

# **Project Manual**

## **WESTCHESTER TOWNSHIP HISTORY MUSEUM CHESTERTON, INDIANA**

owner:

Duneland School Corporation  
Chesterton                      Indiana

architect:

SRKM Architecture  
Warsaw                      Indiana

date:              September, 2015

# WESTCHESTER TOWNSHIP HISTORY MUSEUM

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**SECTION 01002**  
**INSTRUCTIONS TO BIDDERS**

**SCOPE**

AIA Document A701 - Instructions to Bidders, are hereby incorporated into this contract by reference.

Copies may be obtained by contacting the American Institute of Architects, 1735 New York Av. NW, Washington, DC 20006 (800) 242-3837.

**SECTION 01004  
BID FORM**

TO: Duneland School Corporation  
601 W. Morgan Ave.  
Chesterton, Indiana 46304

1. The undersigned, having familiarized \_\_\_\_\_ with the local conditions affecting the cost of the Work and with the Contract Documents, including Notice to Bidders, Instructions To Bidders, General Conditions, The Form of Proposal, the Form of Contract, etc. Plans, Drawings, and Specifications for the Westchester Township History Museum Paint Restoration Project located in Chesterton, Indiana all in accordance with the plans and specifications as prepared by SRKM Architecture, LLC, including Addenda Nos. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto, hereby propose to perform everything required to be performed and to provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all transportation services necessary to complete the project in a workmanlike manner, for the sum of:

BASE BID: \_\_\_\_\_  
\_\_\_\_\_ (\$\_\_\_\_\_)

2. The undersigned agrees to complete the work in \_\_\_\_ consecutive calendar days after receipt of notice from Owner to commence work.
3. It is understood and agreed by the undersigned that the Westchester Township History Museum Paint Restoration Project is tax exempt. There shall be no sales tax charges included in the Bid prices.
4. The undersigned agrees that not less than twenty-five percent (25%) of the base bid amount of this project will be awarded to sub-contractors and suppliers whose principal place of business is located in Porter County, Indiana. The successful bidder will furnish to the owner verification of this requirement.
5. In submitting this Proposal, it is understood that the right is reserved by the Owner to reject any and all bids. It is agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.
6. Accompanying this Proposal is a Bid Bond in the amount of not less than 5% of the base bid, or as follows:

\_\_\_\_\_ (\$\_\_\_\_\_)

payable to Duneland School Corporation which it is agreed shall be retained as liquidated damages if the undersigned fails to execute the Contract in conformity with the Form of Contract incorporated in the Contract Documents and furnish bond as specified within ten

(10) days after notification of the award of the Contract to the undersigned.

7. The undersigned has completed and submitted with this Bid Form in addition to the Bid Bond:
  1. Contractor's Non-Collusion Affidavit.
  2. List of Historic projects experience and references (part of Bid Form)

#### HISTORIC PROJECTS EXPERIENCE AND REFERENCES

Insert a true and accurate figure in the blank.

Bidder has completed \_\_\_\_\_ projects in the last five years in accordance with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties.

List a maximum of three references for projects that included work similar to work outlined in Bidding Documents that have been completed in accordance with the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties. Provide the following information for each project:

Project Name  
City and State of Project  
Contact Person  
Phone Number  
Estimated Dollar Figure of Contract

1.

2.

3.

IN TESTIMONY WHEREOF, The Bidder (An Individual) has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
INDIVIDUAL

IN TESTIMONY WHEREOF, The Bidder (A Partnership) has caused this Proposal to be signed by each Partnership, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
PARTNER

\_\_\_\_\_  
PARTNER

\_\_\_\_\_  
PARTNER

IN TESTIMONY WHEREOF, the Bidder (A Corporation) has caused this Proposal to be signed by its President and Secretary and affixed its Corporate Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
CORPORATION

\_\_\_\_\_  
PRESIDENT

Corporate Seal

\_\_\_\_\_  
SECRETARY

**END OF SECTION**

CONTRACTOR'S

NON-COLLUSION AFFIDAVIT

The Bidder, by its officers and \_\_\_\_\_ agents or representatives present at the time of filing this bid, being duly sworn, on their oaths, say that neither they nor any of the, have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder, or with any public officer of the State of Indiana whereby such affiant or affiants or either of them, has paid or is to pay to such other bidder or public officer any sum of money, or have given or is to give such other bidder or public officer anything of value whatever, or such affiant or affiants or either of them has not, directly or indirectly, entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free completion in the letting of the contract sought for by the attached bids; that no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person, in any way or manner, any of the proceeds of the contract sought by this bid.

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
\*OWNER-PRESIDENT-PARTNER

\_\_\_\_\_  
PARTNER-VICE PRESIDENT AND/OR SEC. TREAS.

\_\_\_\_\_  
PARTNER

Subscribed and sworn to before me by \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

SEAL

\*This form must be signed by the same person(s) who sign(s) the Bid Form.

**SECTION 01004.3**  
**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

**OWNER AND WORK**

All work completed as part of this project must comply with the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties. The Secretary of the Interior's Standards and Guidelines are made part hereof by reference and must be complied with in this project.

**ADDITIONAL PROJECT INFORMATION**

This project is funded in part by a grant from the National Park Service's Historic Preservation Fund Program administered by the Indiana Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required, including: federal and state audit requirements, prohibition on lobbying activities, the Copeland Anti-Kickback Act, the Energy Policy and Conservation Act, the National Occupational Safety and Health Act, the Lead-Based Paint Poisoning Prevention Act, the Architectural Barriers Act, and Executive Orders and Department of Labor regulations regarding Equal Employment Opportunity.

**A. Bidder Qualifications:**

1. Bidders shall submit with the Bid, the number of projects completed in the last five years in accordance with the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties.
2. Bidders shall submit with the Bid a maximum of three references for similar projects completed in accordance with the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties.

**B. Site and Other Areas:**

1. If during any phase of the construction any buried human remains are disturbed, the OWNER'S REPRESENTATIVE must be contacted immediately and work stopped. The OWNER'S REPRESENTATIVE is required to contact the Department of Natural Resources within two (2) business days, per IC 14-21-1-27 upon discovery. If human remains or burials are discovered, the relevant state statutes, including IC 23-14 and IC 14-21-1, will be adhered to.
2. If during any phase of the project activities any artifacts or burial objects are discovered, ground disturbing activities shall cease, and the OWNER'S REPRESENTATIVE shall be contacted immediately. The OWNER'S REPRESENTATIVE shall contact the Department of Natural Resources within two (2) business days, per IC 14-21-1-29 upon discovery. Adherence to Indiana Code 14-21-1-27 and 29 does not obviate the need to adhere to applicable federal statutes and regulations.

**C. Preparation of Bid:**



1. The bid shall contain a maximum of three referenced for projects that included similar work that was completed in accordance with the Secretary of the Interior's Standards and Guidelines for the Rehabilitation of Historic Properties. If the Bidder has not completed any projects that were in accordance with the Secretary of the Interior's Standards, such shall be identified in the appropriate area on the Bid Form.

D. Required Federal Language:

1. The Secretary of the Interior's Standards and Guidelines are made part hereof by reference and must be complied with in this project.
2. The project must be carried out in compliance with Section 401 of the Lead-Based Paint Poisoning Prevention Act (Public Law 91-695, 84 Stat. 2078, as amended by Public Law 93-151, 48 USC 4801 et. Seq.), which prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance.

**END OF SECTION**

**SECTION 01005  
GENERAL CONDITIONS**

**SCOPE**

AIA Document A201 - General Conditions of the Contract for Construction, are hereby incorporated into this contract by reference.

Copies may be obtained by contacting the American Institute of Architects, 1735 New York Ave. NW Washington, DC 20006 (800) 242-3837.

**SECTION 01005.5**  
**SUPPLEMENTARY GENERAL CONDITIONS**

**CONTENTS**

1.0 General Conditions	5.0 Indemnification
2.0 Definitions	6.0 Owner's Right to Carry Out the Work
3.0 Execution, Correlation, Intent and Interpretations	7.0 Insurance
4.0 Permits, Fees and Notices	8.0 Property Insurance

**1.0 GENERAL CONDITIONS**

- A. The following supplements modify, change, delete from or add to the General Conditions of the Contract for Construction, AIA Contract Document A201, Current Edition, where any Article of the General Conditions is modified or any Paragraph, Subparagraph, or Clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause shall remain in effect.

**2.0 DEFINITIONS**

- A. The AIA General Conditions shall be supplemented as follows:
1. Architect referred to herein and in the Specifications shall be construed to mean:
    - a. SRKM Architecture, LLC  
120 South Buffalo Street  
Warsaw, Indiana 46580  
(574) 269-1596
  3. Specification's Format - Language:
    - a. The Specifications are written in streamline form. Listings of work, materials, procedure are given and statements and directions are to be inferred by use of single words, phrases or clauses frequently without the use of grammatical sentence structure. Abbreviations common to the construction industry are used freely on the drawings and in the Specifications.
    - b. Should any bidder question the meaning of any item, he should clarify it with the Architect before submitting the bid. By submitting the bid, the Contractors accept the Architect's intent of meaning and interpretation of these documents.

4. As Directed, Acceptable, Approved, Rejected: And others of similar meaning which authorizes an exercise of judgment shall be understood to mean that such power to direct, accept, approve and reject shall be vested only in the Architect and/or Owner.
5. Specifications: The booklet entitled, Project Manual including all modifications thereof incorporated therein. The term Project Manual shall mean the volume which includes the Bidding Requirements, Conditions of the Contract and the Specifications as enumerated in the "Table of Contents". The Specifications include all written information made or to be made pertaining, but not limited to the method and manner of performing work and to the quality of materials to be furnished under the Contract. The drawings may also include Specifications as directed by the Architect.
6. Drawings: All approved drawings or reproductions of such drawings pertaining to the work provided for the Contract on file in the Architect's office. All drawings pertain to all Divisions of the Work, but subject to modifications in the detailed Specifications for any Division. See "Index of Drawings" located on the drawings.
7. Similar: Shall be taken in its general sense and not meaning identical and all details of such work shall be in proper relation to the location and connection of other parts of the work.
8. Provide: Shall mean furnish and install in place.

### 3.0 EXECUTION, CORRELATION, INTENT AND INTERPRETATIONS

#### A. The AIA General Conditions shall be supplemented as follows:

1. Words describing materials or work which have a well-known technical or trade meaning, unless otherwise specifically defined in the Contract Documents, shall be construed in accordance with such well-known meaning. In case of disputes, Architect's interpretation of terms shall be final.
2. Ambiguity or conflict in description of quality or quantity shall be resolved in favor of the better quality or greater quantity.
3. In case work or materials are specified and/or shown on drawings or be done or provided by more than one Prime Contractor, each Contractor will be deemed to have figured the item and the Architect will determine who shall furnish work and who shall submit credit to Owner for work.
4. Each Contractor must provide all work and materials which any section or part of the plan, drawings, specifications or conditions require him to provide regardless

of whether such requirement is faithfully repeated in other parts or sections thereof to which the provision might be appropriate.

5. Work called for under this Document is shown on drawings, which are part of Contract Documents. See Index to Drawings on Index or Cover Sheet for enumeration of drawings. See Table of Contents for enumeration of Documents and Sections.
6. The figured dimensions on the drawings or notes including dimensions shall be used for construction instead of measurements of the drawings by scale. No scale measurements shall be used as a dimension for construction. Dimensions on all drawings, as well as the detail drawings themselves, are subject in every case to measurements of adjacent, existing or previously completed work. All such measurements necessary shall be taken before undertaking any work dependent upon such data. Field verification of dimensions on plans is directed since actual location, distances and levels will be governed by actual field conditions.
7. Items which are not dimensioned shall be located where shown in relation to elements which have been already installed within the building and in all cases are subject to Architect's approval.
8. The order of precedence governing the Contract Documents shall be:
  - a. Existing conditions.
  - b. Alignment with elements already installed.
  - c. Figured dimensions in preference to scale.
  - d. Detail drawings in preference to small scale drawings.
  - e. Written information in preference to drawing lines.
  - f. Specifications in preference to drafting type information given on the drawings (technical structural notes are the exception).
  - g. In all cases, the better quality and/or greater quantity shall have preference.
9. Each Contractor and Subcontractor shall obtain complete data at the site and inspect surfaces that are to receive his work before proceeding with fabricating, assembling, fitting or erecting his work. He shall be solely responsible for the accuracy of measurements and laying out of the work and shall make good any errors, defects due to faulty measurements taken, information obtained, layout, or failure to report discrepancies.
10. Starting of work by the Contractors or Subcontractors implies their acceptance of the work of others. Removal and replacements of work applied to defective surfaces in order to correct defects shall be done at the expense of the Contractors who applied work to defective surfaces.
11. The data set forth in these Specifications and indicated on the drawings are as accurate as can be obtained but their extreme accuracy is not guaranteed. Final

application thereto shall be determined on the job as conditions may demand and subject to the approval of the Architect.

12. After a Contract award any verbal or written instructions or information from or made by representatives of the Owner or Architect for an interpretation and/or correction shall not be construed as in any way amending the Contract, Contract Documents or Contract Amounts.

#### 4.0 PERMITS, FEES AND NOTICES

A. The AIA General Conditions shall be supplemented as follows:

1. Each Contractor shall obtain and pay for all construction permits, licenses, financial guarantees, bonds, certificates, inspections, notices and other fees, both permanent and temporary, unless otherwise noted.
2. The Owner will obtain the State of Indiana Building approval.
3. The Contractor shall also post and pay for any bonds fees required by any public or governmental authority.
4. The Owner will pay for local utility connection (tap) fees for gas, electric, sewer, and water. These fees are only those attributable to the permanent project connections. Contractor shall pay any connection fee for temporary utilities.
5. Certificates of Inspection shall be delivered to Architect promptly upon receipt. Owner shall receive copy of all Permits and Certificates of Inspection for his records.

B. The AIA General Conditions shall be supplemented as follows:

1. Contractors who perform any work under this Contract will fully comply to the provisions of the Federal Occupational Safety and Health Act of 1970 and to any rules and regulations pursuant to the Act.

#### 5.0 INDEMNIFICATION

A. The AIA General Conditions is supplemented as follows:

1. Add a new subparagraph as follows:
  - a. "None of the foregoing provisions shall deprive the Owner or the Architect of any action, right or remedy otherwise available to them or either of them at common law."

#### 6.0 OWNER'S RIGHT TO CARRY OUT THE WORK

A. The General Conditions shall be and hereby is supplemented as follows:

1. The Owner's actions pursuant to this subparagraph shall not operate as a release of any obligations of a Surety upon its Performance and Labor and Material Payment Bonds.

## 7.0 INSURANCE

A. The AIA General Conditions, Article 10, shall be supplemented as follows:

1. During the term of the Contract, the Contractor and each Subcontractor shall at their own expense purchase and maintain the following insurance in companies properly licensed and satisfactory to the Owner.

Commercial General Liability: \$1,000,000 per Occurrence  
\$2,000,000 General Aggregate (per project)

Business Auto Liability: \$1,000,000 Combined Single Limit (Each Accident)  
(Including Owned, Leased, Hired and Non-Owned)

Worker's Compensation: Statutory Limits  
Employer's Liability \$500,000/\$500,000/\$500,000  
(Or Valid Affidavit of Exemption)

Umbrella \$2,000,000 per Occurrence  
\$2,000,000 Aggregate (Follow Form)

Commercial General Liability coverage shall be written on ISO occurrence form CG00 01 10/01 or an equivalent, providing coverage for liability arising from premises, operations, blanket contractual of a type that provides coverage for the indemnification clause in this subcontract, independent contractors, products-completed operations, and personal and advertising injury. Indicate that no exclusion applies for XCU coverages.

The Owner and all other parties required of the Contractor, shall be included as additional insureds on the contractors CGL and Auto policies using an additional insured endorsement that provides primary coverage AND completed operations coverage. (CGL Form CG2010 (11/85) or equivalent including blanket forms which meet the same requirements) The contractor shall be required to maintain CGL coverage for itself and all additional insureds for the duration of the project and maintain completed operations coverage for itself and each additional insured for at least 3 years after completion of the work or the length of the State of Indiana statute of repose, whichever is greater. Contractor shall provide a copy of their additional insured endorsement upon request.

The contract requires the contractor to provide builder's risk insurance in not less than 100% the amount of the contract.

To the fullest extent permitted by law, the contractor shall provide a waiver of subrogation on the CGL, Auto, and Workers' compensation policies.

Insurance Company Financial Strength: The use of an "A" rated carrier and a carrier that is licensed to conduct business in the state in which the work will be performed is required.

Law to Apply: The laws of the State of Indiana will apply to this contract.

Thirty (30) days written notice is required if the contractor's policy is cancelled. "When providing Certificate of Liability Insurance ACORD 25 (2009/09), subcontractor agrees to notify contractor of any notice of cancellation they receive from their insurer(s) within 2 days of receipt."

The contractor and every subcontractor shall submit a certificate of insurance that meets the insurance requirements.

## 8.0 PROPERTY INSURANCE

A. The AIA General Conditions, Article 10 shall be supplemented as follows:

1. Owner's Insurance:

a. The owner will assume insurance coverage responsibilities upon substantial completion

## 9.0 SAFETY

A. The AIA General Conditions, Article 10, shall be supplemented as follows:

Contractor agrees that it is responsible for ensuring the safety of its employees, its subcontractor's employees and others on the jobsite arising out of any aspect of the Contractor's performance of the work under this Agreement. Contractor has the duty to provide a safe place for the performance of the Contractor's work under this Agreement, including but not limited to, provision of general and safety supervision of the performance of Contractor's work, ensuring that the safe use and condition of all equipment used in connection with the performance of Contractor's work, implementation of procedures intended to ensure the safe performance of Contractor's work, implementation of safety precautions regarding the use of or exposure to any hazardous materials in the performance of Contractor's work, and compliance with any and all Federal, state, and/or local laws, ordinances or regulations regarding job site safety including all OSHA requirements.

Contractor acknowledges that it is the sole party responsible for the safe performance of the Contractor's work, *even if Contractor or Owner have implemented any safety program or regulations at the project or jobsite.*



**8.0 PROPERTY INSURANCE**

A. The AIA General Conditions shall be supplemented as follows:

1. Owner's Insurance:

b. The owner will assume insurance coverage responsibilities upon substantial completion.

b. Contractor at his option may include other insurance items as theft, collapse, special hazards and the like.

2. Insurance shall include the interests of the Owner, the Contractor, Subcontractors and the Sub-subcontractors in the work and shall insure against the perils of Fire, Extended Coverage, Vandalism and Malicious Mischief.

**END OF SECTION**

**SECTION 01010  
SUMMARY OF THE WORK**

**PART 1 - GENERAL**

**RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

**PROJECT/WORK IDENTIFICATION:**

General: Project name is Westchester Township History Museum Paint Restoration, Chesterton, Indiana, as shown on Contract Documents prepared by SRKM Architecture, LLC.

Contract Documents: Related requirements and conditions that are indicated on the Contract Documents include, but are not necessarily limited to the following:

Existing site conditions.

Work performed prior to work under this Contract.

Work to be performed concurrently by the Owner and others.

Summary by References: Work of the Contract can be summarized by references to the Contract, General Conditions, Supplementary Conditions, Specification Sections, Drawings, addenda and modifications to the contract documents issued subsequent to the initial printing of this project manual and including but not necessarily limited to printed material referenced by any of these. It is recognized that work of the Contract is also unavoidably affected or influenced by governing regulations, natural phenomenon including weather conditions and other forces outside the contract documents.

Abbreviated Written Summary: Briefly and without force and effect upon the contract documents, the work of the Contract can be summarized as follows:

Historic Restoration of a two story brick masonry building including, window, door, and exterior trim restoration as well as associated mobilization, demobilization, coordination, and clean up.

**PERMITS AND FEES:**

All local (city) building permits, utility fees, and/or financial guarantees, and all local utility fees, whether associated with temporary or permanent utilities, are the responsibility of the contractor.

**CONTRACTOR USE OF PREMISES:**

General: During the entire construction period, the Contractor shall have the use of the premises for construction operations. Maintain access to the museum entrance. Coordinate off site operations with the owner.

**END OF SECTION**

**SECTION 01155**  
**SCHEDULES, REPORTS, PAYMENTS**

**PART 1 - GENERAL**

**RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

**COORDINATION:**

Coordinate both the procedural timing and the listing (naming and sequencing) of reports/activities required by provisions of this section and other sections, to afford consistency and logical coordination between submitted reports or lists. Maintain coordination and correlation between separate reports by updating at monthly time intervals. Make appropriate distribution of each report and updated report to entities involved in the work including Architect and Owner. In particular, provide close coordination of progress schedule, schedule of values, listing of subcontracts, schedule of submittals, progress reports, and payment requests.

**PROGRESS SCHEDULE:**

Bar-Chart Schedule: Not more than 7 days after date established for "commencement" of the work, submit a bar-chart type progress schedule indicating a time bar for each major category or unit of work to be performed at site, properly sequenced and intermeshed, and showing completion of the work sufficiently in advance of date established for "substantial completion of the work". With submittals of bar chart, submit a tabulation of submittals required during Construction.

**PROGRESS MEETINGS, REPORTING:**

General: In addition to specific coordination and pre-installation meetings for each element of work, and other regular project meetings for other purposes, hold general progress meeting bi-weekly. Require each entity then involved in planning, coordination or performance of work to be properly represented at each meeting.

Initial Progress Meeting: Schedule initial progress meeting, recognized as "Pre-Construction Meeting", for a date not more than 15 days after date of commencement of the work. Use it as an organizational meeting, and review responsibilities and personnel assignments.

Reporting: Within 3 days after each progress meeting date, distribute copies of minutes-of-the-meeting to each entity present and to others who should have been present. Include a brief summary (in narrative form) of progress of the work since previous meeting and report.

**PAYMENT REQUESTS:**

General: Except as otherwise indicated, sequence of progress payments is to be regular, and each must be consistent with previous applications and payments. It is recognized that certain applications involve extra requirements, including initial application, application at times of substantial completion, and final payment application.

Waiver Delays: Each progress payment must be submitted with Contractor's waiver for period of construction covered by application, and waivers from subcontractors, sub-subcontractors and suppliers for previous period of construction covered by previous application; except final payment application must be submitted with (or preceded by) final or full waivers from every entity involved with performance of the work.

Payment Application Times: See General and Supplemental Conditions.

Payment Application Forms: AIA Document G702 and Continuation Sheets; available from "Publications, a Division of The AIA Service Corporation", 1735 New York Avenue, NW, Washington, DC 20006.

Application Preparation: Except as otherwise indicated, complete every entry provided for on the form, including notarization and execution by authorized persons. Incomplete applications will be returned by Architect/Engineer without action. Entries must match current data of schedule of values and progress schedule and report. Listing must include amount of change orders issued prior to last day of the "period of construction" covered by application.

Initial Payment Application: The principal administrative actions and submittals which must precede or coincide with submittals of first payment application can be summarized as follows, but not necessarily by way of limitation:

- Listing of subcontractors and principal suppliers and fabricators.
- Progress schedule.
- Schedule of submittals.
- Copies of acquired building permits and similar authorizations and licenses from governing authorities for current performance of the work.

Final Payment Application: See General and Supplemental Conditions.

Application Transmittal: Submit 3 executed copies of each payment application, complete with waivers of lien and similar attachments. Transmit each copy with a transmittal form listing those attachments, and recording appropriate information related to application in a manner acceptable to Architect.

**END OF SECTION**

**SECTION 01340  
SUBMITTALS****PART 1 - GENERAL****RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

**DESCRIPTION OF REQUIREMENTS:**

The types of submittal requirements specified in this section include product data, samples and miscellaneous work related submittals. Individual submittal requirements are specified in applicable sections for each unit of work. Refer to other Division-1 sections and other contract documents for requirements of administrative submittals.

Definitions: Work-related submittals of this section are categorized for convenience as follows:

Product data include standard printed information on materials, products and systems; not specially-prepared for this project, other than the designation of selections from among available choices printed herein.

Samples include both fabricated and unfabricated physical examples of materials, products and units of work; both as complete units and as smaller portions of units of work.

Miscellaneous submittals related directly to the work (non-administrative) include warranties, maintenance agreements, workmanship bonds, survey data and reports, physical work records, quality testing and certifying reports, copies of industry standards, record drawings, field measurement data, operating and maintenance materials, overrun stock, and similar information, devices and materials applicable to the work and not processed as shop drawings, product data or samples.

**GENERAL SUBMITTAL REQUIREMENTS:**

Listing: Prepare a separate listing, organized by related specification section number sequence, showing principal work-related submittals. Submit listing within 10 days of date of commencement of the work.

Preparation of Submittals: Provide permanent marking on each submittal to identify project, date, Contractor, subcontractor, submittal name and similar information to distinguish it from other submittals. Show Contractor's executed review and approval marking and provide space for Architect's "Action" marking.

**SPECIFIC-CATEGORY SUBMITTAL REQUIREMENTS:**

General: Except as otherwise indicated in individual work sections, comply with requirements specified in the general and supplemental conditions for each indicated category of submittal.

General Distribution: Provide additional distribution of submittals (not included in foregoing copy submittal requirements) to subcontractors, suppliers, fabricators, and installers governing authorities and others as necessary for proper performance of the work. Include such additional copies in transmittal to Architect where required to receive "Action" marking before final distribution. Record distributions on transmittal forms.

### **ACTION ON SUBMITTALS:**

Architect's/Engineer's Action: Where action and return is required or requested, Architect/Engineer will review each submittal, mark with "Action", and where possible return within 2 weeks of receipt. Where submittal must be held for coordination, Contractor will be so advised by A/E without delay.

Final Unrestricted Release: Work may proceed, provided it complies with contract documents, when submittal is returned with the following:

Marking: "Reviewed, no exceptions taken".

Final-But-Restricted Release: Work may proceed, provided it complies with notations and corrections on submittal and with contract documents, when submittal is returned with the following:

Marking: "Reviewed, note markings".

Returned for Resubmittal: Do not proceed with work. Revise submittal in accordance with notations thereon, and resubmit without delay to obtain a different action marking. Do not allow submittals with the following marking (or unmarked submittals where a marking is required) to be used in connection with performance of the work:

Marking: "Disapproved, Resubmit".

Action Stamp: Architect's/Engineer's action stamp, for use on submittals to be returned to Contractor, is self-explanatory as marked.

**END OF SECTION**

## **SECTION 01505 TEMPORARY FACILITIES**

### **PART 1 - GENERAL**

#### **RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section.

#### **DESCRIPTION OF REQUIREMENTS:**

Definitions: Specific administrative and procedural minimum actions are specified in this section, as extensions of provisions in General Conditions and other contract documents. These requirements have been included for special purposes as indicated. Nothing in this section is intended to limit types and amounts of temporary work required, and no omission from this section will be recognized as an indication by Architect that such temporary activity is not required for successful completion of the work and compliance with requirements of contract documents. Provisions of this section are applicable to, but not by way of limitation, utility services, construction facilities, security/protection provisions, and support facilities.

#### **JOB CONDITIONS:**

General: Establish and initiate use of each temporary facility at time first reasonably required for proper performance of the work. Terminate use and remove facilities at earliest reasonable time, when no longer needed or when permanent facilities have, with authorized use, replaced the need.

Conditions of Use: Install, operate, maintain and protect temporary facilities in a manner and at locations which will be safe, non-hazardous, sanitary and protective of persons and property.

### **PARTS 2 and 3 - PRODUCTS AND EXECUTION:**

#### **UTILITY SERVICES:**

The types of services required include, but not by way of limitation, water, surface drainage, electrical power, currently available at the building. These services will be paid for by the owner. Temporary heat, and telephones will be paid for by the contractor. Comply with service companies' recommendations on materials and methods, or engage service companies to install services. Locate and relocate services (as necessary) to minimize interference with construction operations.

#### **TEMPORARY CONSTRUCTION FACILITIES:**



**Electrical Power:** Provide weatherproof, grounded, power distribution system sufficient to accommodate construction operations requiring power, use of power tools, electrical heating, and lighting

**Access Provisions:** Provide ramps, stairs, ladders and similar temporary access elements as reasonably required to perform the work and facilitate its inspection during installation. Comply with reasonable requests of governing authorities performing inspections.

All permanent gas, sewer and water and electric utility bills, will be paid by the owner, all others by the contractor until the date of substantial completion for the entire project.

### **SECURITY/PROTECTION PROVISIONS:**

The types of temporary security and protection provisions required include, but not by way of limitation, barricades, warning signs/lights, personnel security program (theft prevention), and similar provisions intended to minimize property losses, personal injuries and claims for damages at project site. At a minimum, provide a temporary plastic barricade fence around the entire site.

**Fire Extinguishers:** Provide types, sizes, numbers and locations as would be reasonably effective in extinguishing fires during early stages, by personnel at project site.

### **TEMPORARY SUPPORT FACILITIES:**

The types of temporary support facilities required include, but not by way of limitation, storage sheds, sanitary facilities, drinking water, first aid facilities, telephones, project identification signs, waste disposal service, and similar miscellaneous general services, all as may be reasonably required for proficient performance of the work.

Discontinue and remove temporary support facilities, and make incidental similar use of permanent work of the project, only immediately before time of substantial completion. Locate temporary support facilities for convenience of users, and for minimum interference with construction activities.

**Sanitary Facilities:** Provide self-contained toilet units of type acceptable to governing authorities, adequate (at all stages of construction) for use of personnel at project site. Provide separate facilities for male and female personnel when both sexes are working (in any capacity) at project site. **DO NOT USE THE EXISTING TOILET FACILITIES IN THE BUILDING.**

**END OF SECTION**

**SECTION 01705  
PROJECT CLOSEOUT**

**PART 1 - GENERAL**

**RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division-1 Specification sections, apply to work of this section. Contractor's attention is called to USDA specific close-out requirements.

**DESCRIPTION OF REQUIREMENTS:**

Definitions: Closeout is hereby defined to include general requirements near end of Contract Time, in preparation for final acceptance, final payment, normal termination of contract, occupancy by Owner and similar actions evidencing completion of the work. Specific requirements for individual units of work are specified in project manual. Time of closeout is directly related to "Substantial Completion".

**PREREQUISITES TO SUBSTANTIAL COMPLETION:**

General: Prior to requesting Architect's inspection for certification of substantial completion, complete the following and list known exceptions in request:

In progress payment request, coincident with or first following date claimed, show either 100% completion for work claimed as "substantially complete", or list incomplete items, value of incompleteness and reasons for being incomplete.

Include supporting documentation for completion as indicated in these contract documents.

Submit statement showing accounting of changes to Contract Sum.

Advise Owner of pending insurance change-over requirements.

Submit specific warranties, workmanship/maintenance bonds, maintenance agreements, final certifications and similar documents.

Obtain and submit releases enabling Owner's full and unrestricted use of the work and access to services and utilities, including (where required) occupancy permits, operating certificates, and similar releases.

Submit record drawings, maintenance manuals, property survey, and similar final record information.

Deliver tools, spare parts, extra stocks of materials, and similar physical items to Owner.

Inspection Procedures: Upon receipt of Contractor's request, Architect will either proceed with inspection or advise Contractor of prerequisites not fulfilled. Following initial inspection, Architect will either prepare certificate of substantial completion, or advise Contractor of work which must be performed prior to issuance of certificate; and repeat inspection when requested and assured that work has been substantially completed. Results of completed inspection will form initial "punch-list" for final acceptance.

### **PREREQUISITES TO FINAL ACCEPTANCE:**

General: Prior to requesting Architect's final inspection for certification of final acceptance and final payment, as required by General Conditions, complete the following and list known exceptions (if any) in request:

Submit final payment request with final releases and supporting documentation not previously submitted and accepted. Include certificates of insurance where required.

Submit updated final statement, accounting for additional (final) changes to Contract Sum.

Submit certified copy of Architect's final "punch-list" of itemized work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect.

Submit consent of surety.

Reinspection Procedure: Upon receipt of Contractor's notice that the work has been completed, including "punch-list" items resulting from earlier inspections, and excepting incomplete items delayed because of acceptable circumstances, Architect will reinspect the work. Upon completion of reinspection, Architect will either prepare certificate of final acceptance or advise Contractor of work not completed or obligations not fulfilled as required for final acceptance. If necessary, procedure will be repeated at Contractor's expense for Architect's time.

## **PART 3 - EXECUTION**

### **CLOSEOUT PROCEDURES:**

General Operating/Maintenance Instructions: Arrange for each installer of work requiring continuing maintenance or operation, to meet with Owner's personnel, at project site, to provide basic instructions needed for proper operation and maintenance of entire work. Include instructions by manufacturer's representatives where installers are not expert in the required procedures.

### **FINAL CLEANING:**

General: Special cleaning for specific units of work is specified in sections of Divisions 2 through 16. General cleaning during progress of work is specified in General Conditions and as temporary services in "Temporary Facilities" section of this Division. Provide final cleaning of the work, consisting of cleaning each surface or unit of work to normal "clean" condition expected for a first-class building cleaning and maintenance program. Comply with manufacturer's instructions for cleaning operations.

Compliances: Comply with safety standards and governing regulations for cleaning operations. Do not burn waste materials at site, or bury debris or excess materials on Owner's property, or discharge volatile or other harmful or dangerous materials into drainage systems; remove waste materials from site and dispose of in a lawful manner.

**END OF SECTION**

**SECTION 07900  
JOINT SEALERS**

**PART 1 - GENERAL**

**RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

**DESCRIPTION OF WORK:**

The extent of each form and type of joint sealer is indicated on drawings and by provisions of this section.

Sealant schedule is located at the end of this section.

The applications for joint sealers as work of this section include the following:

Exterior Opening joints  
Flashing and coping joints

General Performance: Except as otherwise indicated, joint sealers are required to establish and maintain airtight and waterproof continuous seals on a permanent basis, within recognized limitations of wear and aging as indicated for each application. Failures of installed sealers to comply with this requirement will be recognized as failures of materials and workmanship.

**SUBMITTALS:**

Product Data: Submit manufacturer's product specifications, handling/installation/curing instructions, and performance tested data sheets for each elastomeric product required.

**JOB CONDITIONS:**

Weather Conditions: Install elastomeric sealants when temperature is in lower third of temperature range recommended by manufacturer for installation.

**PART 2 - PRODUCTS**

**ACCEPTABLE MANUFACTURERS:**

General: Manufacturers listed in this article include those known to produce the indicated category of prime joint sealer material, either as a nominally pure generic product or as an equivalent-performance modification thereof or proprietary product.

Manufacturer: Subject to compliance with requirements, provide products of one of the following:

Manufacturers of Non-Elastomeric Sealants/Caulks (Liquid/Tape):

Tremco, Inc.; Cleveland, OH

Sonneborn/Contech, Inc.; Minneapolis, MN

Manufacturers of Joint Fillers/Sealant Backers:

Dow Chemical Co.; Midland, MI

## **MATERIALS:**

General Sealer Requirements: Provide colors indicated or, if not otherwise indicated, as selected by Architect from manufacturer's standard colors. Select materials for compatibility with joint surfaces and other indicated exposures, and except as otherwise indicated select modulus of elasticity and hardness or grade recommended by manufacturer for each application indicated. Where exposed to foot traffic, select non-tracking materials of sufficient strength and hardness to withstand stiletto heel traffic without damage or deterioration of sealer system.

Sealant #1:

Single-Component Acrylic Sealant: Provide acrylic terpolymer, solvent-based, one-part, thermo-plastic sealant compound; solids not less than 95% acrylic; recommended by manufacturer for general use as an exposed building construction sealant.

Sealant #2:

Acrylic-Emulsion Sealant: Provide acrylic-emulsion or latex-rubber-modified acrylic-emulsion sealant compound, permanently flexible, non-staining and non-bleeding; recommended by manufacturer for protected exterior exposure and general interior exposure.

Miscellaneous Materials:

Joint Primer/Sealer: Provide type of joint primer/sealer recommended by sealant manufacturer for joint surfaces to be primed or sealed.

## **PART 3 - EXECUTION**

### **INSPECTION:**

Installer must examine substrates, (joint surfaces) and conditions under which joint sealer work is to be performed, and must notify Contractor in writing of unsatisfactory conditions. Do not proceed with joint sealer work until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

**JOINT PREPARATION:**

Clean joint surfaces immediately before installation of gaskets, sealants or caulking compounds. Remove dirt, insecure coatings, moisture and other substrates which could interfere with seal of gasket or bond of sealant or caulking compound.

Prime or seal joint surfaces where indicated, and where recommended by sealant manufacturer. Confine primer/sealer to areas of sealant bond; do not allow spillage or migration onto adjoining surfaces.

**INSTALLATION:**

Comply with manufacturer's printed instructions except where more stringent requirements are shown or specified, and except where manufacturer's technical representative directs otherwise.

Set joint filler units at depth or position in joint as indicated to coordinate with other work, including installation of bond breakers, backer rods and sealants. Do not leave voids or gaps between ends of joint filler units.

Provide bed of mastic to set all horizontal flashing flanges into unless otherwise noted.

Install sealant in all overlapping flashing joints unless otherwise noted.

Employ only proven installation techniques which will ensure that sealants are deposited in uniform, continuous ribbons without gaps or air pockets, with complete "wetting" of joint bond surfaces equally on opposite sides. Except as otherwise indicated, fill sealant rabbet to a slightly concave surface, slightly below adjoining surfaces.

**SEALANT SCHEDULE:**Type of Joint:Sealant:

- |   |    |
|---|----|
| A) All exterior sills, jambs, and heads<br>of window and door frames and similar<br>openings and elsewhere metal and other<br>materials abut masonry, concrete, or<br>each other. | #1 |
| B) All flashing/coping joints   | #1 |

**END OF SECTION**

**SECTION 08610**  
**WOOD WINDOW, DOOR, and HISTORIC TRIM RESTORATION**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. The Work of this Section outlines the restoration of the existing wood windows, including screen and exterior trim replacement Work to match in-kind to existing historic details.
- B. Wood windows have historically been coated with lead based paint (LBP). The testing, removal and proper disposal of such paint shall be the responsibility of a certified Lead Paint Contractor. Work involving the disruption of interior and exterior finishes shall take necessary precautions following a lead abatement spec and complying with EPA ruling 40 CFR Part 745, 'lead; renovation, repair, and painting program; lead hazard information pamphlet; notice for availability; final rule' implemented April 22, 2010.
- C. All damaged glazing on all elevations shall be replaced with new glass to match in-kind historic conditions.

**1.2 SUBMITTALS**

- A. Submit the following items for owner's written approval:
  - 1. Samples:
    - a. One (1) 12" x 12" square samples of each type of glass and glazing materials;
    - b. Replacement materials for weatherstripping replacement;
    - c. Replacement hardware and accessories if required
  - 2. Glazing compound:
    - a. Manufacturer's product literature;
    - b. Compatibility certificate.
  - 3. Caulking:
    - a. Manufacturer's product literature;
    - b. Color samples for Owner's color selection.
  - 4. Paint Samples:
    - a. Manufacturer's product literature for both primer and finish paint;
    - b. Four (4) 6" X 6" square color samples of each finish paint. Color to match existing colors.
  - 5. Chemical Cleaner:
    - a. Manufacturer's product literature;
    - b. Testing result from field test;
    - c. Conduct testing in accordance with manufacturer's recommendations.
  - 6. Weather Stripping:
    - a. Manufacturer's product literature;
    - b. Weather stripping samples to verify compatibility with existing window operation and detail.
  - 7. Restoration Plan:
    - a. Develop a plan of restoration encompassing all stages of work.



- b. Include at a minimum:
  - 1. Written description of all damage and methods and techniques of repair.
  - 2. Environmental factors affecting the work, and techniques and methods proposed to ensure construction within appropriate environmental conditions.
  - 3. Methods of protection for surrounding construction and exterior vegetated areas and soils.
- 9. Mockup:
  - a. Completed restoration of one (1) window to demonstrate aesthetic effects and set quality standards for material and execution. Review completed mock-up for approval by Owner. Correct all conditions noted during review process. Re-check until approved, at no additional cost to Owner.
  - b. Do not begin remaining restoration work until mock-up is approved.

### **1.3 QUALITY ASSURANCE**

- A. The Work of this Section shall be conducted by a firm with not less than three (3) years of successful experience in wood window restoration work similar to the historic restoration work indicated.

### **1.4 DEFINITION**

- A. In-Kind: Replacement material to match original material in detail and design in every way.

### **1.5 PROJECT CONDITIONS**

- A. Install all finish work plumb, level, true, and straight, with no distortions. Anchor finish work securely to supports and substrates, using concealed fasteners and blind nailing where possible. There are conditions that will not be made level or true due to settlement in the historic building.
  - 1. Work of this Section shall be performed on a window-to-window basis.
  - 2. Use fine finishing nails for exposed nailing, except as indicated, countersunk and filled flush with finish surface.
- B. Salvage all undamaged glass.
- C. Remove and replace rotten, damaged and/or deteriorating wood.
- D. Chemically remove lead base paint finishes. Apply primer and final finish only after testing chemically treated wood surfaces for alkalinity and moisture content compatible to paint manufacturer's written limitation(s). Submit a written copy of the test results to Owner's Representative.

### **1.6 PRE-INSTALLATION CONFERENCE**

- A. Conduct a Pre-Installation Conference at the Project site.

## **PART 2 – PRODUCTS**

## **2.1 WOODS**

- A. The following may be used for screens and exterior trim – Contractor’s option:
  - 1. Soft maple
  - 2. Alder

## **2.2 GLASS**

- A. Provide replacement glass to broken or damaged glazing. Match with existing glass to be replaced. The work does not include the replacement of damaged art (stained) glass, if any.
- B. Reference the Drawings for windows to receive new glazing. At a minimum, replace all damaged and/or broken glass with new to match existing.

## **2.3 GLAZING COMPOUND**

- A. “Pure” Linseed Oil Putty, manufactured by Dap.

## **2.5 FASTENERS AND ANCHORAGES**

- A. Provide nail, screws and other anchoring devices of type, size, material, and finish suitable for intended use and required to provide secure attachment, concealed where possible. Hot-dip galvanized fasteners for work exposed to exterior and high humidity to comply with ASTM A 153.

## **2.6 STANDING AND RUNNING TRIM**

- A. Install with minimum number of joints possible, using full-length pieces from maximum length of lumber available. Cope at returns, miter at corners to produce tight fitting joints.

## **2.7 MISCELLANEOUS MATERIALS**

- A. Glass cleaners, primers, sealers, filling compounds, hardware, glazing points and weather stripping.
  - 1. Provide all additional materials as necessary for work. Field coordinate extent of work with all conditions indicated.

## **PART 3 – EXECUTION**

### **3.1 REMOVAL**

Sequencing: Removal of window storms shall be done prior to the application of the peel away paint stripper.

- A. Removal of Window Storms:
  - a. Strip paint using chemical stripper.
  - b. Sand and repair.

- c. Test alkalinity and moisture content of chemical treated wood.
- d. Prime (oil base primer, brush on).
- e. Paint (oil base, two coats, brush on).

### **3.2 TYPICAL DOUBLE-HUNG AND FIXED WINDOW RESTORATION**

#### **A. Double-Hung Window Restoration:**

- 1. Sand and repair sashes.
  - a. Fill gouges with epoxy.
  - b. Replace missing and broken pieces with wood “Dutchman” patches.
  - c. Stabilize weather checked frames.
  - d. Scrape and Sand.
- 2. Test alkalinity and moisture content of wood.

#### **B. Prime sashes, frames, and trim:**

- 1. Latex-based paint, brush on.

#### **C. Replace lites:**

- 1. Replace broken glazing with new to match

#### **D. Glaze lites:**

- 1. Apply putty bed in glazing pocket
- 2. Lay glazing unit into glazing pocket in continuous putty bed
- 3. Insert 1 glazing point each 6 inches.
- 4. Apply putty over glazing points and edge of glazing continuously filling glazing pocket with a uniform bevel.

#### **E. Paint sashes:**

- 1. Two (2) coats latex-based paint, brush on.

#### **F. Clean glass.**

### **3.3 EXTERIOR WINDOW MOLDING**

- A. Reproduce in-kind molding where existing is missing or severely damaged
- B. Install new molding.
- C. Sand and prepare existing molding to remain.
- D. Stabilize exterior sill with epoxy.
- E. Paint:
  - 1. Prime all new wood with latex-base paint.
  - 2. Finish all wood with two (2) coats latex-base paint.

### **3.6 EXTERIOR DOOR RESTORATION**

#### **A. Storm Doors and Doors, frames and trim:**

- 1. Remove storm doors
- 1. Strip storm door paint using chemical stripper or heat gun.
- 2. Scrape, Sand and repair wood door components.
  - a. Fill gouges with epoxy.
  - b. Replace missing and broken pieces with wood “Dutchman” patches.
  - c. Stabilize weather checked frames.

- d. Sand.
- 3. Test alkalinity and moisture content of wood.
- B. Prime wood components:
  - 1. Latex-based paint, brush on.
- C. Paint wood components:
  - 1. Two (2) coats Latex-based paint, brush on.
    - a. Paint shall cover glazing compound to seal.
- F. Clean.

### **3.6 EXTERIOR SOFFITS, BRACKETS, RAILINGS, AND TRIM RESTORATION**

- A. Soffits, brackets, railings, and trim:
  - 1. Scrape, Sand and repair wood door components.
    - a. Fill gouges with epoxy.
    - b. Replace missing and broken pieces with wood “Dutchman” patches.
    - c. Stabilize weather checked frames.
    - d. Sand.
  - 3. Test alkalinity and moisture content of wood.
- B. Prime bare wood components:
  - 1. Latex-based paint, brush on.
- C. Paint wood components:
  - 1. Two (2) coats Latex-based paint, brush on.
    - a. Paint shall cover glazing compound to seal.
- F. Clean.

### **3.7 PROTECTION**

- A. The Contractor shall cover the existing roofing materials with tarps to prevent debris and / or paint from marring the roofing.
- B. The Contractor shall use care to protect and maintain interior surfaces and finishes. Provide necessary touch-up of interior finishes as required by the Owner’s Representative.

### **3.8 CURE, PROTECTION AND CLEANING**

- A. Cure glazing sealants and compounds in compliance with manufacturer’s written instructions and recommendations, to obtain high early bond strength, internal cohesive strength and surface durability.
- B. Protect glass from chemical cleaning.
- C. Protect glass from breakage immediately upon installation by use of crossed streamers attached to framing and held away from glass. Do not apply markers to surfaces of glass.
- D. Remove and replace glass which is broken, chipped, cracked, abraded or damaged in other ways during construction period, including natural causes, accidents and vandalism.

- E. Maintain glass in a reasonably clean condition during construction so that it will not be damaged by corrosive action and will not contribute (by wash-off) to deterioration of glazing materials and other Work.
- F. Wash and polish glass on both faces, interior and exterior, not more than four (4) days prior to the date of Substantial Completion. Comply with glass manufacturer's recommendations for final cleaning.
- G. Touch-up paint and/or stain finish surfaces as required.
- H. Clean, dust, and leave the Work area in a clean and neat manner.

**END OF SECTION**

**SECTION 09900  
PAINTING****PART 1 - GENERAL****RELATED DOCUMENTS:**

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-1 Specification sections, apply to work of this section.

**DESCRIPTION OF WORK:**

Extent of painting work is indicated on drawings and schedules, and as herein specified.

Work includes painting and finishing of interior and exterior exposed items and surfaces throughout project, except as otherwise indicated.

Work includes application of paint stripper as specified in this section.

Surface preparation, priming and coats of paint specified are in addition to shop-priming and surface treatment specified under other sections of work.

Work includes field painting of exterior wood elements except as otherwise indicated.

"Paint" as used herein means all coating systems materials, including primers, emulsions, enamels, stains, sealers and fillers, and other applied materials whether used as prime, intermediate or finish coats.

Surfaces to be Painted: Except where natural finish of material is specifically noted as a surface not to be painted, paint exposed surfaces whether or not colors are designated in "schedules". Where items or surfaces are not specifically mentioned, paint the same as similar adjacent materials or areas. If color or finish is not designated, Architect will select these from standard colors or finishes available.

Following categories of work are not included as part of field-applied finish work.

Pre-Finished Items: Unless otherwise indicated, do not include painting when factory-finished or installer-finishing is specified for such items.

Concealed Surfaces: Unless otherwise indicated, painting is not required on surfaces such as walls or ceiling in concealed areas and generally inaccessible areas, foundation spaces, furred areas, pipe spaces and duct shafts.

Finished Metal Surfaces: Unless otherwise indicated, metal surfaces of anodized aluminum, stainless steel, chromium plate, copper, bronze and similar finished materials will not require

finish painting with the exception of exposed roof items.

**Operating Parts:** Unless otherwise indicated, moving parts of operating units, mechanical and electrical parts, such as valve and damper operators, linkages, sinkages, sensing devices, motor and fan shafts will not require finish painting.

Following categories of work are included under other sections of these specifications.

Unless otherwise specified, shop priming of fabricated components such as architectural woodwork, wood casework and shop-fabricated or factory-built mechanical and electrical equipment or accessories is included under other sections of these specifications.

Do not paint over any code-required labels, such as Underwriters' Laboratories and Factory Mutual, or any equipment identification, performance rating, name, or nomenclature plates.

### **QUALITY ASSURANCE:**

**Single Source Responsibility:** Provide primers and other undercoat paint produced by same manufacturer as finish coats. Use only thinners approved by paint manufacturer, and use only within recommended limits.

**Coordination of Work:** Review other section of these specifications in which prime paints are to be provided to ensure compatibility of total coatings system for various substrates. Upon request from other trades, furnish information or characteristics of finish materials provided for use to ensure compatible prime coats are used.

### **SUBMITTALS:**

**Product Data:** Submit manufacturer's technical information including paint label analysis and application instructions for each material proposed for use.

**Samples:** Prior to beginning work, Architect will furnish color chips for surfaces to be painted. Use representative colors when preparing samples for review. Submit samples for Architect's review of color and texture only. Provide a listing of material and application for each coat of each finish sample.

On 12" x 12" hardboard, provide two samples of each color and materials, with texture to simulate actual conditions. Resubmit samples as requested by Architect until acceptable sheen, color, and texture is achieved.

### **DELIVERY AND STORAGE:**

Deliver materials to job site in original, new and unopened packages and containers bearing manufacturer's name and label, and following information:

Name or title of material.  
Fed. Spec. number, if applicable.  
Manufacturer's stock number and date of manufacturer.  
Manufacturer's name.  
Contents by volume, for major pigment and vehicle constituents.  
Thinning instructions.  
Application instructions.  
Color name and number.

Store materials not in actual use in tightly covered containers. Maintain containers used in storage of paint in a clean condition, free of foreign materials and residue.

Protect from freezing where necessary. Keep storage area neat and orderly. Remove oily rags and waste daily. Take all precautions to ensure that workmen and work areas are adequately protected from fire hazards and health hazards resulting from handling, mixing and application of paints.

### **JOB CONDITIONS:**

Apply water-base paints only when temperature of surfaces to be painted and surrounding air temperature are between 50 degrees F. and 90 degrees F., unless otherwise permitted by paint manufacturer's printed instructions.

Apply solvent-thinned paints only when temperature of surfaces to be painted and surrounding air temperature are between 45 degrees F. and 95 degrees F., unless otherwise permitted by paint manufacturer's printed instructions.

Do not apply paint in snow, rain, fog or mist, or when relative humidity exceeds 85%, or to damp or wet surfaces, unless otherwise permitted by paint manufacturer's printed instructions.

Painting may be continued during inclement weather if areas and surfaces to be painted are enclosed and heated within temperature limits specified by paint manufacturer during application and drying periods.

## **PART 2 - PRODUCTS**

### **ACCEPTABLE MANUFACTURERS:**

Manufacturer: Subject to compliance with requirements, provide products of one of the following:

Glidden Coatings and Resins, Division of SCM Corporation  
Prosoco, Inc.

### **MATERIALS:**



**Material Quality:** Provide best quality grade of various types of coatings as regularly manufactured by acceptable paint materials manufacturers. Materials not displaying manufacturer's identification as a standard, best-grade product will not be acceptable.

Proprietary names used to designate colors or materials are not intended to imply that products of named manufacturers are required to exclusion of equivalent products of other listed manufacturers.

Manufacturer's products which comply with coating qualitative requirements of applicable Federal Specifications, yet differ in quantitative requirements, may be considered for use when acceptable to Architect. Furnish material data and manufacturer's certificate of performance to Architect for any proposed substitutions.

**Color Pigments:** Pure, non-fading, applicable types to suit substrates and service indicated.

### **PART 3 - EXECUTION**

#### **INSPECTION:**

Applicator must examine areas and conditions under which painting work is to be applied and notify Contractor in writing of conditions detrimental to proper and timely completion of work. Do not proceed with work until unsatisfactory conditions have been corrected in a manner acceptable to Applicator.

Starting of painting work will be construed as Applicator's acceptance of surfaces and conditions within any particular area.

Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions otherwise detrimental to formation of a durable paint film.

#### **SURFACE PREPARATION:**

**General:** Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions and as herein specified, for each particular substrate condition.

Provide barrier coats over incompatible primers or remove and re-prime as required. Notify Architect in writing of any anticipated problems in using the specified coating systems with substrates primed by others.

Remove hardware, hardware accessories, machined surfaces, plates, and similar items in place and not to be finish-painted. Remove, if necessary, for complete painting of items and adjacent surfaces. Following completion of painting of each space or area, reinstall removed items.

Clean surfaces to be painted before applying paint or surface treatments. Remove oil and grease prior to mechanical cleaning. Program cleaning and painting so that contaminants from cleaning

process will not fall onto wet, newly-painted surfaces.

- A. Remove existing paint from exterior brick substrate with Prosoco, Inc. Fast Acting Stripper Paint, Coating and Graffiti Remover:

**Product Description**

Sure Klean® Fast Acting Stripper is a thixotropic solvent-based stripping compound designed for removing coatings and epoxies from masonry, wood and metal surfaces. It also removes oil, grease and waxes from concrete decks, tile and terrazzo floors. Fast Acting Stripper immediately emulsifies in water and may be rinsed with cold water, hot water or steam.

**Technical Data**

FORM: Clear gel

SPECIFIC GRAVITY: 1.22

TOTAL SOLIDS: N/A

pH: N/A

WT/GAL: 10.15 lbs.

FLASH POINT: 81 degrees F (27 degrees C) ASTM D 3278

FREEZE POINT: < -22 degrees F (< -30 degrees C)

**Limitations**

- Not recommended for wood furniture or other finely finished wood surfaces.
- Not for removal of cementitious coatings.
- Not suitable for spray applications.
- Product efficiency is reduced when temperatures are below 40 degrees F (4.4 degrees C) or above 85 degrees F (29.4 degrees C).

Wood: Clean wood surfaces to be painted of dirt, oil, or other foreign substances with scrapers, mineral spirits, and sandpaper, as required. Sandpaper smooth those finished surfaces exposed to view, and dust off. After priming, fill holes and imperfections in finish surfaces with putty or plastic wood-filler. Sandpaper smooth when dried.

Touch-up shop applied prime coats wherever damaged or bare, where required by other sections of these specifications.

Clean and touch-up with same type shop primer.

**MATERIAL PREPARATION:**

Mix and prepare painting materials in accordance with manufacturer's directions.

Maintain containers used in mixing and application of paint in a clean condition, free of foreign materials and residue.

Stir materials before application to produce a mixture of uniform density, and stir as required during application. Do not stir surface film into material. Remove film and, if necessary, strain material before using.

## **APPLICATION:**

### **Application**

Before applying, read “Preparation” and “Safety Information” sections in the Manufacturer’s Product Data Sheet for Fast Acting Stripper. Do not dilute or alter.

#### **Exterior Application**

1. Apply a thick coating of Fast Acting Stripper to dry surface.
2. Let stripper dwell 15-30 minutes or until coating “lifts” or shows signs of dissolving. Periodic agitation with a stiff bristle brush improves penetration. Some coatings will need multiple applications/increased dwell time.
3. Remove stripper and residue with pressure-water rinse. Heated water (150 degrees F – 180 degrees F) (65.5 degrees C – 82 degrees C) may improve stripping efficiency. The best combination of rinsing pressure and water volume is provided by masonry washing equipment generating 400-1000 psi with a water flow rate of 6-8 gallons per minute delivered through a 15-45 degree fan spray tip. Equipment should be adjustable to reduce water flow rate and rinsing pressure as required for controlled cleaning of more sensitive surfaces. See also “Equipment” section of the Product Data Sheet.
4. Thoroughly clean with the appropriate Sure Klean® product.

General: Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.

Provide finish coats which are compatible with prime paints used.

Apply additional coats when undercoats, stains or other conditions show through final coat of paint, until paint film is of uniform finish, color and appearance. Give special attention to ensure that surfaces, including edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.

Finish exterior doors on tops, bottoms and side edges same as exterior faces, unless otherwise indicated.

Sand lightly between each succeeding coat.

Schedule Painting: Apply first-coat material to surfaces that have been cleaned, pre-treated or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.

Allow sufficient time between successive coatings to permit proper drying. Do not recoat until paint has dried to where it feels firm, does not deform or feel sticky under moderate thumb

pressure, and application of another coat of paint does not cause lifting or loss of adhesion of the undercoat.

**Minimum Coating Thickness:** Apply materials at not less than manufacturer's recommended spreading rate, to establish a total dry film thickness as recommended by coating manufacturer.

**Prime Coats:** Apply prime coat of material which is required to be painted or finished, and which has not been prime coated by others.

Recoat primed and sealed surfaces where there is evidence of suction spots or unsealed areas in first coat, to assure a finish coat with no burn-through or other defects due to insufficient sealing.

**Pigmented (Opaque) Finishes:** Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness or other surface imperfections will not be acceptable.

**Completed Work:** Match approved samples for color, texture and coverage. Remove, refinish or repaint work not in compliance with specified requirements.

#### **CLEAN-UP AND PROTECTION:**

**Clean-Up:** During progress of work, remove from site discarded paint materials, rubbish, cans and rags at end of each work day.

**Protection:** Protect work of other trades, whether to be painted or not, against damage by painting and finishing work. Correct any damage by cleaning, repairing or replacing, and repainting, as acceptable to Architect.

At completion of work of other trades, touch-up and restore all damaged or defaced painted surfaces.

#### **EXTERIOR PAINT SCHEDULE:**

Windows, Doors, and Exterior Trim:

See Wood Window Restoration Section 08610.

**END OF SECTION**