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1

## 2 **INSTRUCTIONS TO BIDDERS**

3

4 Trade Partner's bid shall include all materials, labor, tools, and other items  
5 necessary to complete the work as shown in the Contract Documents / Scope of  
6 Work provided by the General Contractor, or the Owner. Work mentioned in the  
7 Contract Documents / Scope of Work means the Trade Partner will provide all  
8 necessary labor, equipment, and incidentals for a complete project. The words  
9 "Contract Documents" and "Scope of Work" will mean the same thing and may  
10 be used interchangeably.

11

12 Work is to be bid and performed in accordance with the Instructions to Bidders,  
13 the General Conditions, and the Technical Specifications. If the Contract  
14 Documents / Scope of Work is more stringent than the Instructions to Bidders,  
15 the General Conditions, or the Technical Specifications, then the more stringent  
16 requirements will prevail.

17

18 References to "Trade Partner" shall apply to all lower tier Trade Partners.

19

20 Trade Partner is strongly encouraged to visit the job site prior to submitting their  
21 bid to familiarize themselves with all existing conditions and all items scheduled  
22 for demolition, patching, repairing, preparation and new work prior to submitting  
23 their bid. No subsequent extras or additions will be allowed on any claim or lack  
24 of knowledge of conditions or circumstances about which the Trade Partner  
25 could have reasonably discovered.

26

27 Should conflict occur within the Contract Documents / Scope of Work,  
28 Trade Partner shall bring such conflict to the attention of the General Contractor  
29 upon discovery. If the General Contractor is not so informed, the Trade Partner  
30 shall be deemed to have estimated the more expensive method and/or material.

31

32 If, in Trade Partner's opinion, any work is shown in the Contract Documents /  
33 Scope of Work in such a manner as to make it impossible to produce a  
34 professional level of workmanship, such condition(s) shall be referred to the  
35 General Contractor for clarification. Any work that proceeds otherwise shall be, if  
36 incorrectly performed, replaced or repaired in acceptable manner with the cost  
37 being borne by the Trade Partner.

38

39 Trade Partner shall make known in writing to the General Contractor any  
40 limitations, exclusions, conflicts or modifications to the work prior to submitting a  
41 bid. Unless specifically noted or excluded, they will be presumed included in the  
42 cost of the work.

43

44 The Contract Documents / Scope of Work assumes the existing building to be in  
45 compliance with code requirements. Notify General Contractor of any code  
46 violations discovered in the existing work area during the course of the work.

47

48 If the Contract Documents / Scope of Work conflicts with the following technical  
49 specifications, then the Contract Documents / Scope of work will prevail.

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Trade Partner shall submit a list of all lower tier Trade Partners, including the name of the principal contact, their address and phone number(s). This information shall be submitted with the Trade Partner's bid. The General Contractor reserves the right to reject unacceptable lower tier subs.

Trade Partner shall include in the price all costs arising from taxes, overtime, delivery charges, storage, shipping, etc., to achieve the proposed completion date.

Include forecasted duration of work in your proposals. Breakdown as necessary for separate activities like framing / wallboard / finish, or carpet / VCT / ceramic, or rough-in / topout / trim, etc.

The submission of a bid will serve to confirm that the Trade Partner is able to provide the following insurance:

- General Liability with \$1,000,000 limit
- Vehicle Liability with \$1,000,000 limit
- Worker's Compensation with statutory limits

The submission of a bid will serve to confirm that the Trade Partner accepts the Instructions to Bidders, the General Conditions, and the Contract Documents / Scope of Work. The submission of a bid will also serve to confirm the Trade Partner is prepared to submit their written safety plan for the General Contractor's approval.

General Contractor will award contracts based on the best value.

1

2 **GENERAL CONDITIONS**

3

4 Should any portion of the Subcontract prove to be, for whatever reason,  
5 unenforceable, such unenforceability shall not extend to the remainder of the  
6 work or Subcontract, nor shall it void any other provisions of the Subcontract.

7

8 Trade Partner shall familiarize themselves with the project through inspection of  
9 the site, and by thorough review of the Contract Documents / Scope of Work so  
10 as to thoroughly understand the work. Any and all discrepancies and omissions  
11 shall be reported and clarification obtained from the General Contractor prior to  
12 execution of the work. Any work that proceeds otherwise shall be, if incorrectly  
13 performed, replaced or repaired with the cost for the same being borne by the  
14 Trade Partner

15

16 References to "Trade Partner" shall apply to all lower tier Trade Partners.

17

18 The General Contractor will interpret and decide matters concerning  
19 requirements of the Contract Documents / Scope of Work in a manner which is  
20 fair and reasonable to both parties. The General Contractor will make initial  
21 decisions on all claims, disputes, and other matters in question between Owner  
22 and Trade Partner, but will not be liable for results of interpretations or decisions  
23 rendered in good faith. The Owner's decisions on aesthetic matters will be final,  
24 as long as such decisions are made within industry standards.

25

26 In the event of an unresolved conflict, the resolution shall be achieved by  
27 arbitration upon written demand of either party. Such arbitration shall be in  
28 accordance with the current Construction Industry Arbitration Rules of the  
29 American Arbitration Association.

30

31 It is intended that the Trade Partner provide a complete job and any omissions in  
32 these notes or in the Contract Documents / Scope of Work shall not be construed  
33 as relieving the Trade Partner of such responsibilities implied by the Contract  
34 Documents / Scope of Work, unless noted otherwise. All work shall be  
35 performed in accordance with material manufacturer's recommendations.

36

37 Trade Partner shall provide and pay for all materials, labor, tools, and other items  
38 necessary to complete the work as shown in Contract Documents / Scope of  
39 Work. If work is mentioned in the Contract Documents / Scope of Work, the  
40 Trade Partner shall provide each item mentioned, perform each operation and  
41 provide all necessary labor, equipment, and incidentals for a complete project.  
42 All materials shall be new and of industry standard quality in every respect,  
43 unless noted otherwise. Manufactured materials and equipment shall be  
44 installed as per manufacturer's printed recommendations and instructions, unless  
45 noted otherwise.

46

47 Trade Partner shall be responsible for the receipt and storage of material and  
48 equipment associated with the work. The Trade Partner shall provide proper  
49 storage facilities so as to prevent theft or damage to the equipment. The General

1 Contractor will not be responsible for securing Trade Partner’s materials, tools, or  
2 equipment. Notify the General Contractor promptly of any equipment or material  
3 that arrives damaged or is found to be defective.

4  
5 The term “New” shall refer to newly manufactured and purchased materials,  
6 equipment, etc., that meet and/or exceed specified items or current Building  
7 Standard. It specifically does not mean to select new materials, equipment, etc.,  
8 or to redefine specified items or current Building Standards.

9  
10 Trade Partner shall notify the General Contractor in writing immediately of any  
11 material(s) found to be ‘out of stock’ or requiring excessively long lead times  
12 which would cause a delay in completion of the work. This delay is to be  
13 identified in the Trade Partner’s bid.

14  
15 Substitutions or equal materials for those drawn and specified will be allowed  
16 only with written approval by General Contractor. Reference to ‘approved equal’  
17 shall mean as approved by General Contractor in writing.

18  
19 Deliver, store, and secure materials and equipment in a manner which will  
20 prevent theft and vandalism.

21  
22 **All materials applied over a subsurface will be considered as acceptance of**  
23 **the subsurface by the Trade Partner.**

24  
25 All work shall be performed in a first-class, workmanlike manner, matching and  
26 aligning all surfaces where applicable to afford a neat and finished appearance.

27  
28 The technical specifications following in this document establish minimum  
29 standards of quality for the work. In some cases, upgrades will be required and  
30 will be shown by the Contract Documents / Scope of Work.

31  
32 Trade Partner shall properly protect all adjacent surfaces during the course of  
33 installation and is responsible for repairing any damage that may occur as a  
34 result of this Trade Partner’s negligence. All surfaces of the Trade Partner’s  
35 work shall be thoroughly cleaned to remove adhesives, residues, hand prints,  
36 etc. created during fabrication and installation.

37  
38 Trade Partner shall coordinate and cooperate with General Contractor regarding  
39 jobsite access, allowable hours for operation, materials, waste handling and  
40 disposal, and any possible shutdowns or disruptions in building and tenant  
41 operations. Provide not less than 48 hours prior written notice to the General  
42 Contractor of activities that will affect Owner or Tenant operations in any manner.

43  
44 The project shall be governed by the laws of the State in which the project is  
45 located. All work shall conform with current requirements of the local governing  
46 codes including but not limited to federal building and life-safety codes(s),  
47 Occupational Safety & Health Administration, Americans with Disabilities Act,  
48 and all other applicable codes, rules and regulations; all in the latest edition as  
49 adopted by the authorities having jurisdiction over work of this type.  
50 Trade Partner shall require all employees and lower tier Trade Partners to  
51 comply with these regulations.

1  
2 The Contract Documents / Scope of Work assumes the existing building to be in  
3 compliance with code requirements. Notify General Contractor of any code  
4 violations discovered in the existing work area during the course of the work.

5  
6 Trade Partner shall field verify all written dimensions; drawings are not to be  
7 scaled for information. Details shall govern over plans and elevations. Large-  
8 scale details shall govern over small-scale plan details. Measurements must be  
9 field-verified prior to fabrication or installation. Extra compensation will not be  
10 permitted due to discrepancies that have not been brought to the attention of the  
11 General Contractor in writing before starting the work.

12  
13 In the event of discrepancies between documents, the more stringent document  
14 shall govern.

15  
16 Details are usually keyed once on the drawing and are applicable for similar  
17 conditions throughout, unless noted otherwise.

18  
19 Appropriate permits shall be applied for by the Trade Partner. The Trade Partner  
20 shall be responsible for the coordination of inspections and approvals of his work.

21  
22 Throughout the duration of the project, the Trade Partner shall refrain from  
23 actions that could lead to the filing of a claim of lien against the property owner  
24 by Trade Partner, lower tier Trade Partners or suppliers of materials, labor,  
25 service, or equipment or any other individual or company so entitled under  
26 governing laws and regulations unless they can show reasonable and justifiable  
27 cause. The General Contractor must be notified prior to any such claim being  
28 recorded.

29  
30 The General Contractor will make payments in accordance with the stages of  
31 completion of the work. Payments will be made by General Contractor to  
32 Trade Partner within five days of General Contractor receiving payment from the  
33 Owner. Payments may be withheld for: (1) defective Trade Partner work not  
34 remedied or in conformance with Contract Documents / Scope of Work, (2)  
35 claims filed by third parties or loss experienced by the General Contractor,  
36 Owner or other Trade Partners as a result of this Trade Partner's activity; and,  
37 (3) reasonable evidence that the work cannot be completed for the unpaid  
38 balance of the contract sum. Final payment shall not be due until the  
39 Trade Partner has completed all work and has delivered to the General  
40 Contractor a complete release of all liens. The making of a final payment by the  
41 General Contractor shall constitute a waiver of claims by the General Contractor  
42 except those arising from: (1) unsettled liens, claims, security interests, and  
43 encumbrances; (2) failure of the Work to comply with the Contract Documents /  
44 Scope of Work; and, (3) terms of warranties required by the Contract Documents  
45 / Scope of Work.

46  
47 After the work is authorized by an Individual Task Authorization (ITA), any and all  
48 changes to the work shall be written in the form of an "ITA Revision" to the  
49 Trade Partner. Should any such change involve extra cost and/or extra time  
50 under the Contract, the Trade Partner shall notify the General Contractor  
51 accordingly and await for subsequent ITA Revision prior to the execution of the

1 work. Minor clarifications shall be addressed via written 'Request for Information'  
2 issued by the Trade Partner to the General Contractor.

3  
4 Upon request by the General Contractor, the Trade Partner will provide payroll  
5 records and/or material invoices for confirmation of extra cost and/or time related  
6 to changes in the work.

7  
8 Trade Partner will not establish agreements with or perform work for the Owner  
9 or tenants unless General Contractor agrees in writing.

10  
11 Trade Partner shall follow accepted methods of safety practice as required by  
12 authorities having jurisdiction over this work. Trade Partner shall provide  
13 adequate construction barricades or adequate protection pertinent to  
14 Trade Partner's work to maintain the job site safe and secure for all workers and  
15 for the general public and building occupants. Trade Partner shall be  
16 responsible for any damage or injury due to their act of neglect and shall repair  
17 any damages to the premises or adjacent work caused by their activity, with the  
18 cost for same being borne by the Trade Partner.

19  
20 Trade Partner shall do nothing to impede or disable existing and/or temporary  
21 exits, exit signs, fire protection, alarms and any other safety devices for the full  
22 term of the Subcontract, unless authorized in writing by the General Contractor.

23  
24 All jobsite personnel are to conduct themselves in a professional manner. The  
25 following actions are prohibited: smoking in the building or on the jobsite  
26 property (unless in a worker's personal vehicle), harassment of any type, use of  
27 radios, use of walkman or MP3 type devices, profanity, horseplay. Such actions  
28 will be cause for removal from the jobsite.

29  
30 Trade Partners shall perform background checks to assure no sex offenders,  
31 violent crime offenders, probation or parole violators are on the Contractor's  
32 jobsites.

33  
34 All products used shall be free of harmful materials. Do not use paints, primer,  
35 sealers, or other products that will emit flammable, toxic or nauseating fumes.  
36 The Trade Partner shall be responsible to verify the materials they are using  
37 comply with manufacturer's written instructions for their use. The Trade Partner  
38 is to maintain pertinent Material Data Safety Sheets (MSDS) available from the  
39 site at all times.

40  
41 **Do not use torches, soldering, grinding, or welding equipment without**  
42 **written permission from the General Contractor. A written fire watch plan**  
43 **must be approved for each instance of such activity whether by the**  
44 **General Contractor or the Trade Partner. A written fire watch plan shall**  
45 **include, as a minimum,**

46 **- burn watch from start of the activity to thirty minutes after completion**  
47 **(watcher is to be provided by the Trade Partner performing the activity)**

48 **- fire extinguisher on hand**

49 **- thoroughly moisten adjacent areas before and after operations with water**

50  
51 **A fire watch form is included at the end of these specifications.**

1 Work that is conducted in occupied spaces must be done with the utmost  
2 emphasis placed on the safety and the convenience of the building occupants.  
3 Trade Partner agrees to schedule and perform the work in such a manner as to  
4 minimize disruption of the activities of the building occupants and customers.

5  
6 Hardhats and eye protection will be worn at all times. Other personal protective  
7 equipment is to be worn when appropriate. During final stages of the project the  
8 General Contractor may or may not choose to give permission for finish trades to  
9 work without hardhats.

10  
11 Trade Partner shall guarantee all labor, materials, and workmanship for a period  
12 of not less than one year (or longer if so specified or provided by the  
13 manufacturer) after date of final acceptance of the work by the Owner. Should  
14 defects occur, all work shall be replaced or properly repaired, with the cost for  
15 same being borne by the Trade Partner.

16  
17 When requested, provide maintenance manuals, properly identified and indexed.  
18 Include operating and maintenance instructions, cleaning instructions,  
19 information to cover emergencies, spare parts, warranties, inspection procedure  
20 diagrams, safety, security and similar appropriate data for each system or  
21 equipment item.

22  
23 Mechanical and electrical Trade Partners are to maintain as-built record  
24 drawings of the work as the work progresses. Make clear and legible red-line  
25 notations on the General Contractor's jobsite drawings. The electrical contractor  
26 will also update electrical panel schedule by room and/or location in terms that  
27 can be understood by the average lay person.

28  
29 When requested by the General Contractor, submittals and/or shop drawings  
30 shall be provided prior to material order, fabrication, or installation by  
31 Trade Partners as follows:

32  
33 - Submit a minimum of five complete sets to the General Contractor, who shall  
34 initially review and forward four sets to the Architect for final review and approval.

35  
36 - General Contractor shall review submittals in a timely manner and return one  
37 set to the Trade Partner. When revisions are required, such re-submittal shall be  
38 provided by the Trade Partner within two (2) days of notification. Incomplete  
39 submittals will be returned without review.

40  
41 Finish sample submittals are required only as noted or if the product is different  
42 from that specified or shown on the Contract Documents / Scope of Work.

43  
44 Trade Partner shall collect waste material related to his work on a daily basis (or  
45 as often as necessary to maintain safe working conditions) and remove it to on-  
46 site containers provided by the General Contractor. If the Trade Partner fails to  
47 remove waste material within 24 hours of verbal notice, the General Contractor  
48 may remove waste material and charge the Trade Partner.

49  
50 Trade Partner shall supervise and direct the work, using their best skill and  
51 attention. Trade Partner shall be solely responsible for all construction means,



1 methods, techniques, sequences and procedures and for coordination of all  
2 portions of the work under their Subcontract.

3  
4 All lower tier Trade Partners and workers shall be skilled and qualified in their  
5 trades. Care shall be taken to ensure compliance with governmental laws,  
6 statutes or ordinances concerning the use of union labor.

7  
8 Trade Partner shall employ a competent English speaking supervisor,  
9 satisfactory to the General Contractor, who shall be in attendance at the project  
10 site during the progress of the Trade Partner's work. This supervisor shall be the  
11 single point of contact for the General Contractor's superintendent and once  
12 assigned to the project will not be changed during the course of the project.

13  
14 Provide forty-eight (48) hours notice to the General Contractor for required work  
15 outside of the construction area or work that may disturb adjacent occupants, or  
16 affect their use of utilities.

17  
18 General Contractor, other Trade Partners, Owner, and Owner's representative  
19 shall have access to the premises at all times.

20  
21 The General Contractor and/or Owner will provide temporary electrical power to  
22 the work area. Trade Partner is responsible for any necessary temporary  
23 distribution including GFCI protection.

24  
25 In the event that adequate lighting does not exist, the General Contractor shall  
26 provide a system of temporary lighting throughout the work area to a minimum  
27 light level as required by all trades to perform work. The Trade Partner shall  
28 advise the General Contractor if lighting is inadequate prior to starting the work.

29  
30 All work shall be erected and installed plumb, level, square and true (unless  
31 noted otherwise) and in proper alignment. Any inferior material(s) or  
32 workmanship shall be removed upon request and work shall be replaced and/or  
33 repaired as directed by the General Contractor. All materials shall be installed in  
34 accordance with manufacturer's written instructions and applicable standards.  
35 Unless otherwise noted, match existing finishes, elevations, and types.

36  
37 Trade Partner shall be responsible for the distribution of documents to all trades  
38 and suppliers under their jurisdiction.

39  
40 The Trade Partner will maintain a copy of the most recent set of Contract  
41 Documents / Scope of Work accessible to his workers on the site.

42  
43 The General Contractor will provide layout and elevations. General Contractor  
44 shall provide notice to Trade Partner of all changes in layout or conditions shown  
45 in Contract Documents / Scope of Work due to field coordination or approved  
46 changes.

47  
48 The General Contractor reserves the right to conduct the following inspections  
49 (and will notify the Trade Partner a minimum of 24 hours prior):

50 - Floor inspections after all under floor rough-in work is complete and before floor  
51 slab or floor sheathing is installed.

- 1 - Wall inspections after all framing, backing, wall rough-in and insulation work is  
2 complete, and before wallboard or wall sheathing is installed.
- 3 - Ceiling inspections after all ceiling framing, backing, grid, above-ceiling rough-  
4 in, above-ceiling fixtures, and above ceiling equipment is installed, and before  
5 ceiling wallboard or ceiling tile is installed.
- 6 - Trade Partners will correct any deficiencies as quickly as necessary to maintain  
7 the schedule.

8  
9 All penetrations in rated walls shall be sealed by the pertinent Trade Partner.  
10 Existing rated assemblies shall be maintained and repaired by the pertinent  
11 Trade Partner if damaged.

12  
13 The General Contractor will provide protection of existing flooring surfaces to  
14 remain. Trade Partners will take cautions necessary to avoid damaging existing  
15 finishes. Trade Partners will advise the General Contractor if the protection is  
16 inadequate prior to use. Failure to advise will result in the Trade Partner's  
17 responsibility to cover, protect, and / or repair any damage.

18  
19  
20 The General Contractor will be responsible for removing existing window  
21 coverings, switch & outlet covers, and miscellaneous wall mounted items prior to  
22 the start of the work, storing them in a safe and clean place, and reinstalling them  
23 at the end of the project.

1

## 2 **TECHNICAL SPECIFICATIONS**

### 3 **SELECTIVE DEMOLITION**

4

5 The requirements of the Instructions to Bidders, General Conditions, and  
6 Contract Documents / Scope of Work are applicable to this section and form a  
7 part of the Subcontract.

8

9 This section includes demolition and removal of selected portions of a building,  
10 demolition and removal of selected site elements, repair procedures for selective  
11 demolition operations, disconnection of plumbing / mechanical / electrical  
12 services as necessary for demolition and construction.

13

14 All items indicated within the Contract Documents / Scope of Work to be  
15 salvaged shall be property of the Owner and shall be placed in Owner's  
16 designated on site storage area(s). If the Owner declines to salvage material,  
17 material is to be removed by the Trade Partner removing the material to a waste  
18 receptacle provided by the General Contractor (unless otherwise noted in the  
19 scope of work or these Technical Specifications) and shall be done in compliance  
20 with applicable regulations. This includes but is not limited to plumbing,  
21 mechanical, electrical devices, millwork, doors, door frames and door hardware.  
22 Coordinate with General Contractor all requirements regarding demolition,  
23 salvage, delivery, and pickup procedures.

24

25 If Trade Partner's work shall cause the spreading of dust to interior spaces, the  
26 General Contractor is to be notified 48 hours in advance and the General  
27 Contractor shall control dust by means of a temporary partition separating  
28 adjacent occupied area(s) from the demolition/construction area(s). Partition  
29 shall be of framing adequate for stability with one layer of opaque vinyl sheeting  
30 on the occupied side, all extending from the floor to ceiling above (to deck above  
31 if no ceiling exists or if demolition work is to occur above the ceiling).

32

33 Coordinate with General Contractor to perform disruptive activities (noise,  
34 interruption of utility services, use of building common areas) at a time to allow  
35 ongoing functions of building occupants. Provide not less than 48 hours prior  
36 written notice to the General Contractor of activities that will affect Owner or  
37 Tenant operations.

38

39 All elements indicated on the Contract Documents / Scope of Work for demolition  
40 shall be completely and entirely removed after being "made safe" by plumbing  
41 and electrical Trade Partner, including in areas above ceilings.

42

43 Removal of items shall be performed in such a manner that items to remain are  
44 protected and undamaged.

45

46 Provide temporary barricades and other protection required to prevent injury to  
47 people and damage to adjacent buildings, facilities, and finishes to remain.

48

1 Provide and maintain shoring, bracing, or support to preserve stability and  
2 prevent movement, settlement, or collapse of construction to remain, and to  
3 prevent unexpected or uncontrolled movement or collapse of construction being  
4 demolished.

5  
6 Do not use power saws during demolition until a wall is opened with a manual  
7 saw to make absolutely certain there is no live electrical or plumbing.

8  
9 **Do not use torches, soldering, grinding, or welding equipment without**  
10 **written permission from the General Contractor. A written fire watch plan**  
11 **must be approved for each instance of such activity whether by the**  
12 **General Contractor or the Trade Partner. A written fire watch plan shall**  
13 **include, as a minimum,**

14 **- fire watcher (to be provided by the Trade Partner performing the work)**  
15 **from start of the activity to one hour after completion**

16 **- fire extinguisher on hand**

17 **- thoroughly moisten adjacent areas before and after operations with water**

18  
19 **A fire watch form is included at the end of these specifications.**

20  
21 Trade Partner shall cap and remove any articles (piping, receptacles, ductwork,  
22 etc.) protruding through the surfaces which remain within designated areas of  
23 demolition and/or construction.

24  
25 Trade Partner shall recess behind finish surfaces all items that are indicated to  
26 be removed. Coordinate with requirements of specific sections of drawings,  
27 specifications and notes.

28  
29 Cuts shall be neatly made plumb and square.

30  
31 Check as-built drawings and site conditions for hidden structural elements such  
32 as reinforcing, tension rods or cables prior to cutting concrete slabs.

33  
34 If an existing wall is to be extended with a new wall, remove existing corner bead,  
35 if any, at the point of connection.

36  
37 It is not expected that hazardous materials will be encountered in the Work. If  
38 materials suspected of containing hazardous materials are encountered, do not  
39 disturb, immediately notify General Contractor. Hazardous materials will be  
40 removed by the Owner under a separate contract.

41  
42 Plumbing, Mechanical, and Electrical Trade Partners are responsible for  
43 disconnecting services to the area being demolished and/or renovated. See the  
44 respective following sections for additional information regarding Trade Partner  
45 demolition responsibilities.

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47 The General Contractor will remove fluorescent lamps and ballasts and arrange  
48 for legal disposal.

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## **ASPHALT CONCRETE PAVING**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes asphalt repair and infill work, and associated subgrade preparation.

Prior to starting any work under this section, all adjacent site work will be noted and marked as to any damage to the existing work to remain. This Trade Partner will be responsible for repair and/or replacement of all site work that is damaged other than that which is noted and marked prior to starting work.

### **MATERIALS**

All paving work and materials shall conform to the standards specifications of the local jurisdictional authorities for secondary streets. In no situation shall asphalt be placed on frozen, wet or damp substrata or if temperature is less than 50 degrees and rising.

### **INSTALLATION**

Subgrade shall be scarified to a depth of 12", appropriate moisture added and compacted to 95% of maximum with +/- 2% of appropriate moisture content prior to installation of asphalt paving materials. Any unsuitable materials will be blended and/or removed and replaced as appropriate for the compaction required. Maximum thickness of material will not exceed six inches in thickness per lift

Tack coat shall be used between existing surfaces and new asphalt and shall be applied immediately before adjoining asphalt is placed

All patching shall be a minimum thickness of 2" compacted depth or the same as the existing paving. All patches should be assumed to be 3" thickness when estimating cost of patching.

Finished surface shall be free draining and void of "birdbaths" greater than 1/8" in depth after 24 hours. No variation greater than 1/4" when checked with a ten foot straight edge will be allowed.

Dispose of excess material off site.

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## **PAVEMENT MARKING & STRIPING**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes concrete and asphalt marking and striping.

### **MATERIALS**

All striping shall conform to the standard specifications of the local jurisdictional authorities for secondary streets. Parking stalls and miscellaneous lot striping is to be 4" wide including cross hatching and in appropriate color selected for project. "No Parking - Fire Lane" will be red on face of curb or 4" wide if on horizontal surface with white stencil lettering on 10' centers.

### **INSTALLATION**

No striping shall be done when weather is foggy, rainy, excessively windy or otherwise adverse to placement of the marking. Area to be painted shall be swept and blown clean of all dirt, debris, rocks or chips immediately prior to application of the paint.

Trade Partner shall supply necessary personnel and equipment to keep vehicle traffic from area being prepared and painted. When striping an existing parking lot, Trade Partner shall coordinate with General Contractor and current users of lot as to best method and sequence for closing/barricading portions of lots for minimum inconvenience of users.

Trade Partner shall be responsible for the complete layout of stalls and symbols per the project plans including advising General Contractor of any discrepancies between plans and actual site conditions.

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**FENCES & GATES (6' to 8' heights)**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes chain link fencing and gates.

**MATERIALS**

Fence fabric shall be 11 gauge galvanized 2" mesh chain link fabric. Line posts to be 1-7/8" o.d. schedule 20 pipe, set in 8" diameter 24" depth concrete footing on 10' maximum centers. Terminal posts to be 2-7/8" o.d. schedule 40 pipe, 10" diameter 24" depth concrete footing at all corners, change in direction or ends. Top rail to be 1-5/8" o.d. schedule 20 pipe, jointed with 1 5/8" X 7" long sleeves. Tension wire to be 9 gauge smooth wire attached to the bottom of fence fabric with 12 gauge steel hog ring spaced on 24" centers.

**INSTALLATION**

Fabric to be tensioned and attached to terminal posts with 3/16" X 5/8" tension bars, tension band and carriage bolts. Fabric will be attached to line posts and top rail with 6 gauge aluminum tie wire of appropriate length.

1

## 2 **CAST IN PLACE CONCRETE**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes poured in place concrete and associated subgrade  
9 preparation.

10

11 Prior to starting any work under this section, all adjacent site work will be noted  
12 and marked as to any damage to the existing work to remain. This Trade Partner  
13 will be responsible for repair and/or replacement of all site work that is damaged  
14 other than that not so noted and marked prior to starting work.

15

### 16 **MATERIALS**

17

18 - Portland Cement: Use one brand of cement throughout the project per mix  
19 design

20

21 - Aggregates: Provide aggregates from a single source per mix design.

22

23 - Water: Potable.

24

25 - Air Entrainment Admixture: For concrete exposed to exterior

26

27 - Mix Design: As specified by Contract Documents / Scope of Work, or mix  
28 design by concrete supplier.

29

30 - Slump: 4" maximum

31

32 - Plasticizers may be used in accordance with manufacturer's instructions.

33

34 - Water is not allowed to be added on the jobsite, unless it is absolutely required  
35 for workability and in no case shall water be added resulting in a slump greater  
36 than four inches.

37

38 - Provide 4000 psi mix design per Contract Documents / Scope of Work for any  
39 load bearing concrete, provide 3000 psi mix design for non-load bearing concrete  
40 and slabs.

41

42 - Protect freshly poured concrete from freezing if temperatures could drop below  
43 32 degrees.

44

### 45 **INSTALLATION**

46

47 -Weather Limitations: Protect from frost or freezing. Do not place on frozen  
48 subsurface.

49

50 - Curing Compound: Apply uniformly in accordance with manufacturer's  
instructions. Do not apply cures which will affect the bond of finish materials.

51

52 - Thickness of new concrete shall be 4", or match existing, whichever is greater.

53

54 - Dampen subgrade and adjacent surfaces prior to placement.

55

56 - When a trench is cut in existing interior concrete, and prior to placing new  
57 concrete, install minimum 3/8" diameter dowels with a minimum three inch  
58 projection into existing concrete and six inch projection into new concrete at 36"  
59 centers staggered each side.

60

61 - Finished surface shall allow for suitable drainage, and placement crew shall  
62 endeavor to achieve a variation of 1/8" per foot. Up to 1/4" per foot will be  
63 accepted in some cases.

64

65 - Fill material, when required, shall be placed in layers not exceeding six inch  
66 lifts.

67



- 1 - Fill and subgrade shall be compacted to 95% maximum density prior to
- 2 placement of concrete.
- 3 - Repair & infill work shall match existing materials, methods, and appearance.
- 4
- 5 Trade Partner shall dispose of excess materials off site.
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**MASONRY**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes concrete masonry units, glass block, brick, cultured stone veneer, mortar, and grout.

**MATERIALS & INSTALLATION**

- Masonry and accessories shall be installed in compliance with manufacturer’s instructions.
- Weather Limitations: Protect from frost or freezing.
- Cleaning: Remove excess mortar and mortar smears as work progresses, allow walls to air dry and brush with stiff fiber brush, clean soiled surfaces with masonry detergent. Do not use muriatic acid
- Repair & infill work shall match existing materials, methods, and appearance
- Reinforcement: Lap splices minimum 30 bar diameters
- Lintels: 36” or less opening – 2 # 4 reinforcing bars 1” from bottom web
- Lintels: 36” to 48” opening – 2 #5 reinforcing bars 1” from bottom web

Dispose of excess materials off site.

1

## 2 **MISCELLANEOUS METAL FABRICATIONS**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes miscellaneous non structural metal fabrications.

9

### 10 **MATERIALS**

11 - Field verify all measurements as necessary prior to fabrication. Allow for  
12 trimming and fitting.

13 - Deliver materials to the job site in good condition and properly protected against  
14 damage to finished surfaces.

15 - Keep handling on-site to a minimum. Store materials and exercise care to avoid  
16 damage to finishes of material.

17 - Do not use materials whose exposed surfaces exhibit pitting, seam marks, roller  
18 marks, rolled trade names, roughness, or visible variations.

19

### 20 **FABRICATION**

21 - Form metal fabrications from materials of size, thickness, and shapes indicated  
22 but not less than that needed to comply with performance requirements  
23 indicated.

24 - Form exposed work true to line and level with accurate angles and surfaces and  
25 straight edges.

26 - Allow for thermal movement resulting from temperature changes.

27 - Shear and punch metals cleanly and accurately. Remove burrs.

28 - Form bent-metal corners to smallest radius possible without compromising the  
29 strength of the material or otherwise impairing work.

30 - Remove sharp or rough areas on exposed surfaces.

31 - Preassemble items in shop to greatest extent possible to minimize field splicing  
32 and assembly. Disassemble units only as necessary for shipping and handling  
33 limitations. Clearly mark units for reassembly and coordinated installation.

34 - Cut, reinforce, drill and tap miscellaneous metal work as indicated to receive  
35 finish hardware, screws, and similar items.

36 - Fabricate joints that will be exposed to weather in a manner to exclude water, or  
37 provide weep holes where water may accumulate.

38

### 39 **INSTALLATION**

40 - Attach securely, level & plumb. Provide zinc-coated fasteners for exterior use.

41 - Nonshrink nonmetallic grout: Premixed, factory-packaged grout. Provide grout  
42 specifically recommended by manufacturer for interior and exterior applications  
43 of type specified in this section.

44 - Shop primer for ferrous metal: Red oxide, lead- and cadmium-free, corrosion  
45 inhibiting primer

46 - Galvanizing repair paint: High zinc dust content paint for regalvanizing welds in  
47 galvanized steel

48 - Corrosion protection: Coat concealed surfaces of aluminum that will come into  
49 contact with grout, concrete, masonry, wood, or dissimilar metals with a heavy  
50 coat of bituminous paint or zinc chromate primer.

- 1 - After installation of bollards, fill pipe with concrete and provide a smooth convex
- 2 curve at the top of the pipe.
- 3 - Repair & infill work shall match existing materials, methods, and appearance
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**ROUGH CARPENTRY**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes backing required for surface mounted items.

**MATERIALS**

- Unless otherwise noted, backing shall be a minimum six inches nominal in height, of solid wood, 3/4" plywood, or 20 gage sheet metal and will be installed by the General Contractor.
- Metal frame buildings require fire retardant or non combustible backing.

**INSTALLATION**

- Backing will be securely installed and centered on the anticipated mounting height.
- Backing in existing walls will require removal and replacement of wallboard.

1

## 2 **ARCHITECTURAL WOODWORK**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes cabinets, countertops, shelving, and wood trim.

9

### 10 **MATERIALS:**

11

#### 12 **Cabinet Bodies**

13 - European style without face frame

14 - Ends, fixed bottom and top shelves, nailers and stretchers: ¾" white  
15 thermalfused melamine to be edgebanded with .5mm PVC edge tape. The  
16 cabinet box is to be assembled with staples and dowels. All exposed vertical  
17 surfaces are to be finished with high pressure laminate.

18 - Adjustable shelves: ¾" white thermalfused melamine to be edgebanded with  
19 .5mm PVC edge tape.

20 - Cabinet backs: ¼" white thermalfused melamine

21 - Doors and drawer fronts: ¾" white thermalfused melamine with high pressure  
22 laminate on exterior and matching .5mm PVC edge tape on all edges.

23

#### 24 **Cabinet Hardware**

25 - Hinges: Concealed European style Blum (or approved equal) 120 degree  
26 swing clip on hinges.

27 - Drawer Rails: Mepla Integra or Blum Metabox (or approved equal) ¾"  
28 extension epoxy coated metal side/slides.

29 - Pulls: 3-1/2" brushed chrome wire pulls

30 - Shelf Supports: Hafele (or approved equal) 5mm metal pin shelf clips to mount  
31 into line bored holes.

32

#### 33 **Drawer Construction**

34 - All drawers shall be constructed using white thermalfused bottom and back with  
35 white epoxy coated slides.

36

#### 37 **Countertops**

38 - All countertops will have a ¾" 45 lb. density particle board substrate with ½"  
39 thick particle board buildup. All exposed surfaces will be laminated with standard  
40 high pressure laminate. All field joints are to be joined with metal tie-lock  
41 fasteners. 4" high laminate clad back and side splashes standard in wet areas.  
42 Square edge. All exposed exterior corners will be radiused.

43

44

### 45 **INSTALLATION**

46 - Install plumb & square

47 - Joint sealer at termination of counter and backsplash materials is provided by  
48 this installer.

49 - Repair & infill work shall match existing materials, methods, and appearance

50 - Provide non-flammable adhesives for any on site application

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## **BUILDING INSULATION**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes acoustic batt insulation and thermal batt insulation.

### **MATERIALS**

- R-11 Kraft faced thermal batts at 3-5/8" walls, full width to match metal stud spacing
- R-19 Kraft faced thermal batts at 6" walls, full width to match metal stud spacing
- 3-1/2" unfaced sound control batts, full width to match metal stud spacing
- R-19 2' x 4' unfaced batts overlay at acoustic tile ceilings

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
- No voids allowed, pack insulation around door frames and windows and in cracks, expansion joints, control joints, and other voids. Pack behind outlets, around pipes, ducts, and services encased in wall or partition.
- Do not compress insulation below required thickness except where embedded items prevent required thickness.
- Where acoustical insulation is installed above suspended ceilings install blanket at right angles to the main runners or framing. Extend insulation over wall insulation systems not extending to structure above.
- Maintain 3" clearance around recessed light fixtures.
- Do not install insulation on top of light fixtures.
- Repair & infill work shall match existing materials and methods

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## **EXTERIOR INSULATION AND FINISH SYSTEMS**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes exterior insulation and finish systems.

### **MATERIALS**

- Acceptable Manufacturers: El Rey or approved equal.

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.

- Provide impact resisting reinforcement fabric at areas exposed to potential damage

- Repair & infill work shall match existing materials, methods, and appearance

- All materials applied over subsurface will be considered as acceptance of subsurface by materials applicator.

- Installer will provide tenting, heating, and curing as required by the manufacturer's instructions and weather conditions.

- When applying adjacent to existing EIF, blend texture to existing.

- Repair & infill work shall blend to existing materials, methods, and appearance

Upon completion of project, deliver unused color-coat to the General Contractor for future touch-up. Mark containers clearly with supplier, color code, project name, and date.



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2 **METAL WALL AND ROOF PANELS (MODIFICATION, INFILL, & REPAIR)**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes prefinished and preformed metal panels for installation on  
9 exterior walls and roof.

10

11 **MATERIALS**

12 General: Provide manufactured roof and wall panel assemblies and accessories  
13 to match existing and that are capable of withstanding structural movement,  
14 thermally induced movement, and exposure to weather without failure or  
15 infiltration of water into the building interior.

16

17 Approved Manufacturers

- 18 - VP (Varco Pruden) Buildings
- 19 - Butler Manufacturing Co.
- 20 - Metal Building Components, Inc.
- 21 - NCI
- 22 - Other suppliers to match existing

23

24 **INSTALLATION**

25 General: Comply with panel manufacturer's written instructions and  
26 recommendations for unloading, storing, and installation as applicable to project  
27 conditions and supporting substrates. Anchor panels and other components of  
28 the Work securely in place, with provisions for thermal and structural movement.

29

30 Exercise care in unloading, storing, and erecting roof panels to prevent staining,  
31 bending, warping, twisting, and surface damage.

32

33 Verify location of structural members and openings in the structure and fasten  
34 securely. Install components required for a complete panel assembly including  
35 trim, copings, fasciae, ridge closures, clips, seam covers, battens, flashings,  
36 gutters, sealants, gaskets, fillers, closure strips, and similar items.

37 Separate dissimilar metals by painting each metal surface in area of contact with  
38 a bituminous coating, or by other permanent separation as recommended  
39 by manufacturers of dissimilar metals.

40

- 41 - Repair & infill work shall match as close as possible to existing materials,  
42 methods, and appearance
- 43 - Roof penetrations are to be sealed to match existing.
- 44 - Roofs under warranty must be repaired by a manufacturer approved installer.
- 45 - Roof penetrations within the area of this Trade Partner's work shall be flashed  
46 by this Trade Partner and sealed by the General Contractor.
- 47 - Electrical penetrations will have flashing and sealing provided under this section
- 48 - Maintain existing substrate, insulation, and slope.
- 49 - If an existing roof warranty is in effect, the warranty is to be maintained.

- 1 - Seal penetrations resulting from the work of other trades on this project
- 2 - Duct penetrations shall be located between structural members and the roof
- 3 deck shall be supported if the penetration is larger than 12". The General
- 4 Contractor is responsible for roof opening support frames.

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## **ALUMINUM STOREFRONT**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes extruded tubular aluminum frames for fixed windows.

### **MATERIALS**

- Standard finish: anodized, match existing
- Upgrade to powder coated if specified or necessary to match existing

#### **Acceptable manufacturers:**

- Kawneer
- EFCO
- Arcadia
- Tubelite
- US Aluminum
- Vista Wall
- Custom Window Co.

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
- Allow for settling, expanding, and contracting to occur without breaking glass
- Install glazing in accordance with following section entitled "Glazing."
- Install all elements plumb, straight, square and level and at proper elevation and in alignment with other work. All joints between storefront framing and adjacent materials shall be caulked tightly in order to secure a watertight installation. All materials shall be screwed in place using backing, masonry plugs or anchor straps as required. Thresholds are to be set in full bed of urethane sealant (Sika 15LM, or Sonneborne NP-1 or equal).
- Where moldings are joined, they shall be cut and fitted accurately to result in a tightly closed joint.
- Adjust doors, windows and hardware to function properly and for tight fit.
- Repair & infill work shall match as close as possible to existing materials, methods, and appearance

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2 **GLAZING**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes glass and accessories for aluminum storefront and  
9 windows, hollow metal frames, borrowed lights, and door light kits.

10

11 **MATERIALS**

12 - clear float glass, 1/4" thick

13 - wire glass, clear, 1/4" thick, square or diamond mesh to match existing

14 - safety glass, 1/4" thick, tempered,

15 - safety glass, 1/4" thick, laminated

16 - insulating safety glass, 1" thick, double pane units with edge seal, tempered

17 - Provide glazing accessories and joint sealers as recommended by  
18 manufacturer and as required for complete weather tight installation and five year  
19 seal warranty.

20 - Glazing less than 18" above floor shall be tempered or laminated.

21 - Glazing less than 24" from a door shall be tempered or laminated.

22

23 **INSTALLATION**

24 - Installation shall be in accordance with manufacturer's instructions.

25 - Where applicable, hollow metal glazing stops and screws are to be removed by  
26 the General Contractor, painted by painting Trade Partner, and reinstalled by the  
27 glass and glazing Trade Partner.

28 - Repair & infill work shall match as close as possible to existing materials,  
29 methods, and appearance

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## **METAL DOORS & FRAMES / WOOD DOORS / HARDWARE**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes metal door & frames, wood doors, and door hardware.

### **MATERIALS**

- Glazing stops are to be delivered attached to the HM frames.
- 16 gage hollow metal frames standard or "Redi-Frames," or "Timely" frames if specified
- Solid core oak or birch doors, rotary cut, 20 minute rating, 3 x 7 x 1-3/4"
- Standard commercial medium duty hardware set consists of 3 ball bearing hinges, wall stop, and passage leverset
- Provide lockset at executive and record keeping offices
- Provide lockset, deadbolt, threshold, weatherstrip, and closer on entrance doors
- Provide closer with push & pull plates at multi-user restroom doors
- Provide privacy leverset on single user restroom doors
- Provide two flush bolts on inactive side of pairs of doors

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
- Install frames and doors plumb and square, maintain even reveals
- Where applicable, hollow metal glazing stops and screws are to be removed by the General Contractor, painted by painting Trade Partner, and reinstalled by the glass and glazing Trade Partner.
- Repair & infill work shall match existing materials, methods, and appearance

1

2 **METAL WALL FRAMING & GYPSUM WALLBOARD SYSTEMS**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes metal stud interior partition (non structural) 20 & 25 gage  
9 framing, metal channel ceiling framing, interior gypsum wallboard, and exterior  
10 gypsum sheathing

11

12 **MATERIALS**

- 13 - studs & track, 20 & 25 gage
- 14 - furring (20 gage), & cold rolled channel (16 gage)
- 15 - gypsum board: 5/8" thick, fire rated
- 16 - moisture resistant gypsum board, 5/8" thick, fire rated
- 17 - gypsum sheathing board, 5/8" thick, fire rated
- 18 - joint materials and accessories as suitable for the application

19

20 **MAXIMUM ALLOWABLE WALL HEIGHT FRAMING**

21

22 25 gage material

23

Stud Size→	1-5/8"	2-1/2"	3-5/8"
Stud Spacing			
12" o.c.	7'-3" high	10'-1" high	13'-6" high
16" o.c.	6'-7" high	9'-2" high	12'-3" high
24" o.c.	5'-9" high	8'-0" high	10'-8" high

24

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26

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28

29 20 gage material

30

Stud Size→	1-5/8"	2-1/2"	3-5/8"
Stud Spacing			
12" o.c.	10'-5" high	14'-5" high	19'-2" high
16" o.c.	9'-6" high	13'-1" high	17'-5" high
24" o.c.	8'-3" high	11'-5" high	15'-2" high

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## INSTALLATION

- Installation shall be in accordance with manufacturer's instructions.

### Framing

- Trade Partner shall provide sufficient framing for wall openings for ductwork, return air openings and grille openings above and below the suspended ceiling, fire dampers, etc. Coordinate with heating, ventilation and air conditioning (HVAC) work and the work of other associated trades.

- Provide double jamb studs at each side of doors and other openings: for 25 gage walls, provide one 20 gage stud and one 25 gage stud. For 20 gage walls, provide two 20 gage studs on each side of door.

- Suspended hard ceiling installation: do not exceed carrying channels at 48" o.c., do not exceed furring hat channels at 16" o.c., brace suspension system for local seismic loads.

- In no case shall framing be attached to ductwork.

- When a new interior wall meets an exterior window or window frame, the Trade Partner shall install framing and wallboard with face of framing and edge of wallboard to terminate 1/4" from the window or window frame. The Contractor will provide RACO RC-309 end wall cap for installation by the Trade Partner.

- Provide slip track at top when appropriate to accommodate for building movement

- Demising walls are to go to deck height with 1 hour fire rating unless noted otherwise.

- Attach framing to concrete members with powder actuated fasteners or hit pins to 3/4" depth penetration @ 48".

- Installer shall not attach top track to metal decking unless absolutely certain the fastener will not damage the roof membrane. This Trade Partner will be financially responsible for damage to roof membrane if so caused.

- Installer shall not attach track or studs to metal roofing or siding panels.

### Wallboard

- The General Contractor will set hollow metal frames with secure base attachment and level header. The Trade Partner is responsible for the frame to be plumb, square, and secure after wallboard is installed.

- If required, demolition of existing framing & wallboard will be provided by others. Cuts will be left level, plumb and square. It will be the responsibility of this Trade Partner to infill framing and wallboard as necessary. Reasonable repairs and patches as a result of installations by other trades should be included.

- If cementitious backer board is required behind ceramic tile, it will be provided and installed by the general contractor.

### Finish & Texture

- At high gloss paint areas, areas with a high level of reflective natural or artificial lighting, or other areas where joints may be more visible, provide a prep coat prior to texture. Joints shall not be visible at any location.

- If backing is installed in existing walls, the General Contractor will remove and replace wallboard, and Trade Partner will provide tape and texture.

- When new wallboard meets a grid ceiling, install "eliminator track," or "tape on wall angle" by Trim Tex at top of wall. Remove any extra joint compound from tape on wall angle to leave a clean and straight surface ready for painting.

- 1 - Unoccupied side of demising walls to be fire taped only and sealed for 1 hour  
2 fire rating.
- 3 - Repair & infill work shall match adjacent materials, methods, and appearance
- 4 - After textured surfaces are dry, the Trade Partner shall immediately return to  
5 remove any loose texture residue and repair any inconsistent texture surfaces.
- 6 - Leave adjacent surfaces clean & free from drywall compound. Remove  
7 masking and clean drywall compound from adjacent surfaces if necessary.  
8 Floors are to be left broom clean and free from drywall clumps.
- 9 - Standard textures will include medium orange peel on walls, and light brocade  
10 on ceilings, or blend to existing. Textures applied on the jobsite are to be  
11 consistent with those on display in the General Contractor's office.
- 12 - Float and texture existing walls where vinyl is removed, unless vinyl is to be  
13 replaced. If vinyl is to be replaced, this Trade Partner shall prepare wall surface  
14 for application of VWC.
- 15 - When acoustic sealant is required by the Contract Documents / Scope of Work,  
16 provide two beads of acoustic sealant at top and two beads at bottom of wall.
- 17 - Wet sand in occupied areas.
- 18 - All openings shall be fire taped to maintain fire rating.
- 19 - All materials applied over subsurface will be considered as acceptance of  
20 subsurface by materials applicator.
- 21 - When tools are cleaned on site, no gypsum residue is to be left in sinks, or on  
22 any interior or exterior surface.
- 23 - Mask the materials of other trades to prevent damage and/or residue from  
24 installation of wallboard and accessories. Clean any remaining residue after  
25 masking is removed.
- 26 - All joints, screws and metal shall receive adequate coats of joint compound with  
27 final sanding as necessary to create a smooth uniform surface. Bottom of wall  
28 surface near floor shall be finished in a smooth manner so base can be applied  
29 without showing uneven subsurface.
- 30 - If rated sealant is required in lieu of fire taping, sealant will be provided and  
31 installed by the general contractor.
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**STUCCO**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes two and three coat stucco systems.

Acceptable Manufacturers: El Rey or approved equal.

**MATERIALS**

Systems:

El Rey Fastwall for two coat system

El Rey Three Coat Fiber 47 for three coat system

**INSTALLATION**

- Installation shall be in accordance with manufacturer’s instructions.
- All materials applied over subsurface will be considered as acceptance of subsurface by materials applicator.
- Provide tenting, heating, and curing as required by the manufacturer’s instructions and weather conditions.
- When applying stucco adjacent to existing stucco, blend texture to existing.
- Repair & infill work shall match existing materials, methods, and appearance
- Each coat of stucco shall be water cured to remain moist for a minimum of 48 hours after application.

Do not apply if temperatures will fall below 40 degrees during application or within 48 hours following application.

Upon completion of project, deliver unused color-coat to the General Contractor for future touch-up. Mark containers clearly with supplier, color code, project name, and date.

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2 **CERAMIC TILE**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes ceramic tile walls, floors, and base using the thinset  
9 application method. This section also includes waterproofing sheet membrane  
10 for showers, mortar, adhesives, and grout.

11

12 Ceramic demo will be performed by the General Contractor. This Trade Partner  
13 shall provide minor prep typical for this work.

14

15 Minor prep is defined as filling small cracks 1/8" in width or less, fill gouges up to  
16 3/4" deep, feather offsets in floor heights of 1/4" or less and final floor sweep.

17

18

19 **MATERIALS**

20 - Acceptable manufacturers: Crossville Ceramics, Dal-Tile, Florida Tile, Monarch  
21 Tile, Arizona Tile

22

23 **INSTALLATION**

24 - Installation shall be in accordance with manufacturer's instructions.

25 - Walls: thinset method

26 - Concrete floors: thinset method, do not lay ceramic tile on wood substrate

27 - Showers: 1-1/2" mortar bed over waterproof membrane, turn membrane up  
28 walls 6 inches minimum, reinforce with wire mesh

29 - Coordinate with installation of floor drains

30 - Coordinate inspections with General Contractor and plumbing Trade Partner.

31 - A "Schluter" strip shall be installed by this Trade Partner where ceramic flooring  
32 meets a dissimilar flooring finish.

33 - All materials applied over subsurface will be considered as acceptance of  
34 subsurface by materials applicator.

35 - Provide uniform grout joints and lippage.

36 - Give unused materials to General Contractor for building owner's use. Mark  
37 products clearly with supplier, color code, suite number, location used, and date.

38 - Repair & infill work shall match existing materials and methods as close as  
39 possible.

40 - Lay out tile with field tiles centered in the room; avoid use of tile less than 1/2  
41 size except at irregularly shaped areas. Align tile square with room walls, parallel  
42 and straight with joints standard and uniform including miters. When cutting is  
43 required, grind edges smooth. Make cuts on outer edge of the field. Accurately  
44 cut tile around work of other trades so that coverings will completely cover cut  
45 edges. Firmly embed tile in setting material with corners of tile flush and level  
46 with corners of adjacent tile, sloped uniformly, where required, to drain.

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## **SUSPENDED ACOUSTICAL CEILINGS**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes suspended metal grid ceiling systems and acoustical ceiling panels.

### **MATERIALS**

- Grid: Armstrong Prelude Intermediate Duty XL Series, white, or match existing
- Tile: Armstrong Cortega #769, or match existing.

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
  - brace suspension system to comply with local seismic codes
  - light fixture wires installed by this ceiling Trade Partner, attachment to light fixture by electrical contractor
  - the mechanical contractor(s) will supply and install their own wires for seismic bracing
  - Standard ceiling height is 9'
  - The ceiling height is to remain constant throughout the space, unless noted otherwise.
  - Layout grid pattern from center of room such that tiles at perimeter are a minimum of 12" wide, or as indicated on the drawings. General Contractor's superintendent is to approve grid layout prior to installation, if not shown by the contract documents / scope of work.
  - In no case shall grid penetrate walls.
  - Repair & infill work shall match existing materials, methods, and appearance
- Provide one full carton of each type of ceiling tile, or 2%, whichever is greater, as extra stock for Owner's use. Mark products clearly with local supplier, color code, suite number, location used, and date.

1

## 2 **VINYL WALL COVERING**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes wall covering and preparation of substrate.

9

### 10 **MATERIALS**

11 - Examine goods to assure that pattern, color, quantity and quality are as  
12 ordered.

13 - Separate goods by shade lot number and organize in roll number sequence.

14

### 15 **INSTALLATION**

16 - Installation shall be in accordance with manufacturer's instructions.

17

18 Surfaces to be covered must be clean, smooth, dry and structurally sound. Loose  
19 paint or other wall coverings must be removed. In order to ensure maximum  
20 smoothness of installation, nail heads, nicks, gouges, and other surface  
21 imperfections should be filled and sanded smooth. On new walls, wallboard joints  
22 should be taped, bedded, and sanded smooth.

23

24 Use self sizing, strippable, heavy duty clay adhesives.

25

26 New wall covering will not be installed over existing wall covering unless written  
27 permission is provided by the Contractor.

28

29 Horizontal joints will not be accepted.

30

31 Moisture content should not exceed 4%. Excessive moisture in wall needs to be  
32 corrected prior to the installation of the wall covering. Do not apply over mold or  
33 mildew. Report mold or mildew to the Contractor and wait for direction from the  
34 Contractor.

35

36 Do not hang vinyl over ball point pen writing, wax crayon, ink marker, oil based  
37 stains or any foreign matter that may bleed through the vinyl. Painted surfaces  
38 should be checked for possibility of pigment bleed-through. It is suggested that  
39 lead pencil only be used to mark vinyl or wall as pencil marks do not bleed.

40

41 Glossy surfaces should either be sanded to dull the surface or an application of  
42 appropriate primer should be made.

43

44 Before hanging, examine pattern for color uniformity and repeat in design.

45

46 Due to variations in color and texture, some patterns should be reversed in order  
47 to insure color uniformity.

48

49 Only full widths of material should be used for the most satisfactory installation.  
50 All material must be installed in roll sequence (numerical) within a shade lot

1 starting with the highest number first and going in decreasing order, with each  
2 strip in sequence as cut from the roll.

3  
4 Do not score substrate when double-cutting.

5  
6 If wall covering is thin or of a type that might not lay flat, install a level five finish  
7 or liner.

8  
9 Apply an even coat of adhesive to fabric side of material using a stiff bristle  
10 brush, roller or pasting machine in accordance with manufacturer  
11 recommendations. The wall covering should be applied to the wall as soon as it  
12 has become tacky. Smooth the surface, working out air bubbles as you go. As  
13 each strip is installed, immediately remove excess adhesive from wall covering  
14 surface and seams using natural sponge and a soft bristle brush frequently  
15 rinsed in clean warm water. Dry with clean cotton toweling. Vertical joints should  
16 not occur less than 6" from outside or inside corners.

17  
18 Do not install wall covering unless a temperature above 55 degrees is maintained  
19 in both areas of installation and storage. If adequate lighting is not in place,  
20 provide written notice to the Contractor who is responsible for lighting.

1

## 2 **RESILIENT FLOORING**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes vinyl composition floor tile and accessories.

9

### 10 **MATERIALS**

- 11 - VCT: Armstrong Standard Excelon or approved equal
- 12 - Wall base: Johnsonite or Roppe, vinyl, .080 x 4" coved toe
- 13 - Adhesive: moisture & alkali resistant type as recommended by manufacturer

14

### 15 **INSTALLATION**

- 16 - Installation shall be in accordance with manufacturer's instructions.
- 17 - If this Trade Partner's Scope of Work includes demolition, vinyl base is to be  
18 removed without causing damage to the wall finish above the vinyl base. If  
19 damage is caused to the wall finish, this Trade Partner will bear the expense of  
20 the repair.
- 21 - fine sweep areas to remove grit
- 22 - comply with manufacturer's instructions
- 23 - locate seams under doors such that joint is concealed when door is closed
- 24 - install vinyl reducers/termination strips with as close as possible color match to  
25 vinyl base
- 26 - layout tile pattern from center of room such that tiles at perimeter are a  
27 minimum of 6" wide, or as indicated on the drawings.
- 28 - install VCT in restrooms and break rooms
- 29 - Apply a floor-leveling compound at the edge(s) of ceramic, porcelain and/or  
30 stone tile to allow for smooth transition to VCT. No more than 3/16" height  
31 difference between finish heights shall be permitted. If floor leveling material is  
32 necessary to meet this requirement, the material shall be feathered a minimum of  
33 18".
- 34 - All tile joints shall be tight, without gaps or "windows." Joints within a room will  
35 align with adjacent room tile joints.
- 36 - Repair & infill work shall match existing materials and methods.
- 37 - All materials applied over subsurface will be considered as acceptance of  
38 subsurface by materials applicator.
- 39 - Wall base shall be applied with joints kept to a minimum. The top and bottom  
40 edges shall be in complete and continuous contact with the wall surface and floor  
41 surfaces.
- 42 - Maintain minimum of 12" between corner and wall base joint.
- 43 - Trade Partner shall inspect the sub-flooring before commencement of work.  
44 Trade Partner shall assume full responsibility for any unacceptable finish work  
45 caused by sub-floor conditions and subsequent corrections required by the  
46 General Contractor.
- 47 - All cutting of VCT for floor penetrations shall be the responsibility of this  
48 Trade Partner.
- 49 - Floor covering in closets shall be the same as that of the spaces into which the  
50 closet opens, unless noted otherwise.

1 - This Trade Partner shall provide removal of existing flooring materials, along  
2 with minor prep typical for this work. In the event VCT is to be installed over  
3 existing adhesive which will prevent an even appearance in the new VCT work,  
4 this Trade Partner will be responsible for removing existing adhesive, or floating  
5 with Ardex or approved equal.

6 - Minor prep is defined as filling small cracks 1/8" in width or less, fill gouges up  
7 to 3/4" deep, feather offsets in floor heights of 1/4" or less and final floor sweep.

8  
9 Provide unused materials of each type and color of vinyl tile & base as extra  
10 stock for Owner's use. Mark products clearly with supplier, color code, suite  
11 number, location used, and date.

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2 **CARPET**

3 The requirements of the Instructions to Bidders, General Conditions, and  
4 Contract Documents / Scope of Work are applicable to this section and form a  
5 part of the Subcontract.

6

7 This section includes glue down nylon carpet and accessories.

8

9 - A per yard dollar allowance will be identified in the Contract Documents / Scope  
10 of Work. This allowance is defined as the Trade Partner cost (including  
11 Trade Partner profit) to provide and install carpet material only (vinyl base cost is  
12 in addition to this allowance)

13

14 **MATERIALS**

- 15 - 26 ounce multicolor loop nylon gluedown carpet
- 16 - Wall base: vinyl, .080" x 4" coved toe
- 17 - Adhesive: moisture & alkali resistant type as recommended by manufacturer
- 18 - Provide ten year warranty covering edge ravel and delamination
- 19 - Provide high tuft bind unitary backing
- 20 - Install vinyl reducers/termination strips which match base color as close as  
21 possible at transitions in floor finishes.

22

23 **INSTALLATION**

- 24 - Installation shall be in accordance with manufacturer's instructions.
- 25 - If this Trade Partner's Scope of Work includes demolition, vinyl base is to be  
26 removed without causing damage to the wall finish above the vinyl base. If  
27 damage is caused to the wall finish, this Trade Partner will bear the expense of  
28 the repair.
- 29 - Fine sweep areas to remove grit
- 30 - Fill low spots, cracks, joints, and other defects with Ardex or approved equal
- 31 - Locate seams between rooms under doors such that joint is concealed when  
32 door is closed
- 33 - Locate seams at right angles to main direction of travel, in area of least traffic,  
34 avoid pivot points and conspicuous locations.
- 35 - Wall base shall be applied in full four foot lengths with joints kept to a minimum.  
36 The top and bottom edges shall be in complete and continuous contact with the  
37 wall and floor surfaces.
- 38 - Maintain minimum of 12" space between corner and wall base joint.
- 39 - All cutting of carpet for floor penetrations shall be the responsibility of the carpet  
40 Trade Partner.
- 41 - Apply a floor-leveling compound at the edge(s) of ceramic, porcelain and/or  
42 stone tile to allow for smooth transition to carpet. No more than 3/16" height  
43 difference between finish heights shall be permitted.
- 44 - Repair & infill work shall match existing materials and methods
- 45 - All materials applied over subsurface will be considered as acceptance of  
46 subsurface by materials applicator.
- 47 - Trade Partner shall inspect the sub-flooring before commencement of work.  
48 Trade Partner shall assume full responsibility for any unacceptable finish work  
49 caused by sub-floor conditions and subsequent corrections required by the  
50 General Contractor.



- 1 - If a carpet border is requested, the standard width shall be 18" unless otherwise  
2 noted. The General Contractor will request a border layout from the client and  
3 will provide this document to the Trade Partner.  
4 - This Trade Partner shall provide removal of existing similar materials, along  
5 with minor prep typical for this work.

6  
7 Minor prep is defined as filling small cracks 1/8" in width or less, fill gouges and  
8 voids up to 3/4" deep, feather offsets in floor heights of 1/4" or less and final floor  
9 sweep.

10  
11 Floor covering in closets shall be the same as that of the spaces into which the  
12 closet opens, unless noted otherwise.

13  
14 All excess pieces of usable carpet (one square-yard or larger) shall be rolled,  
15 tagged (manufacturer and color information, suite and size) and delivered to the  
16 General Contractor for future use.

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## **PAINTING**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes surface preparation, field painting and field finishing of exterior and interior surfaces.

## **MATERIALS**

Acceptable Manufacturers: Benjamin Moore, Pittsburgh Paints, Sherwin Williams, Kwal/Howell, ICI Dulux, Diamond Vogel

## **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
- Use the manufacturer's best contractor grade material for all products supplied under this section. Standard wall paint sheen is eggshell.
- Remove staples, tape, and residues that will compromise adhesion or appearance. Spackle holes smaller than 1/4" in diameter and wipe away excess spackle residue.
- The General Contractor shall remove electrical cover plates, hardware, trims, and other surface mounted items prior to the painters work, and shall replace same devices after final coat.
- Prime and seal marks or stains that may bleed through surface finishes.
- Examine surfaces to be finished and report any conditions that may affect proper application.
- Wood doors are to be sanded to remove minor scuffs, burrs, and dirt.
- Caulk gaps which occur between dissimilar adjacent surfaces.
- Existing gypsum wallboard surfaces to be repainted with one coat to match the existing color, corner to corner, unless noted otherwise. Provide primer coat at repaired surfaces before applying color coat.
- Existing doors and door frames to be recoated shall receive one coat of semi-gloss enamel of same system (latex or oil base), or one coat of clear finish if appropriate.
- New doors and door frames to be painted shall receive one coat of primer and two coats of oil base semi-gloss enamel.
- New gypsum wallboard surfaces are to receive one coat of primer and two coats of finish color.
- Wood surfaces shall receive stain if called out in the Contract Documents / Scope of Work
- Clear finish coats on wood surfaces will include one coat of clear sealer and two coats of clear water base acrylic polyurethane satin finish.
- General Contractor to approve each coat prior to Trade Partner proceeding with subsequent coats.
- Unless otherwise noted, all new materials to be field finished will receive one coat of primer/sealer and two subsequent finish coats
- Unpainted masonry will have block filler applied prior to being painted.
- Wood doors are to be sealed on side, top, and bottom edges.
- Existing wood doors shall be lightly sanded, minor repairs made, stain touched up if needed, and have one coat of clear finish applied.

- 1 - Fully mask and/or protect all surfaces adjacent to surfaces receiving paint.
- 2 Remove roller splatter and overbrush.
- 3 - Spraying is not allowed unless approved in writing by the General Contractor.
- 4 - Wallboard surfaces shall be eggshell finish unless noted otherwise. Painted
- 5 door frames, doors and trim shall be semi-gloss. Clear coat finish shall be satin.
- 6 - If ceiling grid wall angle is to be caulked, it will be shown in the Contract
- 7 Documents / Scope of Work and will be provided by this Trade Partner.
- 8 - Where applicable, hollow metal glazing stops and screws are to be removed by
- 9 the General Contractor, painted by painting Trade Partner, and reinstalled by the
- 10 glass and glazing Trade Partner.
- 11 - Cabinets shall be shop-finished by others prior to installation in the field.
- 12 - All materials applied over subsurface will be considered as acceptance of
- 13 subsurface by materials applicator.
- 14 - Painting tools and equipment are not to be cleaned on site.
- 15 - Upon completion of project, deliver unused paint (at least one half gallon per
- 16 type, color, and sheen) to the General Contractor for future touch-up. Mark cans
- 17 clearly with local supplier, color code, suite number, location used, and date.
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## **RESTROOM ACCESSORIES / FIRE PROTECTION SPECIALTIES**

The requirements of the Instructions to Bidders, General Conditions, and Contract Documents / Scope of Work are applicable to this section and form a part of the Subcontract.

This section includes restroom accessories and fire protection specialties.

### **MATERIALS**

- Accessories shall be Bobrick or prior approved equivalent.
- Fire protection specialties shall be JL Industries or prior approved equivalent.

Single fixture restrooms shall be equipped with the following:

- SS framed mirror B-165 18" x 36"
- Grab bars B-6806 x 36 & B6806 x 42"
- Single TTD standard - B-803
- 6 x 9 restroom signs with braille

When specified, the following specialties shall be provided:

- Tilted mirror fixed B-293 18" x 36
- Single TTD Secure B-2730
- Double TTD Secure B-2740
- Recessed combo unit B-369
- PTD B-262
- Seat Cover Dispenser B-221

Provide one surface mounted 2A10BC 5# fire extinguisher per 3000 sf of floor space, or not to exceed 75 feet of travel from any point.

When specified, the following fire extinguisher cabinets shall be provided

- Surface JL-1013
- Semi recessed JL-1017
- Fully recessed JL-1015

### **INSTALLATION**

- Installation shall be in accordance with manufacturer's instructions.
- Remove and reinstall toilet partitions if sheet flooring is being installed.

1

## 2 **GENERAL MECHANICAL REQUIREMENTS**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes plumbing, fire protection, heating, ventilation, air  
9 conditioning, and HVAC controls.

10

11 Certain portions of the SELECTIVE DEMOLITION section of these technical  
12 specifications are applicable to mechanical work and shall be included in this  
13 Trade Partner's work.

14

15 The mechanical work shall be performed in accordance with the most recent  
16 applicable provisions of the code as adopted and interpreted by local governing  
17 authorities.

18

19 Trade Partner shall obtain & pay for all permits for their portion(s) of the work.

20

21 **Systems shall not be shut down until the General Contractor has provided**  
22 **to the Trade Partner a completed copy of the attached form, "Authorization**  
23 **to Shutdown Systems."**

24

25 **The attached form, "Restoration of Systems" shall be completed by the**  
26 **General Contractor when systems are restored.**

27

28 Removals & Demolition:

29 - Trade Partner shall cap and remove any articles (piping, ductwork, etc.)  
30 protruding through the surfaces which remain within designated areas of  
31 demolition and/or construction. Repairs and reconnections shall meet all  
32 applicable code requirements. Coordinate with requirements of specific sections  
33 of drawings, specifications and notes.

34 - Trade Partner shall reclaim refrigerant from any and all cooling equipment to be  
35 disposed of.

36 - When existing removed items are to be reused, provide secure storage.

37 - When relocations & demolition will affect the proper & efficient operation of the  
38 system, the Trade Partner shall consult with an engineer for recommendations,  
39 and price and install the work accordingly.

40 - Relocate ductwork, piping, and equipment necessary to accommodate new  
41 partition layout.

42

43

44 Provide seismic bracing for all fixtures, piping, equipment, ductwork, diffusers,  
45 etc., in ceiling space to conform with code requirements.

46

47 Installation shall be in accordance with manufacturer's instructions.

48

49 Provide certificates of inspections to the General Contractor as the Work  
50 progresses.

1

2 **PLUMBING WORK**

3

4 - Trade Partner will remove and dispose of fixtures to be demolished. A waste  
5 receptacle will be provided by the General Contractor.

6 - Trade Partner shall disconnect pipe and drains in areas to be demolished. The  
7 Contractor will remove the pipe and drains.

8 - Plumbing Trade Partner shall be responsible for final connections of all  
9 plumbing devices, whether furnished by Tenant, General Contractor, or Owner.

10 - Provide water heater if there is none existing or if alterations exceed capacity of  
11 existing water heater. When new water heater is installed, provide pan with drain  
12 to daylight and T&P drain to daylight as required by code.

13 - Provide dielectric insulating fittings to connect dissimilar materials.

14 - Cutting and removal of concrete and asphalt will be provided by General  
15 Contractor. Repairing of concrete and other surfaces removed for access to new  
16 Work will be provided by General Contractor.

17 - Plumbing Trade Partner will provide soil excavation as necessary and backfill to  
18 95% maximum density.

19 - Provide pipe insulation for hot water piping and piping exposed to the possibility  
20 of freezing or condensation.

21 - If a utility sink does not exist, provide one 24" x 24" fiberglass utility sink or mop  
22 sink with faucet.

23 - If an accessible water fountain does not exist, provide one ADA compliant  
24 electric water cooler.

25 - Before any insulation is installed or before piping is covered or enclosed, all  
26 piping systems shall be tested and proven tight at not less than 150% of the  
27 maximum service pressure which the piping systems will be required to handle.  
28 Piping system tests shall be witnessed and approved by the inspector. If no  
29 inspector is involved, the General Contractor shall be notified 24 hours ahead to  
30 provide witness and approval.

31 - Drain, waste, and vent systems shall be tested by filling system with water.  
32 System shall remain filled with no loss of water for a minimum of two hours.  
33 Drain system tests shall be witnessed and approved by the inspector. If no  
34 inspector is involved, the General Contractor shall be notified 24 hours ahead to  
35 provide witness and approval.

36 - Provide water hammer arrestors as necessary to avoid water hammer noise.

37 - Breakroom sink bowl size is to be 15" wide x 15" front to back x 10" deep single  
38 bowl unless otherwise noted.

39 - Provide insulation on exposed drains and supply lines under sinks.

40 - When ADA compliance is specified, provide compliant fixtures mounted at  
41 required heights. Provide handle on water closets on side of bowl closest to area  
42 of wheelchair turning radius.

43 - When backing is required for installation of fixtures, provide advance written  
44 notice to General Contractor prior to the framing stage which identifies type and  
45 location of backing.

46 - If necessary, provide natural gas regulators sized for the system inlet pressure  
47 and the required appliance operating pressure. Provide code approved venting  
48 of all regulators.

49 - Drain and flush to provide satisfactory potable water. Sterilization system tests  
50 shall be witnessed and approved by the inspector. If no inspector is involved, the

- 1 General Contractor shall be notified 24 hours ahead to provide witness and  
2 approval.
- 3 - Provide backflow prevention from cross contamination and back-siphonage of  
4 potable water supply piping.
  - 5 - Provide caulking of fixtures installed under this section.
  - 6 - Provide gas to new gas fired water heaters, unit heaters, furnaces, and  
7 appliances.
  - 8 - Plumbing penetrations will have flashing provided by this Trade Partner and  
9 sealing to existing will be provided by the Contractor, or the Contractor's roofer.
  - 10 - Remove and reinstall floor mounted toilets when flooring is being replaced in  
11 restrooms.
  - 12 - When existing removed items are to be reused, secure storage shall be  
13 provided by this plumbing Trade Partner.
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**FIRE PROTECTION SYSTEMS**

- Trade Partner shall disconnect and remove pipe in areas to be demolished.
- Provide design, local fire marshal approvals, materials, labor, and equipment necessary to modify, test, and place into service a renovated sprinkler system.
- Relocate and add heads as necessary for new wall and ceiling layout.
- Provide backflow protection from cross contamination and back-siphonage of potable water supply piping.
- Extend the existing fire suppression system to provide full coverage for all renovated areas of the project.
- All fire lines subject to freezing shall be protected.
- Fire protection systems shall not be shut down without written permission of the building owner and General Contractor, and will be put back into service before the end of the shift.
- The attached "Shutdown Notice" and "Restoration of Water Notice" shall be used and completed by the General Contractor prior to any shut down or restoration.



1

2 **HVAC WORK**

3 - Trade Partner shall remove ductwork, flatten it, and remove it to a dumpster  
4 provided by the general contractor for all areas where demolition is required.

5 - Trade Partner shall remove and dispose of offsite any equipment shown to be  
6 removed.

7 - All HVAC diffusers, returns and exhaust fans shall have white grilles with 2"  
8 adjustable blades, or shall provide new to match existing if applicable. New  
9 diffusers shall have hand dampers. Coordinate selection with the General  
10 Contractor prior to beginning work. All HVAC returns and return air penetrations  
11 shall have 24"x24" plastic egg crate white grille, or shall provide new to match  
12 existing if applicable. Match existing acoustical boots when applicable.

13 - All HVAC units shall be located in the ceiling or on rooftops unless noted  
14 otherwise. Service clearances shall be in accordance with unit manufacturer.

15 - HVAC Trade Partner shall provide controls and control wiring. Conduit and  
16 rough-in boxes (including for thermostats) will be provided by electrical  
17 Trade Partner. Final termination of all control wiring is by the HVAC  
18 Trade Partner

19 - On all units flowing more than 2000 cfm, smoke detectors will be provided and  
20 installed by HVAC Trade Partner, if line voltage is required, it will be provided by  
21 the Electrical Trade Partner. HVAC Trade Partner shall provide control wire to  
22 unit to shut down on smoke detector activation. Fire Alarm Trade Partner shall  
23 wire smoke detectors to the fire panel.

24 - Trade Partner shall install HVAC units with clear access to filters and shutoff  
25 valves for future maintenance. New filters and shutoff valves installed under this  
26 Contract are to be located on a plan and submitted to General Contractor for  
27 Owner's future reference.

28 - Position roof-mounted equipment in a manner to allow for roof maintenance.  
29 Shim to perfectly level. Install with service clearances per equipment  
30 manufacturer.

31 - Trade Partner shall install new, clean filters in all HVAC units and balance the  
32 HVAC system to Tenant comfort upon completion of the project.

33 - Provide equipment capacities with adjustments to accommodate local elevation  
34 above sea level

35 - Provide duct insulation at all tempered air ductwork. Provide metal jacketing on  
36 duct insulation which is exposed to the potential of physical damage.

37 - All ductwork exposed to be weather shall be lined with 1" thermal liner and  
38 ductwork sealed with ProSeal duct sealer or equal non water soluble duct sealer.

39 - An exhaust fan will be required at any new restroom. Size for 60 cfm per fixture  
40 or ten air changes per hour, whichever is greater.

41 - A water heater vent will be required by HVAC Trade Partner for any new gas  
42 water heater.

43 - Relocate and add supply and return air for new wall & ceiling layout.

44 - Flex duct use shall be limited to no more than six foot lengths.

45 - All penetrations through a metal roof shall be curbed, flashed, and  
46 counterflashed.

47 - The General Contractor will be responsible for final sealing of penetrations.

48 - Duct penetrations shall be located between structural members and the roof  
49 deck shall be supported by the General Contractor if the penetration is larger  
50 than 12".

- 1 - If necessary, HVAC thermostats will be relocated by the mechanical
- 2 Trade Partner.
- 3 - The mechanical Trade Partner shall include startup of new or relocated
- 4 equipment.
- 5 - When existing removed items are to be reused, secure storage shall be
- 6 provided by this mechanical Trade Partner
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2 **GENERAL ELECTRICAL PROVISIONS**

3

4 The requirements of the Instructions to Bidders, General Conditions, and  
5 Contract Documents / Scope of Work are applicable to this section and form a  
6 part of the Subcontract.

7

8 This section includes electrical gear & panels, conduit & wiring, light fixtures, and  
9 wiring devices.

10

11 Certain portions of the SELECTIVE DEMOLITION section of these technical  
12 specifications are applicable to electrical work and shall be included in this  
13 Trade Partner's work.

14

15 Electrical work shall be performed in accordance with the most recent applicable  
16 provisions of the code as adopted and interpreted by local governing authorities.

17

18 The attached form, "Authorization to Shutdown Systems" shall be used by the  
19 Trade Partner prior to disabling any systems.

20

21 The attached form, "Restoration of Systems" shall be used by the Trade Partner  
22 when systems are restored.

23

24 Removals & Demolition:

25 - Trade Partner shall "make safe" existing electrical circuits to be demolished by  
26 disconnecting power. The Contractor will dispose of the conduit and equipment.

27 - Trade Partner shall cap and remove any articles (conduit, receptacles, etc.)  
28 protruding through the surfaces which remain within designated areas of  
29 demolition and/or construction. Repairs and reconnections shall meet all  
30 applicable code requirements.

31 - Coordinate with requirements of specific sections of drawings, specifications  
32 and notes.

33 - When existing removed items are to be reused, secure storage shall be  
34 provided by this electrical Trade Partner.

35

36 Installation:

37 - Install seismic bracing in accordance with local codes, light wires installed by  
38 the ceiling Trade Partner, attachment to light fixture by electrical contractor.

39 - Installation shall be in accordance with manufacturer's instructions.

40 - Provide certificates of inspections to the General Contractor as the Work  
41 progresses.

42 - HVAC Trade Partner shall provide controls and control wiring. Conduit will be  
43 provided by electrical Trade Partner.

44 - Provide lighting equivalent to one 2 x 4 prismatic lens fluorescent fixture for  
45 each 85 square feet of floor space.

46 - Unless otherwise noted, communication and data systems will be provided by  
47 the tenant. The electrical Trade Partner will provide rough-in as necessary for  
48 special systems. All power, communication and data cable in open return air  
49 plenums shall be UL-rated for use in return air plenums.

50

- 1 - Provide rough-in as necessary for HVAC controls.  
2 - On all HVAC units flowing more than 2000 cfm, smoke detectors will be  
3 provided and installed by HVAC Trade Partner, if line voltage is required, it will  
4 be provided by the Electrical Trade Partner. HVAC Trade Partner shall provide  
5 wire to unit to shut down on smoke detector activation. Fire Alarm Trade Partner  
6 shall wire smoke detectors to the fire panel.

- 7  
8 - Relocate lighting, switches, and outlets as necessary to accommodate new  
9 partition layout.

10  
11 Unless otherwise shown by the Contract Documents / Scope of Work, provide  
12 the following:

13  
14 Receptacles

- 15 - three in each standard sized room (up to 12' x 12')  
16 - 12' maximum spacing in larger rooms  
17 - 25 foot spacing in hallways  
18 - 50 foot spacing in showroom and retail areas  
19 - one GFCI outlet per 4' of breakroom base cabinets

20  
21 Lighting

- 22 - 2 x 4 prismatic fixtures at one per 85 square feet of floor space  
23 - new fixtures are to be 3 lamp T-8 prismatics, 32 watt econowatt type lamps  
24 - switch at door to each room on wall at latch side  
25 - reuse existing fixtures when possible  
26 - relocate existing fixtures for new wall layout  
27 - exit and battery backup lighting as required by code  
28  
29 - One data rough-in at each office, conference room, and work area (or as shown  
30 by the Contract Documents / Scope of Work)  
31 - Provide fixtures, wiring devices and cover plates to match existing.  
32 - Provide electrical to new electric heaters, furnaces, unit heaters, water heaters,  
33 and other appliances.  
34 - Provide rough-in for thermostats installed under Division 15.  
35 - Electrical Trade Partner shall be responsible for 'hard-wire' final connections of  
36 furniture, signs, office equipment and appliances shown by the Contract  
37 Documents / Scope of Work  
38 - At a new restroom, a GFCI outlet, a 2' x 4' light fixture, a switch, and power &  
39 switch for an exhaust fan will be required as a minimum.  
40 - When service is provided to equipment installed on roof, provide a GFCI  
41 convenience outlet.  
42 - Cutting and removal of concrete and asphalt will be provided by General  
43 Contractor. Patching of concrete, and repairing of landscaping and other  
44 surfaces removed for access to new Work will be provided by General  
45 Contractor.  
46 - Unless otherwise noted, communication and data systems will be provided by  
47 the tenant. The electrical Trade Partner will provide rough-in as necessary for  
48 special systems. All power, communication and data cable in open return air  
49 plenums shall be UL rated for use in return air plenums.  
50 - Electrical Trade Partner will provide soil excavation as necessary and backfill to  
51 95% maximum density.

1 - The General Contractor will be responsible for attaining the client's approval for  
2 electrical and data rough-ins after framing is complete and before electrical  
3 rough-in commences. The locations will be marked on the floor in spray paint by  
4 the General Contractor.  
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3167 San Mateo NE #180 / Albuquerque, NM 87110  
Phone (505) 332-2322 / www.LeeCon.us

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2  
3 **AUTHORIZATION TO SHUTDOWN SYSTEMS**

4  
5 Client / Property Manager Business Name: \_\_\_\_\_

6  
7 Client / Property Manager Representative Printed Name: \_\_\_\_\_

8  
9 LeeCon General Contractor (LCGC) is hereby authorized to turn off the following  
10 system(s) to perform the work LCGC is required to perform on this property:

11  
12  Fire sprinkler water supply \_\_\_\_\_

13  
14  Fire alarm \_\_\_\_\_

15  
16  Security alarm \_\_\_\_\_

17  
18  Water \_\_\_\_\_

19  
20  Sewer \_\_\_\_\_

21  
22  Heating / Cooling / Duct Detectors \_\_\_\_\_

23  
24  Electrical \_\_\_\_\_

25  
26  Smoke Detection \_\_\_\_\_

27  
28  Data / Phone / Communication system \_\_\_\_\_

29  
30  Nurse call system \_\_\_\_\_

31  
32  Other - please specify \_\_\_\_\_

33  
34 By: \_\_\_\_\_

35 Client / Property Manager Representative Signature \_\_\_\_\_

36  
37 It is understood that the representative above has authority to represent the Client /  
38 Property Manager.

39  
40 LCGC strongly recommends the representative above notify their insurer, tenants, and  
41 other affected parties of the shutdown.

42  
43  
44

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2  
3 **RESTORATION OF SYSTEMS**

4  
5 Client / Property Manager Business Name: \_\_\_\_\_

6  
7 Client / Property Manager Representative Printed Name: \_\_\_\_\_

8  
9 The undersigned acknowledges the systems below have been returned to full  
10 and complete operation:

- 11  Fire sprinkler water supply \_\_\_\_\_
- 12
- 13  Fire alarm \_\_\_\_\_
- 14
- 15  Security alarm \_\_\_\_\_
- 16
- 17  Water \_\_\_\_\_
- 18
- 19  Sewer \_\_\_\_\_
- 20
- 21  Heating / Cooling / Duct Detectors \_\_\_\_\_
- 22
- 23  Electrical \_\_\_\_\_
- 24
- 25  Smoke Detection \_\_\_\_\_
- 26
- 27  Data / Phone / Communication system \_\_\_\_\_
- 28
- 29  Nurse call system \_\_\_\_\_
- 30
- 31  Other - please specify \_\_\_\_\_
- 32
- 33
- 34

35 By: \_\_\_\_\_  
36 Client / Property Manager Representative Signature Date

37  
38 It is understood that the representative above has authority to represent the  
39 Client / Property Manager.

40  
41 LCGC strongly recommends the representative above notify their insurer,  
42 tenants, and other affected parties of the shutdown.

43

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3 **BURN PERMIT REQUEST AND FIRE WATCH PLAN**  
4

5 This form is to be filled out by the individual who will be performing the torch,  
6 soldering, grinding, or welding activity. The General Contractor will grant written  
7 permission with their supervisor's signature, and the applicant will return the form  
8 to the General Contractor after completion of the activity and the burn watch  
9 specified below.

10  
11 Date \_\_\_\_\_ Company requesting burn permit \_\_\_\_\_  
12

13 The duration of the burn watch shall last: 15 minutes / 30 minutes / 1 hour (the  
14 duration of the burn watch is to be selected by the General Contractor  
15 supervisor).

16  
17 Signature of person requesting burn permit \_\_\_\_\_  
18 who promises the burn activity will be completed as follows:

- 19  
20 - burn watch from start of the activity plus the burn watch period selected above.  
21 - fire extinguisher on hand  
22 - thoroughly moisten adjacent areas before and after operations with water  
23

24 Signature of dedicated fire watch person \_\_\_\_\_  
25

26 Activity to be conducted (welding, soldering, etc) \_\_\_\_\_  
27  
28  
29

30 \_\_\_\_\_  
Signature of General Contractor supervisor granting permission                      Date  
31  
32  
33  
34  
35