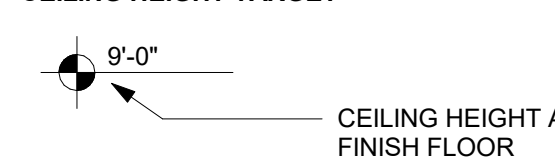
**INTERIOR ELEVATION TARGET**



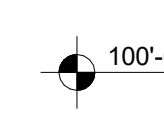
**STRUCTURAL GRID**



**CEILING HEIGHT TARGET**



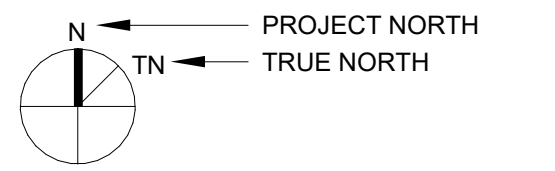
**VERTICAL ELEVATION**



**LINE TYPES**

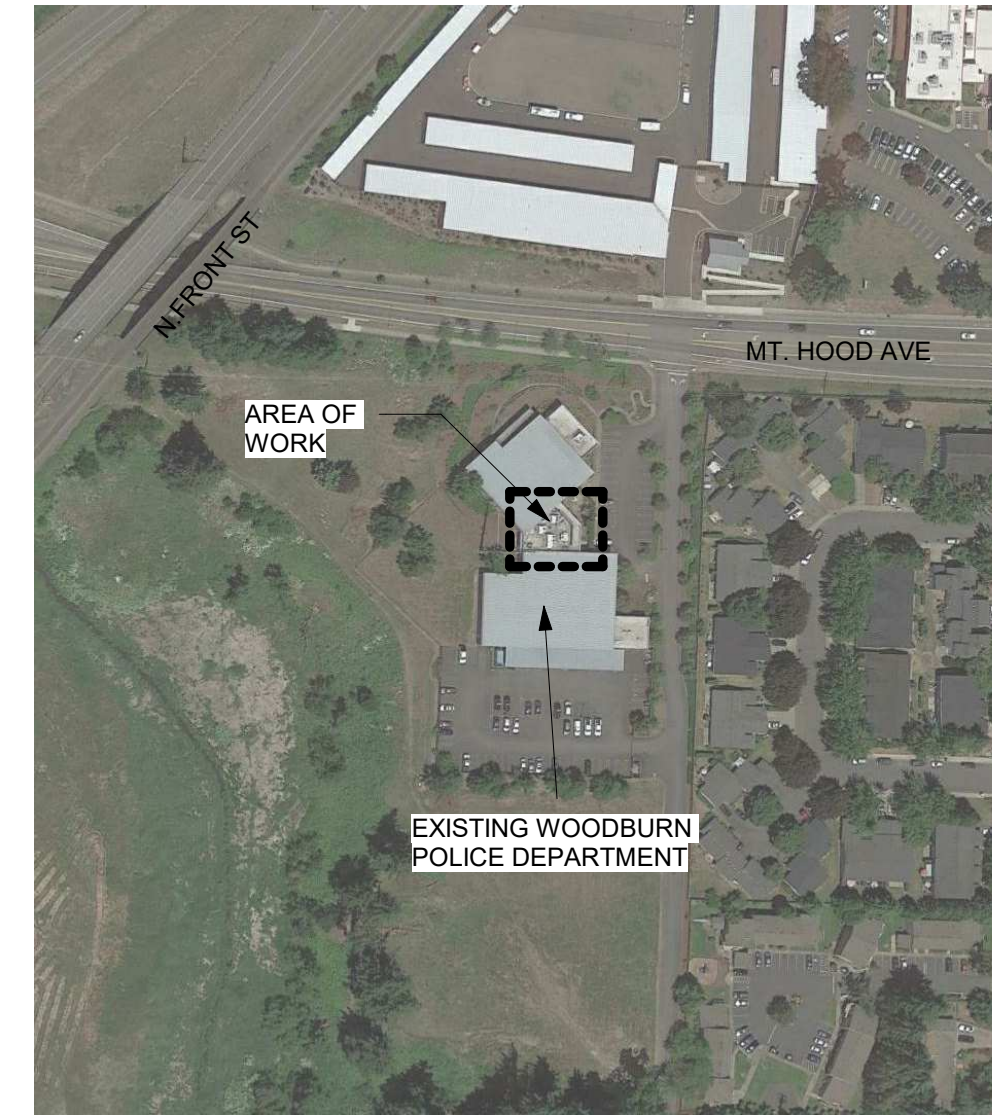
	CENTERLINE
	PROPERTY LINE
	BREAKLINE

**NORTH ARROW**



	WALL TYPE SYMBOL
	FLOOR TYPE SYMBOL
	ROOF TYPE SYMBOL
	CEILING TYPE SYMBOL

**LOCATION**



**PROJECT TEAM**

**CLIENT**  
 CITY OF WOODBURN  
 PUBLIC WORKS DEPARTMENT  
 190 Garfield St  
 Woodburn, OR 97071  
 tel: (503) 980-2429  
 Pete Gauthier (Project Manager) /  
 Pete.Gauthier@ci.woodburn.or.us

**ARCHITECT**  
 DECA ARCHITECTURE, INC.  
 935 SE Alder Street  
 Portland, OR 97214  
 tel: (503) 239-1987 fax (503) 239-6558  
 Shem Harding / harding@deca-inc.com

**MECHANICAL ENGINEER**  
 SYSTEM DESIGN CONSULTANTS, INC.  
 333 S.E. Second Avenue, Suite 100  
 Portland, OR 97214  
 tel: (503) 248-0227  
 Kelly Johnson/ kelly@sdcpx.com

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**architecture inc**  
 935 SE Alder Street • Portland Oregon 97214  
 tel 503 239 1987



**WOODBURN POLICE STATION**

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**SHEET INDEX**

G001	GENERAL NOTES AND DRAWING INDEX
G002	ZONING & BUILDING CODE SUMMARY AND LIFE SAFETY PLAN
G003	GENERAL AND DESIGN BUILD NOTES

**ARCHITECTURAL**

A011	DEMOLITION FLOOR PLANS
A021	DEMOLITION REFLECTED CEILING PLAN
A101	ENLARGED FLOOR PLAN
A201	ENLARGED REFLECTED CEILING PLAN
A501	INTERIOR ELEVATIONS
A611	DETAILS
A701	SCHEDULES

**MECHANICAL**

M201	ENLARGED MECHANICAL FLOOR PLAN
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Issue	Revision	Date
		10/24/2022

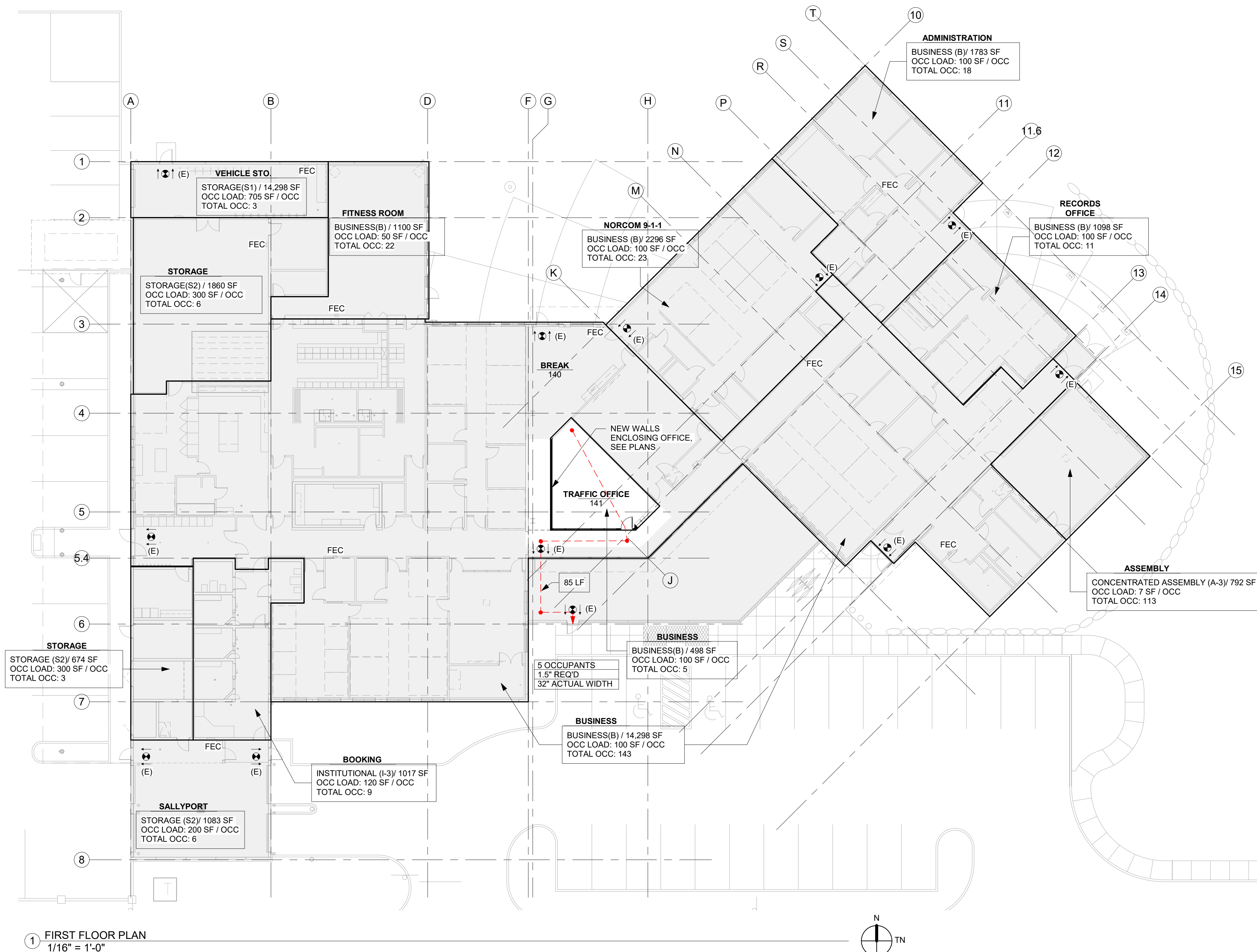
**GENERAL NOTES AND DRAWING INDEX**

Scale As indicated

Date 10/24/2022

Sheet No. **G001**





1 FIRST FLOOR PLAN  
1/16" = 1'-0"

**PROJECT DESCRIPTION**

THIS PROJECT WILL CONSIST OF ENCLOSING OFFICE 141 INTO A NEW ROOM, UPDATING FINISHES, AND LIGHTING AS DESCRIBED IN THE DRAWINGS.

NO CHANGE OF OCCUPANCY OR ALTERATIONS TO EXISTING EGRESS SYSTEMS ARE PROPOSED.

**SITE INFORMATION**

PROJECT ADDRESS 1060 MT. HOOD AVE WOODBURN, OR 97071

YEAR BUILT 2006  
PROPERTY AREA 9.16 acres  
BUILDING FLOOR AREA 27,204 SF above grade

MAP NUMBER 051W08CB04800  
PROPERTY ID 108697

ZONE P/SP PUBLIC AND SEMI PUBLIC

**BUILDING CODE ANALYSIS**

**APPLICABLE BUILDING CODES**

2019 OREGON STRUCTURAL SPECIALTY CODE (2018 IBC)  
2021 OREGON ENERGY EFFICIENCY SPECIALTY CODE (ASHRAE 90.1-2019)  
2021 OREGON ELECTRICAL SPECIALTY CODE (2020 NEC)  
2019 OREGON MECHANICAL SPECIALTY CODE (2018 IMC)  
2021 OREGON PLUMBING SPECIALTY CODE (2021 UPC)  
2019 OREGON FIRE CODE (2018 IFC)

**300 OCCUPANCY CLASSIFICATION AND USE**

EXISTING: CONSISTS OF B, S-1, S-2, A-3 AND I-3 OCCUPANCIES. THE ALLOWABLE BUILDING AREA HAS BEEN CALCULATED WITH THE MOST STRINGENT OCCUPANCY A-3 BASED ON NON-SEPARATED USES.

PROPOSED: NO CHANGES

**500 BUILDING HEIGHTS & AREA**

EXISTING: 22'-0" 1 STORY  
27,204 SF ABOVE GRADE (BUILDING FLOOR AREA)

PROPOSED: NO CHANGES

**600 CONSTRUCTION TYPES** TYPE IIIB

**FIRE RESISTANCE REQUIREMENTS FOR CONSTRUCTION TYPE (TABLE 601)**

EXTERIOR BEARING WALLS	NR
INTERIOR BEARING WALLS	NR
STRUCTURAL FRAME	NR
ROOF	NR
SHAFTS	N/A
FLOORS	NR
STAIRS	N/A

**900 FIRE ALARM AND DETECTION SYSTEMS**

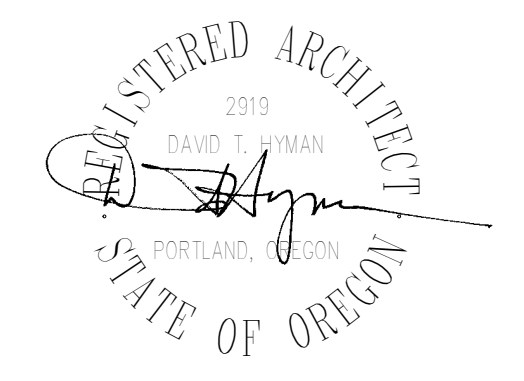
BUILDING IS FULLY SPRINKLERED.

**PLAN LEGEND**

- EXISTING CONSTRUCTION TO REMAIN
- NOT IN SCOPE
- NEW CONSTRUCTION
- TRAVEL PATH
- FIRE EXTINGUISHER CABINET
- NEW EXIT SIGN
- EXISTING EXIT SIGN
- |                      |
|----------------------|
| GROUP X / XX SF      |
| OCC LOAD: XX GSF/OCC |
| TOTAL OCCS: XX       |

 ROOM TAG SHOWING OCCUPANCY, GROSS SF, LOAD FACTOR AND OCCUPANT COUNT
- |                  |
|------------------|
| 17 OCCUPANTS     |
| 5.1" REQ'D       |
| 72" ACTUAL WIDTH |

 EGRESS TAG SHOWING OCCUPANT LOADING & WIDTH FOR A GIVEN EXIT



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**ZONING & BUILDING CODE SUMMARY AND LIFE SAFETY PLAN**

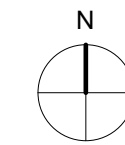
Scale 1/16" = 1'-0"  
Date 10/24/2022  
Sheet No. **G002**





Google Earth

① SITE PLAN - CONSTRUCTION ACCESS  
NOT TO SCALE



**GENERAL NOTES**

1. THE CONTRACTOR SHALL ACKNOWLEDGE AND UNDERSTAND THAT THE CONTRACT DOCUMENTS MAY REPRESENT IMPERFECT DATA AND MAY CONTAIN ERRORS, OMISSIONS, CONFLICTS, INCONSISTENCIES, CODE VIOLATIONS, AND IMPROPER USE OF MATERIALS. SUCH DEFICIENCIES WILL BE CORRECTED WHEN IDENTIFIED. CONTRACTOR SHALL CAREFULLY STUDY AND COMPARE THE INDIVIDUAL CONTRACT DOCUMENTS AND REPORT AT ONCE IN WRITING TO THE ARCHITECT ANY DEFICIENCIES OR BEAR THE RISK AND EXPENSE OF ANY FAILURE TO DO SO. THE CONTRACTOR SHALL REQUIRE EACH SUBCONTRACTOR TO LIKEWISE STUDY THE DOCUMENTS AND IMMEDIATELY REPORT ANY DEFICIENCIES.
2. IN PERFORMING PROFESSIONAL SERVICES FOR THIS PROJECT, DECA ARCHITECTURE, INC. ISSUES, EXPRESSES OR IMPLIES NO WARRANTIES OR CERTIFICATIONS.
3. CONTRACTOR SHALL PROVIDE SHORING, BRACING, SUPPORT, AND PROTECTION AS REQUIRED.
4. CONTRACTOR IS RESPONSIBLE FOR ALL MEANS AND METHODS OF CONSTRUCTION AND SHALL COORDINATE ALL CONSTRUCTION EFFORTS WITH OWNER'S REQUIREMENTS.
5. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR LOCATING, IDENTIFYING, OR SPECIFYING MEANS OF REMOVAL FOR ANY HAZARDOUS MATERIALS. HAZARDOUS MATERIAL TESTING SHALL BE COMPLETED BY OWNER CONTRACTED CONSULTANT.
6. CONTRACTOR SHALL COORDINATE ALL WORK WITH OWNER AND OWNER PROVIDED CONTRACTORS AS REQUIRED TO IMPLEMENT SCOPE OF WORK.
7. REFER TO PROJECT MANUAL AND SPECIFICATIONS FOR ADDITIONAL INFORMATION.

**BIDDER-DESIGNED SYSTEMS NOTES**

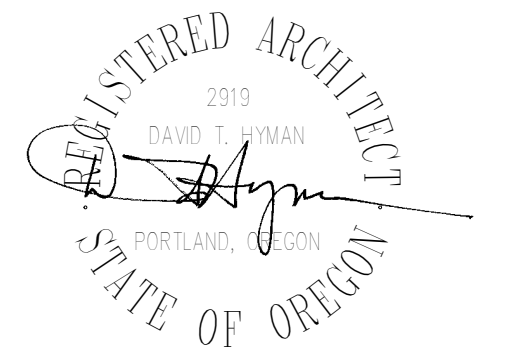
1. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE FOLLOWING MATERIALS AND SYSTEMS ON A BIDDER-DESIGNED BASIS (ALSO KNOWN AS DESIGN-BUILD OR DELEGATED DESIGN). FOR THESE SYSTEMS AND MATERIALS, DESIGN, ENGINEERING AND SUBMITTALS TO THE AHJ ARE THE RESPONSIBILITY OF THE CONTRACTOR:
 

1.1 FIRE SPRINKLER & SUPPRESSION SYSTEMS	SEPARATE PERMIT
1.2 ELECTRICAL POWER & LIGHTING SYSTEMS	SEPARATE PERMIT
1.3 FIRE AND SMOKE ALARM SYSTEMS	SEPARATE PERMIT
1.4 ALUMINUM STOREFRONT WINDOW SYSTEMS	DEFERRED SUBMITTAL
2. DEPENDING ON AHJ REQUIREMENTS, BIDDER-DESIGNED SYSTEMS MAY REQUIRE SEPARATE PERMITS, DEFERRED SUBMITTALS, BOTH OR NEITHER.
3. DRAWINGS, DETAILS, AND CALCULATIONS FOR THE PORTIONS OF WORK IDENTIFIED AS BIDDER-DESIGNED ARE TO BE PROVIDED BY THE CONTRACTOR AND SHALL INCLUDE WORK REQUIRED TO IMPLEMENT THE ENTIRE PROJECT SCOPE AND COORDINATE WITH OTHER WORK.
4. BIDDER-DESIGN SUBMITTALS MAY REQUIRE REVIEW BY BOTH ARCHITECT AND ENGINEER, AND APPROVAL BY THE AUTHORITY HAVING JURISDICTION.
5. PERMIT ACQUISITION AND PERMIT FEE PAYMENT FOR THE DEFERRED/ DESIGN-BUILD SCOPE OF WORK SHALL BE PROVIDED BY THE CONTRACTOR.
6. THE CONTRACTOR SHALL VERIFY ADEQUACY OF ALL UTILITIES AND EQUIPMENT, AND COORDINATE UTILITY REQUIREMENTS AND LOCATIONS.
7. THE PROCEDURE FOR DEFERRED/ DESIGN-BUILD SUBMITTAL IS AS FOLLOWS:
  - 7.1. INITIAL DESIGN REVIEW SHOP DRAWINGS SHALL BE SUBMITTED TO OWNER AND ARCHITECT FOR PRELIMINARY REVIEW.
  - 7.2. FINAL DESIGN, ENGINEERING, AND SHOP DRAWINGS SHALL BE SUBMITTED TO ARCHITECT AND OWNER FOR REVIEW. SUCH DRAWINGS SHALL BE STAMPED AND SIGNED BY A PROFESSIONAL ENGINEER (PE) WHEN REQUIRED BY AHJ.
  - 7.3. FOLLOWING ARCHITECT AND OWNER REVIEW, THE CONTRACTOR SHALL SUBMIT TO AHJ FOR PERMIT APPROVAL AND ACQUISITION.
  - 7.4. PROCUREMENT, FABRICATION, AND OTHER WORK RELATED TO BIDDER-DESIGNED SUBMITTALS SHALL NOT BE PERFORMED UNTIL THE SUBMITTAL HAS BEEN REVIEWED AND APPROVED BY OWNER & ARCHITECT.

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WOODBURN POLICE STATION

OFFICE REMODEL

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97071

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GENERAL AND DESIGN  
BUILD NOTES

Scale

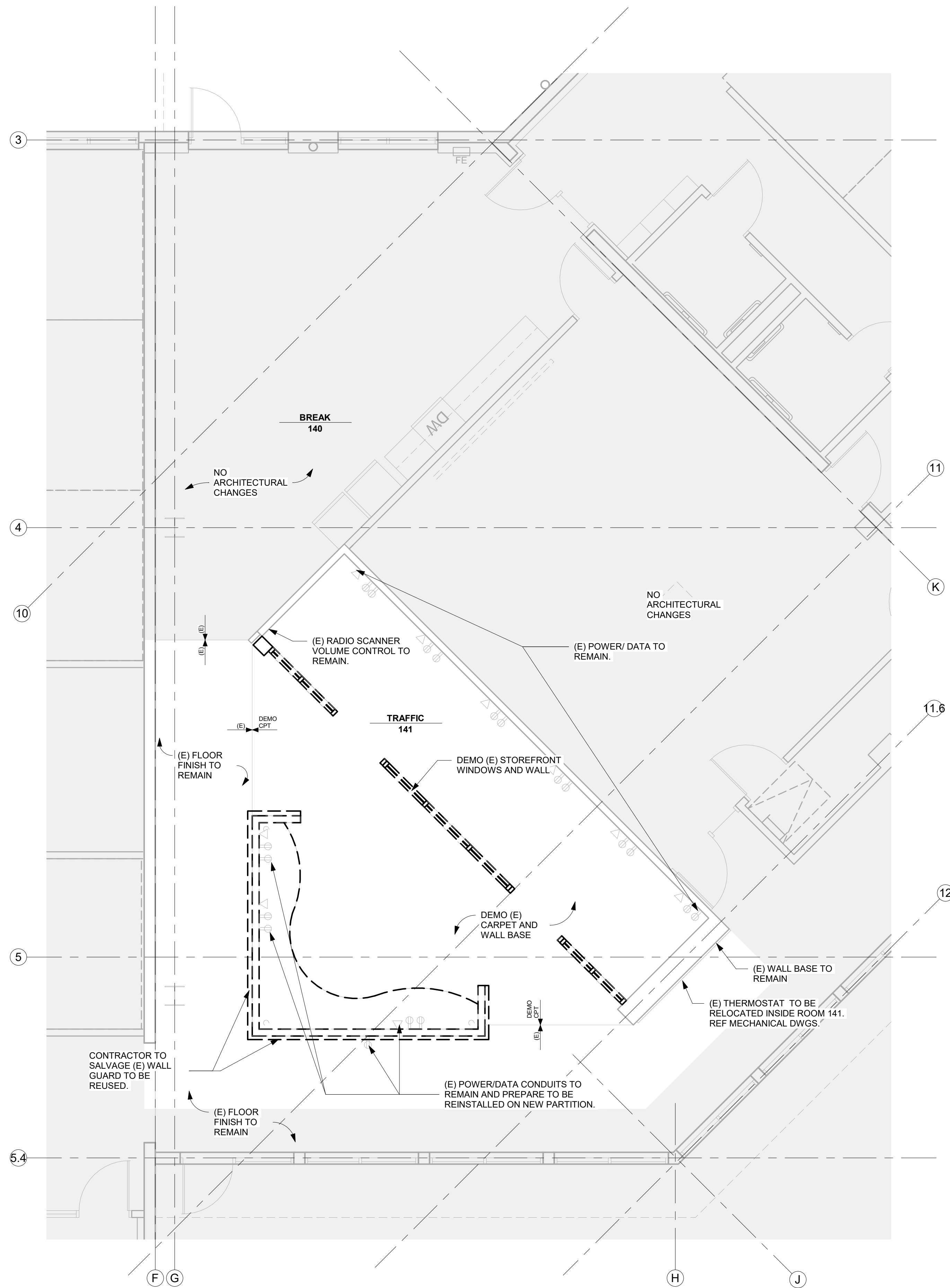
Date

10/24/2022

Sheet No.

**G003**





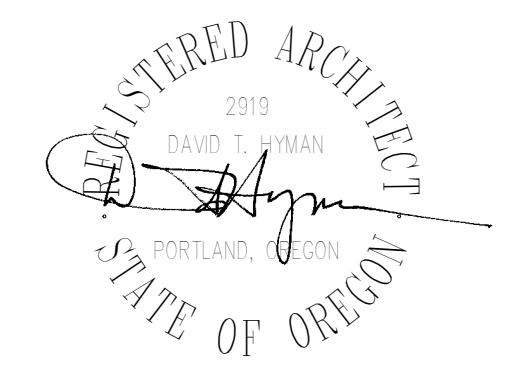
1 DEMOLITION FLOOR PLAN  
1/4" = 1'-0"

**LEGEND - FLOOR PLAN**

	NEW FULL HEIGHT WALLS
	EXISTING CONSTRUCTION TO REMAIN
	NEW PARTIAL HEIGHT CONSTRUCTION
	ITEMS ABOVE
	ITEM TO BE DEMOLISHED
	NOT IN SCOPE

**NOTES ON THIS SHEET**

1. FIELD VERIFY EXISTING CONDITIONS AND DIMENSIONS, NOTIFY ARCHITECT AND OWNER OF ANY DISCREPANCIES.
2. DEMO EXISTING FINISHES AS REQUIRED FOR INSTALLATION OF NEW WORK, PATCH AND REPAIR AS NEEDED TO MATCH ADJACENT EXISTING, UNO.
3. CLEAN AND ADEQUATELY PREPARE ALL EXISTING SURFACES AND SUBSTRATES SCHEDULED TO RECEIVE NEW FINISHES.
4. RETURN ALL SALVAGEABLE ITEMS TO OWNER.
5. CONTRACTOR RESPONSIBLE FOR DESIGN AND ENGINEERING OF SHORING, FORMWORK, UNDERPINNING OR OTHER TEMPORARY MEASURES REQUIRED TO COMPLETE WORK.
6. INFILL ANY EXISTING ABANDONED HOLES AND RECESSES IN CONCRETE SLABS OR WALLS.
7. CONTRACTOR TO RELOCATE AND RE-ROUTE ALL UTILITIES IN CONFLICT WITH PROPOSED WORK. REMOVE ABANDONED UTILITIES TO EXTENT POSSIBLE AND CAP BEHIND FINISHED SURFACES.
8. RELOCATE ANY ELECTRICAL DEVICES OR OTHER FUNCTIONAL ITEMS ON WALLS TO BE DEMOLISHED TO NEAREST AVAILABLE SURFACE, UNO. COORDINATE WITH ARCHITECT.
9. CUT AND CORE EXISTING CONCRETE AS REQUIRED TO INSTALL NEW UTILITIES; SEAL PENETRATIONS AGAINST WEATHER WHERE NEEDED.

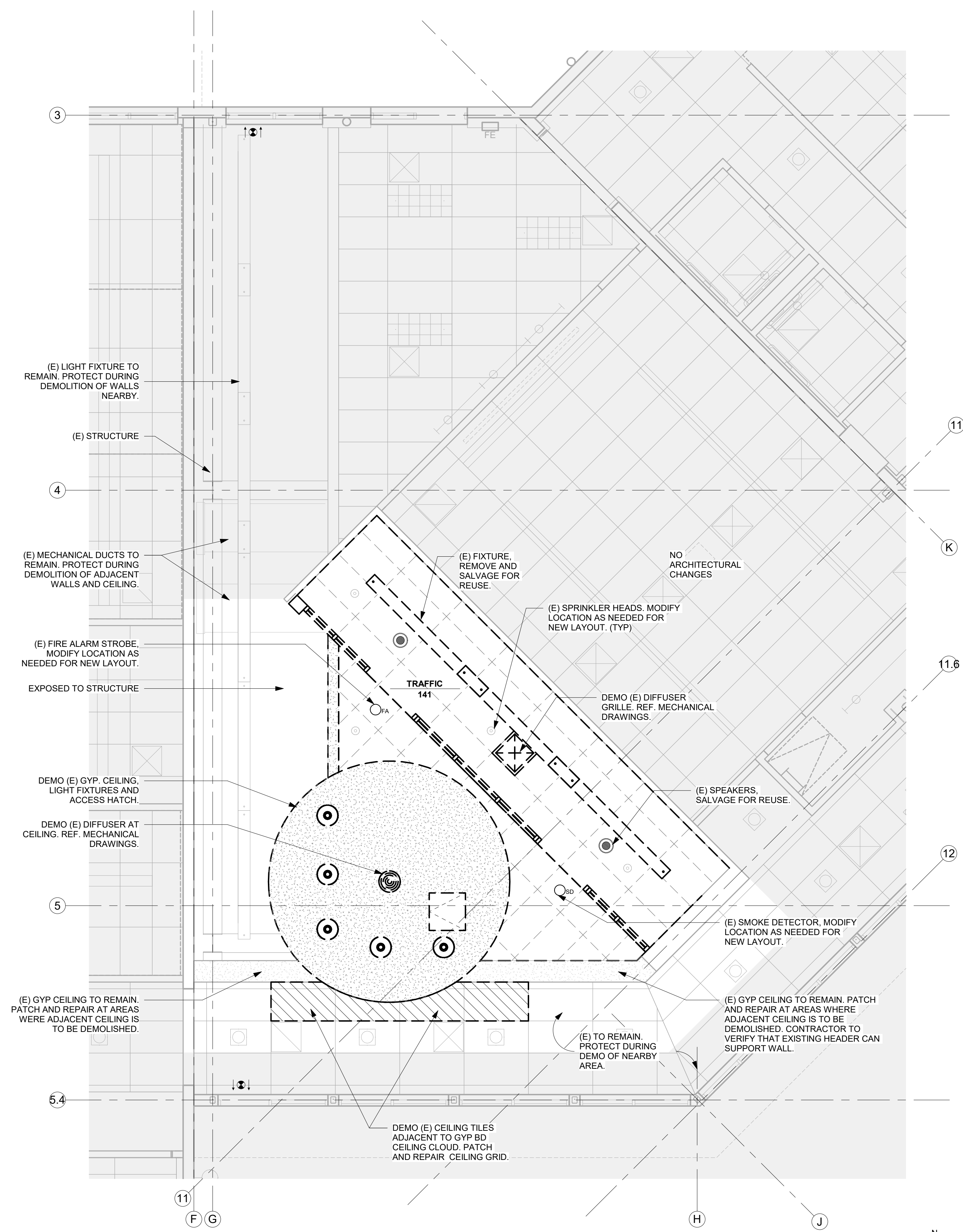


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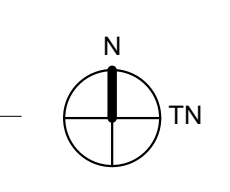
Issue	Revision	Date
PERMIT DRAWINGS		10/24/2022







1 DEMOLITION REFLECTED CEILING PLAN  
1/4" = 1'-0"

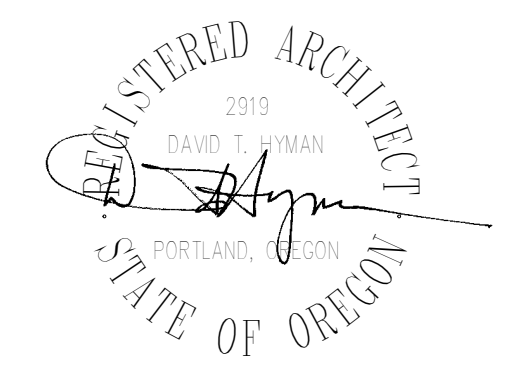


LEGEND: REFLECTED CEILING PLAN

- NEW FULL HEIGHT WALLS
- EXISTING CONSTRUCTION TO REMAIN
- ITEM TO BE DEMOLISHED
- NOT IN SCOPE
- CEILING LUMINAIRE: SURFACE, RECESSED
- LUMINAIRE PENDANT
- EXIT LIGHT: CEILING, WALL (ARROWS AS SHOWN)
- EMERGENCY BATTERY LIGHT: HEADS AS SHOWN
- SPRINKLER HEAD
- SUPPLY AIR DIFFUSER
- RETURN AIR
- SPEAKER
- FIRE ALARM
- SMOKE DETECTOR

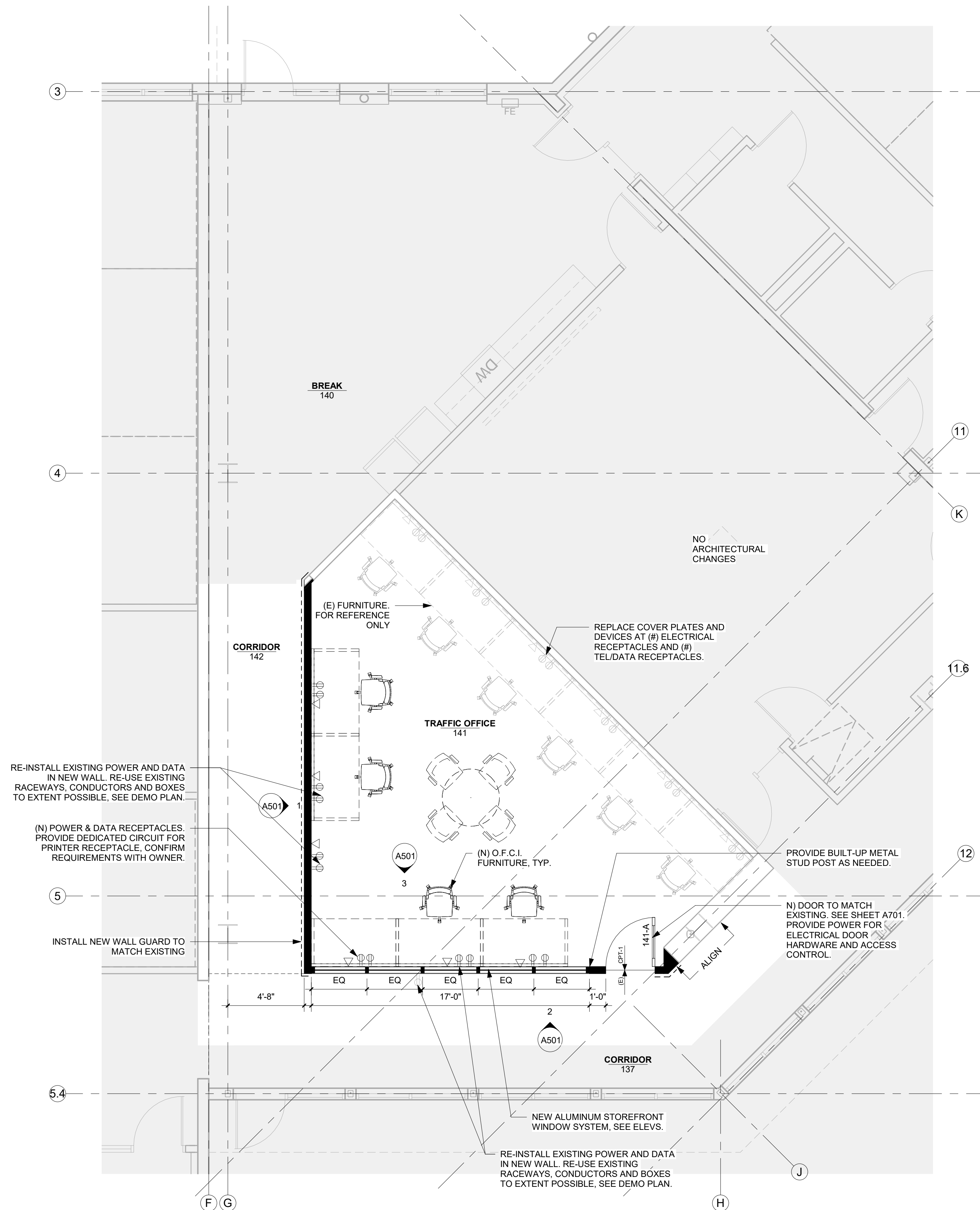
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6. INFILL ANY EXISTING ABANDONED HOLES AND RECESSES IN CONCRETE SLABS OR WALLS.
7. CONTRACTOR TO RELOCATE AND RE-ROUTE ALL UTILITIES IN CONFLICT WITH PROPOSED WORK, REMOVE ABANDONED UTILITIES TO EXTENT POSSIBLE AND CAP BEHIND FINISHED SURFACES.
8. RELOCATE ANY ELECTRICAL DEVICES OR OTHER FUNCTIONAL ITEMS ON WALLS TO BE DEMOLISHED TO NEAREST AVAILABLE SURFACE, UNO, COORDINATE WITH ARCHITECT.
9. CUT AND CORE EXISTING CONCRETE AS REQUIRED TO INSTALL NEW UTILITIES; SEAL PENETRATIONS AGAINST WEATHER WHERE NEEDED.



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PERMIT DRAWINGS		10/24/2022



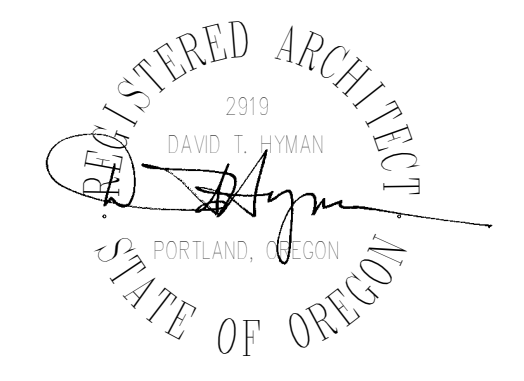


**LEGEND: FLOOR PLAN**

- NEW FULL HEIGHT WALLS
- EXISTING CONSTRUCTION TO REMAIN
- PARTIAL HEIGHT WALLS
- ITEMS ABOVE
- NOT IN SCOPE
- EXISTING WALL RECEPTACLE (DUPLEX)
- EXISTING TEL/DATA RECEPTACLE
- NEW WALL RECEPTACLE (DUPLEX)
- NEW TEL/DATA RECEPTACLE
- FLOOR FINISH TRANSITION

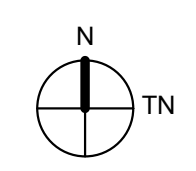
**NOTES THIS SHEET**

1. PATCH & REPAIR ALL GYP. WALL SURFACES AS NEEDED.
2. ALL NEW WALLS TO BE TYPE 1, UNO. SEE DETAIL 1/A611.
3. ALL DIMENSIONS ARE TO FACE OF FINISH OR CENTERLINE OF FRAMING, UNO.
4. ALL NEW WALLS TO EXTEND TO STRUCTURAL DECK ABOVE WITH DEFLECTION HEADS, UNO.
5. WHERE NEW WALLS ALIGN WITH OR INFILL EXISTING, PROVIDE APPROPRIATE FRAMING, FURRING, GYP LAYERS OR OTHER MEANS TO ALIGN FINISH SURFACES.
6. PROVIDE 2X SOLID WOOD BLOCKING AT ALL WALL MOUNTED ITEMS.
7. ALL WOOD IN CONTACT WITH CONCRETE TO BE PRESSURE TREATED, UNO.
8. RELOCATE EXISTING OR INSTALL NEW SPRINKLER HEADS TO MAINTAIN COVERAGE AT ALL AREAS; HEADS TO MATCH EXISTING, UNO.
9. ROUTE NEW UTILITIES IN CONCEALED SPACES; NO SURFACE RACEWAYS ARE ALLOWED.
10. PROVIDE NEW DEVICES AND COVER PLATES WITH WHITE FINISH, UNO.
11. RELOCATE FIRE DEVICES, SPEAKERS AND OTHER LOW VOLTAGE ITEMS TO MAINTAIN SYSTEM COVERAGE.
12. AT NEW TEL/DATA RECEPTACLES, PROVIDE METAL BOXES, EMT CONDUIT RACEWAY AND PULL STRINGS TO EXISTING CABLE TRAY IN CORRIDOR CEILING.
13. CONTRACTOR TO PROVIDE DOOR HARDWARE AND POWER FOR DOOR ACCESS CONTROL. ACCESS CONTROL DEVICE AND CONNECTIONS BY OWNER'S VENDOR.

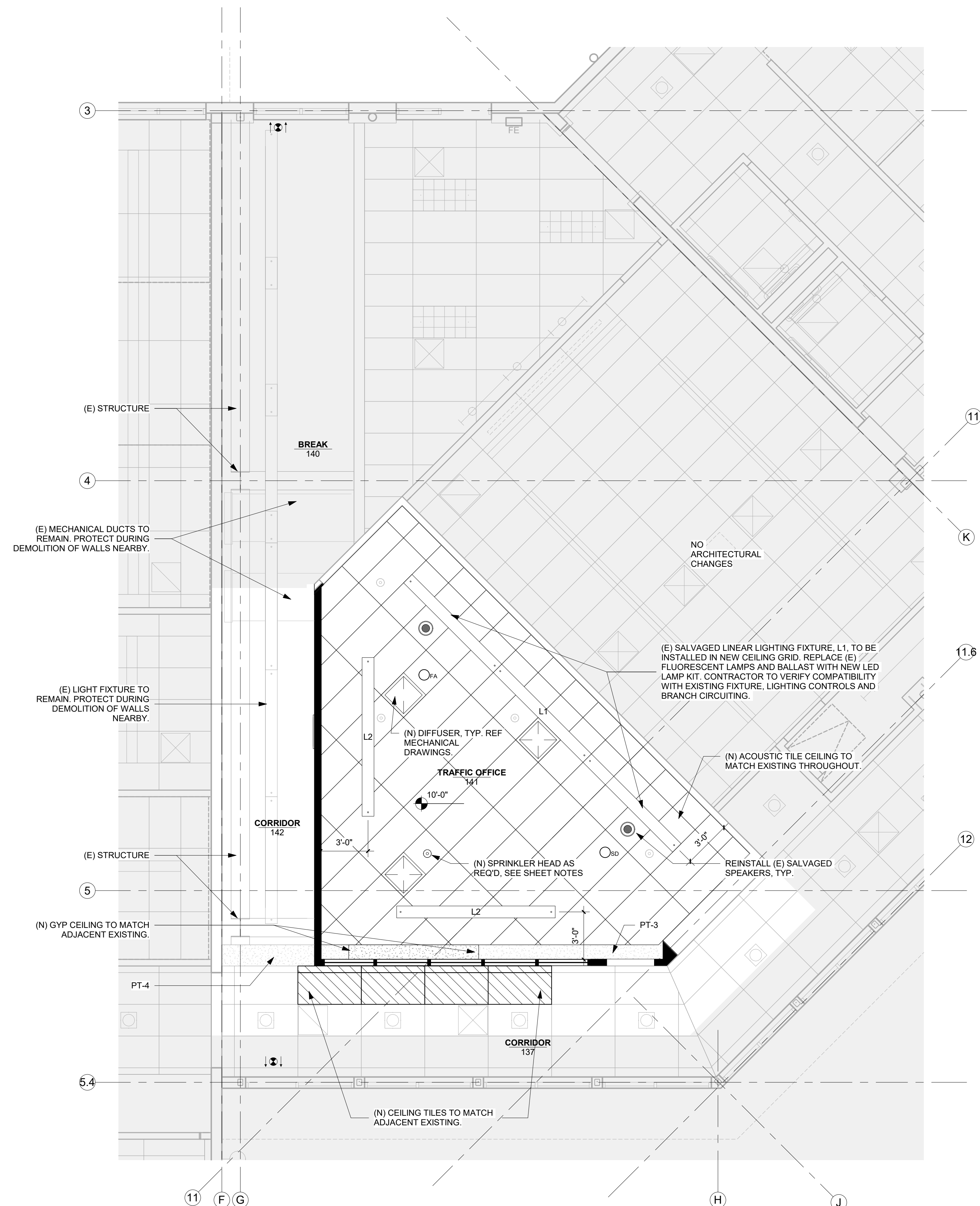


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① FIRST FLOOR PLAN  
1/4" = 1'-0"







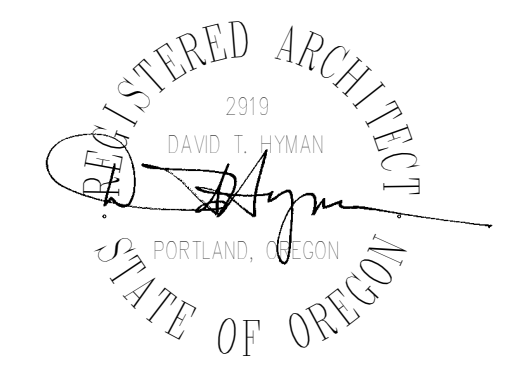
1 FIRST FLOOR DEMOLITION PLAN  
1/4" = 1'-0"

LEGEND: REFLECTED CEILING PLAN

- NEW FULL HEIGHT WALLS
- EXISTING CONSTRUCTION TO REMAIN
- NOT IN SCOPE
- CEILING LUMINAIRE: SURFACE, RECESSED
- L1 EXISTING LUMINAIRE PENDANT
- EXIT LIGHT: CEILING, WALL (ARROWS AS SHOWN)
- EMERGENCY BATTERY LIGHT: HEADS AS SHOWN
- SPRINKLER HEAD
- SUPPLY AIR DIFFUSER
- RETURN AIR
- SPEAKER
- FA FIRE ALARM
- SD SMOKE DETECTOR
- L2 NEW LUMINAIRE PENDANT

NOTES THIS SHEET

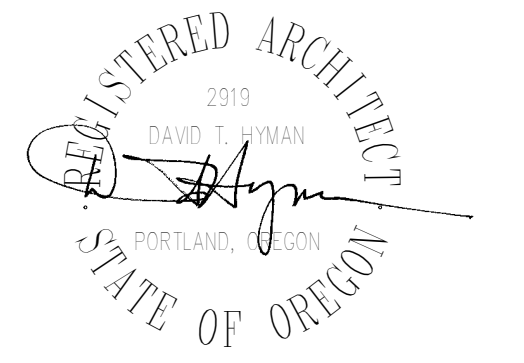
1. NEW CEILINGS TO MATCH EXISTING, UNO. SEE DETAIL 7/A611.
2. HEIGHTS OF EXISTING CEILING ELEMENTS ARE APPROXIMATE, FIELD VERIFY.
3. COORDINATE LOCATION OF ALL CEILING ITEMS NOT SHOWN WITH ARCHITECT.
4. CENTER ALL CEILING ITEMS IN TILE MODULE, OR SYMMETRICAL IN ROOM OR SOFFIT, UNO.
5. RELOCATE EXISTING OR INSTALL NEW SPRINKLER HEADS TO MAINTAIN COVERAGE AT ALL AREAS; HEADS TO MATCH EXISTING, UNO.
6. ROUTE NEW UTILITIES IN CONCEALED SPACES; NO SURFACE RACEWAYS ARE ALLOWED.
7. RELOCATE FIRE DEVICES, SPEAKERS, AND OTHER LOW VOLTAGE ITEMS AS NEEDED TO MAINTAIN COVERAGE.
8. SEE MECHANICAL DRAWINGS FOR ADDITIONAL ITEMS.
9. NEW LUMINAIRE PENDANT, L2, TO BE FINELITE SERIES 12 LED INDIRECT/DIRECT, #S12 LED ID WCB 10'-0" 3E B 835K-OPEN-120/277 SC FA FE C1
10. CONFIRM DESIRED LIGHTING CONTROLS WITH OWNER.



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ENLARGED REFLECTED  
CEILING PLAN

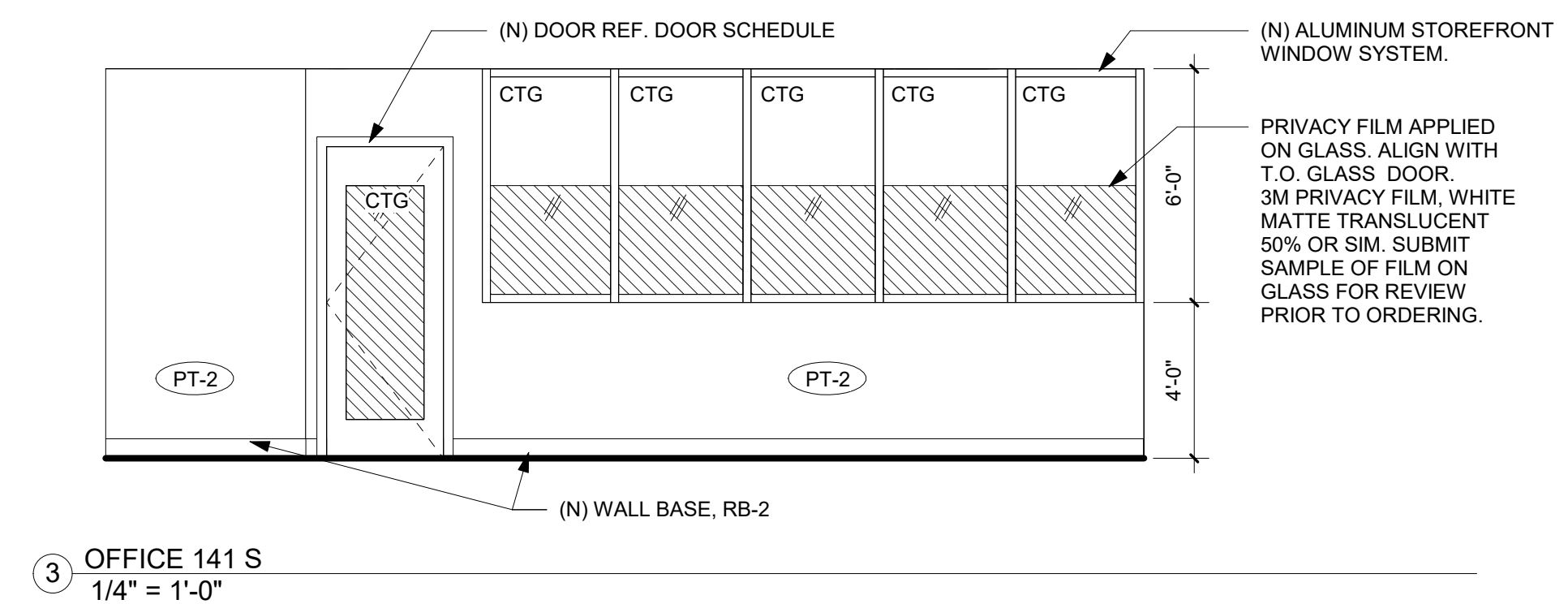
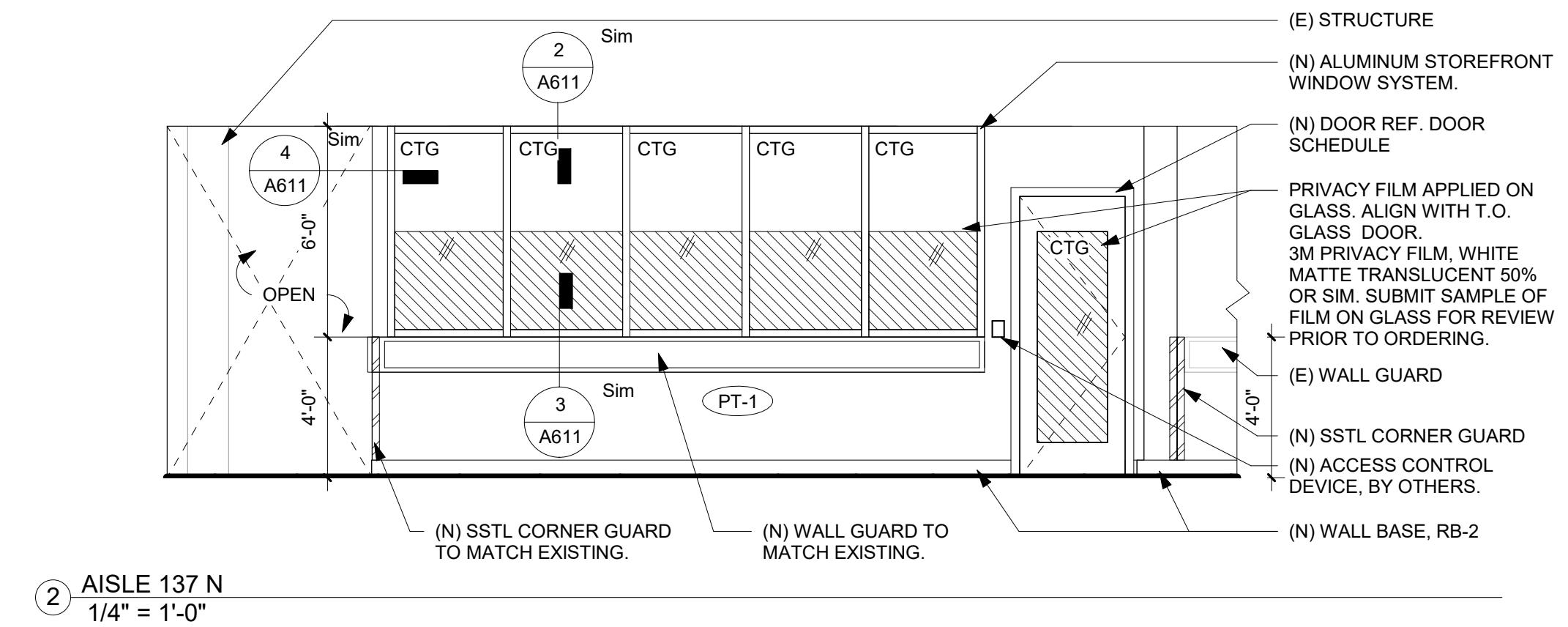
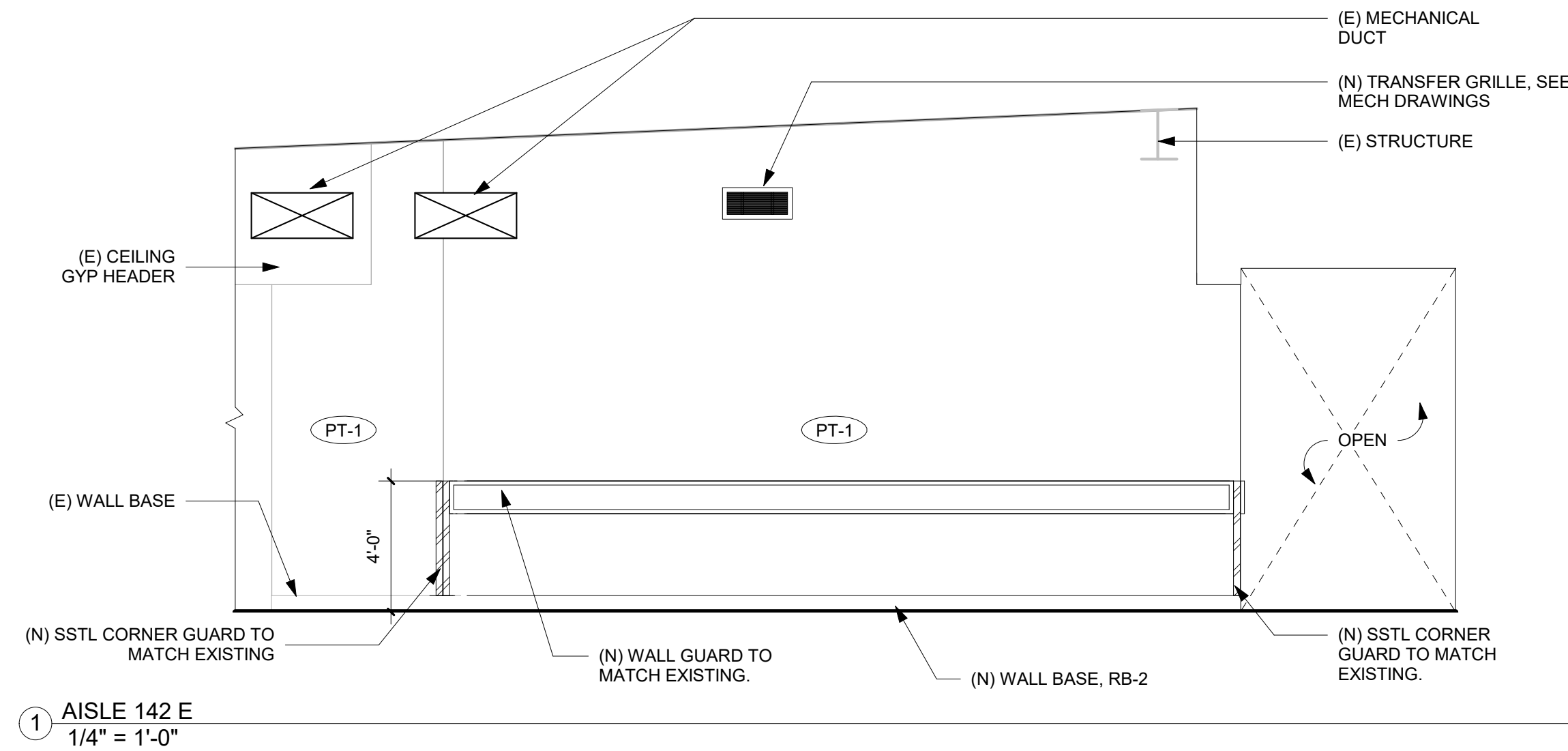




WOODBURN POLICE STATION

OFFICE REMODEL

1060 Mt. Hood Ave Woodburn, OR  
97071



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INTERIOR ELEVATIONS

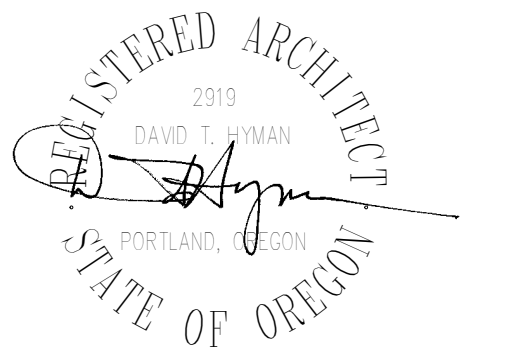
Scale 1/4" = 1'-0"

Date 10/24/2022

Sheet No. **A501**



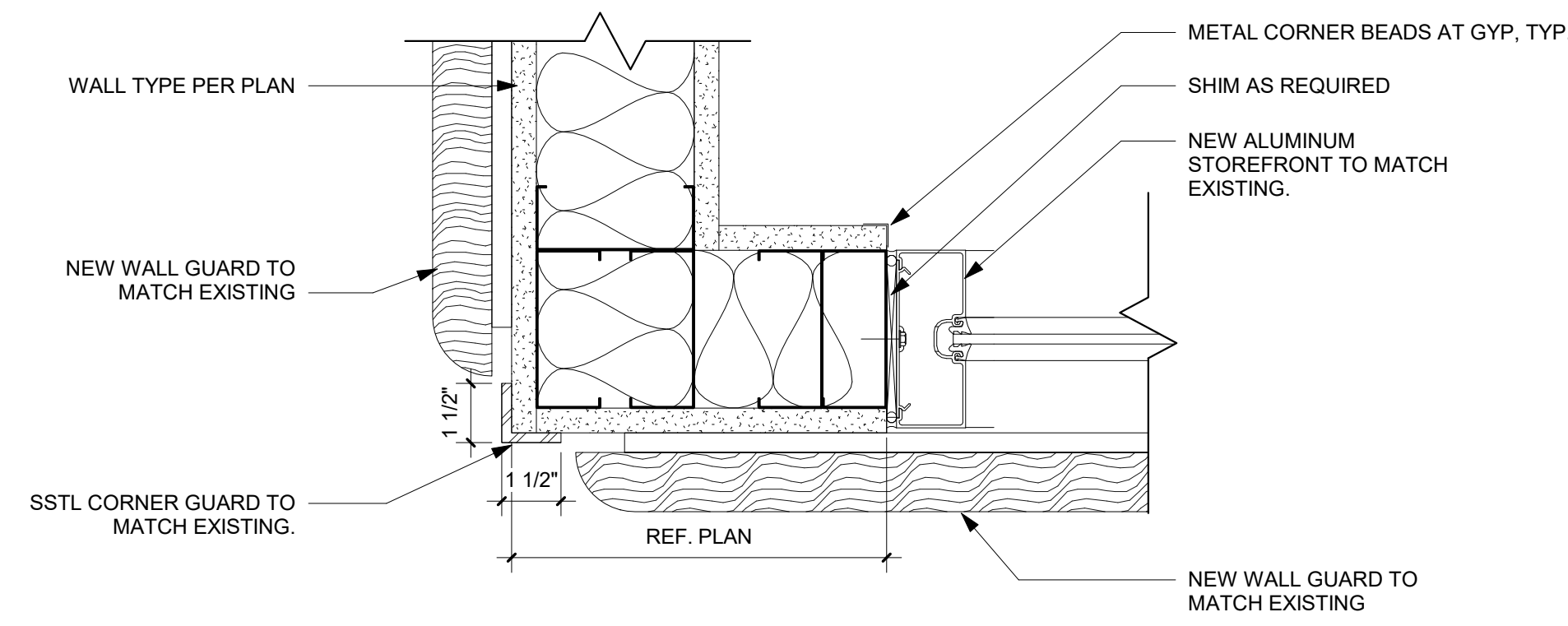




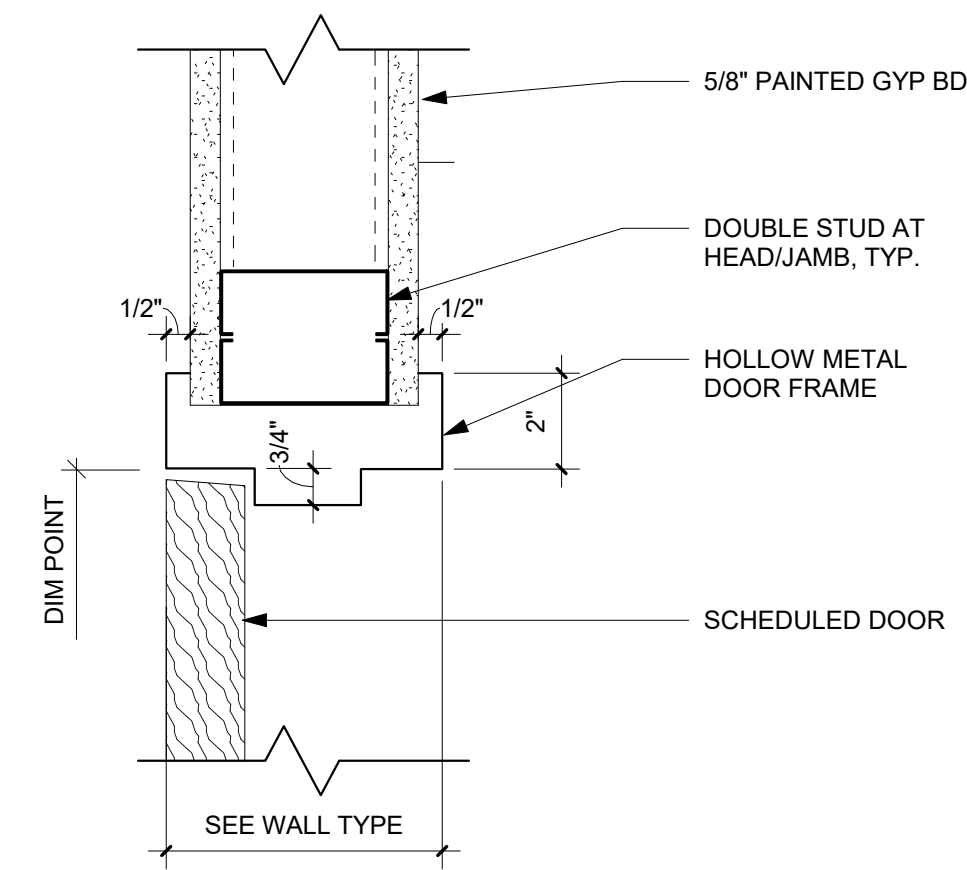
**WOODBURN POLICE STATION**

OFFICE REMODEL

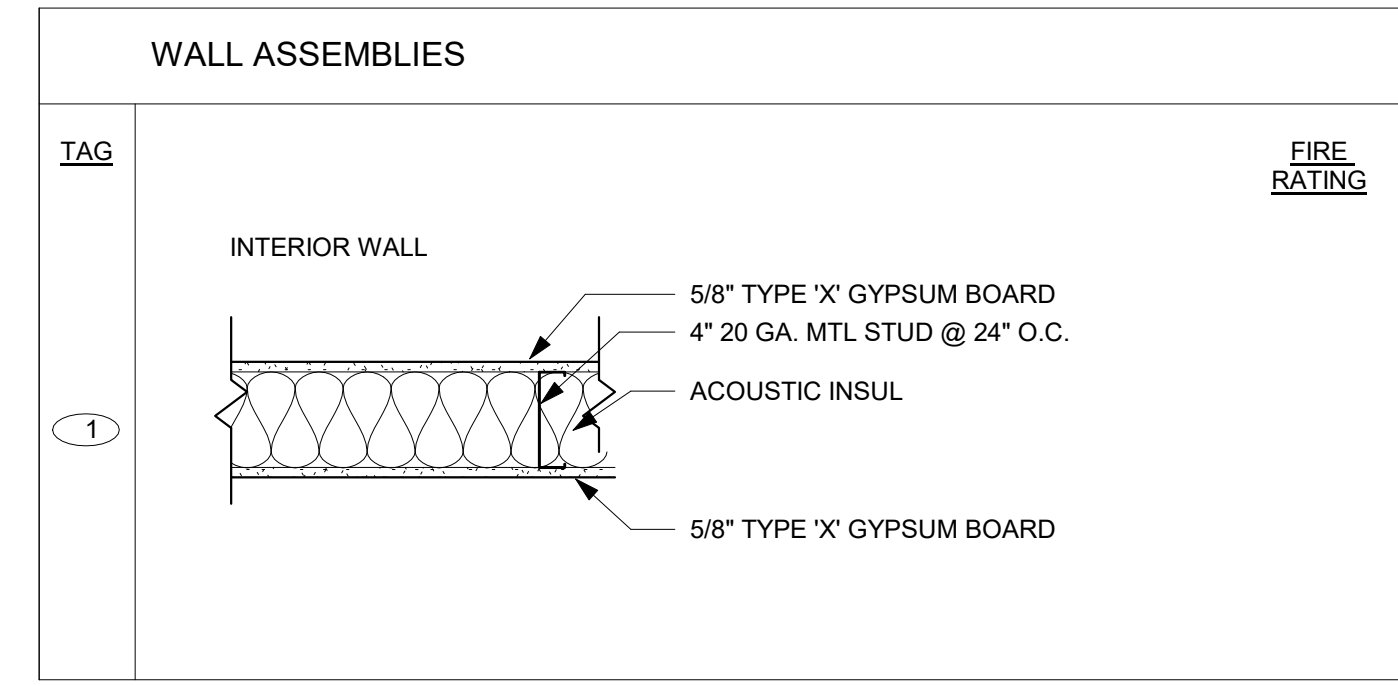
1060 Mt. Hood Ave Woodburn, OR  
97071



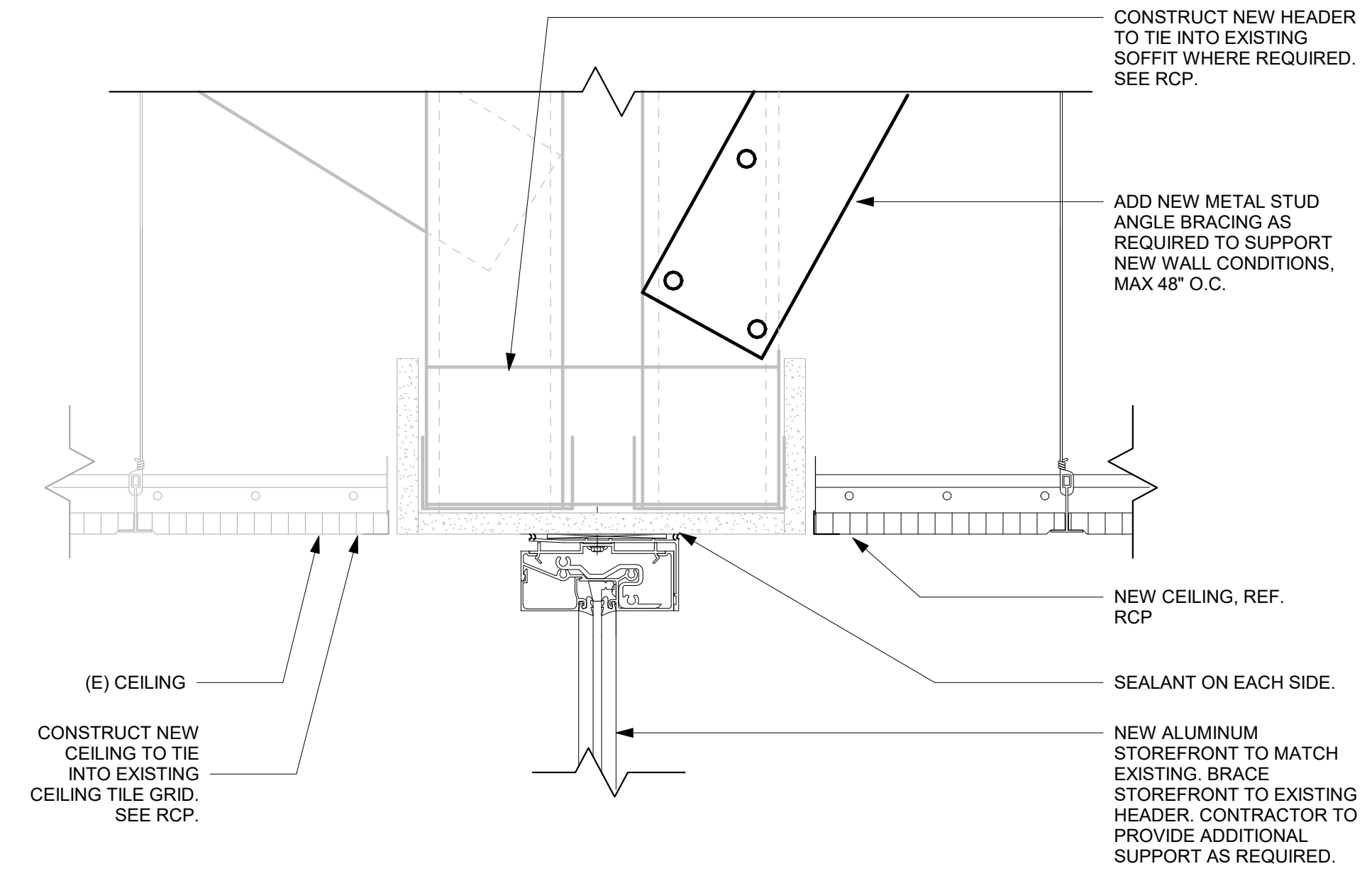
4 PLAN - WALL CORNER AND STOREFRONT JAMB  
3" = 1'-0"



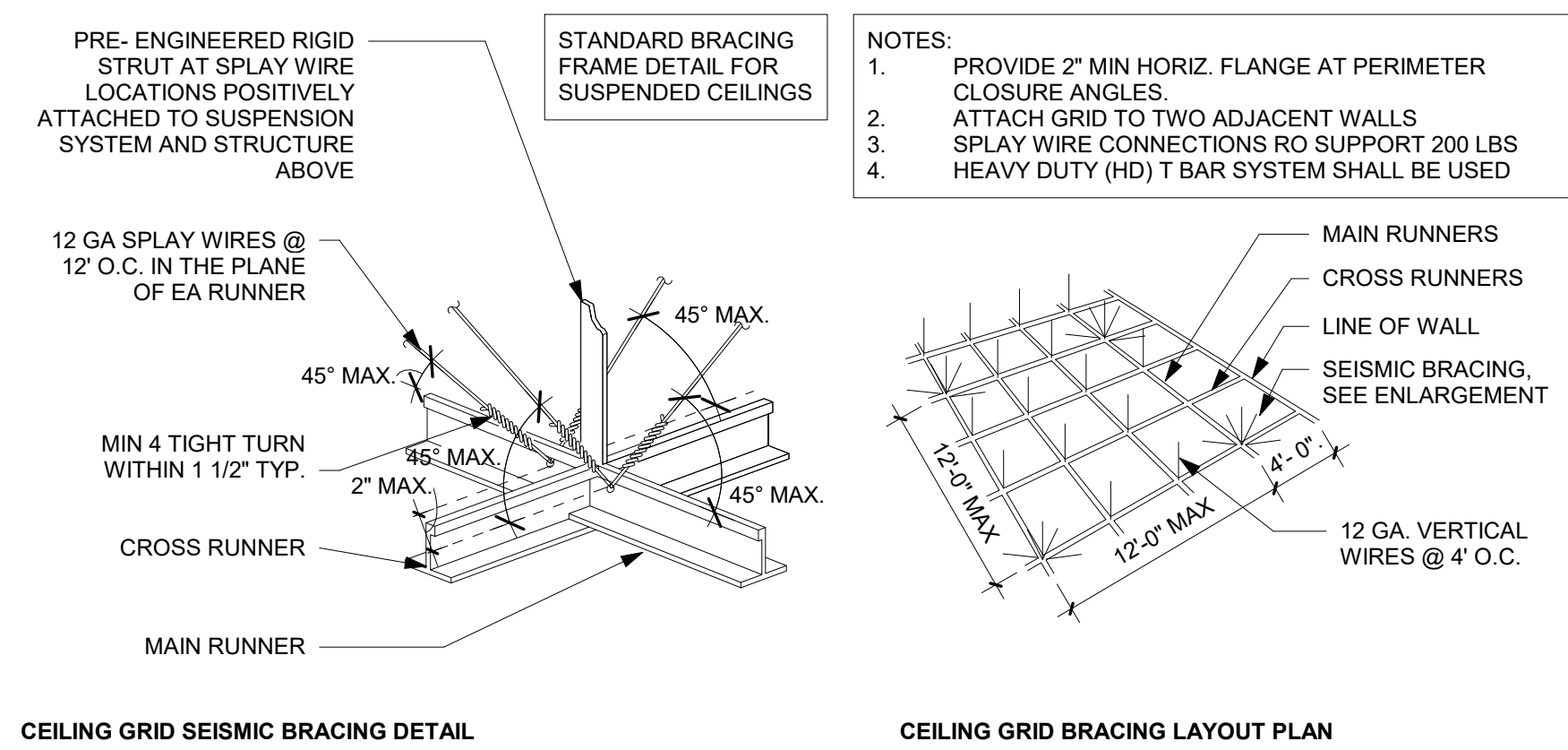
5 HM DOOR HEAD/JAMB DETAIL  
3" = 1'-0"



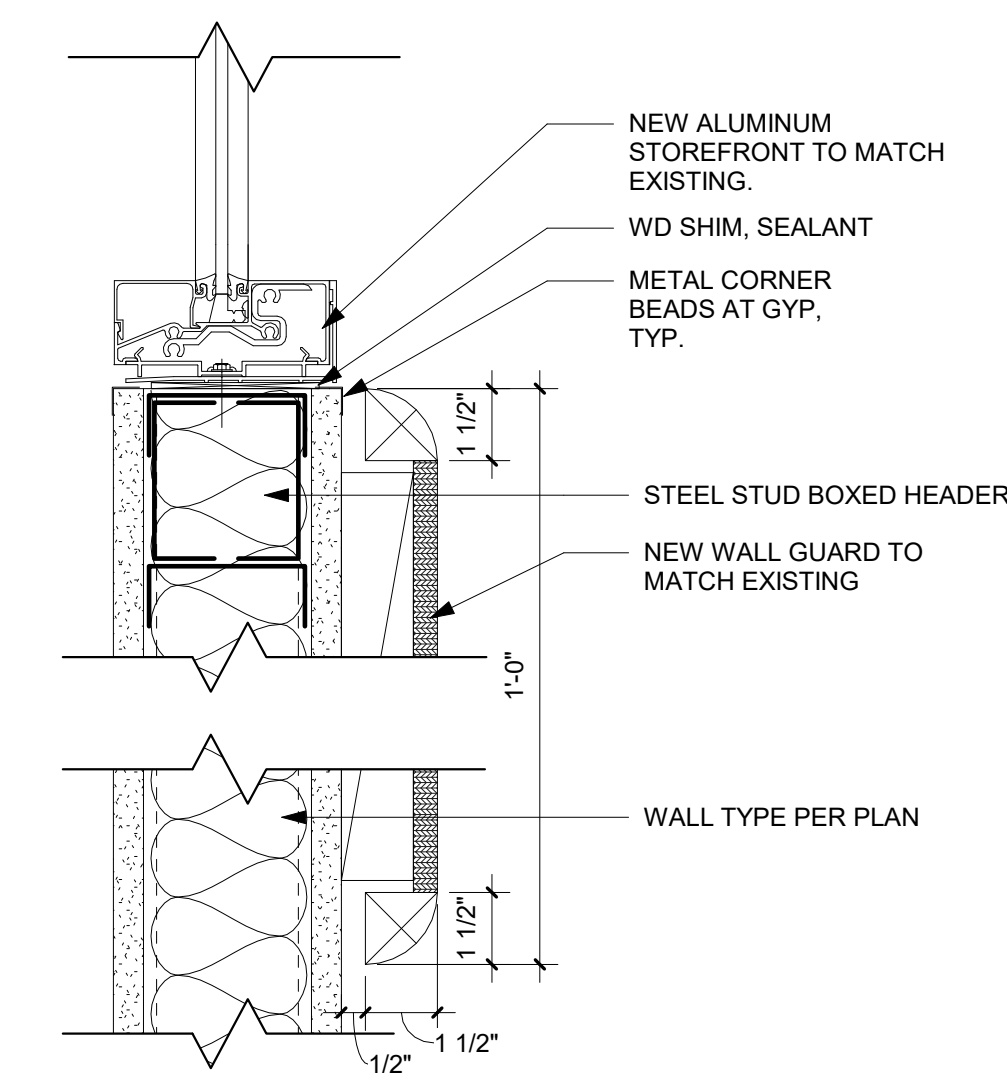
1 WALL TYPE  
1" = 1'-0"



2 STOREFRONT DETAIL HEAD  
3" = 1'-0"



7 ACOUSTICAL TILE GRID  
1" = 1'-0"



3 STOREFRONT DETAIL SILL  
3" = 1'-0"

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**DETAILS**

Scale As indicated

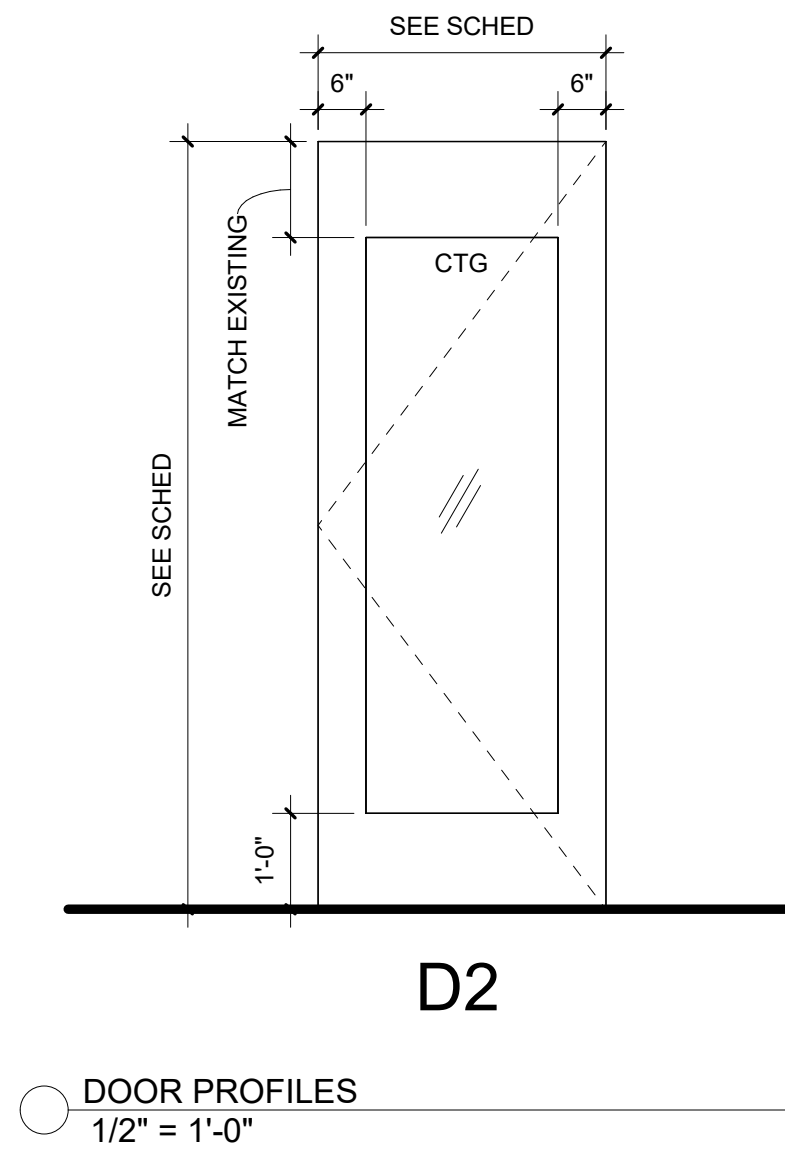
Date 10/24/2022

Sheet No. **A611**



**MATERIAL AND FINISH LEGEND**

CODE	MFR	DESCRIPTION	COLOR/FINISH	NOTES	LOCATION *	CONTACT
<b>09 21 16 GYPSUM BOARD ASSEMBLIES</b>						
C-1		GYP BOARD CEILING	COLOR: MATCH PT-2		OFFICE 141	
<b>09 65 00 RESILIENT FLOORING</b>						
RB-1	FLEXCO	4" RUBBER BASE, CONTINUOUS ROLLS	014 MEDIUM GRAY	STRAIGHT BASE AT CARPET	OFFICE 141	BRET BIGGS bret@flintile.com
RB-2		MATCH ADJACENT SPACE	MATCH ADJACENT SPACE	MATCH ADJACENT SPACE	CORRIDOR	
<b>09 68 00 CARPETING</b>						
CPT-1	MANNINGTON	CARPET TILE CONSTRUCTION: PATTERNED LOOP PILE LAYOUT: HORIZONTAL BRICK ASHLAR SIZE: 24" X 24" STYLE: EXCHANGE 2/ DISPATCH FIBER: TYPE 6, 6 NYLON DYE METHOD: SOLUTION BACKING: INFINITY 2	COLOR: HAPTICS 13143		OFFICE 141	SUSAN REVAK Susan.Revak@mannington.com
<b>09 91 00 PAINTING</b>						
PT-1	MILLER PAINT OR EQUAL	TYPE: INTERIOR WALL	COLOR: MATCH EXISTING FINISH: MATCH EXISTING	SEE MANUFACTURER'S SPECS.	CORRIDOR. MATCH ADJACENT WALL.	
PT-2	MILLER PAINT OR EQUAL	TYPE: INTERIOR WALL	COLOR: CW057W FINISH: EGGSHELL	SEE MANUFACTURER'S SPECS.	LOCATION: WALLS INSIDE ROOM 141	
PT-3	MILLER PAINT OR EQUAL	TYPE: INTERIOR WALL	COLOR: CW057W FINISH: FLAT	SEE MANUFACTURER'S SPECS.	LOCATION: GYP. CEILING INSIDE ROOM 141	
PT-4	MILLER PAINT OR EQUAL	TYPE: INTERIOR WALL	COLOR: MATCH EXISTING FINISH: FLAT	SEE MANUFACTURER'S SPECS.	LOCATION: GYP CEILING @ CORRIDOR	
PT-5	MILLER PAINT OR EQUAL	TYPE: METAL DOOR FRAME	COLOR: MATCH EXISTING FINISH: MATCH EXISTING	SEE MANUFACTURER'S SPECS.	DOOR FRAME OFFICE 141	
<b>GENERAL NOTES</b>						
1 Contact information is provided to assist in locating materials, but is not limited to only one company/person as a source 2 Latex paint is recommended unless the surfaces were originally painted with an oil-base paint product. Painter to verify and provide appropriate paint product recommendation 3 Contractor to submit product cut-sheets and specifications for designer's approval 4 All gypsum board wall and ceiling paint finishes to be smooth  For quick reference only. Contractor responsible to verify all locations indicated in drawings.						



**DOOR SCHEDULE**

DOOR SCHEDULE											
DOOR NUMBER	TYPE	DOOR				FRAME					COMMENTS
		WIDTH	HEIGHT	MATERIAL	FINISH	HARDWARE	MATERIAL	FINISH	JAMB	HEAD	
141-A	D2	3'-0"	8'-0"	WD/CTG	ME	HW SET 1	HM	PT-5	1/A701	1/A701	A, B

**HW SET #1**

QTY	EA	DESCRIPTION	CATALOG NUMBER	FINISH	MFR
4	EA	HINGE	5BB1 4.5 X 4.5 NRP	652	IVE
1	EA	STOREROOM LOCK	ND80TD SPA	626	SCH
1	EA	FSIC CORE	20-740 VERIFY KEYWAY	626	SCH
1	EA	ELECTRIC STRIKE	6211 FSE 12/16/24/28 VAC/VDC	US32D	VON
1	EA	SURFACE CLOSER	4011	689	LCN
1	EA	KICK PLATE	8400 10" X 2" LDW B-CS	630	IVE
1	EA	FLOOR STOP	FS436	626	IVE
1	EA	GASKETING	488SBK	BK	ZER
			CARD READER - WORK OF DIVISION 28		
			POWER SUPPLY - WORK OF DIVISION 28		

**DOOR GENERAL NOTES**

- ALL DOORS, OPERATING HARDWARE, OPENING PRESSURE AND CLEARANCES TO BE ADA COMPLIANT.
- ALL EGRESS DOORS SHALL BE OPENABLE FROM THE EGRESS SIDE WITHOUT USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT.
- CONTRACTOR TO VERIFY ALL DOOR HEIGHTS AND WIDTHS.
- ACCESS CONTROL DEVICES WILL BE INSTALLED BY OWNER'S ACCESS CONTROL VENDOR. CONTRACTOR TO COORDINATE WITH ACCESS CONTROL VENDOR TO ENSURE ACCESS AND PROPER INSTALLATION.

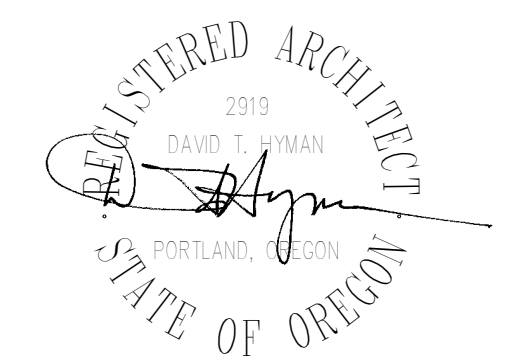
NOTE: CONTRACTOR TO COORDINATE PROPRIETARY CORE AND KEYWAY REQUIREMENTS WITH OWNER

**DOOR SCHEDULE COMMENTS**

- ACCESS CONTROLLED DOOR. PROVIDE ELECTRIC STRIKE AND POWER CARD/ PROX READER BY OWNER'S ACCESS CONTROL SUPPLIER
- DOOR HARDWARE AND FINISH TO MATCH EXISTING.

**ABBREVIATIONS**

AL	ALUMINUM
CTG	CLEAR TEMPERED GLAZING
HM	HOLLOW METAL
PT	PAINT
WD	WOOD
ME	MATCH EXISTING



**WOODBURN POLICE STATION**

OFFICE REMODEL

1060 Mt. Hood Ave Woodburn, OR 97071

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**SCHEDULES**

Scale 1/2" = 1'-0"

Date 10/24/2022

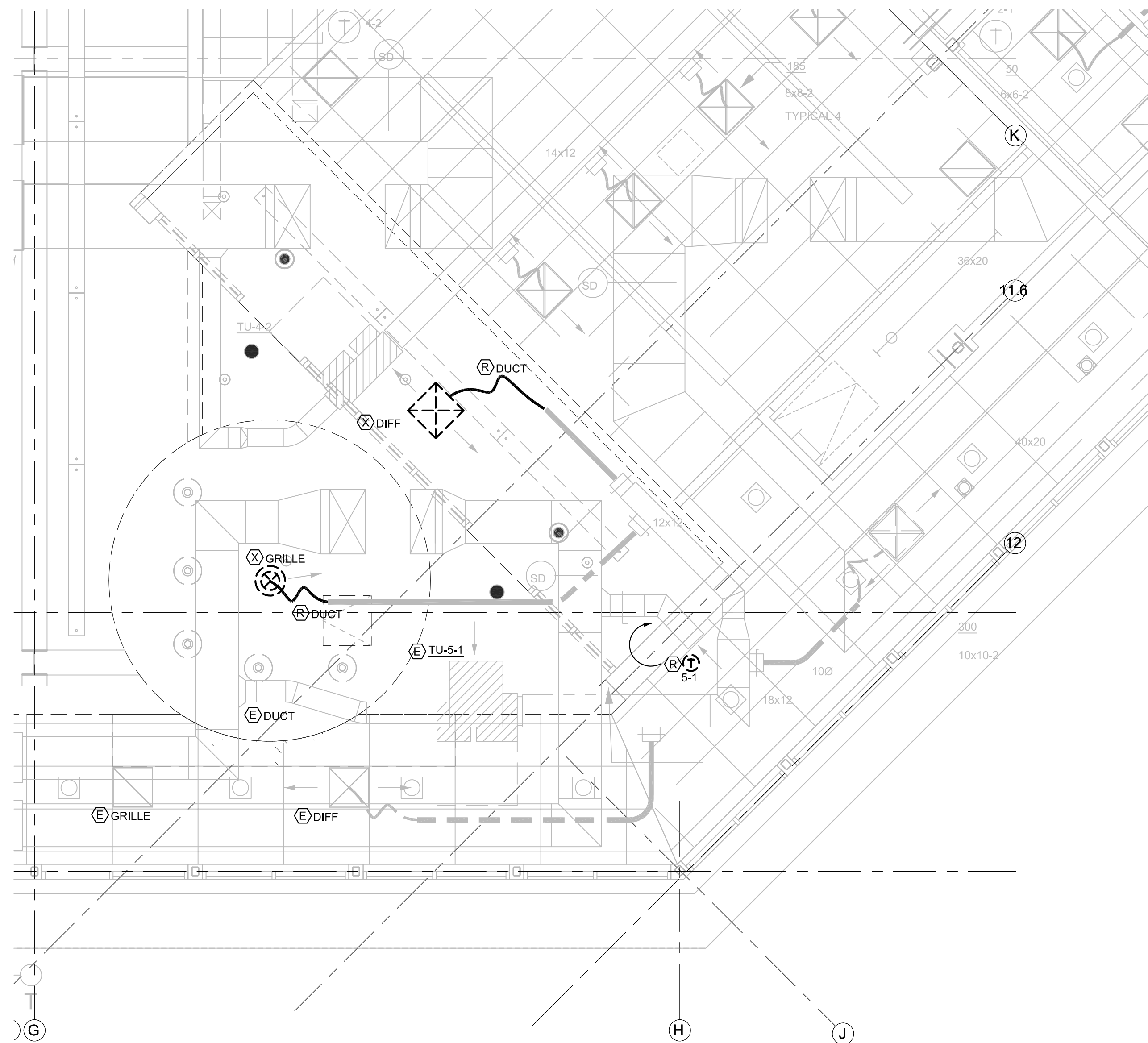
Sheet No. **A701**



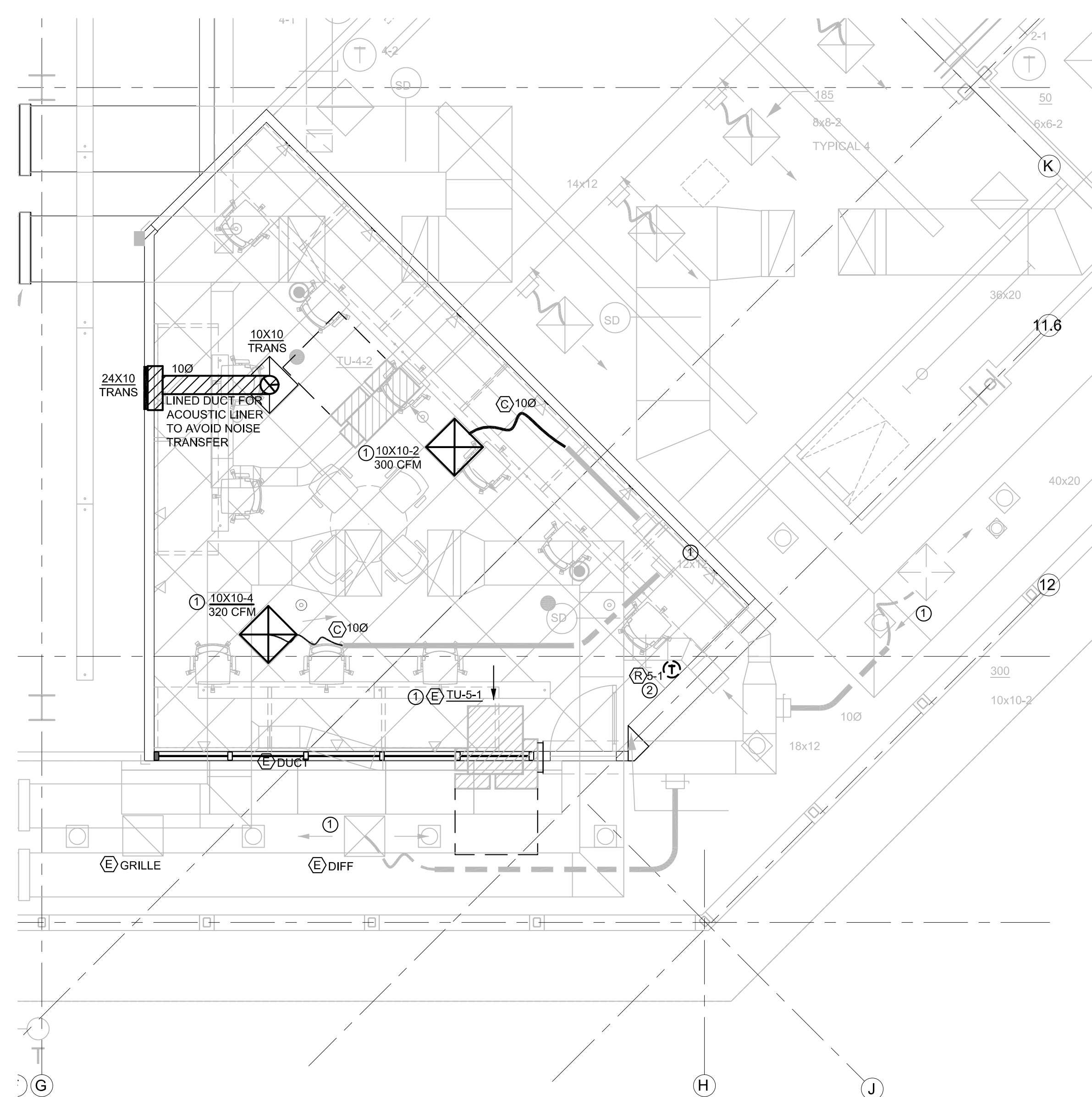
**WOODBURN POLICE STATION**

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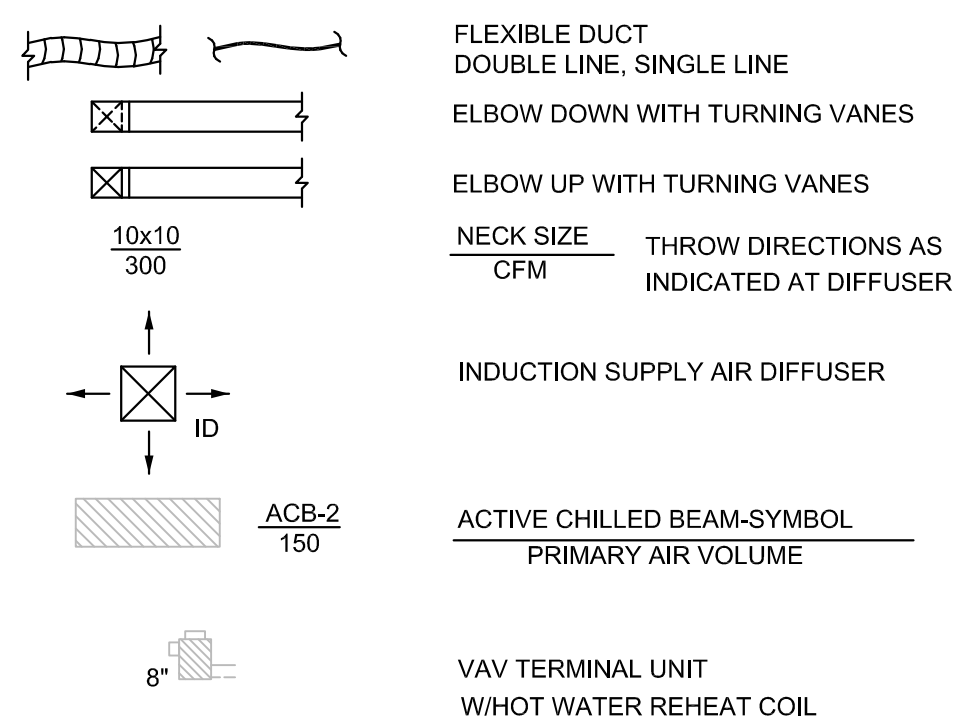


1 FIRST FLOOR DEMO PLAN  
 1/4" = 1'-0"

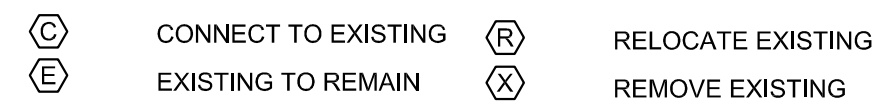


2 FIRST FLOOR NEW PLAN  
 1/4" = 1'-0"

**HVAC LEGEND**



**SYMBOLS**



**TERMINAL UNIT SCHEDULE**

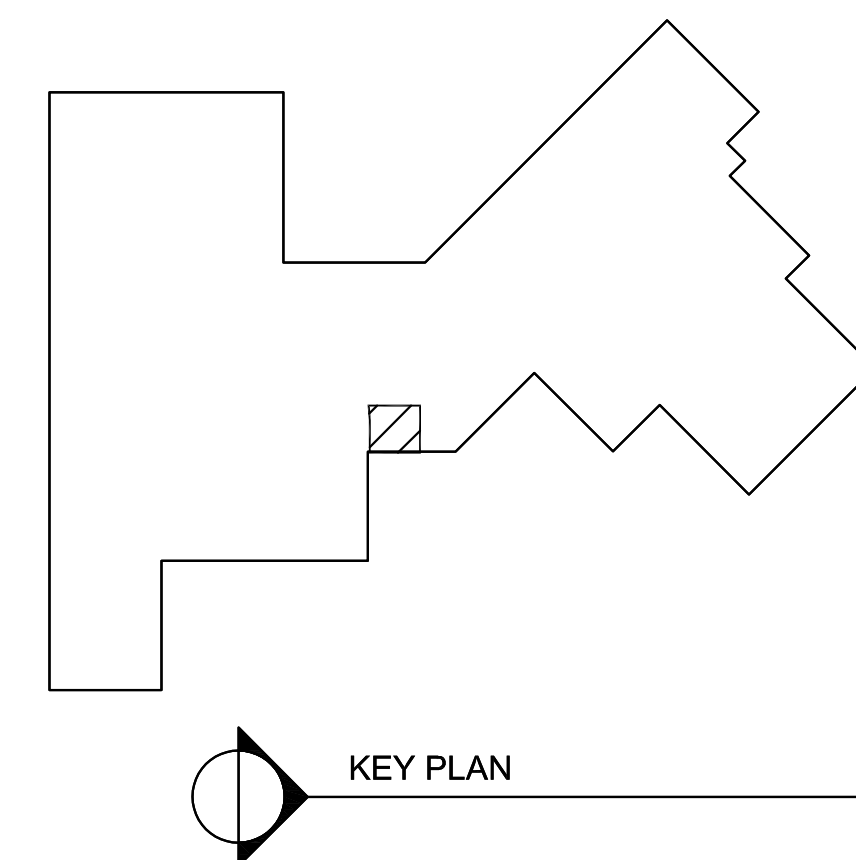
TU NO.	MINIMUM CFM	MAXIMUM CFM	FAN VOLUME	INLET SIZE	ROOM SERVED
(E) TU-5-1	395	1320	700	12	FRONT OFFICE / HALLWAYS

**GENERAL NOTES**

SITE VERIFY DUCTWORK - ALL DUCT BOARD TO BE REPLACED

**SHEET NOTES**

- BALANCE TERMINAL UNIT AS SHOWN IN SCHEDULE. ADJUST MINIMUM AND MAXIMUM AIR VOLUMES TO VALUES SHOWN ON TERMINAL SCHEDULE. ADJUST AIR VOLUMES AT DIFFUSERS AND GRILLES TO WITHIN PLUS OR MINUS 5 PERCENT OF VALUES SHOWN ON THE PLANS. ADJUST DIFFUSERS AND GRILLES FOR PROPER DIRECTION AND FLOW. LOG ALL READINGS TAKEN AND MARK FINAL POSITION OF ALL BALANCING DAMPERS.
- OPERATE FAN, MODULATE AIR DAMPER AND ELECTRIC HEATING COIL STAGES IN SEQUENCE TO MAINTAIN ROOM SET POINT AND MINIMUM AND MAXIMUM PRIMARY SCHEDULED AIR VOLUMES. FANS ARE TO OPERATE CONTINUOUSLY DURING OCCUPANCY AND HEATING COILS ARE TO SEQUENCE WITH VARIABLE AIR VOLUME DAMPER TO BEGIN SUPPLYING HEAT ONLY AFTER TERMINAL UNITS REACH MINIMUM SCHEDULED PRIMARY AIRFLOWS DURING OCCUPIED PERIODS. MAIN UNIT HEATING COILS ARE TO PROVIDE THE HEAT NEEDED DURING NIGHT LOW LIMIT AND WARM UP PERIODS.



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**ENLARGED MECHANICAL FLOOR PLAN & SCHEDULES**

Scale As indicated

Date 10/24/2022

Sheet No. **M201**