

**PARKING GARAGE
DEPARTMENT OF VETERANS AFFAIRS
WILKES-BARRE, PENNSYLVANIA
PROJECT NUMBER 693-222**

**VOLUME 1
DIVISIONS 0 and 1
PROJECT MANUAL**

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**SECTION 01 00 00
GENERAL REQUIREMENTS**

1.1 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition and removal of existing structures, and furnish labor and materials and perform work for **Constructing Parking Garage** as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Medical Center Engineering Officer.
- C. Offices of Crabtree, Rohrbaugh & Associates, as Architect-Engineers, will render certain technical services during construction. Such services shall be considered as advisory to the Government and shall not be construed as expressing or implying a contractual act of the Government without affirmations by Contracting Officer or his duly authorized representative.
- D. Before placement and installation of any work subject to tests by testing laboratory retained by Department of Veterans Affairs, the Contractor shall notify the Resident Engineer in sufficient time to enable testing laboratory personnel to be present at the site in time for proper taking and testing of specimens and field inspection. Such prior notice shall be not less than three work days unless otherwise designated by the Resident Engineer.
- E. All employees of general contractor and subcontractors shall comply with VA security management program and obtain permission of the VA police, be identified by project and employer, and restricted from unauthorized access.
- F. Prior to commencing work, general contractor shall provide proof that a OSHA designated "competent person" (CP) (29 CFR 1926.20(b)(2)) will maintain a presence at the work site whenever the general or subcontractors are present.
- G. Training:
 - 1. All employees of general contractor or subcontractors shall have the 10-hour OSHA Construction Safety course and other relevant competency training, as determined by RE/COR acting as the Construction Safety Officer with input from the facility Construction Safety Committee.
 - 2. Submit training records of all such employees for approval before the start of work.
- H. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section

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1.2 STATEMENT OF BID ITEM(S)

A. ITEM I - GENERAL CONSTRUCTION: Work includes general construction, alterations, drainage, mechanical and electrical work, utility systems, necessary removal of existing structures and construction and certain other items.

B. ALTERNATE NO.1: _____

C. ALTERNATE NO. 2: _____

1.3 SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR

A. AFTER AWARD OF CONTRACT, two (2) hardcopy sets of specifications and drawings will be furnished, along with one (1) set of each in reproducible electronic format.

B. Additional sets of drawings may be made by the Contractor, at Contractor's expense, from reproducibles furnished by Issuing Office.

1.4 CONSTRUCTION SECURITY REQUIREMENTS

A. Security Plan:

1. The security plan defines both physical and administrative security procedures that will remain effective for the entire duration of the project.
2. The General Contractor is responsible for assuring that all sub-contractors working on the project and their employees also comply with these regulations.

B. Security Procedures:

1. General Contractor's employees shall not enter the project site without appropriate badge. They may also be subject to inspection of their personal effects when entering or leaving the project site.
2. For working outside the "regular hours" as defined in the contract, The General Contractor shall give 3 days notice to the Contracting Officer so that security arrangements can be provided for the employees. This notice is separate from any notices required for utility shutdown described later in this section.
3. No photography of VA premises is allowed without written permission of the Contracting Officer.
4. VA reserves the right to close down or shut down the project site and order General Contractor's employees off the premises in the event of a national emergency. The General Contractor may return to the site only with the written approval of the Contracting Officer.

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C. Guards:

1. The General Contractor shall provide unarmed guards at the project site after construction hours.
2. The guard shall have communication devices to report events as directed by VA police.
3. The General Contractor shall install equipment for recording guard rounds to ensure systematic checking of the premises.

D. Key Control:

1. The General Contractor shall provide duplicate keys and lock combinations to the Resident Engineer for the purpose of security inspections of every area of project including tool boxes and parked machines and take any emergency action.
2. The General Contractor shall turn over all permanent lock cylinders to the VA locksmith for permanent installation. See Section 08 71 00, DOOR HARDWARE and coordinate.

E. Document Control:

1. Before starting any work, the General Contractor/Sub Contractors shall submit an electronic security memorandum describing the approach to following goals and maintaining confidentiality of "sensitive information".
2. The General Contractor is responsible for safekeeping of all drawings, project manual and other project information. This information shall be shared only with those with a specific need to accomplish the project.
3. Certain documents, sketches, videos or photographs and drawings may be marked "Law Enforcement Sensitive" or "Sensitive Unclassified". Secure such information in separate containers and limit the access to only those who will need it for the project. Return the information to the Contracting Officer upon request.
4. These security documents shall not be removed or transmitted from the project site without the written approval of Contracting Officer.
5. All paper waste or electronic media such as CD's and diskettes shall be shredded and destroyed in a manner acceptable to the VA.
6. Notify Contracting Officer and Site Security Officer immediately when there is a loss or compromise of "sensitive information".
7. All electronic information shall be stored in specified location following VA standards and procedures using an Engineering Document Management Software (EDMS).

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- a. Security, access and maintenance of all project drawings, both scanned and electronic shall be performed and tracked through the EDMS system.
- b. "Sensitive information" including drawings and other documents may be attached to e-mail provided all VA encryption procedures are followed.

F. Motor Vehicle Restrictions

1. Vehicle authorization request shall be required for any vehicle entering the site and such request shall be submitted 24 hours before the date and time of access. Access shall be restricted to picking up and dropping off materials and supplies.
2. Separate permits shall be issued for General Contractor and its employees for parking in designated areas only.

1.5 FIRE SAFETY

- A. Applicable Publications: Publications listed below form part of this Article to extent referenced. Publications are referenced in text by basic designations only.

1. American Society for Testing and Materials (ASTM):

E84-2009Surface Burning Characteristics of Building Materials

2. National Fire Protection Association (NFPA):

10-2010.....Standard for Portable Fire Extinguishers

30-2008.....Flammable and Combustible Liquids Code

51B-2009Standard for Fire Prevention During Welding, Cutting and Other Hot Work

70-2011.....National Electrical Code

241-2009.....Standard for Safeguarding Construction, Alteration, and Demolition Operations

3. Occupational Safety and Health Administration (OSHA):

29 CFR 1926Safety and Health Regulations for Construction

- B. Fire Safety Plan: Establish and maintain a fire protection program in accordance with 29 CFR 1926. Prior to start of work, prepare a plan detailing project-specific fire safety measures, including periodic status reports, and submit to the Resident Engineer and Facility Safety Officer for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES Prior to any worker for the contractor

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or subcontractors beginning work, they shall undergo a safety briefing provided by the general contractor's competent person per OSHA requirements. This briefing shall include information on the construction limits, VAMC safety guidelines, means of egress, break areas, work hours, locations of restrooms, use of VAMC equipment, etc. Documentation shall be provided to the Resident Engineer that individuals have undergone contractor's safety briefing.

- C. Site and Building Access: Maintain free and unobstructed access to facility emergency services and for fire, police and other emergency response forces in accordance with NFPA 241.
- D. Separate temporary facilities, such as trailers, storage sheds, and dumpsters, from existing buildings and new construction by distances in accordance with NFPA 241. For small facilities with less than 6 m (20 feet) exposing overall length, separate by 3m (10 feet).
- E. Temporary Construction Partitions:
 - 1. Install and maintain temporary construction partitions to provide smoke-tight separations between areas that are described in phasing requirements, construction areas, and adjoining areas. Construct partitions of gypsum board as described (flame spread rating of 25 or less in accordance with ASTM E84) on both sides of fire retardant treated wood or metal steel studs. Extend the partitions through suspended ceilings to floor slab deck or roof. Seal joints and penetrations. At door openings, install Class C, ¾ hour fire/smoke rated doors with self-closing devices.
 - 2. Install one-hour and two-hour fire-rated temporary construction partitions as shown on drawings to maintain integrity of existing exit stair enclosures, exit passageways, fire-rated enclosures of hazardous areas, horizontal exits, smoke barriers, vertical shafts and openings enclosures.
 - 3. Close openings in smoke barriers and fire-rated construction to maintain fire ratings. Seal penetrations with listed through-penetration firestop materials in accordance with Section 07 84 10, FIRESTOPPING.
- F. Temporary Heating and Electrical: Install, use and maintain installations in accordance with 29 CFR 1926, NFPA 241 and NFPA 70.
- G. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Resident Engineer and facility Safety Officer.
- H. Egress Routes for Construction Workers: Maintain free and unobstructed egress. Inspect daily. Report findings and corrective actions weekly to Resident Engineer and facility Safety Officer.
- I. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
- J. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30.

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- K. Existing Fire Protection: Do not impair automatic sprinklers, smoke and heat detection, and fire alarm systems, except for portions immediately under construction, and temporarily for connections. Provide fire watch for impairments more than 4 hours in a 24-hour period. Request interruptions in accordance with Article, OPERATIONS AND STORAGE AREAS, and coordinate with Resident Engineer and facility Safety Officer. All existing or temporary fire protection systems (fire alarms, sprinklers) located in construction areas shall be tested as coordinated with the medical center. Parameters for the testing and results of any tests performed shall be recorded by the medical center and copies provided to the Resident Engineer.
- M. Smoke Detectors: Prevent accidental operation. Prior to commencement of demolition the Contractor shall replace existing smoke detectors within the Project Area with heat detectors compatible with the existing fire alarm system. Heat detectors shall be maintained throughout the course of construction. At the completion of construction, the Contractor shall replace the heat detectors with the smoke detectors specified for the Project. Coordinate with Resident Engineer and facility Safety Officer.
- N. Hot Work: Perform and safeguard hot work operations in accordance with NFPA 241 and NFPA 51B. Coordinate with Resident Engineer. Obtain permits from facility Safety Officer at least four hours in advance.
- O. Fire Hazard Prevention and Safety Inspections: Inspect entire construction areas weekly. Coordinate with, and report findings and corrective actions weekly to Resident Engineer and facility Safety Officer.
- P. Smoking: Smoking is prohibited in and adjacent to construction areas inside existing buildings and additions under construction, except in designated smoking rest areas.
- Q. Dispose of waste and debris in accordance with NFPA 241. Remove from buildings daily.
- R. Perform other construction, alteration and demolition operations in accordance with 29 CFR 1926.

1.6 OPERATIONS AND STORAGE AREAS

- A. The Contractor shall confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer. The Contractor shall hold and save the Government, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.
- B. Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the Contracting Officer and shall be built with labor and materials furnished by the Contractor without expense to the Government. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at its expense upon completion of the work. With the written consent of the Contracting Officer, the buildings and utilities may be abandoned and need not be removed.
- C. The Contractor shall, under regulations prescribed by the Contracting Officer, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the Contracting Officer. When materials are transported in prosecuting the work, vehicles shall not be loaded

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beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair or pay for the repair of any damaged curbs, sidewalks, or roads.

- D. Working space and space available for storing materials shall be as determined by the Resident Engineer.
- E. Workmen are subject to rules of Medical Center applicable to their conduct.
- F. Execute work so as to interfere as little as possible with normal functioning of Medical Center as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Keep roads clear of construction materials, debris, standing construction equipment and vehicles at all times. Use of equipment and tools that transmit vibrations and noises through the building structure, are not permitted in buildings that are occupied, during construction, jointly by patients or medical personnel, and Contractor's personnel, except as permitted by Resident Engineer where required by limited working space.
 - 1. Do not store materials and equipment in other than assigned areas.
 - 2. Schedule delivery of materials and equipment to immediate construction working areas within buildings in use by Department of Veterans Affairs in quantities sufficient for not more than two work days. Provide unobstructed access to Medical Center areas required to remain in operation.
 - 3. Where access by Medical Center personnel to vacated portions of buildings is not required, storage of Contractor's materials and equipment will be permitted subject to fire and safety requirements.
- G. Phasing: To insure such executions, Contractor shall furnish the Resident Engineer with a schedule of approximate dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof. In addition, Contractor shall notify the Resident Engineer two weeks in advance of the proposed date of starting work in each specific area of site, building or portion thereof. Arrange such dates to insure accomplishment of this work in successive phases mutually agreeable to Medical Center Director, Resident Engineer and Contractor, as indicated on the Drawings.
- H. The affected areas of the building will be vacated by Government and turned over to Contractor in accordance with above phasing beginning immediately after date of receipt of Notice to Proceed.
- I. When a building is turned over to Contractor, Contractor shall accept entire responsibility therefore.
 - 1. Contractor shall maintain a minimum temperature of 4 degrees C (40 degrees F) at all times, except as otherwise specified.

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2. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment, Contractor shall make arrangements for pre-inspection of site with Fire Department or Company (Department of Veterans Affairs or municipal) whichever will be required to respond to an alarm from Contractor's employee or watchman.
- J. Utilities Services: Maintain existing utility services for Medical Center at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to assure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer or air pipes, or conduits, wires, cables, etc. of utility services or of fire protection systems and communications systems (including telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Resident Engineer.
1. No utility service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Resident Engineer. Electrical work shall be accomplished with all affected circuits or equipment de-energized. When an electrical outage cannot be accomplished, work on any energized circuits or equipment shall not commence without the Medical Center Director's prior knowledge and written approval. Refer to specification Sections 26 05 11, REQUIREMENTS FOR ELECTRICAL INSTALLATIONS.
 2. Contractor shall submit a request to interrupt any such services to Resident Engineer, in writing, 48 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
 3. Contractor will be advised (in writing) of approval of request, or of which other date and/or time such interruption will cause least inconvenience to operations of Medical Center. Interruption time approved by Medical Center may occur at other than Contractor's normal working hours.
 4. Major interruptions of any system must be requested, in writing, at least 15 calendar days prior to the desired time and shall be performed as directed by the Resident Engineer.
 5. In case of a contract construction emergency, service will be interrupted on approval of Resident Engineer. Such approval will be confirmed in writing as soon as practical.
 6. Whenever it is required that a connection fee be paid to a public utility provider for new permanent service to the construction project, for such items as water, sewer, electricity, gas or steam, payment of such fee shall be the responsibility of the Government and not the Contractor.
- K. Abandoned Lines: All service lines such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceilings, within furred spaces, in unfinished areas, or within walls or partitions; so that they are completely behind the finished surfaces.

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- L. To minimize interference of construction activities with flow of Medical Center traffic, keep roads, walks and entrances to grounds, to parking and to occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles.

1.7 ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the Resident Engineer areas of buildings in which alterations occur and areas which are anticipated routes of access, and furnish a report, signed by both, to the Contracting Officer. This report shall list by rooms and spaces:
 - 1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of the building.
 - 2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
 - 3. Shall note any discrepancies between drawings and existing conditions at site.
 - 4. Shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Resident Engineer.
- B. Any items required by drawings to be either reused or relocated or both, found during this survey to be nonexistent, or in opinion of Resident Engineer, to be in such condition that their use is impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly.
- C. Re-Survey: Thirty days before expected partial or final inspection date, the Contractor and Resident Engineer together shall make a thorough re-survey of the areas of buildings involved. They shall furnish a report on conditions then existing, of resilient flooring, doors, windows, walls and other surfaces as compared with conditions of same as noted in first condition survey report:
 - 1. Re-survey report shall also list any damage caused by Contractor to such flooring and other surfaces, despite protection measures; and, will form basis for determining extent of repair work required of Contractor to restore damage caused by Contractor's workmen in executing work of this contract.
- D. Protection: Provide the following protective measures:
 - 1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.

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2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.8 INFECTION PREVENTION MEASURES

- A. Implement the requirements of VAMC's Infection Control Risk Assessment (ICRA) team. ICRA Group may monitor dust in the vicinity of the construction work and require the Contractor to take corrective action immediately if the safe levels are exceeded.
- B. Establish and maintain a dust control program as part of the contractor's infection preventive measures in accordance with the guidelines provided by ICRA Group. Prior to start of work, prepare a plan detailing project-specific dust protection measures, including periodic status reports, and submit to Resident Engineer and Facility ICRA team for review for compliance with contract requirements in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA AND SAMPLES.
 1. All personnel involved in the construction or renovation activity shall be educated and trained in infection prevention measures established by the medical center.
- C. Medical center Infection Control personnel shall monitor for airborne disease (e.g. aspergillosis) as appropriate during construction. A baseline of conditions may be established by the medical center prior to the start of work and periodically during the construction stage to determine impact of construction activities on indoor air quality. In addition:
 1. The RE and VAMC Infection Control personnel shall review pressure differential monitoring documentation to verify that pressure differentials in the construction zone and in the patient-care rooms are appropriate for their settings. The requirement for negative air pressure in the construction zone shall depend on the location and type of activity. Upon notification, the contractor shall implement corrective measures to restore proper pressure differentials as needed.
 2. In case of any problem, the medical center, along with assistance from the contractor, shall conduct an environmental assessment to find and eliminate the source.
- D. In general, following preventive measures shall be adopted during construction to keep down dust and prevent mold.
 1. Dampen debris to keep down dust and provide temporary construction partitions in existing structures where directed by Resident Engineer. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.

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2. Do not perform dust producing tasks within occupied areas without the approval of the Resident Engineer. For construction in any areas that will remain jointly occupied by the medical Center and Contractor's workers, the Contractor shall:
 - a. Provide dust proof one-hour or two-hour fire-rated temporary drywall construction barriers, as indicated on the Drawings, to completely separate construction from the operational areas of the hospital in order to contain dirt debris and dust. Barriers shall be sealed and made presentable on hospital occupied side. Install a self-closing rated door in a metal frame, commensurate with the partition, to allow worker access. Maintain negative air at all times. A fire retardant polystyrene, 6-mil thick or greater plastic barrier meeting local fire codes may be used where dust control is the only hazard, and an agreement is reached with the Resident Engineer and Medical Center.
 - b. HEPA filtration is required where the exhaust dust may reenter the breathing zone. Contractor shall verify that construction exhaust to exterior is not reintroduced to the medical center through intake vents, or building openings. Install HEPA (High Efficiency Particulate Accumulator) filter vacuum system rated at 95% capture of 0.3 microns including pollen, mold spores and dust particles. Insure continuous negative air pressures occurring within the work area. HEPA filters should have ASHRAE 85 or other prefilter to extend the useful life of the HEPA. Provide both primary and secondary filtrations units. Exhaust hoses shall be heavy duty, flexible steel reinforced and exhausted so that dust is not reintroduced to the medical center.
 - c. Adhesive Walk-off/Carpet Walk-off Mats, minimum 600mm x 900mm (24" x 36"), shall be used at all interior transitions from the construction area to occupied medical center area. These mats shall be changed as often as required to maintain clean work areas directly outside construction area at all times.
 - d. Vacuum and wet mop all transition areas from construction to the occupied medical center at the end of each workday. Vacuum shall utilize HEPA filtration. Maintain surrounding area frequently. Remove debris as they are created. Transport these outside the construction area in containers with tightly fitting lids.
 - e. The contractor shall not haul debris through patient-care areas without prior approval of the Resident Engineer and the Medical Center. When, approved, debris shall be hauled in enclosed dust proof containers or wrapped in plastic and sealed with duct tape. No sharp objects should be allowed to cut through the plastic. Wipe down the exterior of the containers with a damp rag to remove dust. All equipment, tools, material, etc. transported through occupied areas shall be made free from dust and moisture by vacuuming and wipe down.
 - f. Using a HEPA vacuum, clean inside the barrier and vacuum ceiling tile prior to replacement. Any ceiling access panels opened for investigation beyond sealed areas shall be sealed immediately when unattended.

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- g. There shall be no standing water during construction. This includes water in equipment drip pans and open containers within the construction areas. All accidental spills must be cleaned up and dried within 12 hours. Remove and dispose of porous materials that remain damp for more than 72 hours.
 - h. At completion, remove construction barriers and ceiling protection carefully, outside of normal work hours. Vacuum and clean all surfaces free of dust after the removal.
- E. Final Cleanup:
 - 1. Upon completion of project, or as work progresses, remove all construction debris from above ceiling, vertical shafts and utility chases that have been part of the construction.
 - 2. Perform HEPA vacuum cleaning of all surfaces in the construction area. This includes walls, ceilings, cabinets, furniture (built-in or free standing), partitions, flooring, etc.
 - 3. All new air ducts shall be cleaned prior to final inspection.

1.9 DISPOSAL AND RETENTION

- A. Materials and equipment accruing from work removed and from demolition of buildings or structures, or parts thereof, shall be disposed of as follows:
 - 1. Reserved items which are to remain property of the Government are identified by attached tags or noted on drawings or in specifications as items to be stored. Items that remain property of the Government shall be removed or dislodged from present locations in such a manner as to prevent damage which would be detrimental to re-installation and reuse. Store such items where directed by Resident Engineer.
 - 2. Items not reserved shall become property of the Contractor and be removed by Contractor from Medical Center.
 - 3. Items of portable equipment and furnishings located in rooms and spaces in which work is to be done under this contract shall remain the property of the Government. When rooms and spaces are vacated by the Department of Veterans Affairs during the alteration period, such items which are NOT required by drawings and specifications to be either relocated or reused will be removed by the Government in advance of work to avoid interfering with Contractor's operation.

1.10 PROTECTION OF EXISTING STRUCTURES, EQUIPMENT, UTILITIES, AND IMPROVEMENTS

- A. The Contractor shall preserve and protect all structures and equipment on or adjacent to the work site, which are not to be removed and which do not unreasonably interfere with the work required under this contract. The Contractor shall avoid damaging vegetation that will remain in

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place. If any limbs or branches of trees are broken during contract performance, or by the careless operation of equipment, or by workmen, the Contractor shall trim those limbs or branches with a clean cut and paint the cut with a tree-pruning compound as directed by the Contracting Officer.

- B. The Contractor shall protect from damage all existing improvements and utilities at or near the work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.

1.11 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the Resident Engineer. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Resident Engineer before it is disturbed. Materials and workmanship used in restoring work, shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.
- B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
- C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are indicated on drawings and which are not scheduled for discontinuance or abandonment.
- D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price in accordance with the General Conditions.

1.12 PHYSICAL DATA

- A. Data and information furnished or referred to below is for the Contractor's information. The Government shall not be responsible for any interpretation of or conclusion drawn from the data or information by the Contractor.

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- B. Government does not guarantee that other materials will not be encountered nor that proportions, conditions or character of several materials will not vary from those indicated by explorations. Bidders are expected to examine site of work and logs of borings; and, after investigation, decide for themselves character of materials and make their bids accordingly. Upon proper application to Department of Veterans Affairs, bidders will be permitted to make subsurface explorations of their own at site.

1.13 AS-BUILT DRAWINGS

- A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications.
- B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the Resident Engineer's review, as often as requested.
- C. Contractor shall deliver two approved completed sets of as-built drawings to the Resident Engineer within 15 calendar days after each completed phase and after the acceptance of the project by the Resident Engineer.
- D. Paragraphs A, B, & C shall also apply to all shop drawings.

1.14 USE OF ROADWAYS

- A. For hauling, use only established public roads and roads on Medical Center property and, when authorized by the Resident Engineer, such temporary roads which are necessary in the performance of contract work. Temporary roads shall be constructed by the Contractor at Contractor's expense. When necessary to cross curbing, sidewalks, or similar construction, they must be protected by well-constructed bridges.
- B. When new permanent roads are to be a part of this contract, Contractor may construct them immediately for use to facilitate building operations. These roads may be used by all who have business thereon within zone of building operations.
- C. When certain buildings (or parts of certain buildings) are required to be completed in advance of general date of completion, all roads leading thereto must be completed and available for use at time set for completion of such buildings or parts thereof.

1.15 TEMPORARY USE OF MECHANICAL AND ELECTRICAL EQUIPMENT

- A. Use of new installed mechanical and electrical equipment to provide heat, ventilation, plumbing, light and power may be permitted subject to compliance with the following provisions:
 - 1. Permission to use each unit or system must be given by Resident Engineer. If the equipment is not installed and maintained in accordance with the following provisions, the Resident Engineer will withdraw permission for use of the equipment.

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2. Electrical installations used by the equipment shall be completed in accordance with the drawings and specifications to prevent damage to the equipment and the electrical systems, i.e. transformers, relays, circuit breakers, fuses, conductors, motor controllers and their overload elements shall be properly sized, coordinated and adjusted. Voltage supplied to each item of equipment shall be verified to be correct and it shall be determined that motors are not overloaded. The electrical equipment shall be thoroughly cleaned before using it and again immediately before final inspection including vacuum cleaning and wiping clean interior and exterior surfaces.
 3. Units shall be properly lubricated, balanced, and aligned. Vibrations must be eliminated.
 4. Automatic temperature control systems for preheat coils shall function properly and all safety controls shall function to prevent coil freeze-up damage.
 5. The air filtering system utilized shall be that which is designed for the system when complete, and all filter elements shall be replaced at completion of construction and prior to testing and balancing of system.
 6. All components of heat production and distribution system, metering equipment, condensate returns, and other auxiliary facilities used in temporary service shall be cleaned prior to use; maintained to prevent corrosion internally and externally during use; and cleaned, maintained and inspected prior to acceptance by the Government. Boilers, pumps, feedwater heaters and auxiliary equipment must be operated as a complete system and be fully maintained by operating personnel. Boiler water must be given complete and continuous chemical treatment.
- B. Prior to final inspection, the equipment or parts used which show wear and tear beyond normal, shall be replaced with identical replacements, at no additional cost to the Government.
- C. This paragraph shall not reduce the requirements of the mechanical and electrical specifications sections.

1.16 TEMPORARY USE OF EXISTING ELEVATORS

- A. Use of existing elevators for handling building materials and Contractor's personnel will be permitted subject to following provisions:
1. Contractor makes all arrangements with the Resident Engineer for use of elevators. The Resident Engineer will ascertain that elevators are in proper condition. Contractor may use elevators Nos. 1 or 7 for daily use when permission is granted. Personnel for operating elevators will not be provided by the Department of Veterans Affairs.
 2. Contractor covers and provides maximum protection of following elevator components:
 - a. Entrance jambs, heads soffits and threshold plates.
 - b. Entrance columns, canopy, return panels and inside surfaces of car enclosure walls.

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- c. Finish flooring.
- 3. Place elevator in condition equal, less normal wear, to that existing at time it was placed in service of Contractor as approved by Contracting Officer.

1.17 TEMPORARY TOILETS

- A. Contractor may have for use of Contractor's workmen, such toilet accommodations as may be assigned to Contractor by Medical Center. Contractor shall keep such places clean and be responsible for any damage done thereto by Contractor's workmen. Failure to maintain satisfactory condition in toilets will deprive Contractor of the privilege to use such toilets.

1.18 AVAILABILITY AND USE OF UTILITY SERVICES

- A. The Government shall make all reasonably required amounts of utilities available to the Contractor from existing outlets and supplies, as specified in the contract. The amount to be paid by the Contractor for chargeable electrical services shall be the prevailing rates charged to the Government. The Contractor shall carefully conserve any utilities furnished without charge.
- B. The Contractor, at Contractor's expense and in a workmanlike manner satisfactory to the Contracting Officer, shall install and maintain all necessary temporary connections and distribution lines, and all meters required to measure the amount of electricity used for the purpose of determining charges. Before final acceptance of the work by the Government, the Contractor shall remove all the temporary connections, distribution lines, meters, and associated paraphernalia.
- C. Contractor shall install meters at Contractor's expense and furnish the Medical Center a monthly record of the Contractor's usage of electricity as hereinafter specified.
- D. Heat: Furnish temporary heat necessary to prevent injury to work and materials through dampness and cold. Use of open salamanders or any temporary heating devices which may be fire hazards or may smoke and damage finished work, will not be permitted. Maintain minimum temperatures as specified for various materials:
 - 1. Obtain heat by connecting to Medical Center heating distribution system.
 - a. Steam is available at no cost to Contractor.
- E. Electricity (for Construction and Testing): Furnish all temporary electric services.
 - 1. Obtain electricity by connecting to the Medical Center electrical distribution system. The Contractor shall meter and pay for electricity required for electric cranes and hoisting devices, electrical welding devices and any electrical heating devices providing temporary heat. Electricity for all other uses is available at no cost to the Contractor.
- F. Water (for Construction and Testing): Furnish temporary water service.

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1. Obtain water by connecting to the Medical Center water distribution system. Provide reduced pressure backflow preventer at each connection. Water is available at no cost to the Contractor.
2. Maintain connections, pipe, fittings and fixtures and conserve water-use so none is wasted. Failure to stop leakage or other wastes will be cause for revocation (at Resident Engineer's discretion) of use of water from Medical Center's system.

1.19 NEW TELEPHONE EQUIPMENT

- A. The contractor shall coordinate with the work of installation of telephone equipment by others. This work shall be completed before the building is turned over to VA.

1.20 TESTS

- A. Pre-test mechanical and electrical equipment and systems and make corrections required for proper operation of such systems before requesting final tests. Final test will not be conducted unless pre-tested.
- B. Conduct final tests required in various sections of specifications in presence of an authorized representative of the Contracting Officer. Contractor shall furnish all labor, materials, equipment, instruments, and forms, to conduct and record such tests.
- C. Mechanical and electrical systems shall be balanced, controlled and coordinated. A system is defined as the entire complex which must be coordinated to work together during normal operation to produce results for which the system is designed. For example, air conditioning supply air is only one part of entire system which provides comfort conditions for a building. Other related components are return air, exhaust air, steam, chilled water, refrigerant, hot water, controls and electricity, etc. Another example of a complex which involves several components of different disciplines is a boiler installation. Efficient and acceptable boiler operation depends upon the coordination and proper operation of fuel, combustion air, controls, steam, feedwater, condensate and other related components.
- D. All related components as defined above shall be functioning when any system component is tested. Tests shall be completed within a reasonably short period of time during which operating and environmental conditions remain reasonably constant.
- E. Individual test result of any component, where required, will only be accepted when submitted with the test results of related components and of the entire system.

1.21 INSTRUCTIONS

- A. Contractor shall furnish Maintenance and Operating manuals and verbal instructions when required by the various sections of the specifications and as hereinafter specified.
- B. Manuals: Maintenance and operating manuals (four copies each) for each separate piece of equipment shall be delivered to the Resident Engineer coincidental with the delivery of the

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equipment to the job site. Manuals shall be complete, detailed guides for the maintenance and operation of equipment. They shall include complete information necessary for starting, adjusting, maintaining in continuous operation for long periods of time and dismantling and reassembling of the complete units and sub-assembly components. Manuals shall include an index covering all component parts clearly cross-referenced to diagrams and illustrations. Illustrations shall include "exploded" views showing and identifying each separate item. Emphasis shall be placed on the use of special tools and instruments. The function of each piece of equipment, component, accessory and control shall be clearly and thoroughly explained. All necessary precautions for the operation of the equipment and the reason for each precaution shall be clearly set forth. Manuals must reference the exact model, style and size of the piece of equipment and system being furnished. Manuals referencing equipment similar to but of a different model, style, and size than that furnished will not be accepted.

1.22 GOVERNMENT-FURNISHED PROPERTY

- A. The Government shall deliver to the Contractor, the Government-furnished property shown on the drawings.
- B. Equipment furnished by Government to be installed by Contractor will be furnished to Contractor at the Medical Center.
- C. Storage space for equipment will be provided by the Government and the Contractor shall be prepared to unload and store such equipment therein upon its receipt at the Medical Center
- D. Notify Contracting Officer in writing, 60 days in advance, of date on which Contractor will be prepared to receive equipment furnished by Government. Arrangements will then be made by the Government for delivery of equipment.
 - 1. Immediately upon delivery of equipment, Contractor shall arrange for a joint inspection thereof with a representative of the Government. At such time the Contractor shall acknowledge receipt of equipment described, make notations, and immediately furnish the Government representative with a written statement as to its condition or shortages.
 - 2. Contractor thereafter is responsible for such equipment until such time as acceptance of contract work is made by the Government.
- E. Equipment furnished by the Government will be delivered in a partially assembled (knock down) condition in accordance with existing standard commercial practices, complete with all fittings, fastenings, and appliances necessary for connections to respective services installed under contract. All fittings and appliances (i.e., couplings, ells, tees, nipples, piping, conduits, cables, and the like) necessary to make the connection between the Government furnished equipment item and the utility stub-up shall be furnished and installed by the contractor at no additional cost to the Government.
- F. Completely assemble and install the Government furnished equipment in place ready for proper operation in accordance with specifications and drawings.

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- G. Furnish supervision of installation of equipment at construction site by qualified factory trained technicians regularly employed by the equipment manufacturer.

1.23 RELOCATED ITEMS

- A. Contractor shall disconnect, dismantle as necessary, remove and reinstall in new location, all existing equipment and items indicated to be relocated by the Contractor.
- B. Perform relocation of such equipment or items at such times and in such a manner as directed by the Resident Engineer.
- C. Suitably cap existing service lines, such as steam, condensate return, water, drain, gas, air, vacuum and/or electrical, whenever such lines are disconnected from equipment to be relocated. Remove abandoned lines in finished areas and cap as specified herein before under paragraph "Abandoned Lines".
- D. Provide all mechanical and electrical service connections, fittings, fastenings and any other materials necessary for assembly and installation of relocated equipment; and leave such equipment in proper operating condition.
- E. All service lines such as noted above for relocated equipment shall be in place at point of relocation ready for use before any existing equipment is disconnected. Make relocated existing equipment ready for operation or use immediately after reinstallation.

1.24 CONSTRUCTION SIGN

- A. Provide a Construction Sign where directed by the Resident Engineer. All wood members shall be of framing lumber. Cover sign frame with 0.7 mm (24 gage) galvanized sheet steel nailed securely around edges and on all bearings. Provide three 100 by 100 mm (4 inch by 4 inch) posts (or equivalent round posts) set 1200 mm (four feet) into ground. Set bottom of sign level at 900 mm (three feet) above ground and secure to posts with through bolts. Make posts full height of sign. Brace posts with 50 x 100 mm (two by four inch) material as directed.
- B. Paint all surfaces of sign and posts two coats of white gloss paint. Border and letters shall be of black gloss paint, except project title which shall be blue gloss paint.
- C. Maintain sign and remove it when directed by the Resident Engineer.
- D. Detail Drawing of construction sign showing required legend and other characteristics of sign is available from the Architect.

1.25 SAFETY SIGN

- A. Provide a Safety Sign where directed by Resident Engineer. Face of sign shall be 19 mm (3/4 inch) thick exterior grade plywood. Provide two 100 mm by 100 mm (four by four inch) posts extending full height of sign and 900 mm (three feet) into ground. Set bottom of sign level at 1200 mm (four feet) above ground.

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- B. Paint all surfaces of Safety Sign and posts with one prime coat and two coats of white gloss paint. Letters and design shall be painted with gloss paint of colors noted.
- C. Maintain sign and remove it when directed by Resident Engineer.
- D. Standard Detail Drawing Number SD10000-02(Found on VA TIL) of safety sign showing required legend and other characteristics of sign is attached hereto and is available from the Architect.
- E. Post the number of accident free days on a daily basis.

1.26 PHOTOGRAPHIC DOCUMENTATION

- A. During the construction period through completion, provide photographic documentation of construction progress and at selected milestones including electronic indexing, navigation, storage and remote access to the documentation, as per these specifications. The commercial photographer or the subcontractor used for this work shall meet the following qualifications:
 - 1. Demonstrable minimum experience of three (3) years in operation providing documentation and advanced indexing/navigation systems including a representative portfolio of construction projects of similar type, size, duration and complexity as the Project.
 - 2. Demonstrable ability to service projects throughout North America, which shall be demonstrated by a representative portfolio of active projects of similar type, size, duration and complexity as the Project.
- B. Photographic documentation elements:
 - 1. Each digital image shall be taken with a professional grade camera with minimum size of 6 megapixels (MP) capable of producing 200x250mm (8 x 10 inch) prints with a minimum of 2272 x 1704 pixels and 400x500mm (16 x 20 inch) prints with a minimum 2592 x 1944 pixels.
 - 2. Indexing and navigation system shall utilize actual AUTOCAD construction drawings, making such drawings interactive on an on-line interface. For all documentation referenced herein, indexing and navigation must be organized by both time (date-stamped) and location throughout the project.
 - 3. Documentation shall combine indexing and navigation system with inspection-grade digital photography designed to capture actual conditions throughout construction and at critical milestones. Documentation shall be accessible on-line through use of an internet connection. Documentation shall allow for secure multiple-user access, simultaneously, on-line.
 - 4. Construction progress for all trades shall be tracked at pre-determined intervals, but not less than once every thirty (30) calendar days ("Progressions"). Progression documentation shall track both the exterior and interior construction of the building. Exterior Progressions shall track 180 degrees around the affected parts of the building. Interior Progressions shall track

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- interior improvements beginning when stud work commences and continuing until Project completion.
5. As-built conditions of mechanical, electrical, plumbing and all other systems shall be documented post-inspection and pre-insulation, sheet rock or dry wall installation. This process shall include all finished systems located in the walls and ceilings of all buildings at the Project. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
 6. As-built conditions of exterior skin and elevations shall be documented with an increased concentration of digital photographs as directed by the Resident Engineer in order to capture pre-determined focal points, such as waterproofing, window flashing, radiused steel work, architectural detailing. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive elevations or elevation details.
 7. As-built finished conditions of the interior of each building including floors, ceilings and walls shall be documented at certificate of occupancy or equivalent, or just prior to occupancy, or both, as directed by the Resident Engineer. Overlapping photographic techniques shall be used to insure maximum coverage. Indexing and navigation accomplished through interactive architectural drawings.
 8. Miscellaneous events that occur during any Contractor site visit, or events captured by the Department of Veterans Affairs independently, shall be dated, labeled and inserted into a Section in the navigation structure entitled "Slideshows," allowing this information to be stored in the same "place" as the formal scope.
 9. Customizable project-specific digital photographic documentation of other details or milestones. Indexing and navigation accomplished through interactive architectural plans.
 10. Regular (8 max) interior progressions of all walls of the entire project to begin at time of substantial framed or as directed by the Resident Engineer through to completion.
 11. Detailed Interior exact built overlapping photos of the entire building to include documentation of all mechanical, electrical and plumbing systems in every wall and ceiling, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by Resident Engineer.
 12. Finished detailed Interior exact built overlapping photos of all walls, ceilings, and floors to be scheduled by Resident Engineer prior to occupancy.
 13. In event a greater or lesser number of images than specified above are required by the Resident Engineer, adjustment in contract price will be made in accordance with the General Conditions.

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- C. Images shall be taken by a commercial photographer and must show distinctly, at as large a scale as possible, all parts of work embraced in the picture.
- D. Coordination of photo shoots is accomplished through Resident Engineer. Contractor shall also attend construction team meetings as necessary. Contractor's operations team shall provide regular updates regarding the status of the documentation, including photo shoots concluded, the availability of new Progressions or Exact-Built's viewable on-line and anticipated future shoot dates.
- E. Contractor shall provide all on-line domain/web hosting, security measures, and redundant server back-up of the documentation.
- F. Contractor shall provide technical support related to using the system or service.
- G. Upon completion of the project, final copies of the documentation (the "Permanent Record") with the indexing and navigation system embedded (and active) shall be provided in an electronic media format, typically a DVD or external hard-drive. Permanent Record shall have Building Information Modeling (BIM) interface capabilities. On-line access terminates upon delivery of the Permanent Record.

1.27 FINAL ELEVATION DIGITAL IMAGES

- A. A minimum of four (4) images of each affected elevation shall be taken with a minimum 6 MP camera, by a professional photographer with different settings to allow the Resident Engineer to select the image to be printed. All images are provided to the RE on a CD.
- B. Photographs shall be taken upon completion. They shall be taken on a clear sunny day to obtain sufficient detail to show depth and to provide clear, sharp pictures. Pictures shall be 400 mm x 500 mm (16 by 20 inches), printed on regular weight paper, matte finish archival grade photographic paper and produced by a RA4 process from the digital image with a minimum 300 PPI. Identifying data shall be carried on label affixed to back of photograph without damage to photograph and shall be similar to that provided for final construction photographs.
- C. Furnish six (6) 400 mm x 500 mm (16 by 20 inch) color prints of the following buildings constructed under this project (elevations as selected by the RE from the images taken above). Photographs shall be artistically composed showing full front elevations. All images shall become property of the Government. Each of the selected six prints shall be place in a frame with a minimum of 2 inches of appropriate matting as a border. Provide a selection of a minimum of 3 different frames from which the SRE will select one style to frame all six prints. Photographs with frames shall be delivered to the Resident Engineer in boxes suitable for shipping.

- - - END OF SECTION - - -

SECTION 011000 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Temporary Facilities & Controls" for requirements for temporary utilities, support facilities, and security and protection.

1.3 PROJECT INFORMATION

- A. The following is information related to the Project.
 - 1. Project Location: 1111 East End Blvd
Wilkes-Barre, PA 18702
 - 2. Owner: Veterans Affairs Medical Center – Wilkes-Barre
1111 East End Blvd
Wilkes-Barre, PA 18702
 - 3. Project Consultants:
 - a. Mechanical, Electrical and Plumbing Engineers
Barry Isett & Associates
100 W Broad St Hazelton, PA 18201
 - b. Structural Engineer
Tim Haahs & Associates
550 Township Line Rd #100 Blue Bell, PA 19422
 - 4. Project Website:
 - a. A project web site Submittal Exchange, administered by the Architect, will be used for purposes of managing communication and documents during the construction stage.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project generally consists of the construction of a new parking area, contractor laydown area, and all stormwater management for Phase 1. Phase 2 will construct a new 4 floor precast parking garage with 3 entrances.

- B. The Contract Documents, dated _____ were prepared for the Project by Crabtree, Rohrbaugh & Associates, 401 E. Winding Hill Road, Mechanicsburg, PA. 17055, phone: (717) 458-0272, fax: (717) 458-0047.

1.5 CONTRACTS

- A. The Project will be constructed under a single prime-contracting contract arrangement.

CONTRACT NAME	CONTRACT NUMBER	ABBREVIATION
1. General Construction	2903-1	GC

The Owner reserves the right to award additional prime contracts or to perform construction operations with its own forces on portions of the Project.

- B. Contract Work: The Work of this contract is summarized as follows:

1. **General Construction Contract 2903-1:** The General Construction Contract includes all work of this Project.

1.6 PHASED CONSTRUCTION

- A. The Work of this Project shall be conducted in 2 phases, with each phase substantially complete as indicated.

1. Refer to Division 1 Section "Construction Progress Documentation" for the Project Phasing Narrative and to the Contract Drawings for the Project Phasing Plan.

1.9 PRIME CONTRACTORS USE OF PREMISES

- A. General: During the construction period the contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other contractors on portions of the Project.

- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the Site beyond the areas in which the Work is indicated.

1. Owner Occupancy: Allow for Owner occupancy and use by the public.
2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, users, deliveries and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.10 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner may occupy and place installed equipment in completed areas of the building prior to Substantial Completion. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
1. The Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 2. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.11 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with the following restrictions on construction operations.
1. Comply with limitations on the use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit on-site Work to normal business working hours Monday through Friday, unless otherwise indicated. All Work performed during non-normal business hours must be coordinated with and approved by the Owner a minimum of 48 hours prior to the Work being performed.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by the Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
1. Notify the Owner not less than 72 hours in advance of proposed utility interruptions.
 2. Obtain the Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors or other disruptions to the Owner.
1. Notify the Owner not less than 48 hours in advance of proposed disruptive operations.
 2. Obtain the Owner's written permission before proceeding with disruptive operations.

PART 2 - PRODUCTS (Not Applicable)
PART 3 - EXECUTION (Not Applicable)

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END OF SECTION 011000

SECTION 012200 - UNIT PRICES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for Unit Prices.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Modification Procedures" for procedures for submitting and handling Change Orders.
 - 2. Division 1 Section "Quality Requirements" for general testing and inspecting requirements.

1.3 DEFINITIONS

- A. A Unit Price is an amount incorporated in the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of work or estimated quantities of work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: Refer to individual specification sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. The Owner reserves the right to reject the Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at the Owner's expense, by an independent surveyor acceptable to the Contractor.
- D. List of Unit Prices: A schedule of unit prices is included in Part 3 of this section. Specification sections referenced in the schedule contain requirements for materials described under each unit price.

- E. The intended purpose of Unit Prices is to pre-establish a unit cost for small or incidental scopes of work. If quantities originally contemplated are materially changed so that application of such unit prices will cause a substantial inequity to the Owner or Contractor, the Owner reserves the right to equitably adjust the Unit Price or to require that the work be performed on a time and material basis.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

A. UNIT PRICES

GC-1: Bulk Soil Excavation (below subgrade)

1. Description: Bulk excavation of unsatisfactory soil and disposal off site as required in accordance with Division 2 Section "Earthwork."
2. Unit of Measurement: Cubic yard of soil excavated, based upon survey of volume removed.

GC-2: Borrow Soil Replacement (below subgrade)

1. Description: Borrow soil replacement, placement and compaction with satisfactory fill material or engineered fill from off site, as required, in accordance with Division 2 Section "Earthwork."
2. Unit of Measurement: Cubic yard of soil excavated, based upon survey of volume removed.

GC-3: Trench Rock Removal and Replacement with Satisfactory Material (below subgrade)

1. Description: Classified trench rock removal and disposal off site and replacement with satisfactory fill material or engineered fill from off site, as required, in accordance with Division 2 Section "Earthwork."
2. Unit of Measurement: Cubic yard of rock excavated, based upon survey of volume removed.

GC-4: Bulk Rock Removal and Replacement with Satisfactory Material (below subgrade)

1. Description: Classified bulk rock removal and disposal off site and replacement with satisfactory fill material or engineered fill from off site, as required, in accordance with Division 2 Section "Earthwork."
2. Unit of Measurement: Cubic yard of rock excavated, based upon survey of volume removed.

GC-5: Drilled Pier (below design depth)

1. Description: unit cost for labor and materials to provide drilled pier below design depth, as detailed on drawing S1.0. Based bid is as shown on the contract drawings.
2. Unit of Measurement: Linear foot

END OF SECTION 012200

SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing Alternates.

1.3 DEFINITIONS

- A. Definition: An alternate is an amount proposed by a bidder and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost or credit for each alternate is the NET addition to or deduction from the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent Work as necessary to completely and fully integrate that Work into the Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each Alternate. Indicate whether alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other Work of the Contract.

- D. Schedule: A "Schedule of Alternates" is included at the end of this Section. Specification sections referenced in the Schedule contain requirements for materials necessary to achieve the Work described under each alternate.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. ALTERNATES

ALT-1 Deduct Parking Garage Tier 4: State the amount to be deducted from the Contract to deduct all Construction labor, plant and materials for tier four from the project. The base bid is to construct all four floors as shown in the construction documents.

ALT-2 Deduct exterior stair and canopy: State the amount to be deducted from the Contract to deduct all Construction labor and materials for the exterior stair and canopy as indicated on the construction drawings. The base bid is to construct the exterior stair and canopy as shown on the construction drawings.

ALT-3 Deduct decorative precast facade: State the amount to be deducted from the Contract to deduct all Construction labor and materials for the decorative precast panels as indicated on the construction drawings. If this alternate is selected the precast structure shall be painted a contrasting color to the extent of the decorative precast panels. The base bid is to construct the decorative precast panels as shown on the construction drawings.

ALT-4 Deduct ivy façade system: State the amount to be deducted from the Contract to deduct all Construction labor and materials for the ivy façade system as indicated on the construction drawings. The base bid is to construct the ivy façade system as shown on the construction drawings.

ALT-5 Bituminous Paving at contractor laydown area: State the amount to be deducted from the Contract to deduct the bituminous base course, wearing course and parking lot striping at the parking lot shown as the contractor laydown area. The base bid shall be the work included on drawings S3 through S-7.

END OF SECTION 012300

SECTION 012700 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Selective Demolition" for demolition of selected portions of the building.
 - 2. Divisions 2 through 33 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
 - 3. Division 7 Section "Firestop Systems" for patching fire-rated construction.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair Work required to restore surfaces to original conditions after installation of other Work.

1.4 GENERAL

- A. Build sleeves and anchors into the Work for the proper engagement of the Work.
- B. Coordinate and provide chases, openings and recesses in new Work to avoid cutting and patching to the greatest extent possible.
- C. Perform all cutting necessary to install Work. Cutting of structural members will not be permitted except by written permission of the Architect.
- D. Repair at own expense, all surfaces cut into or damaged as a result of Work.
- E. All cutting and patching that is unnecessary, excessive or carelessly done, and cutting of new construction made necessary by ill-timed Work shall be repaired at own

expense. All such repairing shall be accomplished by skilled mechanics of the proper trade and to the satisfaction of the Architect.

1.5 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least seven (7) days prior to the required Cutting and Patching Conference described below, requesting approval to proceed. Include the following information:
1. Describe the extent of cutting and patching, show how it will be performed, and indicate why it cannot be avoided.
 2. Describe anticipated results or changes to in-place construction. Include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
 3. List products to be used and firms or entities that will perform the Work.
 4. Indicate dates when cutting and patching will be performed.
 5. List utility services and mechanical and electrical systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will be disrupted.
 6. Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
 7. Means and methods of all cutting and patching Work shall be the sole responsibility of the Contractor.
 8. Obtain approval of the cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory Work.

1.6 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
1. Primary operational systems and equipment.
 2. Mechanical systems piping and ducts.
 3. Control systems.
 4. Communication systems.
 5. Electrical wiring systems.
 6. Operating systems of special construction in Division 13 Sections.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in

reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include, but are not limited, to the following:

1. Water, moisture, or vapor barriers.
 2. Membranes and flashings.
 3. Exterior storefront construction.
 4. Equipment supports.
 5. Piping, ductwork, vessels, and equipment.
 6. Noise and vibration control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Meet at the Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review the previously submitted Cutting and Patching Proposal and areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding with Work.

1.7 WARRANTY

- A. Warranties: Remove, replace, patch and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the greatest extent possible.
1. If identical materials are unavailable or cannot be used, use materials that in the Architect's opinion, when installed, will match the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Utility Services and Mechanical/Electrical Systems: Where services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.

3.3 PERFORMANCE

- A. General: Employ skilled mechanics and workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete cutting and patching operations without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Cut or drill finished surfaces from the exposed or finished side into concealed surfaces.

3. Cut concrete and masonry using a cutting machine such as an abrasive saw or a diamond-core drill.
 4. For excavating and backfilling, comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.
 5. For mechanical and electrical services, cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with seams that are invisible. Provide materials and comply with installation requirements specified in other Sections.
1. Test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Restore exposed finishes of patched areas and extend finish into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean and properly prepare surfaces, piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
- D. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty and similar materials.

END OF SECTION 012700

SECTION 012800 - FIELD ENGINEERING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. General: This Section specifies administrative and procedural requirements for field-engineering services including, but not limited to, the following:
 - 1. Professional surveying services
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Project Coordination" for procedures for coordinating field engineering with other construction activities.

1.3 QUALITY ASSURANCE

- A. Surveyor Qualifications: Engage a land surveyor registered in Pennsylvania, to perform required land-surveying services.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify layout information shown on the Drawings in relation to the property survey and existing benchmarks before proceeding to lay out the Work. Locate and protect existing benchmarks and control points. Preserve permanent reference points during construction.
 - 1. Do not change or relocate benchmarks or control points without prior written approval. Promptly report lost or destroyed reference points or requirements to relocate reference points because of necessary changes in grades or locations.
 - 2. Promptly replace lost or destroyed Project control points. Base replacements on the original survey control points.

- B. Establish and maintain a minimum of two (2) permanent benchmarks on the site, referenced to data established by survey control points.
 - 1. Record benchmark locations with horizontal and vertical data on Project Record Documents.
- C. Existing Utilities and Equipment: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, including private utilities, and other construction. If the location of known or suspected underground utilities cannot be verified, notify the Owner and Architect.
 - 1. Prior to construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping.

3.2 PERFORMANCE

- A. Work from lines and levels established by the property survey. Establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to locate each element of the Project. Calculate and measure required dimensions within indicated or recognized tolerances. Do not scale drawings to determine dimensions.
 - 1. Advise entities engaged in construction activities of marked lines and levels provided for their use.
 - 2. As construction proceeds, check every major element for line, level, and plumb.
- B. Surveyor's Log: Maintain a surveyor's log of control and other survey work. Make this log available for reference.
 - 1. Record deviations from required lines and levels, and advise the Architect when deviations that exceed indicated or recognized tolerances are detected. On Project Record Drawings, record deviations that are accepted and not corrected.
 - 2. Upon completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles and elevations of construction and sitework.
- C. Site Improvements: Locate and lay out site improvements, including pavements, stakes for grading, fill and topsoil placement, utility slopes, and invert elevations.
- D. Building Lines and Levels: Locate and lay out batter boards for structures, building foundations, column grids and locations, floor levels, and control lines and levels required for mechanical and electrical work.
- E. Existing Utilities: Furnish information necessary to adjust, move or relocate existing structures, utility poles, lines, services or other appurtenances located in or affected by construction. Coordinate with local authorities having jurisdiction.

PARKING GARAGE
DEPARTMENT OF VETERANS AFFAIRS
WILKES-BARRE, PENNSYLVANIA

PROJECT NUMBER 693-222

END OF SECTION 012800

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Owner's Preliminary Project Phasing Narrative
 - 2. Contractor's Construction Schedule
 - 3. Daily construction reports
 - 4. Field condition reports
 - 5. Special reports
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Project Coordination"
 - 2. Division 1 Section "Applications for Payment" for submitting the Schedule of Values
 - 3. Division 1 Section "Project Meetings" for submitting and distributing meeting and conference minutes
 - 4. Division 1 Section "Quality Requirements" for submitting a schedule of tests and inspections
 - 5. Division 1 Section "Project Record Documents" for submitting Project Record Documents at Project closeout
 - 6. Division 1 Section "Submittals" for procedural requirements regarding the Submittal Schedule
 - 7. Division 1 Section "Temporary Facilities & Controls" for the various stages of Construction relative to temporary heat which must be identified on the Contractor's Construction Schedule.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring and controlling the construction project. Activities included in a construction schedule consume time and resources.

1. Critical activities are activities on the critical path. They must start and finish on the planned early start and finish dates.
 2. Predecessor activity is an activity that must be completed before a given activity can be started.
- B. Critical Path Method (CPM): A method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of the Project.
- C. Critical Path: The longest continuous chain of activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
1. Float is not for the exclusive use or benefit of either the Owner or the Contractor. Extensions of the time to interim milestone dates or the Contract Completion Date, under the Contract, will be granted only to the extent that equitable time adjustment to the activity or activities affected by the Contract Modification or delay, exceeds the total float of the affected or subsequent paths and extends any interim milestone date or the Contract Completion date.
 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the following activity.
 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Fragnet: A partial or fragmentary network that breaks down activities into smaller activities for greater detail.
- G. Major Area: A story of construction, a separate building, or a similar significant construction element.
- H. Milestone: A key or critical point in time for reference or measurement.
- I. Network Diagram: A graphic diagram of a network schedule showing activities and activity relationships.
- 1.4 SUBMITTALS
- A. Qualification Data: For firms and persons specified in "Quality Assurance" Article and in-house scheduling personnel to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of Architects and Owners, and other information specified.
- B. Preliminary Construction Schedule: Submit one (1) copy in an acceptable format as determined by the Architect.

- C. Contractor's Construction Schedule: Submit one (1) paper Gantt Chart and one (1) electronic copy in its native format.
- D. CPM Reports: The Contractor's Construction Schedule shall be a CPM Schedule. Concurrent with the CPM Schedule, submit three (3) printed copies of each of the following computer-generated reports. The format for each activity in the reports shall contain an activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date and total float.
 - 1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
 - 2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
 - 3. Total Float Report: List of all activities sorted in ascending order of total float.
- E. Daily Construction Reports: Submit two (2) copies at weekly intervals.
- F. Field Condition Reports: Submit two (2) copies at time of discovery of differing conditions.
- G. Special Reports: Submit two (2) copies at time of unusual event.

1.5 QUALITY ASSURANCE

- A. Scheduling Professional Qualifications: The Contractor's Construction Schedule shall be composed and maintained by an individual having been employed for at least five years primarily as a CPM scheduler or an individual certified as a Planning and Scheduling Professional (PSP) by the Association for the Advancement of Cost Engineering (AACE). Documentation supporting compliance with these requirements shall be supplied to the Architect for review and acceptance.
- B. Prescheduling Conference: Conduct conference at the Project site to comply with requirements in Division 1 Section "Project Meetings". Review methods and procedures related to the Preliminary Construction Schedule and Contractor's Construction Schedule, including, but not limited to, the following:
 - 1. Discuss constraints, including phasing, work stages, area separations and interim milestones.
 - 2. Review delivery dates for Owner-furnished products.
 - 3. Review time required for review of submittals and resubmittals.
 - 4. Review requirements for tests and inspections by independent testing and inspecting agencies.
 - 5. Review time required for completion and startup procedures.
 - 6. Review and finalize the list of construction activities to be included in the schedule.
 - 7. Review submittal requirements and procedures.
 - 8. Review procedures for updating schedules.

1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities.
- B. Coordinate the Contractor's Construction Schedule with the Schedule of Values, List of Subcontracts, Submittal Schedule, Progress Reports, Applications for Payment and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from parties involved.
 - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

1.7 OWNER'S PRELIMINARY PROJECT PHASING NARRATIVE

- A. The Veterans Affairs Medical Center is open all day, year around. The facility will remain in operation and the building will remain open to the public in accordance with the following description of Phases. As a result, the Owner has proposed a detailed Phasing Plan. It is understood that this phasing plan is preliminary in nature and is not intended to represent all of the activities or possible sub-phases that may need to take place in order to complete construction within the Contract Time. The following is a description of the various phases and how they are interrelated:

Substantial Completion of each of the phases designated herein is considered Milestones to the overall Schedule and is subject to the provisions of Article 8 – "Time" of the General Conditions.

- a. Phase 1 – General: Phase 1 is to construct the North parking lot, contractor laydown area, and all stormwater management prior to disturbing any existing parking spaces. The total number of parking spaces must not decrease during the construction of the garage.
- b. Phase 2 – General: excavate and construct the new 4 tier parking garage. The portion of East End Blvd directly adjacent to the Pharmacy Entrance of the Medical Center may be closed by the Contractor for a time period no greater than 90 calendar days. This section is to be closed only during the excavation for the parking garage and must be closely coordinated with the Owner.

1.8 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. The Work under the Contract Documents shall be planned, scheduled, executed, reported and accomplished using the Critical Path Method, in work days (excluding legal holidays). The provisions of the General Requirements are to be followed in scheduling construction activities.

- B. The primary objectives of the requirements of this Section are: (1) to insure adequate planning and execution of the Work by the Contractor by having a schedule of construction activities for the Contractor and Subcontractors in initial form covering the first 120 days of construction within thirty (30) days of the Notice to Proceed and in final form within seventy-five (75) days of the Notice to Proceed; (2) to assist the Contractor in evaluating progress of the Work; (3) to provide for optimum coordination by the Contractor of their trades and Subcontractors; and (4) to permit the timely prediction or detection of events or occurrences which may affect the timely prosecution of the Work.
- C. The Contractor is responsible for determining the sequence and logic of activities, the time estimates of the detailed construction activities and the means, methods, techniques and procedures to be employed with regard to the Work. The Contractor's Construction Schedule shall represent the Contractor's best judgment of how they shall prosecute the Work in compliance with the requirements of the Contract Documents. The Contractor shall ensure that the Contractor's Construction Schedule is current and accurate and is properly and timely monitored, updated and revised as Project conditions and the Contract Documents may require.
- D. The Contractor shall consult with their major subcontractors relating to the preparation of their construction plan and the Contractor's Construction Schedule. Major subcontractors shall receive copies of those portions of the Contractor's Construction Schedule which relate to their Work and shall be continually advised of any updates or revisions to the Contractor's Construction Schedule as the Work progresses. When the Contractor submits their Construction Schedule or makes any proposed updates or revisions to such Schedule, it shall be concluded by the Owner that the Contractor has consulted with and has the concurrence of their major subcontractors. The Contractor shall be solely responsible for ensuring that all subcontractors comply with the requirements of the Contractor's Construction Schedule for their portions of the Work.
- E. The Contractor shall include data relating to activities, durations and sequences as part of the Contractor's draft of the Construction Schedule. This data shall reflect the Contractor's actual construction plan for the Project, and shall fully comply with all requirements of the Contract Documents.
- F. It is understood and agreed that the Contractor's Construction Schedule is to represent the Contractor's best plan and estimate for the Work; however, the Contractor acknowledges that the Contractor's Construction Schedule may have to be revised from time-to-time as the Project proceeds. The Contractor further acknowledges and agrees that the Owner does not guarantee that: (1) The Contractor can start Work activities on the "early start" or "late start" dates or complete Work activities on the "early finish" or "late finish" dates shown in the schedule, or as same may be updated or revised; or (2) The Contractor can proceed at all times in the sequence established by the Contractor's Construction Schedule, or that the Contractor can rely upon the utilization of only the resources and manpower they initially plan for the performance of the Work. Any changes, modifications or adjustments made by the Contractor to the Contractor's Construction Schedule shall be in full compliance with all requirements of the Contract Documents.

- G. The Contractor acknowledges and agrees that their Contractor's Construction Schedule must be flexible in order to accommodate and allow for proper coordination.
- H. The review of the Contractor's Construction Schedule or any other schedule or plan of construction of the Contractor, does not constitute an agreement by the Owner of any start or finish date in the schedule or specific durations or sequences for activities of the Contractor; further, nothing herein shall be construed as modifying or changing, or excusing the performance of the Contractor of required portions of the Work by the Completion Dates as set forth in the Contract Documents.
- I. The Completion Dates set forth in the Contract Documents represent only the major items of Work and may or may not include interface dates with the construction activities of others. Completion Dates are Contract requirements and are the essence of the Contract Documents and to the coordination of the Work by the Contractor. Completion Dates represent the latest allowable completion time for those portions of the Work to which each Completion Date relates. The Completion Dates are not intended to be a complete listing of all Work under the Contract Documents.
- J. Unless otherwise specifically provided in the Contract Documents, and in particular the General Requirements, the Contractor acknowledges that the Owner and Architect have contemplated in their planning and in any preliminary schedule that may have been prepared and made available to the Bidders, and in their budgeting for professional services, that the Work shall be performed on a 5-day work week basis, utilizing a single 8-hour shift per day. The Owner shall have the sole discretion of approving or rejecting a variance in the work week, number of shifts, or shift length. Unless otherwise agreed to by the Owner, the Contractor shall bear the cost of, and pay the Owner, for additional staff and supervisory personnel and inspectors of any authority having jurisdiction of the Work, necessary to support any variance in the contemplated work week, number of shifts or shift length.

1.9 POST AWARD ACTIVITIES

- A. Upon receipt by the Contractor of the Notice to Proceed, and until the Contractor's Construction Schedule is completed, the Contractor shall do the following.
 - 1. Within thirty (30) days of the Notice to Proceed, complete an Preliminary Construction Schedule governing the first 120 days of construction.
 - 2. Within seventy-five (75) days of the Notice to Proceed, complete a Final Construction Schedule governing the Work.

1.10 CONSTRUCTION SCHEDULE CONTENT

- A. The Contractor's Construction Schedule shall consist of a detailed CPM Schedule of all Work activities of the Project. The Schedule shall include, but not be limited to, the following information: (1) Project name; (2) completed Work ready for use by the Owner, etc.; (3) activities relating to different areas of responsibility, such as subcontracted Work which is distinctly separate from that being done by the Contractor directly; (4) different categories of Work as distinguished by craft or crew requirements;

(5) different categories of Work as distinguished by equipment requirements; (6) different categories of Work as distinguished by materials; (7) distinct and identifiable subdivisions of Work such as structural slabs, beams, columns; (8) location of Work within the Project that necessitates different times or crews to perform; (9) outage schedules for existing utility services that shall be interrupted during the performance of the Work; (10) acquisition and installation of equipment and materials supplied and/or installed by the Owner; (11) material to be stored on site; and (12) dates for completion of Work.

- B. For all major equipment and materials to be fabricated or supplied for the Project, the Contractor's Construction Schedule shall show a sequence of activities including: (1) preparation of Shop Drawings, Samples and all required Submittals as set forth in these specifications; (2) a reasonable time for review of Shop Drawings, Samples, and Submittals or such time as specified in the Contract Documents; (3) shop fabrication, delivery, and storage; (4) erection or installation; and (5) testing of equipment and materials.
- C. The Contractor's Construction Schedule shall clearly indicate the dates of the various stages of construction relative to temporary heat, as defined in Part 3 Paragraph "Temporary Heat" of Division 1 Section "Temporary Facilities & Controls".
- D. The Gantt Chart shall include the early dates and total float for each activity. There shall be no negative float in the baseline schedule.
- E. All activity durations shall be given in calendar days. No activity shall have a duration of more than twenty (20) days.

1.11 UPDATING OF CONSTRUCTION SCHEDULE/PROGRESS REPORTS

- A. On a monthly basis the Contractor shall prepare the Contractor's report of actual progress. Said report shall set forth up-to-date and accurate progress data, shall be based upon the Contractor's best judgment and shall be prepared by the Contractor in consultation with all subcontractors.
- B. The progress report of the Contractor shall show the activities, or portions of activities, completed during the reporting period, the actual start and finish dates for these activities, remaining durations and/or estimated dates for completion of Work for activities currently in progress.
- C. The Contractor shall submit a written report with the updated progress analysis which shall include, but not be limited to, a description of problem areas, current and anticipated delaying factors and their impact, explanations of corrective actions taken or planned, any newly planned activities or changes in sequence, and proposed logic for a recovery schedule, if required, as further described herein. The report shall also include: (1) a narrative describing actual Work accomplished during the reporting period; (2) a list of major construction equipment used on the Project during the reporting period and any construction equipment idle during the reporting period; (3) the total number of personnel by craft actually engaged in the Work during the reporting period, with such total stated separately as to office, supervisory, and field

personnel; (4) a manpower and equipment forecast for the succeeding thirty (30) days, stating such total as to office, supervisory and field personnel; (5) a list of Contractor-supplied materials and equipment, indicating current availability and anticipated job site delivery dates; and (6) changes or additions to the Contractor's supervisory personnel, if any, since the preceding progress report.

- D. The Contractor understands and agrees that the submission and approval of progress updates and the receipt of progress reports are an integral part and basic element of the Applications for Payment; and that the Contractor shall not be entitled to any progress payment under the Contract Documents until, in the sole discretion of the Owner, the Contractor has fully complied with the requirements of this Section.
- E. The Contractor shall be solely responsible for expediting the delivery of all materials and equipment to be furnished by or to them so that the progress of construction shall be maintained according to the currently approved Contractor's Construction Schedule for the Work. The Contractor shall notify the Owner in writing, and in a timely and reasonable manner, whenever the Contractor determines or anticipates that the delivery date of any material or equipment to be furnished by the Contractor shall be later than the delivery date indicated by the Contractor's Construction Schedule, or required consistent with the completion requirements of the Contract Documents, subject to schedule updates as herein provided.
- F. The Contractor shall ensure that off site activities do not control the critical path of the Contractor's Construction Schedule and instead, that the critical path only relates to activities on the site.

1.12 RECOVERY SCHEDULE.

- A. Should the updated Contractor's Construction Schedule, at any time during the Contractor's performance, show, in the sole opinion of the Owner that the Contractor is fourteen (14) or more days behind schedule for any task Completion Date, or should the Contractor be required to undertake actions as provided for in these specifications, the Contractor shall prepare a recovery schedule at no additional cost to the Owner (unless the Owner is solely responsible for the event or occurrence which has caused the schedule slippage) explaining and displaying how the Contractor intends to reschedule their Work in order to regain compliance with the Contractor's Construction Schedule during the immediate subsequent pay period.
- B. If the Contractor believes that all of the time can be recovered during the subsequent pay period, the Contractor shall be permitted to prepare a recovery schedule as set forth below. However, if the Contractor believes it shall take more than thirty (30) days to recover all of the lost time, they shall prepare a revision to the Contractor's Construction Schedule and comply with all of the requirements of a schedule revision as set forth in this Paragraph 1.12 and Paragraph 1.13.
 - 1. The Contractor shall prepare a limited duration recovery schedule, incorporating the best available information from Subcontractors and others which shall permit a return to the Construction Schedule at the earliest possible time. The

- Contractor shall prepare a recovery schedule to the same level of detail as the Construction Schedule for a maximum duration of one month.
2. Within two (2) days after submission by the Contractor of a recovery schedule, the Contractor shall participate in a conference with the Owner, to review and evaluate the recovery schedule. Within two (2) days of the conference, the Contractor shall submit the revisions necessitated by the review for the Owner's review and approval. The Contractor shall use the approved recovery schedule as their plan for returning to the Contractor's Construction Schedule.
 3. The Contractor shall confer continuously with the Owner to assess the effectiveness of the recovery schedule. As a result of this conference:
 - a. If the Owner determines the Contractor is still behind schedule, the Owner shall direct the Contractor to prepare a schedule revision and comply with all of the requirements of a schedule revision as stated herein and the other requirements of the Contract Documents; provided, however, that nothing herein shall limit in any way the rights and remedies of the Owner as provided elsewhere in the Contract Documents; or
 - b. If the Owner determines the Contractor has successfully complied with the provisions of the recovery schedule, the Owner shall direct the Contractor to return to the use of the approved Contractor's Construction Schedule.

1.13 SCHEDULE REVISIONS

- A. Should the Contractor desire to or be otherwise required under the Contract Documents to make modifications or changes in their method of operation, their sequence of Work or the durations of the activities in the Contractor's Construction Schedule, they shall do so in accordance with the requirements of this Paragraph and the Contract Documents. Revisions to the approved Contractor's Construction Schedule must be presented to and reviewed by the Owner.
- B. The Contractor shall submit requests for revisions to the Contractor's Construction Schedule to the Owner, together with written rationale for revisions and description of logic for rescheduling Work and maintaining the Completion Dates listed in the Contract Documents. Proposed revisions acceptable shall be incorporated into the next update of the Contractor's Construction Schedule. The Contractor shall pay the Owner for costs incurred by the Lead Contractor for the revisions.
- C. In all instances where a revision to the Contractor's Construction Schedule will affect the construction activities of other Prime Contractors, prior to submission by the Contractor of their proposed schedule revisions, they shall meet with and gain written approval of each of the Prime Contractors to make the revisions which shall be evidenced by the signatures of said Prime Contractors on the proposed schedule revisions. If accepted, the revisions, shall be binding upon the Contractor and all Prime Contractors on the Project.

1.14 FLOAT TIME

- A. Float or slack time associated with one chain of activities is defined as the amount of time between the earliest start date and latest start date or between the earliest finish date and latest finish date for such activities, as calculated as part of the Contractor's Construction Schedule. The Contractor agrees that there shall be no basis for any modification of the Completion Date or dates or an extension of the Contract Time, or a claim for additional compensation as a result of any Project problem, Change Order or delay which only results in the loss of available positive float on the Contractor's Construction Schedule.

1.15 SCHEDULE OF INSPECTIONS AND TESTS

- A. Prepare a schedule of inspections, tests, and similar services required by the Contract Documents. Submit the schedule within 10 days of the date established for commencement of the Work.
- B. The schedule shall be in tabular form and shall include, but not be limited to, the following:
 - 1. Specification Section number
 - 2. Description of the test
 - 3. Identification of applicable standards
 - 4. Identification of test methods
 - 5. Number of tests required
 - 6. Time schedule or time span for tests
 - 7. Entity responsible for performing tests
 - 8. Requirements for taking samples.
 - 9. Unique characteristics of each service
- C. Distribute the schedule to the Owner, Architect, and each party involved in performance of portions of the Work where inspections and tests are required.

1.16 REPORTS

- A. Daily Construction Reports: Prepare Daily Construction Reports recording the following information concerning events at the Project site:
 - 1. List of subcontractors at Project site
 - 2. Approximate count of personnel at Project site
 - 3. High and low temperatures and general weather conditions
 - 4. Accidents
 - 5. Meetings and significant decisions
 - 6. Unusual events (refer to special reports)
 - 7. Stoppages, delays, shortages, and losses
 - 8. Meter readings and similar recordings
 - 9. Emergency procedures
 - 10. Orders and requests of authorities having jurisdiction
 - 11. Change Orders received and implemented
 - 12. Construction Change Directives received

13. Services connected and disconnected
 14. Equipment or system tests and startups
 15. Partial Completions and occupancies
 16. Substantial Completions authorized
- B. Field Correction Reports: When the need to take corrective action that requires a departure from the Contract Documents arises, prepare a detailed report. Include a statement describing the problem and recommended changes. Indicate reasons the Contract Documents cannot be followed. Submit a copy to the Architect immediately.
- C. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.
- D. Material Location Reports: At weekly intervals, prepare a comprehensive list of materials delivered to and stored at the site. The list shall be cumulative, showing materials previously reported plus items recently delivered. Include with the list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from the site. Submit copies of the list to the Architect at weekly intervals.

1.17 SPECIAL REPORTS

- A. General: Submit Special Reports directly to the Owner within one day of an occurrence. Distribute copies of reports to parties affected by the occurrence and to the Architect.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at the Project site, whether or not related directly to the Work, prepare and submit a Special Report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise the Owner in advance when these events are known or predictable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 013200

SECTION 01 33 23
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- 1-1. Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONTRACTOR in the GENERAL REQUIREMENTS.
- 1-2. For the purposes of this contract, samples, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- 1-3. Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
 - A. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
 - B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 - C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- 1-4. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.
- 1-5. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by Resident Engineer on behalf of the Contracting Officer.
- 1-6. Upon receipt of submittals, Architect-Engineer will assign a file number thereto. Contractor, in any subsequent correspondence, shall refer to this file and identification number to expedite replies relative to previously approved or disapproved submittals.
- 1-7. The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with the GENERAL CONDITIONS.
- 1-8. Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

- 1-9. Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.
- A. Submit required samples in quadruplicate. Submit other samples in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
 - B. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via first class mail, FAX, or electronic mail; and shall contain the list of items, name of Medical Center, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.
 - 1. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.
 - 2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Medical Center, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
 - 3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
 - C. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
 - D. Approved samples will be kept on file by the Resident Engineer at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
 - E. Submittal drawings (shop, erection or setting drawings) and schedules, required for work of various trades, shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness and compliance with contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.

1. For each drawing required, submit one legible photographic paper or vellum reproducible.
 2. Reproducible shall be full size.
 3. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
 4. A space 120 mm by 125 mm (4-3/4 by 5 inches) shall be reserved on each drawing to accommodate approval or disapproval stamp.
 5. Submit drawings ROLLED WITHIN A MAILING TUBE fully protected for shipment.
 6. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
 7. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.
- 1-10. Samples, shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to
- Quality Assurance Plus
401 E. Winding Hill Rd, Suite 210
Mechanicsburg, PA 17055
- 1-11. At the time of transmittal to the Architect-Engineer, the Contractor shall also send a copy of the complete submittal directly to the Resident Engineer.

- - - END OF SECTION - - -

SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve the Contractor of responsibility for compliance with the requirements of the Contract Document.
 - 1. Specific quality-control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit the Contractor's quality-control procedures that facilitate compliance with the requirements of the Contract Document.
 - 3. Requirements for the Contractor to provide quality-control services required by the Architect, Owner or authorities having jurisdiction are not limited by the provisions of this Section.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections
 - 2. Division 1 Section "Cutting and Patching" for repair and restoration of construction disturbed by testing and inspecting activities
 - 3. Divisions 2 through 33 Sections for specific test and inspection requirements

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions and procedures performed before and during execution of the Work to guard against defects and deficiencies and to ensure that proposed construction complies with Project requirements.

- B. Quality-Control Services: Tests, inspections, procedures and related actions during and after execution of the Work to evaluate that completed construction complies with Project requirements. Services do not include contract enforcement activities performed by the Architect.
- C. Mockups: Full-size, physical example assemblies to illustrate finishes and materials. Mockups are used to verify selections made under Sample submittals to demonstrate aesthetic effects and, where indicated, qualities of materials and execution, and to review construction, coordination, testing, or operation. Samples are not mockups.
- D. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

1.4 DELEGATED DESIGN

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

1.5 REGULATORY REQUIREMENTS

- A. Copies of Regulations: Obtain copies of applicable regulations and retain at the Project site to be available for reference by parties who have a reasonable need.

1.6 SUBMITTALS

- A. Qualification Data: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data and other required submittals, submit a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to the Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with the performance and design criteria indicated. Include a list of codes, loads and other factors used in performing these services.
- C. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title
 - 2. Description of test and inspection
 - 3. Identification of applicable standards

4. Identification of test and inspection methods
5. Number of tests and inspections required
6. Time schedule or time span for tests and inspections
7. Entity responsible for performing tests and inspections
8. Requirements for obtaining samples
9. Unique characteristics of each quality-control service

D. Reports: Prepare and submit certified written reports that include the following:

1. Date of issue
2. Project title and number
3. Name, address, and telephone number of testing agency
4. Dates and locations of samples and tests or inspections
5. Names of individuals making tests and inspections
6. Description of the Work and test and inspection method
7. Identification of product and Specification Section
8. Complete test or inspection data
9. Test and inspection results and an interpretation of test results
10. Ambient conditions at the time of sample taking and testing and inspecting
11. Comments or professional opinion on whether tested or inspected Work complies with the requirements of the Contract Documents
12. Name and signature of laboratory inspector
13. Recommendations on retesting and re-inspecting

E. Permits, Licenses, and Certificates: For the Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.7 QUALITY ASSURANCE

- A. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- B. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by the manufacturer to inspect the installation of the manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- C. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- D. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance.

- E. Professional Engineer Qualifications: A professional engineer who is qualified and legally licensed to practice in the jurisdiction where the Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly or product that are similar to those indicated for this Project in material, design and extent.
- F. Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy the qualification requirements indicated and shall be engaged for the activities indicated.
 - 1. The requirement for specialists shall not supersede building codes and similar regulations governing the Work, nor interfere with local trade-union jurisdictional settlements and similar conventions.
- G. Testing Agency Qualifications: An agency with the experience and capability to conduct the testing and inspecting indicated, as documented by ASTM E 548, and that specializes in the types of tests and inspections to be performed.
- H. Preconstruction Testing: A qualified testing agency shall perform preconstruction testing for compliance with specified requirements for performance and test methods.
 - 1. Contractor responsibilities include the following:
 - a. Provide test specimens and assemblies representative of proposed materials and construction. Provide sizes and configurations of assemblies to adequately demonstrate capability of the product to comply with performance requirements.
 - b. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - c. Fabricate and install test assemblies using installers who will perform the same tasks for this Project.
 - d. When testing is complete, remove assemblies; do not reuse materials on the Project.
 - 2. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to the Architect, with copy to the Contractor. Interpret tests and inspections and state in each report whether the tested and inspected work complies with or deviates from the requirements of the Contract Documents.
- I. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
 - 1. Build mockups in the location and of the size indicated or, if not indicated, as directed by the Architect.
 - 2. Notify the Architect at least seven days in advance of dates and times when mockups will be constructed.
 - 3. Demonstrate the proposed range of aesthetic effects and workmanship.

4. Obtain the Architect's approval of mockups before starting work, fabrication, or construction.
5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups when directed, unless otherwise indicated.

1.8 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as the Owner's responsibility, the Owner will engage a qualified testing agency to perform these services.
 1. The Owner will furnish the Contractor with the names, addresses and telephone numbers of the testing agencies engaged and a description of the types of testing and inspecting each is engaged to perform.
 2. The Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the requirements of the Contract Documents will be charged to the Contractor.
- B. Contractor Responsibilities: Unless otherwise indicated, provide quality-control services specified and required by authorities having jurisdiction.
 1. Where services are indicated as the Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. The Contractor shall not employ the same entity engaged by the Owner, unless agreed to in writing by the Owner.
 2. Notify testing agencies at least 24 hours in advance of the time when Work that requires testing or inspecting will be performed.
 3. Where quality-control services are indicated as the Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 4. Testing and inspecting requested by the Contractor, which are not required by the Contract Documents, are the Contractor's responsibility.
 5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Special Tests and Inspections: The Owner will engage a testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of the Owner.
 1. Testing agency will notify the Architect and the Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 2. Testing agency will submit a certified written report of each test, inspection and similar quality-control service to the Architect, with copy to the Contractor and to authorities having jurisdiction.
 3. Testing agency will submit a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.

4. Testing agency will interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from the requirements of the Contract Documents.
 5. Testing agency will retest and reinspect corrected work. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the requirements of the Contract Documents will be charged to the Contractor.
- D. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing.
- E. Retesting/Reinspecting: Regardless of whether original tests or inspections were the Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that revised or replaced Work that failed to comply with the requirements established by the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with the Architect and the Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify the Architect and the Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Interpret tests and inspections and state in each report whether tested and inspected Work complies with or deviates from requirements.
 3. Submit a certified written report, in duplicate, of each test, inspection and similar quality-control service through the Contractor.
 4. Do not release, revoke, alter or increase the requirements of the Contract Documents or approve or accept any portion of the Work.
 5. Do not perform any duties of the Contractor.
- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify the agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work
 2. Incidental labor and facilities necessary to facilitate tests and inspections
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples
 4. Facilities for storage and field-curing of test samples
 5. Delivery of samples to testing agencies
 6. Preliminary design mix proposed for use for material mixes that require control by the testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at the Project site.
- H. Coordination: Coordinate the sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid the

necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents. Submit the schedule within 30 days of the date established for the Notice to Proceed.
 1. Distribution: Distribute the schedule to the Owner, the Architect, the testing agencies and each party involved in performance of portions of the Work where tests and inspections are required.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with the installation requirements specified in other Sections of these Specifications. Restore patched areas and extend restoration into adjoining areas in a manner that eliminates evidence of patching.
 2. Comply with the Contract Document requirements for Division 1 Section "Cutting and Patching."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are the Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 014000

SECTION 01 45 29
TESTING LABORATORY SERVICES

PART 1 - GENERAL

1.1 DESCRIPTION:

This section specifies materials testing activities and inspection services required during project construction to be provided by a Testing Laboratory retained and paid for by Contractor.

1.2 APPLICABLE PUBLICATIONS:

- A. The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only.
- B. American Association of State Highway and Transportation Officials (AASHTO):
 - T027-11.....Sieve Analysis of Fine and Coarse Aggregates
 - T096-02 (R2006).....Resistance to Degradation of Small-Size Coarse Aggregate by Abrasion and Impact in the Los Angeles Machine
 - T099-10.....The Moisture-Density Relations of Soils Using a 2.5 Kg (5.5 lb.) Rammer and a 305 mm (12 in.) Drop
 - T104-99 (R2007).....Soundness of Aggregate by Use of Sodium Sulfate or Magnesium Sulfate
 - T180-10.....Moisture-Density Relations of Soils using a 4.54 kg (10 lb.) Rammer and a 457 mm (18 in.) Drop
 - T191-02(R2006).....Density of Soil In-Place by the Sand-Cone Method
- C. American Concrete Institute (ACI):
 - 506.4R-94 (R2004).....Guide for the Evaluation of Shotcrete
- D. American Society for Testing and Materials (ASTM):
 - A325-10.....Structural Bolts, Steel, Heat Treated, 120/105 ksi Minimum Tensile Strength
 - A370-10.....Definitions for Mechanical Testing of Steel Products
 - A416/A416M-10.....Steel Strand, Uncoated Seven-Wire for Prestressed Concrete
 - A490-10.....Heat Treated Steel Structural Bolts, 150 ksi Minimum Tensile Strength
 - C31/C31M-10.....Making and Curing Concrete Test Specimens in the Field
 - C33-11.....Concrete Aggregates

WILKES-BARRE, PENNSYLVANIA

C39/C39M-12.....Compressive Strength of Cylindrical Concrete
Specimens

C109/C109M-11.....Compressive Strength of Hydraulic Cement Mortars

C138-10.....Unit Weight, Yield, and Air Content
(Gravimetric) of Concrete

C140-10.....Sampling and Testing Concrete Masonry Units and
Related Units

C143/C143M-10.....Slump of Hydraulic Cement Concrete

C172-10.....Sampling Freshly Mixed Concrete

C173-10.....Air Content of freshly Mixed Concrete by the
Volumetric Method

C330-09.....Lightweight Aggregates for Structural Concrete

C567-11.....Density Structural Lightweight Concrete

C780-10.....Pre-construction and Construction Evaluation of
Mortars for Plain and Reinforced Unit Masonry

C1019-11.....Sampling and Testing Grout

C1060-11.....Thermographic Inspection of Insulation
Installations in Envelope Cavities of Frame
Buildings

C1064/C1064M-05.....Freshly Mixed Portland Cement Concrete

C1077-06.....Laboratories Testing Concrete and Concrete
Aggregates for Use in Construction and Criteria
for Laboratory Evaluation

C1153-10.....Location of Wet Insulation in Roofing Systems
Using Infrared Imaging

C1314-11.....Compressive Strength of Masonry Prisms

D698-07.....Laboratory Compaction Characteristics of Soil
Using Standard Effort

D1143-07.....Piles Under Static Axial Compressive Load

D1188-07.....Bulk Specific Gravity and Density of Compacted
Bituminous Mixtures Using Paraffin-Coated
Specimens

D1556-07.....Density and Unit Weight of Soil in Place by the
Sand-Cone Method

D1557-09.....Laboratory Compaction Characteristics of Soil
Using Modified Effort

D2166-06.....Unconfined Compressive Strength of Cohesive Soil

D2167-08.....Density and Unit Weight of Soil in Place by the
Rubber Balloon Method

- D2216-10.....Laboratory Determination of Water (Moisture)
Content of Soil and Rock by Mass
- D2922-05.....Density of soil and Soil-Aggregate in Place by
Nuclear Methods (Shallow Depth)
- D2974-07.....Moisture, Ash, and Organic Matter of Peat and
Other Organic Soils
- D3666-09.....Minimum Requirements for Agencies Testing and
Inspection Bituminous Paving Materials
- D3740-10.....Minimum Requirements for Agencies Engaged in the
Testing and Inspecting Road and Paving Material
- E94-10(2004).....Radiographic Testing
- E164-08.....Ultrasonic Contact Examination of Weldments
- E329-10.....Agencies Engaged in Construction Inspection
and/or Testing
- E543-09.....Agencies Performing Non-Destructive Testing
- E605-93(R2006).....Thickness and Density of Sprayed Fire-Resistive
Material (SFRM) Applied to Structural Members
- E709-08.....Guide for Magnetic Particle Examination
- E779-10.....Determining Air Leakage Rate by Fan
Pressurization
- E1155-96(R2008).....Determining FF Floor Flatness and FL Floor
Levelness Numbers
- E1827-11.....Determining Air tightness of Buildings Using an
Orifice Blower Door
- E. American Welding Society (AWS):
D1.1-10.....Structural Welding Code-Steel
- F. International Standards Organization (ISO):
6781-83.....Thermal insulation - Qualitative detection of
thermal irregularities in building envelopes -
Infrared method

1.3 REQUIREMENTS:

- A. Accreditation Requirements: Construction materials testing laboratories must be accredited by a laboratory accreditation authority and will be required to submit a copy of the Certificate of Accreditation and Scope of Accreditation. The laboratory's scope of accreditation must include the appropriate ASTM standards (i.e.; E 329, C 1077, D 3666, D3740, A 880, E 543) listed in the technical sections of the specifications. Laboratories engaged in Hazardous Materials Testing shall meet the requirements of OSHA and EPA. The policy applies to the specific

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laboratory performing the actual testing, not just the "Corporate Office."

1. Building Air Tightness Testing Agency Qualifications: The testing firm shall have minimum 2 years experience in air tightness testing and analysis, and a minimum of 3 successful projects of similar type and scope in the previous 3 years, using the specified testing standard, and employing qualified test technicians.
 - a. Building Air Tightness Test Technician Qualifications: The testing technician shall have 2 years experience in air tightness testing using the specified testing standard and equipment.
2. Thermography Testing Agency Qualifications: The testing firm shall be the same firm that provides building airtightness testing for the project, and shall be capable of coordinating testing procedures, analysis, recommendations, and reporting, with a minimum 2 years experience in thermographic testing and analysis, and a minimum of 3 successful projects of similar type and scope in the previous 3 years using the specified testing standard, and employing qualified test technicians.
 - a. Thermography Test Technician Qualifications: The testing technician shall be a Level II Certified Infrared Thermographer and shall have 2 years experience in thermographic testing using the specified testing standard and equipment.
 - b. Certifications: Infrared Thermography Certifications shall be by the Infrared Training Center, N. Billerica, MA, or a comparable training organization acceptable to Architect.
- B. Inspection and Testing: Testing laboratory shall inspect materials and workmanship and perform tests described herein and additional tests requested by Contracting Officer's Representative (COR). When it appears materials furnished, or work performed by Contractor fail to meet construction contract requirements, Testing Laboratory shall direct attention of COR to such failure.
- C. Written Reports: Testing laboratory shall submit test reports to COR, Contractor, unless other arrangements are agreed to in writing by the COR. Submit reports of tests that fail to meet construction contract requirements on colored paper.
- D. Verbal Reports: Give verbal notification to COR immediately of any irregularity.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 EARTHWORK:

- A. General: The Testing Laboratory shall provide qualified personnel, materials, equipment, and transportation as required to perform the services identified/required herein, within the agreed to schedule and/or time frame. The work to be performed shall be as identified herein and shall include but not be limited to the following:
1. Observe fill and subgrades during proof-rolling to evaluate suitability of surface material to receive fill or base course. Provide recommendations to the COR regarding suitability or unsuitability of areas where proof-rolling was observed. Where unsuitable results are observed, witness excavation of unsuitable material and recommend to COR extent of removal and replacement of unsuitable materials and observe proof-rolling of replaced areas until satisfactory results are obtained.
 2. Provide part time observation of fill placement and compaction and field density testing in building areas and provide part time observation of fill placement and compaction and field density testing in pavement areas to verify that earthwork compaction obtained is in accordance with contract documents.
 3. Provide supervised geotechnical technician to inspect excavation, subsurface preparation, and backfill for structural fill.
- B. Testing Compaction:
1. Determine maximum density and optimum moisture content for each type of fill, backfill and subgrade material used, in compliance with AASHTO T99/T180 Method A, ASTM D698 and/or ASTM D1557.
 2. Make field density tests in accordance with the primary testing method following ASTM D2922 wherever possible. Field density tests utilizing ASTM D1556, or ASTM D2167 shall be utilized on a case by case basis only if there are problems with the validity of the results from the primary method due to specific site field conditions. Should the testing laboratory propose these alternative methods, they should provide satisfactory explanation to the COR before the tests are conducted.
 - a. Pavement Subgrade: One test for each 335 m² (400 square yards), but in no case fewer than two tests.
 - b. Curb, Gutter, and Sidewalk: One test for each 90 m (300 feet), but in no case fewer than two tests.

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- c. Trenches: One test at maximum 30 m (100 foot) intervals per 1200 mm (4 foot) of vertical lift and at changes in required density, but in no case fewer than two tests.
- d. Footing Subgrade: At least one test for each layer of soil on which footings will be placed. Subsequent verification and approval of each footing subgrade may be based on a visual comparison of each subgrade with related tested subgrade when acceptable to COR. In each compacted fill layer below wall footings, perform one field density test for every 30 m (100 feet) of wall. Verify subgrade is level, all loose or disturbed soils have been removed, and correlate actual soil conditions observed with those indicated by test borings.
- C. Testing for Footing Bearing Capacity: Evaluate if suitable bearing capacity material is encountered in footing subgrade.
- D. Testing Materials: Test suitability of on-site and off-site borrow as directed by COR.

3.2 FOUNDATION PILES:

- A. Witness load test procedure for conformance with ASTM D1143 and interpret test data to verify geotechnical recommendations for pile capacity. Submit load test report in accordance with ASTM D1143.
- B. Review Contractor's equipment, methods, and procedures prior to starting any work on site. Provide continuous inspection of pile installation. Maintain a record of all pertinent phases of operation for submittal to COR.

3.3 LANDSCAPING:

- A. Test topsoil for organic materials, pH, phosphate, potash content, and gradation of particles.
 - 1. Test for organic material by using ASTM D2974.
 - 2. Determine percent of silt, sand, clay, and foreign materials such as rock, roots, and vegetation.
- B. Submit laboratory test report of topsoil to COR.

3.4 ASPHALT CONCRETE PAVING:

- A. Aggregate Base Course:
 - 1. Determine maximum density and optimum moisture content for aggregate base material in accordance with AASHTO T180, Method D. 2. Make a minimum of three field density tests on each day's final compaction on each aggregate course in accordance with AASHTO T191.
 - 3. Sample and test aggregate as necessary to insure compliance with specification requirements for gradation, wear, and soundness as

specified in the applicable state highway standards and specifications.

B. Asphalt Concrete:

1. Aggregate: Sample and test aggregates in stock pile and hot-bins as necessary to insure compliance with specification requirements for gradation (AASHTO T27), wear (AASHTO T96), and soundness (AASHTO T104).
2. Temperature: Check temperature of each load of asphalt concrete at mixing plant and at site of paving operation.
3. Density: Make a minimum of two field density tests in accordance with ASTM D1188 of asphalt base and surface course for each day's paving operation.

3.5 SITE WORK CONCRETE:

Test site work concrete including materials for concrete as required in Article CONCRETE of this section.

3.6 POST-TENSIONING OF CONCRETE:

- A. Inspection Prior to Concreting: Inspect tendons, drape of tendons, and anchorage components for compliance prior to concreting.
- B. Concrete Testing: As required in Article, CONCRETE of this section except make three test cylinders representing each area to be tensioned and cylinders shall be cured in same manner as concrete they represent. Make compression test prior to determining minimum specified strength required for post-tensioning.
- C. Post-tensioning: Witness post-tensioning operation and record actual gauge pressures and elongations applied to each tendon.
- D. Submit reports in duplicate of the following:
 1. Inspection of placement and post-tensioning of all tendons.
 2. Size, number, location, and drape of tendons.
 3. Calculated elongations, based upon the length, modulus of elasticity, and cross-sectional area of the tendons used.
 4. Actual field elongations. Check elongation of tendons within ranges established by manufacturer.
 5. Calculated gauge pressure and jacking force applied to each tendon.
 6. Actual gauge pressures and jacking force applied to each tendon.
 7. Required concrete strength at time of jacking.
 8. Actual concrete strength at time of jacking.
 9. Do not cut or cover the tendon ends until the Contractor receives the COR's written approval of the post-tensioning records.

3.7 CONCRETE:

- A. Batch Plant Inspection and Materials Testing:

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1. Perform continuous batch plant inspection until concrete quality is established to satisfaction of COR with concurrence of Contracting Officer and perform periodic inspections thereafter as determined by COR.
 2. Periodically inspect and test batch proportioning equipment for accuracy and report deficiencies to COR.
 3. Sample and test mix ingredients as necessary to insure compliance with specifications.
 4. Sample and test aggregates daily and as necessary for moisture content. Test the dry rodded weight of the coarse aggregate whenever a sieve analysis is made, and when it appears there has been a change in the aggregate.
 5. Certify, in duplicate, ingredients and proportions and amounts of ingredients in concrete conform to approved trial mixes. When concrete is batched or mixed off immediate building site, certify (by signing, initialing or stamping thereon) on delivery slips (duplicate) that ingredients in truck-load mixes conform to proportions of aggregate weight, cement factor, and water-cement ratio of approved trial mixes.
- B. Field Inspection and Materials Testing:
1. Provide a technician at site of placement at all times to perform concrete sampling and testing.
 2. Review the delivery tickets of the ready-mix concrete trucks arriving on-site. Notify the Contractor if the concrete cannot be placed within the specified time limits or if the type of concrete delivered is incorrect. Reject any loads that do not comply with the Specification requirements. Rejected loads are to be removed from the site at the Contractor's expense. Any rejected concrete that is placed will be subject to removal.
 3. Take concrete samples at point of placement in accordance with ASTM C172. Mold and cure compression test cylinders in accordance with ASTM C31. Make at least three cylinders for each 40 m³ (50 cubic yards) or less of each concrete type, and at least three cylinders for any one day's pour for each concrete type. After good concrete quality control has been established and maintained as determined by COR make three cylinders for each 80 m³ (100 cubic yards) or less of each concrete type, and at least three cylinders from any one day's pour for each concrete type. Label each cylinder with an

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- identification number. COR may require additional cylinders to be molded and cured under job conditions.
4. Perform slump tests in accordance with ASTM C143. Test the first truck each day, and every time test cylinders are made. Test pumped concrete at the hopper and at the discharge end of the hose at the beginning of each day's pumping operations to determine change in slump.
 5. Determine the air content of concrete per ASTM C173. For concrete required to be air-entrained, test the first truck and every 20 m³ (25 cubic yards) thereafter each day. For concrete not required to be air-entrained, test every 80 m³ (100 cubic yards) at random. For pumped concrete, initially test concrete at both the hopper and the discharge end of the hose to determine change in air content.
 6. If slump or air content fall outside specified limits, make another test immediately from another portion of same batch.
 7. Perform unit weight tests in compliance with ASTM C138 for normal weight concrete and ASTM C567 for lightweight concrete. Test the first truck and each time cylinders are made.
 8. Notify laboratory technician at batch plant of mix irregularities and request materials and proportioning check.
 9. Verify that specified mixing has been accomplished.
 10. Environmental Conditions: Determine the temperature per ASTM C1064 for each truckload of concrete during hot weather and cold weather concreting operations:
 - a. When ambient air temperature falls below 4.4 degrees C (40 degrees F), record maximum and minimum air temperatures in each 24 hour period; record air temperature inside protective enclosure; record minimum temperature of surface of hardened concrete.
 - b. When ambient air temperature rises above 29.4 degrees C (85 degrees F), record maximum and minimum air temperature in each 24 hour period; record minimum relative humidity; record maximum wind velocity; record maximum temperature of surface of hardened concrete.
 11. Inspect the reinforcing steel placement, including bar size, bar spacing, top and bottom concrete cover, proper tie into the chairs, and grade of steel prior to concrete placement. Submit detailed report of observations.
 12. Observe conveying, placement, and consolidation of concrete for conformance to specifications.

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13. Observe condition of formed surfaces upon removal of formwork prior to repair of surface defects and observe repair of surface defects.
 14. Observe curing procedures for conformance with specifications, record dates of concrete placement, start of preliminary curing, start of final curing, end of curing period.
 15. Observe preparations for placement of concrete:
 - a. Inspect handling, conveying, and placing equipment, inspect vibrating and compaction equipment.
 - b. Inspect preparation of construction, expansion, and isolation joints.
 16. Observe preparations for protection from hot weather, cold weather, sun, and rain, and preparations for curing.
 17. Observe concrete mixing:
 - a. Monitor and record amount of water added at project site.
 - b. Observe minimum and maximum mixing times.
 18. Measure concrete flatwork for levelness and flatness as follows:
 - a. Perform Floor Tolerance Measurements F_F and F_L in accordance with ASTM E1155. Calculate the actual overall F- numbers using the inferior/superior area method.
 - b. Perform all floor tolerance measurements within 48 hours after slab installation and prior to removal of shoring and formwork.
 - c. Provide the Contractor and the COR with the results of all profile tests, including a running tabulation of the overall F_F and F_L values for all slabs installed to date, within 72 hours after each slab installation.
 19. Other inspections:
 - a. Grouting under base plates.
 - b. Grouting anchor bolts and reinforcing steel in hardened concrete.
- C. Laboratory Tests of Field Samples:
1. Test compression test cylinders for strength in accordance with ASTM C39. For each test series, test one cylinder at 7 days and one cylinder at 28 days. Use remaining cylinder as a spare tested as directed by COR. Compile laboratory test reports as follows:
Compressive strength test shall be result of one cylinder, except when one cylinder shows evidence of improper sampling, molding or testing, in which case it shall be discarded and strength of spare cylinder shall be used.
 2. Make weight tests of hardened lightweight structural concrete in accordance with ASTM C567.

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3. Furnish certified compression test reports (duplicate) to COR. In test report, indicate the following information:
 - a. Cylinder identification number and date cast.
 - b. Specific location at which test samples were taken.
 - c. Type of concrete, slump, and percent air.
 - d. Compressive strength of concrete in MPa (psi).
 - e. Weight of lightweight structural concrete in kg/m³ (pounds per cubic foot).
 - f. Weather conditions during placing.
 - g. Temperature of concrete in each test cylinder when test cylinder was molded.
 - h. Maximum and minimum ambient temperature during placing.
 - i. Ambient temperature when concrete sample in test cylinder was taken.
 - j. Date delivered to laboratory and date tested.

3.8 REINFORCEMENT:

- A. Review mill test reports furnished by Contractor.
- B. Make one tensile and one bend test in accordance with ASTM A370 from each pair of samples obtained.
- C. Written report shall include, in addition to test results, heat number, manufacturer, type and grade of steel, and bar size.
- D. Perform tension tests of mechanical and welded splices in accordance with ASTM A370.

3.9 MASONRY:

- A. Mortar Tests:
 1. Laboratory compressive strength test:
 - a. Comply with ASTM C780.
 - b. Obtain samples during or immediately after discharge from batch mixer.
 - c. Furnish molds with 50 mm (2 inch), 3 compartment gang cube.
 - d. Test one sample at 7 days and 2 samples at 28 days.
 2. Two tests during first week of operation; one test per week after initial test until masonry completion.
- B. Grout Tests:
 1. Laboratory compressive strength test:
 - a. Comply with ASTM C1019.
 - b. Test one sample at 7 days and 2 samples at 28 days.
 - c. Perform test for each 230 m² (2500 square feet) of masonry.
- C. Masonry Unit Tests:

1. Laboratory Compressive Strength Test:
 - a. Comply with ASTM C140.
 - b. Test 3 samples for each 460 m² (5000 square feet) of wall area.
 - D. Prism Tests: For each type of wall construction indicated, test masonry prisms per ASTM C1314 for each 460 m² (5000 square feet) of wall area. Prepare one set of prisms for testing at 7 days and one set for testing at 28 days.
- 3.10 STRUCTURAL STEEL:**
- A. General: Provide shop and field inspection and testing services to certify structural steel work is done in accordance with contract documents. Welding shall conform to AWS D1.1 Structural Welding Code.
 - B. Prefabrication Inspection:
 1. Review design and shop detail drawings for size, length, type and location of all welds to be made.
 2. Approve welding procedure qualifications either by pre-qualification or by witnessing qualifications tests.
 3. Approve welder qualifications by certification or retesting.
 4. Approve procedure for control of distortion and shrinkage stresses.
 5. Approve procedures for welding in accordance with applicable sections of AWS D1.1.
 - C. Fabrication and Erection:
 1. Weld Inspection:
 - a. Inspect welding equipment for capacity, maintenance and working condition.
 - b. Verify specified electrodes and handling and storage of electrodes in accordance with AWS D1.1.
 - c. Inspect preparation and assembly of materials to be welded for conformance with AWS D1.1.
 - d. Inspect preheating and interpass temperatures for conformance with AWS D1.1.
 - e. Measure 25 percent of fillet welds.
 - f. Welding Magnetic Particle Testing: Test in accordance with ASTM E709 for a minimum of:
 - 1) 20 percent of all shear plate fillet welds at random, final pass only.
 - 2) 20 percent of all continuity plate and bracing gusset plate fillet welds, at random, final pass only.
 - 3) 100 percent of tension member fillet welds (i.e., hanger connection plates and other similar connections) for root and final passes.

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- 4) 20 percent of length of built-up column member partial penetration and fillet welds at random for root and final passes.
 - 5) 100 percent of length of built-up girder member partial penetration and fillet welds for root and final passes.
 - g. Welding Ultrasonic Testing: Test in accordance with ASTM E164 and AWS D1.1 for 100 percent of all full penetration welds, braced and moment frame column splices, and a minimum of 20 percent of all other partial penetration column splices, at random.
 - h. Welding Radiographic Testing: Test in accordance with ASTM E94, and AWS D1.1 for 5 percent of all full penetration welds at random.
 - i. Verify that correction of rejected welds are made in accordance with AWS D1.1.
 - j. Testing and inspection do not relieve the Contractor of the responsibility for providing materials and fabrication procedures in compliance with the specified requirements.
2. Bolt Inspection:
- a. Inspect high-strength bolted connections in accordance AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts.
 - b. Slip-Critical Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in each connection in accordance with AISC Specifications for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.
 - c. Fully Pre-tensioned Connections: Inspect 10 percent of bolts, but not less than 2 bolts, selected at random in 25 percent of connections in accordance with AISC Specification for Structural Joints Using ASTM A325 or A490 Bolts. Inspect all bolts in connection when one or more are rejected.
 - d. Bolts installed by turn-of-nut tightening may be inspected with calibrated wrench when visual inspection was not performed during tightening.
 - e. Snug Tight Connections: Inspect 10 percent of connections verifying that plies of connected elements have been brought into snug contact.
 - f. Inspect field erected assemblies; verify locations of structural steel for plumbness, level, and alignment.

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- D. Submit inspection reports, record of welders and their certification, and identification, and instances of noncompliance to COR.

3.11 STEEL DECKING:

- A. Provide field inspection of welds of metal deck to the supporting steel, and testing services to insure steel decking has been installed in accordance with contract documents and manufacturer's requirements.
- B. Qualification of Field Welding: Qualify welding processes and welding operators in accordance with "Welder Qualification" procedures of AWS D1.1. Refer to the "Plug Weld Qualification Procedure" in Part 3 "Field Quality Control."
- C. Submit inspection reports, certification, and instances of noncompliance to COR.

3.12 SHEAR CONNECTOR STUDS:

- A. Provide field inspection and testing services required by AWS D.1 to insure shear connector studs have been installed in accordance with contract documents.
- B. Tests: Test 20 percent of headed studs for fastening strength in accordance with AWS D1.1.
- C. Submit inspection reports, certification, and instances of noncompliance to COR.

3.13 TYPE OF TEST:

Approximate
Number of
Tests
Required

A. Earthwork:

Laboratory Compaction Test, Soils:

(AASHTO T180)

Field Density, Soils (AASHTO T191, T205, or T238)

Penetration Test, Soils

B. Landscaping:

Topsoil Test

C. Aggregate Base:

Laboratory Compaction, (AASHTO T180)

Field Density, (AASHTO T191)

Aggregate, Base Course

Gradation (AASHTO T27)

Wear (AASHTO T96)

Soundness (AASHTO T104)

D. Asphalt Concrete:

Field Density, (AASHTO T230)

Aggregate, Asphalt Concrete

Gradation (AASHTO T27)	_____
Wear (AASHTO T96)	_____
Soundness (AASHTO T104)	_____

E. Concrete:

Making and Curing Concrete Test Cylinders (ASTM C31)	_____
Compressive Strength, Test Cylinders (ASTM C39)	_____
Concrete Slump Test (ASTM C143)	_____
Concrete Air Content Test (ASTM C173)	_____
Unit Weight, Lightweight Concrete (ASTM C567)	_____
Aggregate, Normal Weight:	
Gradation (ASTM C33)	_____
Deleterious Substances (ASTM C33)	_____
Soundness (ASTM C33)	_____
Abrasion (ASTM C33)	_____
Aggregate, Lightweight	
Gradation (ASTM C330)	_____
Deleterious Substances (ASTM C330)	_____
Unit Weight (ASTM C330)	_____
Flatness and Levelness Readings (ASTM E1155) (number of days)	_____

F. Reinforcing Steel:

Tensile Test (ASTM A370)	_____
Bend Test (ASTM A370)	_____
Mechanical Splice (ASTM A370)	_____
Welded Splice Test (ASTM A370)	_____

G. Shotcrete:

Taking and Curing Test Cores (ACI 506)	_____
Compressive Strength, Test Cores (ACI 506)	_____

H. Prestressed Concrete:

Testing Strands (ASTM A416)	_____
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I. Masonry:

Making and Curing Test Cubes (ASTM C109)	_____
Compressive Strength, Test Cubes (ASTM C109)	_____
Sampling and Testing Mortar, Comp. Strength (ASTM C780)	_____
Sampling and Testing Grout, Comp. Strength (ASTM C1019)	_____
Masonry Unit, Compressive Strength (ASTM C140)	_____
Prism Tests (ASTM C1314)	_____

J. Structural Steel:

Ultrasonic Testing of Welds (ASTM E164)	_____
Magnetic Particle Testing of Welds (ASTM E709)	_____
Radiographic Testing of Welds (ASTM E94)	_____

K. Sprayed-On Fireproofing:

Thickness and Density Tests (ASTM E605)	_____
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L. Building Envelope:

Building Airtightness (ASTM E1827)	_____
Thermography Testing (ASTM C1060)	_____

PARKING GARAGE
DEPARTMENT OF VETERANS AFFAIRS

PROJECT NUMBER 693-222
WILKES-BARRE, PENNSYLVANIA

L. Inspection:

Technical Personnel (Man-days)

- - - E N D - - -

SECTION 015000 - TEMPORARY FACILITIES & CONTROLS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes requirements for temporary facilities and controls, including temporary utilities, support facilities, and security and protection.
- B. Temporary utilities include, but are not limited to, the following:
 - 1. Temporary water service and distribution
 - 2. Temporary electrical power service and light
 - 3. Storm facilities and sanitary sewer
- C. Support facilities include, but are not limited to, the following:
 - 1. Field offices and storage sheds
 - 2. Temporary roads and paving
 - 3. Dewatering facilities
 - 4. Temporary enclosures
 - 5. Hoists
 - 6. Temporary project identification signs and bulletin boards
 - 7. Waste disposal services
 - 8. Rodent and pest control
 - 9. Construction aids and miscellaneous services and facilities
 - 10. Ventilation
 - 11. Sanitary facilities, including drinking water
- D. Security and protection facilities include, but are not limited to, the following:
 - 1. Temporary Fire Protection
 - 2. Barricades, warning signs, and lights
 - 3. Enclosure fencing for the site
 - 4. Environmental protection

1.3 RESPONSIBILITIES

- A. The Contractor is responsible for the following:

1. Installation, operation, maintenance, and removal of each temporary facility, as well as the costs and use charges associated with each facility unless noted otherwise.
2. Temporary electric power service and distribution. Prior to temporary utility availability, provide trucked in service.
3. Temporary lighting.
4. Plug-in electric power cords and extension cords, supplementary plug-in task lighting, and special lighting.
5. Multi-phase power service or power requirements in excess of 120-V, single phase, temporary power. Electric service for welding.
6. Temporary enclosure of the building.
7. Temporary toilets, including disposable supplies.
8. Containerized bottled-water drinking-water units.
9. Temporary water service. Prior to temporary utility availability, provide trucked in service.
10. Dewatering, including ice and snow removal of the building pad and in areas of foundation excavation and for all general construction activities.
11. Temporary roads and paving required to complete construction activities.
12. All hoisting requirements for construction activities
13. Continuous removal and disposal of general construction waste and debris generated by construction activities.
14. Collection and proper disposal of hazardous, dangerous, unsanitary or other harmful waste material.
15. Secure enclosure and lockup.
16. Secure lockup of tools, materials and equipment.
17. Construction aids and miscellaneous services and facilities.
18. Job trailer or field office.
19. Storage and fabrication sheds or trailers.
20. Temporary safety facilities.
21. Temporary construction identification signs and temporary site directional signage.
22. Rodent and pest control.
23. Barricades, warning signs and lights for construction activities.
24. Enclosure fence as required by construction activities. Refer to site drawings for extent.
25. Environmental protection for construction activities.
26. Temporary stairway construction.

1.4 USE CHARGES

- A. General: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect unless specifically noted otherwise. The Owner will not accept the Contractor's cost or use charges for temporary services or facilities as a basis of claim for an adjustment in the Contract Sum or the Contract Time.
- B. Water Service: The Owner will pay water service use charges, for all metered water used by all entities engaged in construction activities at the Project Site.

- C. Water Service within Renovation Areas: Temporary water services within the existing building area to be renovated may be developed from existing building utilities approved by the Owner. Water service use charges for incidental use in renovation areas will be paid for by the Owner if they are developed from sources currently metered by the Owner. Such services may be developed only if adequate service is available without disruption to existing facility operations and must be limited to work directly associated with renovation of the existing facility.
- D. Electric Power Service: The Owner will pay electric power service use charges, for all metered electric power used by all entities engaged in construction activities at the Project Site. The Owner's electric service is not permitted to be used for temporary heat.

1.5 SUBMITTALS

- A. Temporary Utilities: The Contractor shall submit reports of tests, inspections, meter readings and similar procedures performed on temporary utilities.
- B. Implementation and Termination Schedule: Within 15 days of the date established for submittal of the Contractor's Construction Schedule, the Contractor shall submit a schedule indicating implementation and termination dates of each temporary utility for which the Contractor is responsible.

1.6 QUALITY ASSURANCE

- A. Regulations: The Contractor shall comply with industry standards and with applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
 - 1. Building code requirements
 - 2. Health and safety regulations
 - 3. Utility company regulations
 - 4. Police, fire department and rescue squad rules
 - 5. Environmental protection regulations
- B. Standards: The Contractor shall comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations", ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition", and NECA Electrical Design Library "Temporary Electrical Facilities".
 - 1. Electrical Service: Comply with NEMA, NECA and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- C. Inspections: Arrange for authorities having jurisdiction to inspect and test each temporary utility before use. Obtain required certifications and permits.

1.7 PROJECT CONDITIONS

- A. Temporary Utilities: The Contractor shall prepare a schedule indicating dates for implementation and termination of each temporary utility for which the Contractor is responsible. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary services to use of permanent services.
 - 1. Temporary Use of Permanent Facilities: The Contractor shall assume responsibility for its operation, maintenance and protection during use as a construction facility prior to the Owner's acceptance, regardless of previously assigned responsibilities. The Contractor shall make permanent facilities available in accordance with the approved Contractor's Construction Schedule.
 - 2. Warranty Period: The Warranty Period for the entire project shall begin on the date of Substantial Completion, regardless of the start-up date for use as a temporary or permanent facility, including but not limited to materials and equipment.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Relocate temporary services and facilities as the Work progresses. Do not overload facilities or permit them to interfere with progress. Take necessary fire-prevention measures. Do not allow hazardous, dangerous or unsanitary conditions, or public nuisances to develop or persist on-site.

1.8 EXISTING BUILDING SYSTEMS

- A. The Contractor, in submitting a bid, certifies that they have familiarized themselves with all existing building conditions and systems encountered. The Contractor shall protect and maintain all existing building systems, functions and utilities during the construction period or until new Work replaces the aforementioned.
- B. System Interruption: If there is a need to interrupt any existing building function, utility or system for an extended period of time, the Contractor must coordinate this with the Owner and provide temporary provisions in advance to replace the interrupted function, utility or system.
- C. Existing Systems, Functions and Utilities: The following is a partial list, which is not all inclusive, of the existing Systems, Functions and Utilities:
 - 1. Existing electrical service, including all associated systems and functions
 - 2. Existing water service, domestic and hot water systems
 - 3. Sanitary and storm water systems
 - 4. Existing HVAC systems, boilers and units
 - 5. Existing BAS and/or ATC systems
 - 6. Existing compressed air systems
 - 7. Existing lighting systems
 - 8. Existing data and communications systems
 - 9. Existing structural systems
 - 10. Existing fire alarm systems

11. Existing fire sprinkler systems
12. Existing building security systems

PART 2 - PRODUCTS

1.9 MATERIALS

- A. General: The Contractor shall provide new materials. If acceptable to the Owner or Architect, undamaged, previously used materials in serviceable condition may be used. Provide materials suitable for the use intended.
- B. Lumber and Plywood: Comply with the requirements of Division 6 Section "Rough Carpentry".
 1. For job-built temporary offices, shops, and sheds within the construction area, provide UL-labeled, fire-treated lumber and plywood for framing, sheathing, and siding.
 2. For signs and directory boards, provide exterior-type, Grade BB, high-density concrete form grade overlay plywood of sizes and thicknesses indicated.
 3. For safety barriers, sidewalk bridges, and similar uses, provide minimum 5/8-inch thick exterior plywood.
- C. Tarpaulins: Provide waterproof, fire-resistant, UL-labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures, provide translucent, nylon-reinforced, laminated polyethylene or polyvinyl chloride, fire-retardant tarpaulins.
- D. Water: Provide potable water approved by local health authorities.
- E. Open-Mesh Fencing (Driven Posts): Provide 0.12-inch thick, galvanized 2-inch chain-link fabric fencing 6 feet high with galvanized steel pipe posts, 1-1/2 inches I.D. for line posts and 2-1/2 inches I.D. for corner posts.
- F. Open-Mesh Fencing (Portable): Provide 0.12-inch thick, galvanized 2-inch chain-link fabric fencing 6 feet high on portable frames with self-standing T-foot posts

1.10 EQUIPMENT

- A. General: The Contractor shall provide new equipment. If acceptable to the Owner or Architect, undamaged, previously used equipment in serviceable condition may be used. Provide equipment suitable for the use intended.
- B. Water Hoses: Provide 3/4-inch heavy-duty, abrasion-resistant, flexible rubber hoses 100 feet long, with pressure rating greater than the maximum pressure of the water distribution system. Provide adjustable shutoff nozzles at point of hose discharge.
- C. Electrical Outlets: Provide properly configured, NEMA-polarized outlets to prevent insertion of 110- to 120-V plugs into higher voltage outlets. Provide 120-V, single phase, ground-fault outlets at 100' on center in corridor areas and spaces larger than

800 square feet. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button, and pilot light for connection of power tools and equipment.

- D. Electrical Power Cords: Provide grounded extension cords. Use hard-service cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords if single lengths will not reach areas where construction activities are in progress. Do not exceed safe length-voltage ratio.
- E. Lamps and Light Fixtures: Provide general service lamps of wattage required for adequate illumination. At a minimum, install weatherproof sockets complete with lamps at 20' on center in all corridor areas, circulation areas and all spaces over 400 square feet. Provide guard cages or tempered-glass enclosures where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- F. Heating Units: Provide temporary heating units that have been tested and labeled by UL, FM or another recognized trade association related to the type of fuel being consumed.
- G. Temporary Offices: The Contractor shall provide its own prefabricated or mobile units with lockable entrances, operable windows and serviceable finishes.
 - 1. The Contractor, if their temporary office trailer is not sufficiently sized to accommodate the needs of regular job conferences, shall provide and maintain, in addition to their job trailer, a meeting trailer for such use, for the duration of the Project. The meeting trailer shall be complete with a heating and air-conditioning unit capable of maintaining a temperature range of between 70°F and 75°F year round. At a minimum, include the following fixtures, furniture and equipment:
 - a. Conference table to comfortably accommodate at least twelve (12) adults
 - b. Twenty (20) chairs
 - c. One (1) water cooler
 - d. One (1) copier/scanner
 - e. Four (4) trash receptacles
 - f. Blinds for each window
 - g. Three (3) desks, one (1) drafting table, one (1) plan rack
 - h. Two (2) four-drawer locking file cabinets
 - i. Two (2) 36" x 48" dry erase boards
 - 2. The General Contractor shall provide all required electrical and plumbing. Use charges for all metered electrical and water will be paid by the Owner.
 - 3. Provide daily housekeeping services, provide snow removal services and relocate the field office trailer to a secondary location should the original location serve to impede the progress and/or completion of the Project.
- H. Temporary Toilet Units: Provide self-contained, single-occupant toilet units of the chemical, aerated recirculation or combustion type. Provide units properly vented and fully enclosed with a glass-fiber-reinforced polyester shell or similar non-absorbent material.

- I. Fire Extinguishers: Provide hand-carried, portable, UL-rated, Class A fire extinguishers for temporary offices and similar spaces. In other locations, provide hand-carried, portable, UL-rated, Class ABC, dry-chemical extinguishers or a combination of extinguishers of NFPA-recommended classes for the exposures.
 - 1. Comply with NFPA 10 and NFPA 241 for classification, extinguishing agent and size required by location and class of fire exposure.
- J. First Aid Supplies: Comply with regulations of authorities having jurisdiction.

PART 3 - EXECUTION

1.11 INSTALLATION

- A. Use qualified personnel for the installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. The Contractor shall provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

1.12 TEMPORARY UTILITY INSTALLATION

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the utility company provides only part of the service, provide the remainder with matching, compatible materials and equipment. Comply with utility company recommendations.
 - 1. Arrange with the utility company and existing users for a time when service can be interrupted, if necessary, to make connections for temporary services.
 - 2. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
- B. Water Service: Install water service and distribution piping of sizes and pressures adequate for construction until permanent water service is in use.
- C. Temporary Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity and power characteristics during construction period. Include meters, transformers, overload-protected disconnects, automatic ground-fault interrupters and main distribution switch gear.
 - 1. Power Distribution System: Install wiring overhead and rise vertically where least exposed to damage. Where permitted, wiring circuits not exceeding 125 V, ac 20 ampere rating, and lighting circuits may be nonmetallic sheathed cable where overhead and exposed for surveillance.
- D. Temporary Lighting: When an overhead floor or roof deck has been installed, provide temporary lighting with local switching.

1. Install and operate temporary lighting that will fulfill security and protection requirements without operating the entire system. Provide temporary lighting to the greater of that required by OSHA or to a minimum level of 20 fc, and that will provide adequate illumination for construction operations and traffic conditions.
- E. Temporary Heat: As described in the Temporary Heat paragraph below.
- F. Heating Facilities: As described in the Temporary Heat paragraph below.
- G. Sanitary Facilities: Sanitary facilities include temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
1. Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.
- H. Toilets: Install self-contained toilet units. Shield toilets to ensure privacy. Use of pit-type privies will not be permitted.
1. Provide separate facilities for male and female personnel.
- I. Environmental Protection: In addition to the provisions indicated on the drawings, provide earthen embankments and similar barriers in and around excavations and sub-grade construction, sufficient to prevent flooding by runoff of storm water from heavy rains.

1.13 SUPPORT FACILITIES INSTALLATION

- A. Storage and Fabrication Facilities: Install storage and fabrication sheds or mobile trailers, sized, furnished and equipped to accommodate materials and equipment involved. Facilities may be open shelters or fully enclosed.
- B. Drinking Water Facilities: Provide containerized tap dispenser bottled water type drinking water units, including disposable paper supply.
- C. Dewatering Facilities and Drains: Maintain the site, excavations and construction free of water, ice and snow.
- D. Temporary Enclosures: Provide temporary enclosure for protection of construction in progress and completed, from exposure, foul weather, other construction operations and similar activities.
1. Where heat is needed and the permanent building enclosure is not complete, provide temporary enclosures where there is no other provision for containment of heat. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 2. Install tarpaulins securely, with non-combustible wood framing and other materials. Close openings of 25 square feet or less with plywood or similar materials.

3. Close openings through floor or roof decks and horizontal surfaces with load bearing wood framed construction.
- E. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- F. Project Identification and Temporary Signs: Prepare project identification and other signs of the size indicated; install where indicated to inform the public and persons seeking entrance to the Project. Support on posts or framing of preservative treated wood or steel. Do not permit installation of unauthorized signs.
 1. Project Identification Signs: Engage an experienced sign painter to apply graphics. Comply with details indicated.
- G. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F. Handle hazardous, dangerous or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material in a lawful manner.
- H. Rodent and Pest Control: Before foundation Work has been completed, retain a local exterminator or pest control company to recommend practices to minimize attraction and harboring of rodents, roaches and other pests. Employ this service to perform extermination and control procedures at regular intervals so the Project will be relatively free of pests and their residues at Substantial Completion. Perform control operations in a lawful manner using environmentally safe materials.
- I. Temporary Stairs: Until permanent stairs are available, provide temporary stairs where ladders are not adequate. Cover finished permanent stairs with a protective covering of plywood or similar material so finishes will be undamaged at the time of acceptance.
- J. Locate field offices, storage sheds, sanitary facilities and other temporary construction and support facilities for easy access. If not indicated on the drawings, verify temporary facility locations with the Owner prior to installation.
 1. Maintain support facilities until near Substantial Completion.
- K. Temporary Roads: Construct and maintain temporary roads to support the required loading adequately and to withstand exposure to traffic during the construction period. To the greatest extent possible, locate temporary roads, storage areas and parking where the same permanent facilities will be located.
 1. Paving: Comply with Project specifications for construction and maintenance of temporary paving.

2. Coordinate temporary paving development with sub-grade grading, compaction, installation and stabilization of sub-base and installation of base and finish courses of permanent paving.
3. Install temporary paving to minimize the need to rework the installations and result in permanent roads and paved areas without damage or deterioration when occupied by the Owner.
4. Extend temporary paving in and around the construction area as necessary to accommodate delivery and storage of materials, equipment usage, administration, and supervision.

1.14 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. General: Except for use of permanent fire protection as soon as available, do not change over from use of temporary security and protection facilities to permanent facilities until Substantial Completion, or longer as requested by the Architect.
- B. Temporary Fire Protection: Until fire-protection needs are supplied by permanent facilities, install and maintain temporary fire-protection facilities of the types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 10, "Standard for Portable Fire Extinguishers," and NFPA 241, "Standard for Safeguarding Construction, Alterations, and Demolition Operations."
 1. Locate fire extinguishers where convenient and effective for their intended purpose, but not less than one extinguisher on each floor at or near each usable stairwell.
 2. Maintain unobstructed access to fire extinguishers, fire hydrants, temporary fire-protection facilities, stairways and other access routes for fighting fires. Prohibit smoking in hazardous fire-exposure areas.
 3. Provide supervision of welding operations, combustion-type temporary heating units and similar sources of fire ignition.
- C. Permanent Fire Protection: At the earliest feasible date in each area of the Project, complete installation of the permanent fire-protection facility, including connected services, and place into operation and use. Instruct key personnel on use of facilities.
- D. Barricades, Warning Signs, and Lights: Comply with standards and code requirements for erecting structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed, provide lighting, including flashing red or amber lights.
- E. Enclosure Fence: When excavation begins, install a lockable entrance gate and post "No Trespassing" signs at 50' on center around the site perimeter.
- F. Security Enclosure and Lockup: Install substantial temporary enclosure of partially completed areas of construction. Provide locking entrances to prevent unauthorized entrance, vandalism, theft and similar violations of security.

1. Storage: Where materials and equipment must be stored, and are of value or attractive for theft, provide secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.
- G. Construction Barriers: Install construction barriers at locations indicated on the drawings, or if not indicated, where required to maintain separation between occupied areas and areas involved in construction. Construction barriers shall be constructed of nominal 2" x 4" wood studs at 24" o.c. with ½" OSB or plywood secured to the occupied side of the barrier with 2" Philip's head screws at 12" o.c. Extend construction barriers from masonry wall to masonry wall and from existing structural floor up to 8'-0" a.f.f. Install a sealed poly-barrier from the top of the 8'-0" temporary barrier up to the underside of the structural floor or roof deck above. Where authorized by the Owner, provide secure locking doorways of similar construction with non-removable pin hinges, pad locked on the construction side. Where doorways are approved by the Owner, all keys shall be delivered to the Owner. When access through doorways is desired, access must be approved by the Owner.
- H. Environmental Protection: Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways, and subsoil might be contaminated or polluted or that other undesirable effects might result. Avoid using tools and equipment that produce harmful noise. Restrict use of noise-making tools and equipment to hours that will minimize complaints from persons, homes or businesses near the site.

1.15 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in the use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- B. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
 2. Protection: Prevent water-filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- C. Termination and Removal: Unless the Owner requests that it be maintained longer, remove each temporary facility when the need has ended, when replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.

1. Materials and facilities that constitute temporary facilities are the property of the Contractor. The Owner reserves the right to take possession of project identification signs.
2. Remove temporary paving not intended for or acceptable for integration into permanent paving. Where the area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil in the area. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at the temporary entrances, as required by the governing authority.
3. At Substantial Completion, clean and renovate permanent facilities used during the construction period including, but not limited to, the following:
 - a. Replace air filters and clean inside of ductwork and housings.
 - b. Replace significantly worn parts and parts subject to unusual operating conditions.
 - c. Replace lamps burned out or noticeably dimmed by hours of use.

END OF SECTION 015000

SECTION 017200 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for Project Record Documents.
- B. Project Record Documents required include the following:
 - 1. Copies of Record Drawings
 - 2. Record Samples
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Submittals" specifies general requirements for preparing and submitting Project Record Documents
 - 2. Division 1 Section "Operation and Maintenance Data" specifies requirements regarding submittal of operation and maintenance manuals.
 - 3. Division 1 Section "Contract Closeout" specifies general closeout requirements.
 - 4. Divisions 2 through 33 Sections for specific Project Record Document requirements.
- D. Maintenance of Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition. Make documents and samples available at all times for the Architect's inspections.

1.3 RECORD DRAWINGS

- A. Markup Procedures: During construction, maintain a set of black-line white prints of Contract Drawings and Shop Drawings for Project Record Document purposes. Do not use record documents for construction purposes. Protect record documents from deterioration and loss in a secure, fire-resistant location. Provide access to record documents for the Architect's reference during normal working hours.

1. Mark these Drawings to show the actual installation where the installation varies from the installation shown originally. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later. Items required to be marked include, but are not limited to, the following:
 - a. Dimensional changes to the Drawings
 - b. Revisions to details shown on the Drawings
 - c. Depths of foundations below the first floor
 - d. Locations and depths of underground utilities
 - e. Revisions to routing of piping and conduits
 - f. Revisions to electrical circuitry
 - g. Actual equipment locations
 - h. Duct size and routing
 - i. Locations of concealed internal utilities
 - j. Changes made by Change Order or Construction Change Directive
 - k. Changes made following the Architect's written orders
 - l. Details not on the original Contract Drawings
 2. Mark record prints of Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. Where Shop Drawings are marked, show cross-reference on Contract Drawings location.
 3. Mark record sets with red erasable colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.
 4. Mark important additional information that was either shown schematically or omitted from original Drawings.
 5. Note Construction Change Directive numbers, alternate numbers, change-order numbers, and similar identification.
- B. Responsibility for Markup: The Contractor shall prepare the record drawings.
1. Accurately record information in an understandable drawing technique.
 2. Record data as soon as possible after obtaining it. Record and check the markup prior to enclosing concealed installations.
 3. At the time of Substantial Completion, submit record drawings to the Architect for the Owner's records. Organize the drawings into sets and bind and label the sets for the Owner's continued use.
- C. Copies and Distribution: Print 3 black-line prints of each drawing, whether or not changes and additional information were recorded. Organize the copies into manageable sets. Bind each set with durable-paper cover sheets. Include appropriate identification, including titles, dates, and other information on the cover sheets.
1. Organize and bind the original marked-up set of prints that were maintained during the construction period in the same manner.
 2. Organize print sets. Place these sets in durable tube-type drawing containers with end caps. Mark the end cap of each container with suitable identification.
 3. Submit the marked-up record set and three (3) copy sets to the Architect for the Owner's records; the Architect will retain one (1) copy set.

1.4 RECORD SAMPLE SUBMITTAL

- A. Immediately prior to the date of Substantial Completion, meet with the Owner at the Project site to determine which of the samples maintained during the construction period shall be transmitted to the Owner for record purposes. Comply with the Architect's instructions for packaging, identification marking, and delivery to the Owner's sample storage space. Dispose of other Samples in a manner specified for disposing surplus and waste materials.

1.5 MISCELLANEOUS RECORD SUBMITTALS

- A. Refer to Individual Specification Sections in Divisions 2 through 33 for additional record-keeping requirements and submittals in connection with various construction activities. Immediately prior to Substantial Completion, complete miscellaneous records and place in good order, properly identified and bound or filed, ready for use and reference. Submit to the Architect for the Owner's records.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 RECORDING

- A. Post changes and modifications to the Documents as they occur. Do not wait until the end of the Project.

END OF SECTION 017200

SECTION 017800 - FINAL CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for final cleaning at Substantial Completion.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Temporary Facilities & Controls" specifies general cleanup and waste removal requirements.
 - 2. Division 1 Section "Contract Closeout" specifies general contract closeout requirements.
 - 3. Special cleaning requirements for specific construction elements are included in appropriate Sections of Divisions 2 through 33.
- C. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and anti-pollution regulations.
 - 1. Do not dispose of volatile wastes such as mineral spirits, oil or paint thinners, in storm or sanitary drains.
 - 2. Burning or burying of debris, rubbish or other waste material on the premises is not permitted.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final-cleaning services. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
- B. Complete the following cleaning operations **before** requesting inspection for Substantial Completion for the Project or a portion of the Project.
 - 1. Clean the Project Site, yard and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and foreign substances.
 - 2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - 3. Remove petrochemical spills, stains, and other foreign deposits.
 - 4. Remove tools, construction equipment, machinery, and surplus material from the site.
 - 5. Remove snow and ice to provide safe access to the building.
 - 6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - 7. Remove debris and surface dust from limited access spaces including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics and similar spaces.
 - 8. Broom clean concrete floors in unoccupied spaces.
 - 9. Vacuum clean carpet and similar soft surfaces removing debris and excess nap. Shampoo, if required.
 - 10. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - 11. Remove all non-permanent labels.
 - 12. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and similar labels including mechanical and electrical nameplates.
 - 13. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - 14. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers and grills.
 16. Clean ducts, blowers and coils if units were operated without filters during construction.
 17. Clean food-service equipment to a sanitary condition, ready and acceptable for its intended use.
 18. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.
 19. Leave the Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects and other pests. Comply with regulations of local authorities.
- D. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
- E. Compliances: Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.
1. Where extra materials of value remain after completion of associated Work, they become the Owner's property. Dispose of these materials as directed by the Owner.

END OF SECTION 017800

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for operation and maintenance manuals, including the following:
 - 1. Preparing and submitting operation and maintenance manuals for building operating systems and equipment.
 - 2. Preparing and submitting instruction manuals covering the care, preservation, and maintenance of architectural products and finishes.
 - 3. Instruction of the Owner's operating personnel in the operation and maintenance of building systems and equipment.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Submittals" specifies preparation of Shop Drawings and Product Data.
 - 2. Division 1 Section "Contract Closeout" specifies general closeout requirements.
 - 3. Appropriate Sections of Divisions 2 through 33 specify special operation and maintenance data requirements for specific pieces of equipment or building operating systems.

1.3 QUALITY ASSURANCE

- A. Maintenance Manual Preparation: In preparation of maintenance manuals, use personnel thoroughly trained and experienced in operation and maintenance of the equipment or system involved.
 - 1. Where maintenance manuals require written instructions, use personnel skilled in technical writing where necessary for communication of essential data.
 - 2. Where maintenance manuals require drawings or diagrams, use draftsmen capable of preparing drawings clearly in an understandable format.

- B. Instructions for the Owner's Personnel: Use experienced instructors thoroughly trained and experienced in operation and maintenance of equipment or system involved to instruct the Owner's operation and maintenance personnel.

1.4 SUBMITTALS

- A. Submittal Schedule: Comply with the following schedule for submitting operation and maintenance manuals:
 - 1. **Before Substantial Completion**, when each installation that requires operation and maintenance manuals is nominally complete, submit two (2) draft copies of each manual to the Architect for review. Include a complete index or table of contents of each manual.
 - a. The Architect will return one (1) copy of the draft with comments within 15 days of receipt.
 - 2. Submit one (1) copy of data in final form **at least 15 days before final inspection**. The Architect will return this copy within 15 days after final inspection, with comments.
 - 3. After final inspection, make corrections or modifications to comply with the Architect's comments. Submit the specified number of copies of each approved manual to the Architect **within 15 days of receipt of the Architect's comments**.
- B. Form of Submittal: Prepare operation and maintenance manuals in the form of an instructional manual for use by the Owner's operating personnel. Organize into suitable sets of manageable size. Where possible, assemble instructions for similar equipment into a single binder.
 - 1. Binders: For each manual, provide heavy-duty, commercial-quality, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to receive 8-1/2-by-11- inch paper. Provide a clear plastic sleeve on the spine to hold labels describing contents. Provide pockets in the covers to receive folded sheets.
 - a. Where two (2) or more binders are necessary to accommodate data, correlate data in each binder into related groupings according to the Project Manual table of contents. Cross-reference other binders where necessary to provide essential information for proper operation or maintenance of the piece of equipment or system.
 - b. Identify each binder on the front and the spine with the printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and the subject matter covered. Indicate volume number for multiple volume sets of manuals.
 - 2. Dividers: Provide heavy paper dividers with celluloid-covered tabs for each separate Section. Mark each tab to indicate contents. Provide a typed

description of the product and major parts of equipment included in the Section on each divider.

3. Protective Plastic Jackets: Provide protective, transparent, plastic jackets designed to enclose diagnostic software for computerized electronic equipment.
4. Text Material: Where maintenance manuals require written material, use the manufacturer's standard printed material. If manufacturer's standard printed material is not available, provide specially prepared data, neatly typewritten, on 8-1/2-by-11-inch white bond paper.
5. Drawings: Where maintenance manuals require drawings or diagrams, provide reinforced, punched binder tabs on drawings and bind in with text.
 - a. Where oversize drawings are necessary, fold drawings to the same size as text pages and use as a foldout.
 - b. If drawings are too large to be used practically as a foldout, place the drawings, neatly folded, in front or rear pocket of binder. Insert a typewritten page indicating drawing title, description of contents and drawing location at the appropriate location in the manual.

1.5 MANUAL CONTENT

- A. In each manual, include information specified in the individual Specification Section and the following information for each major component of building equipment and its controls:
 1. General system or equipment description
 2. Design factors and assumptions
 3. Copies of applicable Shop Drawings and Product Data
 4. System or equipment identification, including:
 - a. Name of manufacturer
 - b. Model number
 - c. Serial number of each component
 5. Operating instructions
 6. Emergency instructions
 7. Wiring diagrams
 8. Inspection and test procedures
 9. Maintenance procedures and schedules
 10. Precautions against improper use and maintenance
 11. Copies of warranties
 12. Repair instructions including spare parts listing
 13. Sources of required maintenance materials and related services
 14. Manual index
- B. Organize each manual into separate Sections for each piece of related equipment. As a minimum, each manual shall contain a title page; a table of contents; copies of Product Data, supplemented by Drawings and written text and copies of each warranty, bond and service contract issued.

1. Title Page: Provide a title page in a transparent, plastic envelope as the first sheet of each manual. Provide the following information:
 - a. Subject matter covered by the manual
 - b. Name and address of the Project
 - c. Date of submittal
 - d. Name, address, and telephone number of the Contractor
 - e. Name and address of the Architect
 - f. Cross-reference to related systems in other operation and maintenance manuals
2. Table of Contents: After the title page, include a typewritten table of contents for each volume, arranged systematically according to the Project Manual format. Include a list of each product included, identified by product name or other appropriate identifying symbol and indexed to the content of the volume.
 - a. Where a system requires more than one volume to accommodate data, provide a comprehensive table of contents for all volumes in each volume of the set.
3. General Information: Provide a General Information section immediately following the table of contents listing each product included in the manual, identified by product name. Under each product, list the name, address, and telephone number of the subcontractor or installer and the maintenance contractor. Clearly delineate the extent of responsibility of each of these entities. Include a local source for replacement parts and equipment.
4. Product Data: Where the manuals include manufacturer's standard printed data, include only sheets that are pertinent to the part or product installed. Mark each sheet to identify each part or product included in the installation. Where the Project includes more than one item in a tabular format, identify each item, using appropriate references from the Contract Documents. Identify data that is applicable to the installation, and delete references to information that is not applicable.
5. Written Text: Prepare written text to provide necessary information where manufacturer's standard printed data is not available, and the information is necessary for proper operation and maintenance of equipment or systems. Prepare written text where it is necessary to provide additional information or to supplement data included in the manual. Organize text in a consistent format under separate headings for different procedures. Where necessary, provide a logical sequence of instruction for each operation or maintenance procedure.
6. Drawings: Provide specially prepared drawings where necessary to supplement manufacturer's printed data to illustrate the relationship of component parts of equipment or systems or to provide control or flow diagrams. Coordinate these drawings with information contained in project record drawings to assure correct illustration of the completed installation.
 - a. Do not use original project record documents as part of operation and maintenance manuals.

7. Warranties, Bonds, and Service Contracts: Provide a copy of each warranty, bond, or service contract in the appropriate manual for the information of the Owner's operating personnel. Provide written data outlining procedures to follow in the event of product failure. List circumstances and conditions that would affect validity of the warranty or bond.

1.6 MATERIAL AND FINISHES MAINTENANCE MANUAL

- A. Submit three (3) copies of each manual, in final form, on materials and finishes to the Architect for distribution. Provide one section for architectural products, including applied materials and finishes. Provide a second section for products designed for moisture protection and products exposed to the weather.
 1. Refer to individual Specification Sections for additional requirements on the care and maintenance of materials and finishes.
- B. Architectural Products: Provide manufacturer's data and instructions on the care and maintenance of architectural products, including applied materials and finishes.
 1. Manufacturer's Data: Provide complete information on architectural products, including the following, as applicable:
 - a. Manufacturer's catalog number
 - b. Size
 - c. Material composition
 - d. Color
 - e. Texture
 - f. Reordering information for specially manufactured products
 2. Care and Maintenance Instructions: Provide information on the care and maintenance, including manufacturer's recommendations for types of cleaning agents to be used and methods of cleaning. Provide information on cleaning agents and methods that could prove detrimental to the product. Include the manufacturer's recommended schedule for cleaning and maintenance.
- C. Moisture Protection and Products Exposed to Weather: Provide complete manufacturer's data with instructions on inspection, maintenance and repair of products exposed to the weather or designed for moisture-protection purposes.
 1. Manufacturer's Data: Provide manufacturer's data giving detailed information, including the following, as applicable:
 - a. Applicable standards
 - b. Chemical composition
 - c. Installation details
 - d. Inspection procedures
 - e. Maintenance information
 - f. Repair procedures

- D. Schedule: Provide complete information in the materials and finishes manual on products specified in the following Sections:
1. EPDM Sheet Roofing: Division 7 Section "Single-Ply Membrane Roofing"
 2. Finish Hardware: Division 8 Section "Door Hardware"
 3. Ceramic Tile: Division 9 Section "Tiling"
 4. Wood Flooring: Division 9 Section "Wood Athletic Flooring"

1.7 EQUIPMENT AND SYSTEMS MAINTENANCE MANUAL

- A. Submit six (6) copies of each manual, in final form, on equipment and systems to the Architect for distribution. Provide separate manuals for each unit of equipment, each operating system and each electric and electronic system.
1. Refer to individual Specification Sections for additional requirements on the operation and maintenance of the various pieces of equipment and operating systems.
- B. Equipment and Systems: Provide the following information for each piece of equipment, each building operating system and each electric or electronic system.
1. Description: Provide a complete description of each unit and related component parts, including the following:
 - a. Equipment or system function
 - b. Operating characteristics
 - c. Limiting conditions
 - d. Performance curves
 - e. Engineering data and tests
 - f. Complete nomenclature and number of replacement parts
 2. Manufacturer's Information: For each manufacturer of a component part or piece of equipment, provide the following:
 - a. Printed operation and maintenance instructions
 - b. Assembly drawings and diagrams required for maintenance
 - c. List of items recommended to be stocked as spare parts
 3. Maintenance Procedures: Provide information detailing essential maintenance procedures, including the following:
 - a. Routine operations
 - b. Troubleshooting guide
 - c. Disassembly, repair, and reassembly
 - d. Alignment, adjusting, and checking
 4. Operating Procedures: Provide information on equipment and system operating procedures, including the following:

- a. Startup procedures
 - b. Equipment or system break-in
 - c. Routine and normal operating instructions
 - d. Regulation and control procedures
 - e. Instructions on stopping
 - f. Shutdown and emergency instructions
 - g. Summer and winter operating instructions
 - h. Required sequences for electric or electronic systems
 - i. Special operating instructions
5. Servicing Schedule: Provide a schedule of routine servicing and lubrication requirements, including a list of required lubricants for equipment with moving parts.
6. Controls: Provide a description of the sequence of operation and as-installed control diagrams by the control manufacturer for systems requiring controls.
7. Coordination Drawings: Provide each Contractor's Coordination Drawings.
 - a. Provide as-installed, color-coded, piping diagrams, where required for identification.
8. Valve Tags: Provide charts of valve-tag numbers, with the location and function of each valve.
9. Circuit Directories: For electric and electronic systems, provide complete circuit directories of panelboards, including the following:
 - a. Electric service
 - b. Controls
 - c. Communication

1.8 INSTRUCTIONS FOR THE OWNER'S PERSONNEL

- A. **Prior to final inspection**, instruct the Owner's personnel in the operation, adjustment, and maintenance of products, equipment and systems. Provide instruction at mutually agreed upon times.
 1. For equipment that requires seasonal operation, provide similar instruction during other seasons.
 2. Use the operation and maintenance manuals for each piece of equipment or system as the basis of instruction. Review contents in detail to explain all aspects of operation and maintenance.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 017823

SECTION 017900 - WARRANTIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for warranties required by the Contract Documents, including manufacturer's standard warranties on products and special warranties.
 - 1. Refer to the General Conditions of the Contract for Construction for terms of the Contractor's period for correction of the Work.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Submittals" specifies procedures for submitting warranties.
 - 2. Division 1 Section "Contract Closeout" specifies contract closeout procedures.
 - 3. Divisions 2 through 33 Sections for specific requirements for warranties and special warranties on products and installations specified to be warranted.
 - 4. Certifications and other commitments and agreements for continuing services to the Owner are specified elsewhere in the Contract Documents.
- C. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products. Manufacturer's disclaimers and limitations on product warranties do not relieve suppliers, manufacturers and subcontractors required to countersign special warranties with the Contractor.

1.3 DEFINITIONS

- A. Standard product warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.
- B. Special warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.

1.4 WARRANTY REQUIREMENTS

- A. Related Damages and Losses: When correcting failed or damaged warranted construction, remove and replace construction that has been damaged as a result of such failure or must be removed and replaced to provide access for correction of warranted construction.
- B. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
- C. Replacement Cost: Upon determination that Work covered by a warranty has failed, replace or rebuild the Work to an acceptable condition complying with the requirements of the Contract Documents. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.
- D. Owner's Recourse: Expressed warranties made to the Owner are in addition to implied warranties and shall not limit the duties, obligations, rights, and remedies otherwise available under the law. Expressed warranty periods shall not be interpreted as limitations on the time in which the Owner can enforce such other duties, obligations, rights, or remedies.
 - 1. Rejection of Warranties: The Owner reserves the right to reject warranties and to limit selection to products with warranties not in conflict with the requirements of the Contract Documents.
- E. Where the Contract Documents require a special warranty or similar commitment on the Work or part of the Work, the Owner reserves the right to refuse to accept the Work until the Contractor presents evidence that entities required to countersign such commitments are willing to do so.

1.5 SUBMITTALS

- A. Submit written warranties to the Architect **prior to the date certified for Substantial Completion**. If the Architect's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion of the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.
 - 1. When a designated portion of the Work is completed and occupied or used by the Owner, by separate agreement with the Contractor during the construction period, submit properly executed warranties to the Architect within 15 days of completion of that designated portion of the Work.
- B. When the Contract Documents require the Contractor, or the Contractor and a subcontractor, supplier or manufacturer to execute a special warranty, prepare a written document that contains appropriate terms and identification, ready for

execution by the required parties. Submit a draft to the Owner, through the Architect, for approval prior to final execution.

- C. Form of Submittal: At Final Completion compile two (2) copies of each required warranty properly executed by the Contractor, or by the Contractor, subcontractor, supplier or manufacturer. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- D. Bind warranties and bonds in heavy-duty, commercial-quality, durable 3-ring, vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 - 1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address, and telephone number of the installer.
 - 2. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project title or name and the name of the Contractor.
 - 3. When warranted construction requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 017900

SECTION 01 91 00
GENERAL COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1 COMMISSIONING DESCRIPTION

- A. This Section 01 91 00 GENERAL COMMISSIONING REQUIREMENTS shall form the basis of the construction phase commissioning process and procedures. The Commissioning Agent shall add, modify, and refine the commissioning procedures, as approved by the Department of Veterans Affairs (VA), to suit field conditions and actual manufacturer's equipment, incorporate test data and procedure results, and provide detailed scheduling for all commissioning tasks.
- B. Various sections of the project specifications require equipment startup, testing, and adjusting services. Requirements for startup, testing, and adjusting services specified in the Division 7, Division 21, Division 22, Division 23, Division 26, Division 27, Division 28, and Division 31 series sections of these specifications are intended to be provided in coordination with the commissioning services and are not intended to duplicate services. The Contractor shall coordinate the work required by individual specification sections with the commissioning services requirements specified herein.
- C. Where individual testing, adjusting, or related services are required in the project specifications and not specifically required by this commissioning requirements specification, the specified services shall be provided and copies of documentation, as required by those specifications shall be submitted to the VA and the Commissioning Agent to be indexed for future reference.
- D. Where training or educational services for VA are required and specified in other sections of the specifications, including but not limited to Division 7, Division 8, Division 21, Division 22, Division 23, Division 26, Division 27, Division 28, and Division 31 series sections of the specification, these services are intended to be provided in addition to the training and educational services specified herein.
- E. Commissioning is a systematic process of verifying that the building systems perform interactively according to the construction documents and the VA's operational needs. The commissioning process shall encompass and coordinate the system documentation, equipment startup, control system calibration, testing and balancing, performance testing and training. Commissioning during the construction and post-occupancy phases is intended to achieve the following specific objectives according to the contract documents:
 - 1. Verify that the applicable equipment and systems are installed in accordance with the contract documents and according to the manufacturer's recommendations.
 - 2. Verify and document proper integrated performance of equipment and systems.
 - 3. Verify that Operations & Maintenance documentation is complete.
 - 4. Verify that all components requiring servicing can be accessed, serviced and removed without disturbing nearby components including ducts, piping, cabling or wiring.

5. Verify that the VA's operating personnel are adequately trained to enable them to operate, monitor, adjust, maintain, and repair building systems in an effective and energy-efficient manner.
 6. Document the successful achievement of the commissioning objectives listed above.
- F. The commissioning process does not take away from or reduce the responsibility of the Contractor to provide a finished and fully functioning product.

1.2 CONTRACTUAL RELATIONSHIPS

- A. For this construction project, the Department of Veterans Affairs contracts with a Contractor to provide construction services. The contracts are administered by the VA Contracting Officer and the Resident Engineer as the designated representative of the Contracting Officer. On this project, the authority to modify the contract in any way is strictly limited to the authority of the Contracting Officer.
- B. In this project, only two contract parties are recognized and communications on contractual issues are strictly limited to VA Resident Engineer and the Contractor. It is the practice of the VA to require that communications between other parties to the contracts (Subcontractors and Vendors) be conducted through the Resident Engineer and Contractor. It is also the practice of the VA that communications between other parties of the project (Commissioning Agent and Architect/Engineer) be conducted through the Resident Engineer.
- C. Whole Building Commissioning is a process that relies upon frequent and direct communications, as well as collaboration between all parties to the construction process. By its nature, a high level of communication and cooperation between the Commissioning Agent and all other parties (Architects, Engineers, Subcontractors, Vendors, third party testing agencies, etc.) is essential to the success of the Commissioning effort.
- D. With these fundamental practices in mind, the commissioning process described herein has been developed to recognize that, in the execution of the Commissioning Process, the Commissioning Agent must develop effective methods to communicate with every member of the construction team involved in delivering commissioned systems while simultaneously respecting the exclusive contract authority of the Contracting Officer and Resident Engineer. Thus, the procedures outlined in this specification must be executed within the following limitations:
 1. No communications (verbal or written) from the Commissioning Agent shall be deemed to constitute direction that modifies the terms of any contract between the Department of Veterans Affairs and the Contractor.
 2. Commissioning Issues identified by the Commissioning Agent will be delivered to the Resident Engineer and copied to the designated Commissioning Representatives for the Contractor and subcontractors on the Commissioning Team for information only in order to expedite the communication process. These issues must be understood as the professional opinion of the Commissioning Agent and as suggestions for resolution.
 3. In the event that any Commissioning Issues and suggested resolutions are deemed by the Resident Engineer to require either an official interpretation of the construction documents or

require a modification of the contract documents, the Contracting Officer or Resident Engineer will issue an official directive to this effect.

4. All parties to the Commissioning Process shall be individually responsible for alerting the Resident Engineer of any issues that they deem to constitute a potential contract change prior to acting on these issues.
5. Authority for resolution or modification of design and construction issues rests solely with the Contracting Officer or Resident Engineer, with appropriate technical guidance from the Architect/Engineer and/or Commissioning Agent.

1.3 RELATED WORK

- A. Section 01 00 00 GENERAL REQUIREMENTS.
- B. Section 01 33 23 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES
- C. Section 21 08 00 COMMISSIONING OF FIRE PROTECTION SYSTEMS.
- D. Section 23 08 00 COMMISSIONING OF HVAC SYSTEMS.

1.4 SUMMARY

- A. This Section includes general requirements that apply to implementation of commissioning without regard to systems, subsystems, and equipment being commissioned.
- B. The commissioning activities have been developed to support the VA requirements to meet guidelines for Federal Leadership in Environmental, Energy, and Economic Performance.

1.5 ACRONYMS

List of Acronyms	
Acronym	Meaning
A/E	Architect / Engineer Design Team
AHJ	Authority Having Jurisdiction
ASHRAE	Association Society for Heating Air Condition and Refrigeration Engineers
BOD	Basis of Design
BSC	Building Systems Commissioning
CCTV	Closed Circuit Television
CD	Construction Documents

List of Acronyms	
Acronym	Meaning
CMMS	Computerized Maintenance Management System
CO	Contracting Officer (VA)
COR	Contracting Officer's Representative (see also VA-RE)
COBie	Construction Operations Building Information Exchange
CPC	Construction Phase Commissioning
Cx	Commissioning
CxA	Commissioning Agent
CxM	Commissioning Manager
CxR	Commissioning Representative
DPC	Design Phase Commissioning
FPT	Functional Performance Test
GBI-GG	Green Building Initiative - Green Globes
HVAC	Heating, Ventilation, and Air Conditioning
LEED	Leadership in Energy and Environmental Design
NC	Department of Veterans Affairs National Cemetery
NCA	Department of Veterans Affairs National Cemetery Administration
NEBB	National Environmental Balancing Bureau
O&M	Operations & Maintenance
OPR	Owner's Project Requirements
PFC	Pre-Functional Checklist
PFT	Pre-Functional Test
SD	Schematic Design

List of Acronyms	
Acronym	Meaning
SO	Site Observation
TAB	Test Adjust and Balance
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VA CFM	VA Office of Construction and Facilities Management
VACO	VA Central Office
VA PM	VA Project Manager
VA-RE	VA Resident Engineer
USGBC	United States Green Building Council

1.6 DEFINITIONS

Acceptance Phase Commissioning: Commissioning tasks executed after most construction has been completed, most Site Observations and Static Tests have been completed and Pre-Functional Testing has been completed and accepted. The main commissioning activities performed during this phase are verification that the installed systems are functional by conducting Systems Functional Performance tests and Owner Training.

Accuracy: The capability of an instrument to indicate the true value of a measured quantity.

Back Check: A back check is a verification that an agreed upon solution to a design comment has been adequately addressed in a subsequent design review

Basis of Design (BOD): The Engineer's Basis of Design is comprised of two components: the Design Criteria and the Design Narrative, these documents record the concepts, calculations, decisions, and product selections used to meet the Owner's Project Requirements (OPR) and to satisfy applicable regulatory requirements, standards, and guidelines.

Benchmarks: Benchmarks are the comparison of a building's energy usage to other similar buildings and to the building itself.. For example, ENERGY STAR Portfolio Manager is a frequently used and nationally recognized building energy benchmarking tool.

Building Information Modeling (BIM): Building Information Modeling is a parametric database which allows a building to be designed and constructed virtually in 3D, and provides reports both in 2D views and as schedules. This electronic information can be extracted and

reused for pre-populating facility management CMMS systems. Building Systems Commissioning (BSC): NEBB acronym used to designate its commissioning program.

Calibrate: The act of comparing an instrument of unknown accuracy with a standard of known accuracy to detect, correlate, report, or eliminate by adjustment any variation in the accuracy of the tested instrument.

CCTV: Closed circuit Television. Normally used for security surveillance and alarm detections as part of a special electrical security system.

COBie: Construction Operations Building Information Exchange (COBie) is an electronic industry data format used to transfer information developed during design, construction, and commissioning into the Computer Maintenance Management Systems (CMMS) used to operate facilities. See the Whole Building Design Guide website for further information (<http://www.wbdg.org/resources/cobie.php>)

Commissionability: Defines a design component or construction process that has the necessary elements that will allow a system or component to be effectively measured, tested, operated and commissioned

Commissioning Agent (CxA): The qualified Commissioning Professional who administers the Cx process by managing the Cx team and overseeing the Commissioning Process. Where CxA is used in this specification it means the Commissioning Agent, members of his staff or appointed members of the commissioning team. Note that LEED uses the term Commissioning Authority in lieu of Commissioning Agent.

Commissioning Checklists: Lists of data or inspections to be verified to ensure proper system or component installation, operation, and function. Verification checklists are developed and used during all phases of the commissioning process to verify that the Owner's Project Requirements (OPR) is being achieved.

Commissioning Design Review: The commissioning design review is a collaborative review of the design professionals design documents for items pertaining to the following: owner's project requirements; basis of design; operability and maintainability (O&M) including documentation; functionality; training; energy efficiency, control systems' sequence of operations including building automation system features; commissioning specifications and the ability to functionally test the systems.

Commissioning Issue: A condition identified by the Commissioning Agent or other member of the Commissioning Team that adversely affects the commissionability, operability, maintainability, or functionality of a system, equipment, or component. A condition that is in conflict with the Contract Documents and/or performance requirements of the installed systems and components. (See also – Commissioning Observation).

Commissioning Manager (CxM): A qualified individual appointed by the Contractor to manage the commissioning process on behalf of the Contractor.

Commissioning Observation: An issue identified by the Commissioning Agent or other member of the Commissioning Team that does not conform to the project OPR, contract documents or standard industry best practices. (See also Commissioning Issue)

Commissioning Plan: A document that outlines the commissioning process, commissioning scope and defines responsibilities, processes, schedules, and the documentation requirements of the Commissioning Process.

Commissioning Process: A quality focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems, components, and assemblies are planned, designed, installed, tested, can be operated, and maintained to meet the Owner's Project Requirements.

Commissioning Report: The final commissioning document which presents the commissioning process results for the project. Cx reports include an executive summary, the commissioning plan, issue log, correspondence, and all appropriate check sheets and test forms.

Commissioning Representative (CxR): An individual appointed by a sub-contractor to manage the commissioning process on behalf of the sub-contractor.

Commissioning Specifications: The contract documents that detail the objective, scope and implementation of the commissioning process as developed in the Commissioning Plan.

Commissioning Team: Individual team members whose coordinated actions are responsible for implementing the Commissioning Process.

Construction Phase Commissioning: All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Contract Documents (CD): Contract documents include design and construction contracts, price agreements and procedure agreements. Contract Documents also include all final and complete drawings, specifications and all applicable contract modifications or supplements.

Construction Phase Commissioning (CPC): All commissioning efforts executed during the construction process after the design phase and prior to the Acceptance Phase Commissioning.

Coordination Drawings: Drawings showing the work of all trades that are used to illustrate that equipment can be installed in the space allocated without compromising equipment function or access for maintenance and replacement. These drawings graphically illustrate and dimension manufacturers' recommended maintenance clearances. On mechanical projects, coordination drawings include structural steel, ductwork, major piping and electrical conduit and show the elevations and locations of the above components.

Data Logging: The monitoring and recording of temperature, flow, current, status, pressure, etc. of equipment using stand-alone data recorders.

Deferred System Test: Tests that cannot be completed at the end of the acceptance phase due to ambient conditions, schedule issues or other conditions preventing testing during the normal acceptance testing period.

Deficiency: See "Commissioning Issue".

Design Criteria: A listing of the VA Design Criteria outlining the project design requirements, including its source. These are used during the design process to show the design elements meet the OPR.

Design Intent: The overall term that includes the OPR and the BOD. It is a detailed explanation of the ideas, concepts, and criteria that are defined by the owner to be important. The design intent documents are utilized to provide a written record of these ideas, concepts and criteria.

Design Narrative: A written description of the proposed design solutions that satisfy the requirements of the OPR.

Design Phase Commissioning (DPC): All commissioning tasks executed during the design phase of the project.

Environmental Systems: Systems that use a combination of mechanical equipment, airflow, water flow and electrical energy to provide heating, ventilating, air conditioning, humidification, and dehumidification for the purpose of human comfort or process control of temperature and humidity.

Executive Summary: A section of the Commissioning report that reviews the general outcome of the project. It also includes any unresolved issues, recommendations for the resolution of unresolved issues and all deferred testing requirements.

Functionality: This defines a design component or construction process which will allow a system or component to operate or be constructed in a manner that will produce the required outcome of the OPR.

Functional Test Procedure (FTP): A written protocol that defines methods, steps, personnel, and acceptance criteria for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Industry Accepted Best Practice: A design component or construction process that has achieved industry consensus for quality performance and functionality. Refer to the current edition of the NEBB Design Phase Commissioning Handbook for examples.

Installation Verification: Observations or inspections that confirm the system or component has been installed in accordance with the contract documents and to industry accepted best practices.

Integrated System Testing: Integrated Systems Testing procedures entail testing of multiple integrated systems performance to verify proper functional interface between systems. Typical Integrated Systems Testing includes verifying that building systems respond properly to loss of utility, transfer to emergency power sources, re-transfer from emergency power source to normal utility source; interface between HVAC controls and Fire Alarm systems for equipment shutdown, interface between Fire Alarm system and elevator control systems for elevator recall and shutdown; interface between Fire Alarm System and Security Access Control Systems to control access to spaces during fire alarm conditions; and other similar tests as determined for each specific project.

Issues Log: A formal and ongoing record of problems or concerns – and their resolution – that have been raised by members of the Commissioning Team during the course of the Commissioning Process.

Lessons Learned Workshop: A workshop conducted to discuss and document project successes and identify opportunities for improvements for future projects.

Maintainability: A design component or construction process that will allow a system or component to be effectively maintained. This includes adequate room for access to adjust and repair the equipment. Maintainability also includes components that have readily obtainable repair parts or service.

Manual Test: Testing using hand-held instruments, immediate control system readouts or direct observation to verify performance (contrasted to analyzing monitored data taken over time to make the ‘observation’).

Owner’s Project Requirements (OPR): A written document that details the project requirements and the expectations of how the building and its systems will be used and operated. These include project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information.

Peer Review: A formal in-depth review separate from the commissioning review processes. The level of effort and intensity is much greater than a typical commissioning facilitation or extended commissioning review. The VA usually hires an independent third-party (called the IDIQ A/E) to conduct peer reviews.

Precision: The ability of an instrument to produce repeatable readings of the same quantity under the same conditions. The precision of an instrument refers to its ability to produce a tightly grouped set of values around the mean value of the measured quantity.

Pre-Design Phase Commissioning: Commissioning tasks performed prior to the commencement of design activities that includes project programming and the development of the commissioning process for the project

Pre-Functional Checklist (PFC): A form used by the contractor to verify that appropriate components are onsite, correctly installed, set up, calibrated, functional and ready for functional testing.

Pre-Functional Test (PFT): An inspection or test that is done before functional testing. PFT’s include installation verification and system and component start up tests.

Procedure or Protocol: A defined approach that outlines the execution of a sequence of work or operations. Procedures are used to produce repeatable and defined results.

Range: The upper and lower limits of an instrument’s ability to measure the value of a quantity for which the instrument is calibrated.

Resolution: This word has two meanings in the Cx Process. The first refers to the smallest change in a measured variable that an instrument can detect. The second refers to the implementation of actions that correct a tested or observed deficiency.

Site Observation Visit: On-site inspections and observations made by the Commissioning Agent for the purpose of verifying component, equipment, and system installation, to observe contractor testing, equipment start-up procedures, or other purposes.

Site Observation Reports (SO): Reports of site inspections and observations made by the Commissioning Agent. Observation reports are intended to provide early indication of an installation issue which will need correction or analysis.

Special System Inspections: Inspections required by a local code authority prior to occupancy and are not normally a part of the commissioning process.

Static Tests: Tests or inspections that validate a specified static condition such as pressure testing. Static tests may be specification or code initiated.

Start Up Tests: Tests that validate the component or system is ready for automatic operation in accordance with the manufactures requirements.

Systems Manual: A system-focused composite document that includes all information required for the owners operators to operate the systems.

Test Procedure: A written protocol that defines methods, personnel, and expectations for tests conducted on components, equipment, assemblies, systems, and interfaces among systems.

Testing: The use of specialized and calibrated instruments to measure parameters such as: temperature, pressure, vapor flow, air flow, fluid flow, rotational speed, electrical characteristics, velocity, and other data in order to determine performance, operation, or function.

Testing, Adjusting, and Balancing (TAB): A systematic process or service applied to heating, ventilating and air-conditioning (HVAC) systems and other environmental systems to achieve and document air and hydronic flow rates. The standards and procedures for providing these services are referred to as “Testing, Adjusting, and Balancing” and are described in the Procedural Standards for the Testing, Adjusting and Balancing of Environmental Systems, published by NEBB or AABC.

Thermal Scans: Thermographic pictures taken with an Infrared Thermographic Camera. Thermographic pictures show the relative temperatures of objects and surfaces and are used to identify leaks, thermal bridging, thermal intrusion, electrical overload conditions, moisture containment, and insulation failure.

Training Plan: A written document that details, in outline form the expectations of the operator training. Training agendas should include instruction on how to obtain service, operate, startup, shutdown and maintain all systems and components of the project.

Trending: Monitoring over a period of time with the building automation system.

Unresolved Commissioning Issue: Any Commissioning Issue that, at the time that the Final Report or the Amended Final Report is issued that has not been either resolved by the construction team or accepted by the VA. **Validation:** The process by which work is verified as complete and operating correctly:

1. First party validation occurs when a firm or individual verifying the task is the same firm or individual performing the task.

2. Second party validation occurs when the firm or individual verifying the task is under the control of the firm performing the task or has other possibilities of financial conflicts of interest in the resolution (Architects, Designers, General Contractors and Third Tier Subcontractors or Vendors).
3. Third party validation occurs when the firm verifying the task is not associated with or under control of the firm performing or designing the task.

Verification: The process by which specific documents, components, equipment, assemblies, systems, and interfaces among systems are confirmed to comply with the criteria described in the Owner's Project Requirements.

Warranty Phase Commissioning: Commissioning efforts executed after a project has been completed and accepted by the Owner. Warranty Phase Commissioning includes follow-up on verification of system performance, measurement and verification tasks and assistance in identifying warranty issues and enforcing warranty provisions of the construction contract.

Warranty Visit: A commissioning meeting and site review where all outstanding warranty issues and deferred testing is reviewed and discussed.

Whole Building Commissioning: Commissioning of building systems such as Building Envelope, HVAC, Electrical, Special Electrical (Fire Alarm, Security & Communications), Plumbing and Fire Protection as described in this specification.

1.7 SYSTEMS TO BE COMMISSIONED

- A. Commissioning of a system or systems specified for this project is part of the construction process. Documentation and testing of these systems, as well as training of the VA's Operation and Maintenance personnel, is required in cooperation with the VA and the Commissioning Agent.
- B. The following systems will be commissioned as part of this project:

Systems To Be Commissioned	
System	Description
Fire Suppression	
Fire Sprinkler Systems	Wet pipe system, dry pipe system, pre-action system, special agent systems
HVAC	
HVAC Air Handling Systems**	Air handling Units, packaged rooftop AHU, Outdoor Air conditioning units, humidifiers, DDC control panels

Systems To Be Commissioned	
System	Description
HVAC Terminal Unit Systems**	VAV Terminal Units, CAV terminal units, fan coil units, fin-tube radiation, unit heaters
Decentralized Unitary HVAC Systems*	Split-system HVAC systems, controls, interface with facility DDC

1.8 COMMISSIONING TEAM

- A. The commissioning team shall consist of, but not be limited to, representatives of Contractor, including Project Superintendent and subcontractors, installers, schedulers, suppliers, and specialists deemed appropriate by the Department of Veterans Affairs (VA) and Commissioning Agent.
- B. Members Appointed by Contractor:
 - 1. Contractor' Commissioning Manager: The designated person, company, or entity that plans, schedules and coordinates the commissioning activities for the construction team.
 - 2. Contractor's Commissioning Representative(s): Individual(s), each having authority to act on behalf of the entity he or she represents, explicitly organized to implement the commissioning process through coordinated actions.
- C. Members Appointed by VA:
 - 1. Commissioning Agent: The designated person, company, or entity that plans, schedules, and coordinates the commissioning team to implement the commissioning process. The VA will engage the CxA under a separate contract.
 - 2. User: Representatives of the facility user and operation and maintenance personnel.
 - 3. A/E: Representative of the Architect and engineering design professionals.

1.9 VA'S COMMISSIONING RESPONSIBILITIES

- A. Appoint an individual, company or firm to act as the Commissioning Agent.
- B. Assign operation and maintenance personnel and schedule them to participate in commissioning team activities including, but not limited to, the following:
 - 1. Coordination meetings.
 - 2. Training in operation and maintenance of systems, subsystems, and equipment.
 - 3. Testing meetings.

4. Witness and assist in Systems Functional Performance Testing.
 5. Demonstration of operation of systems, subsystems, and equipment.
- C. Provide the Construction Documents, prepared by Architect and approved by VA, to the Commissioning Agent and for use in managing the commissioning process, developing the commissioning plan, systems manuals, and reviewing the operation and maintenance training plan.

1.10 CONTRACTOR'S COMMISSIONING RESPONSIBILITIES

- A. The Contractor shall assign a Commissioning Manager to manage commissioning activities of the Contractor, and subcontractors.
- B. The Contractor shall ensure that the commissioning responsibilities outlined in these specifications are included in all subcontracts and that subcontractors comply with the requirements of these specifications.
- C. The Contractor shall ensure that each installing subcontractor shall assign representatives with expertise and authority to act on behalf of the subcontractor and schedule them to participate in and perform commissioning team activities including, but not limited to, the following:
 1. Participate in commissioning coordination meetings.
 2. Conduct operation and maintenance training sessions in accordance with approved training plans.
 3. Verify that Work is complete and systems are operational according to the Contract Documents, including calibration of instrumentation and controls.
 4. Evaluate commissioning issues and commissioning observations identified in the Commissioning Issues Log, field reports, test reports or other commissioning documents. In collaboration with entity responsible for system and equipment installation, recommend corrective action.
 5. Review and comment on commissioning documentation.
 6. Participate in meetings to coordinate Systems Functional Performance Testing.
 7. Provide schedule for operation and maintenance data submittals, equipment startup, and testing to Commissioning Agent for incorporation into the commissioning plan.
 8. Provide information to the Commissioning Agent for developing commissioning plan.
 9. Participate in training sessions for VA's operation and maintenance personnel.
 10. Provide technicians who are familiar with the construction and operation of installed systems and who shall develop specific test procedures to conduct Systems Functional Performance Testing of installed systems.

1.11 COMMISSIONING AGENT'S RESPONSIBILITIES

- A. Organize and lead the commissioning team.
- B. Prepare the commissioning plan. See Paragraph 1.11-A of this specification Section for further information.
- C. Review and comment on selected submittals from the Contractor for general conformance with the Construction Documents. Review and comment on the ability to test and operate the system and/or equipment, including providing gages, controls and other components required to operate, maintain, and test the system. Review and comment on performance expectations of systems and equipment and interfaces between systems relating to the Construction Documents.
- D. At the beginning of the construction phase, conduct an initial construction phase coordination meeting for the purpose of reviewing the commissioning activities and establishing tentative schedules for operation and maintenance submittals; operation and maintenance training sessions; TAB Work; Pre-Functional Checklists, Systems Functional Performance Testing; and project completion.
- E. Convene commissioning team meetings for the purpose of coordination, communication, and conflict resolution; discuss status of the commissioning processes. Responsibilities include arranging for facilities, preparing agenda and attendance lists, and notifying participants. The Commissioning Agent shall prepare and distribute minutes to commissioning team members and attendees within five workdays of the commissioning meeting.
- F. Observe construction and report progress, observations and issues. Observe systems and equipment installation for adequate accessibility for maintenance and component replacement or repair, and for general conformance with the Construction Documents.
- G. Prepare Project specific Pre-Functional Checklists and Systems Functional Performance Test procedures.
- H. Coordinate Systems Functional Performance Testing schedule with the Contractor.
- I. Witness selected systems startups.
- J. Verify selected Pre-Functional Checklists completed and submitted by the Contractor.
- K. Witness and document Systems Functional Performance Testing.
- L. Compile test data, inspection reports, and certificates and include them in the systems manual and commissioning report.
- M. Review and comment on operation and maintenance (O&M) documentation and systems manual outline for compliance with the Contract Documents. Operation and maintenance documentation requirements are specified in Paragraph 1.25, Section 01 00 00 GENERAL REQUIREMENTS.

- N. Review operation and maintenance training program developed by the Contractor. Verify training plans provide qualified instructors to conduct operation and maintenance training.
- O. Prepare commissioning Field Observation Reports.
- P. Prepare the Final Commissioning Report.
- Q. Return to the site at 10 months into the 12 month warranty period and review with facility staff the current building operation and the condition of outstanding issues related to the original and seasonal Systems Functional Performance Testing. Also interview facility staff and identify problems or concerns they have operating the building as originally intended. Make suggestions for improvements and for recording these changes in the O&M manuals. Identify areas that may come under warranty or under the original construction contract. Assist facility staff in developing reports, documents and requests for services to remedy outstanding problems.
- R. Assemble the final commissioning documentation, including the Final Commissioning Report and Addendum to the Final Commissioning Report.

1.12 COMMISSIONING DOCUMENTATION

- A. Commissioning Plan: A document, prepared by Commissioning Agent that outlines the schedule, allocation of resources, and documentation requirements of the commissioning process, and shall include, but is not limited, to the following:
 - 1. Plan for delivery and review of submittals, systems manuals, and other documents and reports. Identification of the relationship of these documents to other functions and a detailed description of submittals that are required to support the commissioning processes. Submittal dates shall include the latest date approved submittals must be received without adversely affecting commissioning plan.
 - 2. Description of the organization, layout, and content of commissioning documentation (including systems manual) and a detailed description of documents to be provided along with identification of responsible parties.
 - 3. Identification of systems and equipment to be commissioned.
 - 4. Schedule of Commissioning Coordination meetings.
 - 5. Identification of items that must be completed before the next operation can proceed.
 - 6. Description of responsibilities of commissioning team members.
 - 7. Description of observations to be made.
 - 8. Description of requirements for operation and maintenance training.
 - 9. Schedule for commissioning activities with dates coordinated with overall construction schedule.

10. Process and schedule for documenting changes on a continuous basis to appear in Project Record Documents.
 11. Process and schedule for completing prestart and startup checklists for systems, subsystems, and equipment to be verified and tested.
 12. Preliminary Systems Functional Performance Test procedures.
- B. Systems Functional Performance Test Procedures: The Commissioning Agent will develop Systems Functional Performance Test Procedures for each system to be commissioned, including subsystems, or equipment and interfaces or interlocks with other systems. Systems Functional Performance Test Procedures will include a separate entry, with space for comments, for each item to be tested. Preliminary Systems Functional Performance Test Procedures will be provided to the VA, Architect/Engineer, and Contractor for review and comment. The Systems Performance Test Procedure will include test procedures for each mode of operation and provide space to indicate whether the mode under test responded as required. Each System Functional Performance Test procedure, regardless of system, subsystem, or equipment being tested, shall include, but not be limited to, the following:
1. Name and identification code of tested system.
 2. Test number.
 3. Time and date of test.
 4. Indication of whether the record is for a first test or retest following correction of a problem or issue.
 5. Dated signatures of the person performing test and of the witness, if applicable.
 6. Individuals present for test.
 7. Observations and Issues.
 8. Issue number, if any, generated as the result of test.
- C. Pre-Functional Checklists: The Commissioning Agent will prepare Pre-Functional Checklists. Pre-Functional Checklists shall be completed and signed by the Contractor, verifying that systems, subsystems, equipment, and associated controls are ready for testing. The Commissioning Agent will spot check Pre-Functional Checklists to verify accuracy and readiness for testing. Inaccurate or incomplete Pre-Functional Checklists shall be returned to the Contractor for correction and resubmission.
- D. Test and Inspection Reports: The Commissioning Agent will record test data, observations, and measurements on Systems Functional Performance Test Procedure. The report will also include recommendation for system acceptance or non-acceptance. Photographs, forms, and other means appropriate for the application shall be included with data. Commissioning Agent Will compile test and inspection reports and test and inspection certificates and include them in systems manual and commissioning report.

- E. Corrective Action Documents: The Commissioning Agent will document corrective action taken for systems and equipment that fail tests. The documentation will include any required modifications to systems and equipment and/or revisions to test procedures, if any. The Commissioning Agent will witness and document any retesting of systems and/or equipment requiring corrective action and document retest results.
- F. Commissioning Issues Log: The Commissioning Agent will prepare and maintain Commissioning Issues Log that describes Commissioning Issues and Commissioning Observations that are identified during the Commissioning process. These observations and issues include, but are not limited to, those that are at variance with the Contract Documents. The Commissioning Issues Log will identify and track issues as they are encountered, the party responsible for resolution, progress toward resolution, and document how the issue was resolved. The Master Commissioning Issues Log will also track the status of unresolved issues.

1. Creating a Commissioning Issues Log Entry:

- a. Identify the issue with unique numeric or alphanumeric identifier by which the issue may be tracked.
- b. Assign a descriptive title for the issue.
- c. Identify date and time of the issue.
- d. Identify test number of test being performed at the time of the observation, if applicable, for cross reference.
- e. Identify system, subsystem, and equipment to which the issue applies.
- f. Identify location of system, subsystem, and equipment.
- g. Include information that may be helpful in diagnosing or evaluating the issue.
- h. Note recommended corrective action.
- i. Identify commissioning team member responsible for corrective action.
- j. Identify expected date of correction.
- k. Identify person that identified the issue.

2. Documenting Issue Resolution:

- a. Log date correction is completed or the issue is resolved.
- b. Describe corrective action or resolution taken. Include description of diagnostic steps taken to determine root cause of the issue, if any.
- c. Identify changes to the Contract Documents that may require action.

- d. State that correction was completed and system, subsystem, and equipment are ready for retest, if applicable.
 - e. Identify person(s) who corrected or resolved the issue.
 - f. Identify person(s) verifying the issue resolution.
- G. Final Commissioning Report: The Commissioning Agent will document results of the commissioning process, including unresolved issues, and performance of systems, subsystems, and equipment. The Commissioning Report will indicate whether systems, subsystems, and equipment have been properly installed and are performing according to the Contract Documents. This report will be used by the Department of Veterans Affairs when determining that systems will be accepted. This report will be used to evaluate systems, subsystems, and equipment and will serve as a future reference document during VA occupancy and operation. It shall describe components and performance that exceed requirements of the Contract Documents and those that do not meet requirements of the Contract Documents. The commissioning report will include, but is not limited to, the following:
- 1. Lists and explanations of substitutions; compromises; variances with the Contract Documents; record of conditions; and, if appropriate, recommendations for resolution. Design Narrative documentation maintained by the Commissioning Agent.
 - 2. Commissioning plan.
 - 3. Pre-Functional Checklists completed by the Contractor, with annotation of the Commissioning Agent review and spot check.
 - 4. Systems Functional Performance Test Procedures, with annotation of test results and test completion.
 - 5. Commissioning Issues Log.
 - 6. Listing of deferred and off season test(s) not performed, including the schedule for their completion.
- H. Addendum to Final Commissioning Report: The Commissioning Agent will prepare an Addendum to the Final Commissioning Report near the end of the Warranty Period. The Addendum will indicate whether systems, subsystems, and equipment are complete and continue to perform according to the Contract Documents. The Addendum to the Final Commissioning Report shall include, but is not limited to, the following:
- 1. Documentation of deferred and off season test(s) results.
 - 2. Completed Systems Functional Performance Test Procedures for off season test(s).
 - 3. Documentation that unresolved system performance issues have been resolved.
 - 4. Updated Commissioning Issues Log, including status of unresolved issues.
 - 5. Identification of potential Warranty Claims to be corrected by the Contractor.

- I. Systems Manual: The Commissioning Agent will gather required information and compile the Systems Manual. The Systems Manual will include, but is not limited to, the following:
 1. Design Narrative, including system narratives, schematics, single-line diagrams, flow diagrams, equipment schedules, and changes made throughout the Project.
 2. Reference to Final Commissioning Plan.
 3. Reference to Final Commissioning Report.
 4. Approved Operation and Maintenance Data as submitted by the Contractor.

1.13 SUBMITTALS

- A. Preliminary Commissioning Plan Submittal: The Commissioning Agent has prepared a Preliminary Commissioning Plan based on the final Construction Documents. The Preliminary Commissioning Plan is included as an Appendix to this specification section. The Preliminary Commissioning Plan is provided for information only. It contains preliminary information about the following commissioning activities:
 1. The Commissioning Team: A list of commissioning team members by organization.
 2. Systems to be commissioned. A detailed list of systems to be commissioned for the project. This list also provides preliminary information on systems/equipment submittals to be reviewed by the Commissioning Agent; preliminary information on Pre-Functional Checklists that are to be completed; preliminary information on Systems Performance Testing, including information on testing sample size (where authorized by the VA).
 3. Commissioning Team Roles and Responsibilities: Preliminary roles and responsibilities for each Commissioning Team member.
 4. Commissioning Documents: A preliminary list of commissioning-related documents, include identification of the parties responsible for preparation, review, approval, and action on each document.
 5. Commissioning Activities Schedule: Identification of Commissioning Activities, including Systems Functional Testing, the expected duration and predecessors for the activity.
 6. Pre-Functional Checklists: Preliminary Pre-Functional Checklists for equipment, components, subsystems, and systems to be commissioned. These Preliminary Pre-Functional Checklists provide guidance on the level of detailed information the Contractor shall include on the final submission.
 7. Systems Functional Performance Test Procedures: Preliminary step-by-step System Functional Performance Test Procedures to be used during Systems Functional Performance Testing. These Preliminary Systems Functional Performance procedures provide information on the level of testing rigor, and the level of Contractor support required during performance of system's testing.

- B. Final Commissioning Plan Submittal: Based on the Final Construction Documents and the Contractor's project team, the Commissioning Agent will prepare the Final Commissioning Plan as described in this section. The Commissioning Agent will submit three hard copies and three sets of electronic files of Final Commissioning Plan. The Contractor shall review the Commissioning Plan and provide any comments to the VA. The Commissioning Agent will incorporate review comments into the Final Commissioning Plan as directed by the VA.
- C. Systems Functional Performance Test Procedure: The Commissioning Agent will submit preliminary Systems Functional Performance Test Procedures to the Contractor, and the VA for review and comment. The Contractor shall return review comments to the VA and the Commissioning Agent. The VA will also return review comments to the Commissioning Agent. The Commissioning Agent will incorporate review comments into the Final Systems Functional Test Procedures to be used in Systems Functional Performance Testing.
- D. Pre-Functional Checklists: The Commissioning Agent will submit Pre-Functional Checklists to be completed by the Contractor.
- E. Test and Inspection Reports: The Commissioning Agent will submit test and inspection reports to the VA with copies to the Contractor and the Architect/Engineer.
- F. Corrective Action Documents: The Commissioning Agent will submit corrective action documents to the VA Resident Engineer with copies to the Contractor and Architect.
- G. Preliminary Commissioning Report Submittal: The Commissioning Agent will submit three electronic copies of the preliminary commissioning report. One electronic copy, with review comments, will be returned to the Commissioning Agent for preparation of the final submittal.
- H. Final Commissioning Report Submittal: The Commissioning Agent will submit four sets of electronically formatted information of the final commissioning report to the VA. The final submittal will incorporate comments as directed by the VA.
- I. Data for Commissioning:
 - 1. The Commissioning Agent will request in writing from the Contractor specific information needed about each piece of commissioned equipment or system to fulfill requirements of the Commissioning Plan.
 - 2. The Commissioning Agent may request further documentation as is necessary for the commissioning process or to support other VA data collection requirements, including Construction Operations Building Information Exchange (COBIE), Building Information Modeling (BIM), etc.

1.14 COMMISSIONING PROCESS

- A. The Commissioning Agent will be responsible for the overall management of the commissioning process as well as coordinating scheduling of commissioning tasks with the VA and the Contractor. As directed by the VA, the Contractor shall incorporate Commissioning tasks, including, but not limited to, Systems Functional Performance Testing (including predecessors) with the Master Construction Schedule.

- B. Within 21 days of contract award, the Contractor shall designate a specific individual as the Commissioning Manager (CxM) to manage and lead the commissioning effort on behalf of the Contractor. The Commissioning Manager shall be the single point of contact and communications for all commissioning related services by the Contractor.
- C. Within 30 days of contract award, the Contractor shall ensure that each subcontractor designates specific individuals as Commissioning Representatives (CXR) to be responsible for commissioning related tasks. The Contractor shall ensure the designated Commissioning Representatives participate in the commissioning process as team members providing commissioning testing services, equipment operation, adjustments, and corrections if necessary. The Contractor shall ensure that all Commissioning Representatives shall have sufficient authority to direct their respective staff to provide the services required, and to speak on behalf of their organizations in all commissioning related contractual matters.

1.15 QUALITY ASSURANCE

- A. Instructor Qualifications: Factory authorized service representatives shall be experienced in training, operation, and maintenance procedures for installed systems, subsystems, and equipment.
- B. Test Equipment Calibration: The Contractor shall comply with test equipment manufacturer's calibration procedures and intervals. Recalibrate test instruments immediately whenever instruments have been repaired following damage or dropping. Affix calibration tags to test instruments. Instruments shall have been calibrated within six months prior to use.

1.16 COORDINATION

- A. Management: The Commissioning Agent will coordinate the commissioning activities with the VA and Contractor. The Commissioning Agent will submit commissioning documents and information to the VA. All commissioning team members shall work together to fulfill their contracted responsibilities and meet the objectives of the contract documents.
- B. Scheduling: The Contractor shall work with the Commissioning Agent and the VA to incorporate the commissioning activities into the construction schedule. The Commissioning Agent will provide sufficient information (including, but not limited to, tasks, durations and predecessors) on commissioning activities to allow the Contractor and the VA to schedule commissioning activities. All parties shall address scheduling issues and make necessary notifications in a timely manner in order to expedite the project and the commissioning process. The Contractor shall update the Master Construction as directed by the VA.
- C. Initial Schedule of Commissioning Events: The Commissioning Agent will provide the initial schedule of primary commissioning events in the Commissioning Plan and at the commissioning coordination meetings. The Commissioning Plan will provide a format for this schedule. As construction progresses, more detailed schedules will be developed by the Contractor with information from the Commissioning Agent.
- D. Commissioning Coordinating Meetings: The Commissioning Agent will conduct periodic Commissioning Coordination Meetings of the commissioning team to review status of

commissioning activities, to discuss scheduling conflicts, and to discuss upcoming commissioning process activities.

- E. Pretesting Meetings: The Commissioning Agent will conduct pretest meetings of the commissioning team to review startup reports, Pre-Functional Checklist results, Systems Functional Performance Testing procedures, testing personnel and instrumentation requirements.
- F. Systems Functional Performance Testing Coordination: The Contractor shall coordinate testing activities to accommodate required quality assurance and control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting. The Contractor shall coordinate the schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS

2.1 TEST EQUIPMENT

- A. The Contractor shall provide all standard and specialized testing equipment required to perform Systems Functional Performance Testing. Test equipment required for Systems Functional Performance Testing will be identified in the detailed System Functional Performance Test Procedure prepared by the Commissioning Agent.
- B. Data logging equipment and software required to test equipment shall be provided by the Contractor.
- C. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. If not otherwise noted, the following minimum requirements apply: Temperature sensors and digital thermometers shall have a certified calibration within the past year to an accuracy of 0.5 °C (1.0 °F) and a resolution of + or - 0.1 °C (0.2 °F). Pressure sensors shall have an accuracy of + or - 2.0% of the value range being measured (not full range of meter) and have been calibrated within the last year. All equipment shall be calibrated according to the manufacturer's recommended intervals and following any repairs to the equipment. Calibration tags shall be affixed or certificates readily available.

PART 3 - EXECUTION

3.1 COMMISSIONING PROCESS ROLES AND RESPONSIBILITIES

A. The following table outlines the roles and responsibilities for the Commissioning Team members during the Construction Phase:

Construction Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Meetings	Construction Commissioning Kick Off meeting	L	A	P	P	O	
	Commissioning Meetings	L	A	P	P	O	
	Project Progress Meetings	P	A	P	L	O	
	Controls Meeting	L	A	P	P	O	
Coordination	Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support the OPR and BOD.	L	A	P	P	N/A	

Construction Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Cx Plan & Spec	Final Commissioning Plan	L	A	R	R	O	
Schedules	Duration Schedule for Commissioning Activities	L	A	R	R	N/A	
OPR and BOD	Maintain OPR on behalf of Owner	L	A	R	R	O	
	Maintain BOD/DID on behalf of Owner	L	A	R	R	O	
Document Reviews	TAB Plan Review	L	A	R	R	O	
	Submittal and Shop Drawing Review	R	A	R	L	O	
	Review Contractor Equipment Startup Checklists	L	A	R	R	N/A	

Construction Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
	Review Change Orders, ASI, and RFI	L	A	R	R	N/A	
Site Observations	Witness Factory Testing	P	A	P	L	O	
	Construction Observation Site Visits	L	A	R	R	O	
Functional Test Protocols	Final Pre-Functional Checklists	L	A	R	R	O	
	Final Functional Performance Test Protocols	L	A	R	R	O	
Technical	Issues Resolution Meetings	P	A	P	L	O	

Construction Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Activities							
Reports and Logs	Status Reports	L	A	R	R	O	
	Maintain Commissioning Issues Log	L	A	R	R	O	

B. The following table outlines the roles and responsibilities for the Commissioning Team members during the Acceptance Phase:

Acceptance Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional

Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Meetings	Commissioning Meetings	L	A	P	P	O	
	Project Progress Meetings	P	A	P	L	O	
	Pre-Test Coordination Meeting	L	A	P	P	O	
	Lessons Learned and Commissioning Report Review Meeting	L	A	P	P	O	
Coordination	Coordinate with [OGC's, AHJ, Vendors, etc.] to ensure that Cx interacts properly with other systems as needed to support OPR and BOD	L	P	P	P	O	
Cx Plan & Spec	Maintain/Update Commissioning Plan	L	A	R	R	O	
Schedules	Prepare Functional Test Schedule	L	A	R	R	O	
OPR and BOD	Maintain OPR on behalf of Owner	L	A	R	R	O	
	Maintain BOD/DID on behalf of Owner	L	A	R	R	O	
Document	Review Completed Pre-Functional Checklists	L	A	R	R	O	

Acceptance Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Reviews	Pre-Functional Checklist Verification	L	A	R	R	O	
	Review Operations & Maintenance Manuals	L	A	R	R	R	
	Training Plan Review	L	A	R	R	R	
	Warranty Review	L	A	R	R	O	
	Review TAB Report	L	A	R	R	O	
Site Observations	Construction Observation Site Visits	L	A	R	R	O	
	Witness Selected Equipment Startup	L	A	R	R	O	
Functional Test Protocols	TAB Verification	L	A	R	R	O	
	Systems Functional Performance Testing	L	A	P	P	P	

Acceptance Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
	Retesting	L	A	P	P	P	
Technical Activities	Issues Resolution Meetings	P	A	P	L	O	
	Systems Training	L	S	R	P	P	
Reports and Logs	Status Reports	L	A	R	R	O	
	Maintain Commissioning Issues Log	L	A	R	R	O	
	Final Commissioning Report	L	A	R	R	R	
	Prepare Systems Manuals	L	A	R	R	R	

C. The following table outlines the roles and responsibilities for the Commissioning Team members during the Warranty Phase:

Warranty Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes
Meetings	Post-Occupancy User Review Meeting	L	A	O	P	P	
Site Observations	Periodic Site Visits	L	A	O	O	P	
Functional Test Protocols	Deferred and/or seasonal Testing	L	A	O	P	P	
Technical Activities	Issues Resolution Meetings	L	S	O	O	P	
	Post-Occupancy Warranty Checkup and review of Significant Outstanding Issues	L	A		R	P	
Reports and Logs	Final Commissioning Report Amendment	L	A		R	R	
	Status Reports	L	A		R	R	

Warranty Phase		CxA = Commissioning Agent					L = Lead
Commissioning Roles & Responsibilities		RE = Resident Engineer					P = Participate
		A/E = Design Arch/Engineer					A = Approve
		PC = Prime Contractor					R = Review
		O&M = Gov't Facility O&M					O = Optional
Category	Task Description	CxA	RE	A/E	PC	O&M	Notes

3.2 STARTUP, INITIAL CHECKOUT, AND PRE-FUNCTIONAL CHECKLISTS

- A. The following procedures shall apply to all equipment and systems to be commissioned, according to Part 1, Systems to Be Commissioned.
1. Pre-Functional Checklists are important to ensure that the equipment and systems are hooked up and operational. These ensure that Systems Functional Performance Testing may proceed without unnecessary delays. Each system to be commissioned shall have a full Pre-Functional Checklist completed by the Contractor prior to Systems Functional Performance Testing. No sampling strategies are used.
 - a. The Pre-Functional Checklist will identify the trades responsible for completing the checklist. The Contractor shall ensure the appropriate trades complete the checklists.
 - b. The Commissioning Agent will review completed Pre-Functional Checklists and field-verify the accuracy of the completed checklist using sampling techniques.
 2. Startup and Initial Checkout Plan: The Contractor shall develop detailed startup plans for all equipment. The primary role of the Contractor in this process is to ensure that there is written documentation that each of the manufacturer recommended procedures have been completed. Parties responsible for startup shall be identified in the Startup Plan and the checklist forms.
 - a. The Contractor shall develop the full startup plan by combining (or adding to) the checklists with the manufacturer's detailed startup and checkout procedures from the O&M manual data and the field checkout sheets normally used by the Contractor. The plan shall include checklists and procedures with specific boxes or lines for recording and documenting the checking and inspections of each procedure and a summary statement with a signature block at the end of the plan.
 - b. The full startup plan shall at a minimum consist of the following items:
 - 1) The Pre-Functional Checklists.
 - 2) The manufacturer's standard written startup procedures copied from the installation manuals with check boxes by each procedure and a signature block added by hand at the end.
 - 3) The manufacturer's normally used field checkout sheets.
 - c. The Commissioning Agent will submit the full startup plan to the VA and Contractor for review. Final approval will be by the VA.
 - d. The Contractor shall review and evaluate the procedures and the format for documenting them, noting any procedures that need to be revised or added.
 3. Sensor and Actuator Calibration
 - a. All field installed temperature, relative humidity, CO2 and pressure sensors and gages, and all actuators (dampers and valves) on all equipment shall be calibrated using the methods described in Division 21 and Division 23 specifications.

- b. All procedures used shall be fully documented on the Pre-Functional Checklists or other suitable forms, clearly referencing the procedures followed and written documentation of initial, intermediate and final results.
4. Execution of Equipment Startup
- a. Four weeks prior to equipment startup, the Contractor shall schedule startup and checkout with the VA and Commissioning Agent. The performance of the startup and checkout shall be directed and executed by the Contractor.
 - b. The Commissioning Agent will observe the startup procedures for selected pieces of primary equipment.
 - c. The Contractor shall execute startup and provide the VA and Commissioning Agent with a signed and dated copy of the completed startup checklists, and contractor tests.
 - d. Only individuals that have direct knowledge and witnessed that a line item task on the Startup Checklist was actually performed shall initial or check that item off. It is not acceptable for witnessing supervisors to fill out these forms.

3.3 DEFICIENCIES, NONCONFORMANCE, AND APPROVAL IN CHECKLISTS AND STARTUP

- A. The Contractor shall clearly list any outstanding items of the initial startup and Pre-Functional Checklist procedures that were not completed successfully, at the bottom of the procedures form or on an attached sheet. The procedures form and any outstanding deficiencies shall be provided to the VA and the Commissioning Agent within two days of completion.
- B. The Commissioning Agent will review the report and submit comments to the VA. The Commissioning Agent will work with the Contractor to correct and verify deficiencies or uncompleted items. The Commissioning Agent will involve the VA and others as necessary. The Contractor shall correct all areas that are noncompliant or incomplete in the checklists in a timely manner, and shall notify the VA and Commissioning Agent as soon as outstanding items have been corrected. The Contractor shall submit an updated startup report and a Statement of Correction on the original noncompliance report. When satisfactorily completed, the Commissioning Agent will recommend approval of the checklists and startup of each system to the VA.
- C. The Contractor shall be responsible for resolution of deficiencies as directed the VA.

Terminal Unit (VAV, CAV, etc.) Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Space Temperature	AI	15 Min	12 hours	3 days	P	±5°F from SP	10 min

Terminal Unit (VAV, CAV, etc.) Trending and Alarms							
Point	Type	Trend Interval	Operational Trend Duration	Testing Trend Duration	Alarm Type	Alarm Range	Alarm Delay
Air Flow	AI	15 Min	12 hours	3 days	P	$\pm 5^{\circ}\text{F}$ from SP	10 min
SA Temperature	AI	15 Min	12 hours	3 days	P	$\pm 5^{\circ}\text{F}$ from SP	10 min
Local Setpoint	AI	15 Min	12 hours	3 days	M	$\pm 10^{\circ}\text{F}$ from SP	60 min
Space Humidity	AI	15 Min	12 hours	3 days	P	> 60% RH	5 min
Unoccupied Override	DI	COV	12 hours	3 days	M	N/A	12 Hours
Refrigerator Alarm	DI	COV	12 hours	3 days	C	N/A	10 min
Damper Position	AO	15 Minutes	12 hours	3 days	N/A		
Heating coil Valve Position	AO	15 Minutes	12 hours	3 days	N/A		

E. The Contractor shall provide the following information prior to Systems Functional Performance Testing. Any documentation that is modified after submission shall be recorded and resubmitted to the Resident Engineer and Commissioning Agent.

1. Point-to-Point checkout documentation;
2. Sensor field calibration documentation including system name, sensor/point name, measured value, DDC value, and Correction Factor.
3. A sensor calibration table listing the referencing the location of procedures to following in the O&M manuals, and the frequency at which calibration should be performed for all sensors, separated by system, subsystem, and type. The calibration requirements shall be submitted both in the O&M manuals and separately in a standalone document containing all sensors for

inclusion in the commissioning documentation. The following table is a sample that can be used as a template for submission.

SYSTEM		
Sensor	Calibration Frequency	O&M Calibration Procedure Reference
Discharge air temperature	Once a year	Volume I Section D.3.aa
Discharge static pressure	Every 6 months	Volume II Section A.1.c

4. Loop tuning documentation and constants for each loop of the building systems. The documentation shall be submitted in outline or table separated by system, control type (e.g. heating valve temperature control); proportional, integral and derivative constants, interval (and bias if used) for each loop. The following table is a sample that can be used as a template for submission.

AIR HANDLING UNIT AHU-1				
Control Reference	Proportional Constant	Integral Constant	Derivative Constant	Interval
Heating Valve Output	1000	20	10	2 sec.

3.6 SYSTEMS FUNCTIONAL PERFORMANCE TESTING

- A. This paragraph applies to Systems Functional Performance Testing of systems for all referenced specification Divisions.
- B. Objectives and Scope: The objective of Systems Functional Performance Testing is to demonstrate that each system is operating according to the Contract Documents. Systems Functional Performance Testing facilitates bringing the systems from a state of substantial completion to full dynamic operation. Additionally, during the testing process, areas of noncompliant performance are identified and corrected, thereby improving the operation and functioning of the systems. In general, each system shall be operated through all modes of operation (seasonal, occupied, unoccupied, warm-up, cool-down, part- and full-load, fire alarm and emergency power) where there is a specified system response. The Contractor shall verify each sequence in the sequences of operation. Proper responses to such modes and conditions as

power failure, freeze condition, low oil pressure, no flow, equipment failure, etc. shall also be tested.

- C. Development of Systems Functional Performance Test Procedures: Before Systems Functional Performance Test procedures are written, the Contractor shall submit all requested documentation and a current list of change orders affecting equipment or systems, including an updated points list, program code, control sequences and parameters. Using the testing parameters and requirements found in the Contract Documents and approved submittals and shop drawings, the Commissioning Agent will develop specific Systems Functional Test Procedures to verify and document proper operation of each piece of equipment and system to be commissioned. The Contractor shall assist the Commissioning Agent in developing the Systems Functional Performance Test procedures as requested by the Commissioning Agent i.e. by answering questions about equipment, operation, sequences, etc. Prior to execution, the Commissioning Agent will provide a copy of the Systems Functional Performance Test procedures to the VA, the Architect/Engineer, and the Contractor, who shall review the tests for feasibility, safety, equipment and warranty protection.
- D. Purpose of Test Procedures: The purpose of each specific Systems Functional Performance Test is to verify and document compliance with the stated criteria of acceptance given on the test form. Representative test formats and examples are found in the Commissioning Plan for this project. (The Commissioning Plan is issued as a separate document and is available for review.) The test procedure forms developed by the Commissioning Agent will include, but not be limited to, the following information:
1. System and equipment or component name(s)
 2. Equipment location and ID number
 3. Unique test ID number, and reference to unique Pre-Functional Checklists and startup documentation, and ID numbers for the piece of equipment
 4. Date
 5. Project name
 6. Participating parties
 7. A copy of the specification section describing the test requirements
 8. A copy of the specific sequence of operations or other specified parameters being verified
 9. Formulas used in any calculations
 10. Required pretest field measurements
 11. Instructions for setting up the test.
 12. Special cautions, alarm limits, etc.

13. Specific step-by-step procedures to execute the test, in a clear, sequential and repeatable format
 14. Acceptance criteria of proper performance with a Yes / No check box to allow for clearly marking whether or not proper performance of each part of the test was achieved.
 15. A section for comments.
 16. Signatures and date block for the Commissioning Agent. A place for the Contractor to initial to signify attendance at the test.
- E. Test Methods: Systems Functional Performance Testing shall be achieved by manual testing (i.e. persons manipulate the equipment and observe performance) and/or by monitoring the performance and analyzing the results using the control system's trend log capabilities or by standalone data loggers. The Contractor and Commissioning Agent shall determine which method is most appropriate for tests that do not have a method specified.
1. Simulated Conditions: Simulating conditions (not by an overwritten value) shall be allowed, although timing the testing to experience actual conditions is encouraged wherever practical.
 2. Overwritten Values: Overwriting sensor values to simulate a condition, such as overwriting the outside air temperature reading in a control system to be something other than it really is, shall be allowed, but shall be used with caution and avoided when possible. Such testing methods often can only test a part of a system, as the interactions and responses of other systems will be erroneous or not applicable. Simulating a condition is preferable. e.g., for the above case, by heating the outside air sensor with a hair blower rather than overwriting the value or by altering the appropriate setpoint to see the desired response. Before simulating conditions or overwriting values, sensors, transducers and devices shall have been calibrated.
 3. Simulated Signals: Using a signal generator which creates a simulated signal to test and calibrate transducers and DDC constants is generally recommended over using the sensor to act as the signal generator via simulated conditions or overwritten values.
 4. Altering Setpoints: Rather than overwriting sensor values, and when simulating conditions is difficult, altering setpoints to test a sequence is acceptable. For example, to see the Air Conditioning compressor lockout initiate at an outside air temperature below 12 C (54 F), when the outside air temperature is above 12 C (54 F), temporarily change the lockout setpoint to be 2 C (4 F) above the current outside air temperature.
 5. Indirect Indicators: Relying on indirect indicators for responses or performance shall be allowed only after visually and directly verifying and documenting, over the range of the tested parameters, that the indirect readings through the control system represent actual conditions and responses. Much of this verification shall be completed during systems startup and initial checkout.
- F. Setup: Each function and test shall be performed under conditions that simulate actual conditions as closely as is practically possible. The Contractor shall provide all necessary materials, system modifications, etc. to produce the necessary flows, pressures, temperatures, etc. necessary to execute the test according to the specified conditions. At completion of the test, the Contractor

shall return all affected building equipment and systems, due to these temporary modifications, to their pretest condition.

- G. Sampling: No sampling is allowed in completing Pre-Functional Checklists. Sampling is allowed for Systems Functional Performance Test Procedures execution. The Commissioning Agent will determine the sampling rate. If at any point, frequent failures are occurring and testing is becoming more troubleshooting than verification, the Commissioning Agent may stop the testing and require the Contractor to perform and document a checkout of the remaining units, prior to continuing with Systems Functional Performance Testing of the remaining units.
- H. Cost of Retesting: The cost associated with expanded sample System Functional Performance Tests shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.
- I. Coordination and Scheduling: The Contractor shall provide a minimum of 7 days' notice to the Commissioning Agent and the VA regarding the completion schedule for the Pre-Functional Checklists and startup of all equipment and systems. The Commissioning Agent will schedule Systems Functional Performance Tests with the Contractor and VA. The Commissioning Agent will witness and document the Systems Functional Performance Testing of systems. The Contractor shall execute the tests in accordance with the Systems Functional Performance Test Procedure.
- J. Testing Prerequisites: In general, Systems Functional Performance Testing will be conducted only after Pre-Functional Checklists have been satisfactorily completed. The control system shall be sufficiently tested and approved by the Commissioning Agent and the VA before it is used to verify performance of other components or systems. The air balancing and water balancing shall be completed before Systems Functional Performance Testing of air-related or water-related equipment or systems are scheduled. Systems Functional Performance Testing will proceed from components to subsystems to systems. When the proper performance of all interacting individual systems has been achieved, the interface or coordinated responses between systems will be checked.
- K. Problem Solving: The Commissioning Agent will recommend solutions to problems found, however the burden of responsibility to solve, correct and retest problems is with the Contractor.

3.7 DOCUMENTATION, NONCONFORMANCE AND APPROVAL OF TESTS

- A. Documentation: The Commissioning Agent will witness, and document the results of all Systems Functional Performance Tests using the specific procedural forms developed by the Commissioning Agent for that purpose. Prior to testing, the Commissioning Agent will provide these forms to the VA and the Contractor for review and approval. The Contractor shall include the filled out forms with the O&M manual data.
- B. Nonconformance: The Commissioning Agent will record the results of the Systems Functional Performance Tests on the procedure or test form. All items of nonconformance issues will be noted and reported to the VA on Commissioning Field Reports and/or the Commissioning Master Issues Log.

1. Corrections of minor items of noncompliance identified may be made during the tests. In such cases, the item of noncompliance and resolution shall be documented on the Systems Functional Test Procedure.
2. Every effort shall be made to expedite the systems functional Performance Testing process and minimize unnecessary delays, while not compromising the integrity of the procedures. However, the Commissioning Agent shall not be pressured into overlooking noncompliant work or loosening acceptance criteria to satisfy scheduling or cost issues, unless there is an overriding reason to do so by direction from the VA.
3. As the Systems Functional Performance Tests progresses and an item of noncompliance is identified, the Commissioning Agent shall discuss the issue with the Contractor and the VA.
4. When there is no dispute on an item of noncompliance, and the Contractor accepts responsibility to correct it:
 - a. The Commissioning Agent will document the item of noncompliance and the Contractor's response and/or intentions. The Systems Functional Performance Test then continues or proceeds to another test or sequence. After the day's work is complete, the Commissioning Agent will submit a Commissioning Field Report to the VA. The Commissioning Agent will also note items of noncompliance and the Contractor's response in the Master Commissioning Issues Log. The Contractor shall correct the item of noncompliance and report completion to the VA and the Commissioning Agent.
 - b. The need for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test and the test shall be repeated.
5. If there is a dispute about item of noncompliance, regarding whether it is an item of noncompliance, or who is responsible:
 - a. The item of noncompliance shall be documented on the test form with the Contractor's response. The item of noncompliance with the Contractor's response shall also be reported on a Commissioning Field Report and on the Master Commissioning Issues Log.
 - b. Resolutions shall be made at the lowest management level possible. Other parties are brought into the discussions as needed. Final interpretive and acceptance authority is with the Department of Veterans Affairs.
 - c. The Commissioning Agent will document the resolution process.
 - d. Once the interpretation and resolution have been decided, the Contractor shall correct the item of noncompliance, report it to the Commissioning Agent. The requirement for retesting will be determined by the Commissioning Agent. If retesting is required, the Commissioning Agent and the Contractor shall reschedule the test. Retesting shall be repeated until satisfactory performance is achieved.

- C. Cost of Retesting: The cost to retest a System Functional Performance Test shall be solely the responsibility of the Contractor. Any required retesting by the Contractor shall not be considered a justified reason for a claim of delay or for a time extension by the Contractor.
- D. Failure Due to Manufacturer Defect: If 10%, or three, whichever is greater, of identical pieces (size alone does not constitute a difference) of equipment fail to perform in compliance with the Contract Documents (mechanically or substantively) due to manufacturing defect, not allowing it to meet its submitted performance specifications, all identical units may be considered unacceptable by the VA. In such case, the Contractor shall provide the VA with the following:
1. Within one week of notification from the VA, the Contractor shall examine all other identical units making a record of the findings. The findings shall be provided to the VA within two weeks of the original notice.
 2. Within two weeks of the original notification, the Contractor shall provide a signed and dated, written explanation of the problem, cause of failures, etc. and all proposed solutions which shall include full equipment submittals. The proposed solutions shall not significantly exceed the specification requirements of the original installation.
 3. The VA shall determine whether a replacement of all identical units or a repair is acceptable.
 4. Two examples of the proposed solution shall be installed by the Contractor and the VA shall be allowed to test the installations for up to one week, upon which the VA will decide whether to accept the solution.
 5. Upon acceptance, the Contractor shall replace or repair all identical items, at their expense and extend the warranty accordingly, if the original equipment warranty had begun. The replacement/repair work shall proceed with reasonable speed beginning within one week from when parts can be obtained.
- E. Approval: The Commissioning Agent will note each satisfactorily demonstrated function on the test form. Formal approval of the Systems Functional Performance Test shall be made later after review by the Commissioning Agent and by the VA. The Commissioning Agent will evaluate each test and report to the VA using a standard form. The VA will give final approval on each test using the same form, and provide signed copies to the Commissioning Agent and the Contractor.

3.8 DEFERRED TESTING

- A. Unforeseen Deferred Systems Functional Performance Tests: If any Systems Functional Performance Test cannot be completed due to the building structure, required occupancy condition or other conditions, execution of the Systems Functional Performance Testing may be delayed upon approval of the VA. These Systems Functional Performance Tests shall be conducted in the same manner as the seasonal tests as soon as possible. Services of the Contractor to conduct these unforeseen Deferred Systems Functional Performance Tests shall be negotiated between the VA and the Contractor.
- B. Deferred Seasonal Testing: Deferred Seasonal Systems Functional Performance Tests are those that must be deferred until weather conditions are closer to the systems design parameters. The Commissioning Agent will review systems parameters and recommend which Systems Functional Performance Tests should be deferred until weather conditions more closely match

systems parameters. The Contractor shall review and comment on the proposed schedule for Deferred Seasonal Testing. The VA will review and approve the schedule for Deferred Seasonal Testing. Deferred Seasonal Systems Functional Performances Tests shall be witnessed and documented by the Commissioning Agent. Deferred Seasonal Systems Functional Performance Tests shall be executed by the Contractor in accordance with these specifications.

3.9 OPERATION AND MAINTENANCE TRAINING REQUIREMENTS

- A. Training Preparation Conference: Before operation and maintenance training, the Commissioning Agent will convene a training preparation conference to include VA's Resident Engineer, VA's Operations and Maintenance personnel, and the Contractor. The purpose of this conference will be to discuss and plan for Training and Demonstration of VA Operations and Maintenance personnel.
- B. The Contractor shall provide training and demonstration as required by other Division 21, Division 22, Division 23, Division 26, Division 27, Division 28, and Division 31 sections. The Training and Demonstration shall include, but is not limited to, the following:
 - 1. Review the Contract Documents.
 - 2. Review installed systems, subsystems, and equipment.
 - 3. Review instructor qualifications.
 - 4. Review instructional methods and procedures.
 - 5. Review training module outlines and contents.
 - 6. Review course materials (including operation and maintenance manuals).
 - 7. Review and discuss locations and other facilities required for instruction.
 - 8. Review and finalize training schedule and verify availability of educational materials, instructors, audiovisual equipment, and facilities needed to avoid delays.
 - 9. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.
- C. Training Module Submittals: The Contractor shall submit the following information to the VA and the Commissioning Agent:
 - 1. Instruction Program: Submit two copies of outline of instructional program for demonstration and training, including a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module. At completion of training, submit two complete training manuals for VA's use.
 - 2. Qualification Data: Submit qualifications for facilitator and/or instructor.

3. Attendance Record: For each training module, submit list of participants and length of instruction time.
4. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.
5. Demonstration and Training Recording:
 - a. General: Engage a qualified commercial photographer to record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of each training module, record each chart containing learning objective and lesson outline.
 - b. Video Format: Provide high quality color DVD color on standard size DVD disks.
 - c. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
 - d. Narration: Describe scenes on video recording by audio narration by microphone while demonstration and training is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.
 - e. Submit two copies within seven days of end of each training module.
6. Transcript: Prepared on 8-1/2-by-11-inch paper, punched and bound in heavy-duty, 3-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding videotape. Include name of Project and date of videotape on each page.

D. Quality Assurance:

1. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
2. Instructor Qualifications: A factory authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
3. Photographer Qualifications: A professional photographer who is experienced photographing construction projects.

E. Training Coordination:

1. Coordinate instruction schedule with VA's operations. Adjust schedule as required to minimize disrupting VA's operations.

2. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
3. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by the VA.

F. Instruction Program:

1. Program Structure: Develop an instruction program that includes individual training modules for each system and equipment not part of a system, as required by individual Specification Sections, and as follows:
 - a. Fire protection systems, including fire alarm, fire pumps, and fire suppression systems.
 - b. Intrusion detection systems.
 - c. Conveying systems, including elevators, wheelchair lifts, escalators, and automated materials handling systems.
 - d. Medical equipment, including medical gas equipment and piping.
 - e. Laboratory equipment, including laboratory air and vacuum equipment and piping.
 - f. Heat generation, including boilers, feedwater equipment, pumps, steam distribution piping, condensate return systems, heating hot water heat exchangers, and heating hot water distribution piping.
 - g. Refrigeration systems, including chillers, cooling towers, condensers, pumps, and distribution piping.
 - h. HVAC systems, including air handling equipment, air distribution systems, and terminal equipment and devices.
 - i. HVAC instrumentation and controls.
 - j. Electrical service and distribution, including switchgear, transformers, switchboards, panelboards, uninterruptible power supplies, and motor controls.
 - k. Packaged engine generators, including synchronizing switchgear/switchboards, and transfer switches.
 - l. Lighting equipment and controls.
 - m. Communication systems, including intercommunication, surveillance, nurse call systems, public address, mass evacuation, voice and data, and entertainment television equipment.
 - n. Site utilities including lift stations, condensate pumping and return systems, and storm water pumping systems.

G. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participants are expected to master. For each module, include instruction for the following:

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - H. Performance curves.
2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project Record Documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.

- f. Special operating instructions and procedures.
- 4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
- 5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
- 6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
- 7. Maintenance: Include the following:
 - a. Inspection procedures.

- b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

H. Training Execution:

- 1. Preparation: Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a combined training manual. Set up instructional equipment at instruction location.
- 2. Instruction:
 - a. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Department of Veterans Affairs for number of participants, instruction times, and location.
 - b. Instructor: Engage qualified instructors to instruct VA's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1) The Commissioning Agent will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 - 2) The VA will furnish an instructor to describe VA's operational philosophy.
 - 3) The VA will furnish the Contractor with names and positions of participants.
- 3. Scheduling: Provide instruction at mutually agreed times. For equipment that requires seasonal operation, provide similar instruction at start of each season. Schedule training with the VA and the Commissioning Agent with at least seven days' advance notice.

4. Evaluation: At conclusion of each training module, assess and document each participant's mastery of module by use of an oral, or a written, performance-based test.
5. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

I. Demonstration and Training Recording:

1. General: Engage a qualified commercial photographer to record demonstration and training. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice. At beginning of each training module, record each chart containing learning objective and lesson outline.
2. Video Format: Provide high quality color DVD color on standard size DVD disks.
3. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
4. Narration: Describe scenes on videotape by audio narration by microphone while demonstration and training is recorded. Include description of items being viewed. Describe vantage point, indicating location, direction (by compass point), and elevation or story of construction.

----- END OF SECTION -----