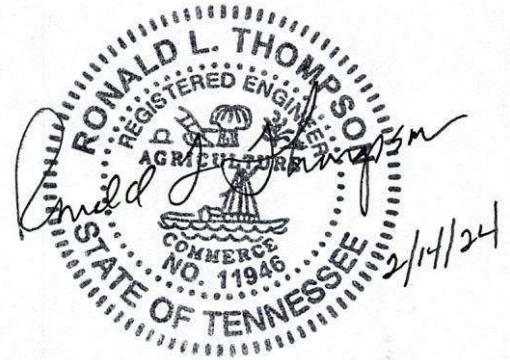
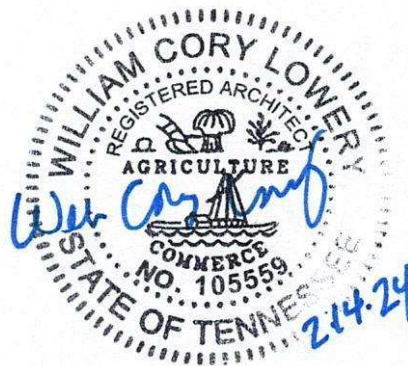


PROJECT MANUAL  
FOR  
PEABODY ELEMENTARY SCHOOL  
RENOVATIONS

MSCS PROJECT 2024-0475



ALLEN & HOSHALL  
ARCHITECTS ENGINEERS  
1661 INTERNATIONAL DRIVE SUITE 100  
MEMPHIS, TENNESSEE  
38120

JOB NO. 63434  
Date: FEBRUARY 14, 2024

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## DOCUMENT 00 0115

## LIST OF DRAWINGS

The following is a list of Contract Drawings which this contract is to be based. These drawings are entitled SCS PEABODY ELEMENTARY SCHOOL RENOVATIONS and dated FEBRUARY 14, 2024 with revision dates (if any), as noted. They will be supplemented by additional shop and dimensional drawings of materials and equipment and other drawings where specified.

<u>Drawing Number</u>	<u>Sub-Title</u>	<u>Revision</u>	<u>Date</u>
	COVER SHEET		
GENERAL			
G0.1	SHEET INDEX, ABBREVIATIONS, SYMBOLS, CODE DATA, AND VICINITY MAP		
ARCHITECTURAL			
AD1.1	DEMOLITION FLOOR PLAN - FIRST FLOOR		
AD1.2	DEMOLITION FLOOR PLAN - SECOND FLOOR		
AD1.3	DEMOLITION FLOOR PLAN - THIRD FLOOR		
AD3.1	DEMOLITION REFLECTED CEILING PLAN - FIRST FLOOR		
AD3.2	DEMOLITION REFLECTED CEILING PLAN - SECOND FLOOR		
AD3.3	DEMOLITION REFLECTED CEILING PLAN -THIRD FLOOR		
A1.1	FLOOR PLAN - FIRST FLOOR		
A1.2	FLOOR PLAN - SECOND FLOOR		
A1.3	FLOOR PLAN - THIRD FLOOR		
A3.1	REFLECTED CEILING PLAN -FIRST FLOOR		
A3.2	REFLECTED CEILING PLAN -SECOND FLOOR		
A3.3	REFLECTED CEILING PLAN -THIRD FLOOR		
A12.0	FINISH SCHEDULE AND FINISH LEGEND		
A12.1	FINISH PLAN - FIRST FLOOR		
A12.2	FINISH PLAN - SECOND FLOOR		
A12.3	FINISH PLAN -THIRD FLOOR		
A12.4	INTERIOR ELEVATIONS		
MECHANICAL			
M0.1	LEGEND, GENERAL NOTES AND SCHEDULES		
MD1.1	DEMOLITION 1ST FLOOR PLAN - DUCTWORK		
MD1.2	DEMOLITION 2ND FLOOR PLAN - DUCTWORK		
MD1.3	DEMOLITION 3RD FLOOR PLAN – DUCTWORK		
M1.1	NEW WORK 1ST FLOOR PLAN - DUCTWORK		
M1.2	NEW WORK 2ND FLOOR PLAN - DUCTWORK		
M1.3	NEW WORK 3RD FLOOR PLAN – DUCTWORK		
ELECTRICAL			
E0.1	LEGEND, NOTES, AND SPECIFICATIONS		
E0.2	SPECIFICATIONS (CONT.)		
E2.1	FIRST FLOOR PLAN - LIGHTING AND FIRE ALARM		
E2.2	SECOND FLOOR PLAN - LIGHTING AND FIRE ALARM		
E2.3	THIRD FLOOR PLAN - LIGHTING AND FIRE ALARM		
E5.1	DETAILS		
E6.1	LIGHTING FIXTURE SCHEDULE AND LIGHTING CONTROLS SEQUENCE OF OPERATIONS		

END OF DOCUMENT

## SECTION 01 0270

## APPLICATIONS FOR PAYMENT

## PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.
- B. This Section specifies administrative and procedural requirements governing contractor's Applications for Payment.
  - 1. Coordinate the Schedule of Values and Applications for Payment with the Contractor's Construction Schedule, Submittal Schedule, and List of Subcontracts.

## 1.2 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Schedules: The Contractor's Construction Schedule and Submittal Schedule are specified in Division 01 Section "Submittals."

## 1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
- B. Coordination: Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
    - a. Contractor's Construction Schedule.
    - b. Application for Payment forms, including Continuation Sheets.
    - c. List of subcontractors.
    - d. Schedule of allowances.
    - e. Schedule of alternates.
    - f. List of products.
    - g. List of principal suppliers and fabricators.
    - h. Schedule of submittals.
  - 2. Submit the Schedule of Values to the Architect at the earliest possible date but no later than 7 days before the date scheduled for submittal of the initial Applications for Payment.
  - 3. Subschedules: Where work is separated into phases requiring separately phased payments provide subschedules showing values correlated with each phase of payment.
- C. Format and Content: Use the Project Manual table of contents as a guide to establish the format for the Schedule of Values. Provide at least one line item for each Specification Section. Provide breakout of general conditions such as taxes, bond and insurance.
  - 1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of the Architect.
    - c. Project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:

- a. Related Specification Section or Division.
  - b. Description of Work.
  - c. Name of subcontractor.
  - d. Name of manufacturer or fabricator.
  - e. Name of supplier.
  - f. Change Orders (numbers) that affect value.
  - g. Dollar value.
    - (1) Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Break principal subcontract amounts down into several line items.
  4. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
  5. Provide a separate line item in the Schedule of Values for each part of the work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
    - a. Differentiate between items stored on-site and items stored off-site. Include requirements for insurance and bonded warehousing, if required.
  6. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the work.
  7. Unit-Cost Allowances: Show the line-item value of unit-cost allowances, as a product of the unit cost, multiplied by the measured quantity. Estimate quantities from the best indication in the Contract Documents.
  8. Margins of Cost: Show line items for indirect costs and margins on actual costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
    - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at the Contractor's option.
  9. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
  1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- B. Payment-Application Times: Each progress-payment date is indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment-Application Forms: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
- D. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Architect will return incomplete applications without action.
  1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.

- E. Transmittal: Submit 4 signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Architect.
- F. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:
1. List of subcontractors.
  2. List of principal suppliers and fabricators.
  3. Schedule of Values.
  4. Contractor's Construction Schedule.
  5. Schedule of principal products.
  6. Schedule of unit prices.
  7. Submittal Schedule.
  8. List of Contractor's staff assignments.
  9. List of Contractor's principal consultants.
  10. Copies of building permits.
  11. Copies of authorizations and licenses from governing authorities for performance of the Work.
  12. Report of preconstruction meeting.
- G. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment in accordance with General Conditions 9.8.3.1.
1. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the work.
- H. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
1. Completion of Project closeout requirements.
  2. Completion of items specified for completion after Substantial Completion.
  3. Ensure that unsettled claims will be settled.
  4. Ensure that incomplete work is not accepted and will be completed without undue delay.
  5. Transmittal of required project construction records to the Owner.
  6. Certified property survey.
  7. Proof that taxes, fees, and similar obligations were paid.
  8. Removal of temporary facilities and services.
  9. Removal of surplus materials, rubbish, and similar elements.
  10. Change of door locks to Owner's access.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

## SECTION 01 1100

## SUMMARY OF WORK

## PART 1 GENERAL

## 1.1 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The project consists of the renovation of the existing Peabody Elementary School. Work includes removal and replacement of existing ductwork throughout the building, removal and replacement of flooring and ceilings throughout the building, asbestos and lead abatement, new paint and base throughout and repair of plaster and gypsum board. Alternates include the replacement of select glazing units, upgrading the lighting throughout to LED fixtures and installation of miniblinds throughout the facility. Additional scope can be found on contract documents.

Project Location: Peabody Elementary School  
2086 Young Avenue  
Memphis, TN 38104

Owner: Shelby County School District

- B. Contract Documents, dated FEBRUARY 14, 2024, were prepared for the project by Allen & Hoshall, 1661 International Drive, Suite 100, Memphis, Tennessee 38120.
- C. The work will be constructed under a single prime contract.

## 1.3 WORK SEQUENCE

- A. Except as may be indicated otherwise, the work will be conducted in one phase.
- B. Completion of the building construction may be phased in order to allow time for the Owner to move in equipment, furniture and incidentals prior to the start of school.

## 1.4 CONTRACTOR 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 except as described in the specifications or indicated on the drawings. See drawings pertaining to coordination and phasing for restriction of site premises. The Contractor's use of the premises may be limited by the Owner's right to perform work or to retain other contractors on portions of the Project.

## PART 2 PRODUCTS – NOT USED

## PART 3 EXECUTION – NOT USED

END OF SECTION



## SECTION 01 2300

## ALTERNATES

## PART 1 GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General 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 bidders 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.
- B. 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. Sum to include taxes, bonds, and insurance. 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.
- B. 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.
- C. Notification: Immediately following the 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.
- D. Execute accepted alternates under the same conditions as other work of this Contract.  
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 Used

## PART 3 EXECUTION

## 3.1 SCHEDULE OF ALTERNATES

- A. Alternate 01: Lump sum to replace select glazing units at existing aluminum windows. Units to be replaced as part of this alternate are indicated on floor plans.
- B. Alternate 02: Lump sum to replace all lighting with new LED fixtures. Base bid is to include temporary removal of existing lighting and reinstallation after new ceilings are in place.

- C. Alternate 03: Lump sum to provide and install 1" horizontal blinds at every window indicated on the drawings. Sizes of blinds vary. Included in this alternate is the removal of any existing window treatments.

END OF SECTION

## SECTION 01 2305

## MODIFICATION PROCEDURES

## PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements for handling and processing contract modifications.

## 1.2 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Division 01 Section "Allowances" for procedural requirements governing the handling and processing of allowances.
- C. Division 01 Section "Submittals" for requirements for the Contractor's Construction Schedule.
- D. Division 01 Section "Applications for Payment" for administrative procedures governing Applications for Payment.
- E. Division 01 Section "Product Substitutions" for administrative procedures for handling requests for substitutions made after award of the Contract.

## 1.3 MINOR CHANGES IN THE WORK

- A. The Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or Contract Time.

## 1.4 CHANGE ORDER PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: The Architect will issue a detailed description of proposed changes in the work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
  - 2. Within 10 calendar days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Architect for the Owner's review.
    - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the work will have on the Contract Time.
      - Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.
        - (1) Include a statement outlining the reasons for the change and the effect of the change on the work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
        - (2) Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.

- (3) Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - (4) Comply with requirements in Section "Product Substitutions" if the proposed change requires substitution of one product or system for a product or system specified.
- B. Proposal Request Form: Use AIA Document G709 or similar for Change Order Proposal Requests.

#### 1.5 ALLOWANCES

- A. Allowance Adjustment: For allowance-cost adjustment, base each Change Order Proposal on the difference between the actual purchase amount and the allowance, multiplied by the final measurement of work-in-place. Where applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
1. Include installation costs in the purchase amount only where indicated as part of the allowance.
  2. When requested, prepare explanations and documentation to substantiate the margins' claimed.
  3. Submit substantiation of a change in scope of work claimed in the Change Orders related to unit-cost allowances.
  4. The Owner reserves the right to establish the actual quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or the Contractor's handling, labor, installation, overhead, and profit. Submit claims within 21 days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. The Owner will reject claims submitted later than 21 days.

#### 1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: When the Owner and the Contractor disagree on the terms of a Proposal Request, the Architect may issue a Construction Change Directive on AIA Form G714. The Construction Change Directive instructs the Contractor to proceed with a change in the work, for subsequent inclusion in a Change Order.
1. The Construction Change Directive contains a complete description of the change in the work. It also designates the method to be followed to determine change in the Contract Sum or Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

#### 1.7 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of the Owner and the Contractor on AIA Form G701.

PART 2 PRODUCTS – NOT USED

PART 3 EXECUTION – NOT USED

END OF SECTION

## SECTION 01 2340

## COORDINATION

## PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. This Section includes administrative and supervisory requirements necessary for coordinating construction operations including, but not necessarily limited to, the following:
  - 1. General project coordination procedures.
  - 2. Conservation.
  - 3. Coordination Drawings.
  - 4. Administrative and supervisory personnel.
  - 5. Cleaning and protection.

## 1.2 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Division 01 Section "Field Engineering" specifies procedures for field engineering services, including establishment of benchmarks and control points.
- C. Division 01 Section "Project Meetings" for progress meetings, coordination meetings, and preinstallation conferences.
- D. Division 01 Section "Submittals" for preparing and submitting the Contractor's Construction Schedule.
- E. Division 01 Section "Materials and Equipment" for coordinating general installation.
- F. Division 01 Section "Contract Closeout" for coordinating contract closeout.
- G. See plans for additional coordination requirements especially coordination with other construction contracts and utility contracts associated with development of this project.

## 1.3 COORDINATION

- A. Coordinate construction operations included in various Sections of these Specifications to assure efficient and orderly installation of each part of the work. Coordinate construction operations included under different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in the sequence required to obtain the best results where installation of one part of the work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Make provisions to accommodate items scheduled for later installation.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
  - 1. Prepare similar memoranda for the Owner and separate contractors where coordination of their work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of the work. Such administrative activities include, but are not limited to, the following:

1. Preparation of schedules.
  2. Installation and removal of temporary facilities.
  3. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
- D. Conservation: Coordinate construction operations to assure that operations are carried out with consideration given to conservation of energy, water, and materials.
1. Salvage materials and equipment involved in performance of, but not actually incorporated in, the work.
- 1.4 SUBMITTALS
- A. Coordination Drawings: Prepare coordination drawings where careful coordination is needed for installation of products and materials fabricated by separate entities. Prepare coordination drawings where limited space availability necessitates maximum utilization of space for efficient installation of different components.
1. Show the relationship of components shown on separate Shop Drawings.
  2. Indicate required installation sequences.
  3. Comply with requirements contained in Section "Submittals."
- B. Staff Names: Within 15 days of commencement of construction operations, submit a list of the Contractor's principal staff assignments, including the superintendent and other personnel in attendance at the Project Site. Identify individuals and their duties and responsibilities. List their addresses and telephone numbers.
1. Post copies of the list in the Project meeting room, the temporary field office, and each temporary telephone.

## PART 2 PRODUCTS – NOT USED

## PART 3 EXECUTION

### 3.1 GENERAL COORDINATION PROVISIONS

- A. Coordinate scheduling, submittals, and work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Coordinate completion and clean-up of work of separate Sections in preparation for substantial Completion and for portions of work designated for Owners partial occupancy.
- C. After Owner occupancy of premises, coordinate access to site for correction of effective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

### 3.2 CLEANING AND PROTECTION

- A. Clean and protect construction in progress and adjoining materials in place, during handling and installation. Apply protective covering where required to assure protection from damage or deterioration at Substantial Completion.
- B. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period

- C. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period

END OF SECTION

## SECTION 01 3120

## PROJECT MEETINGS

## PART 1 GENERAL

## 1.1 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements for project meetings, including, but not limited to, the following:
  - 1. Preconstruction conferences.
  - 2. Preinstallation conferences.
  - 3. Progress meetings.
  - 4. Coordination meetings.

## 1.2 RELATED SECTIONS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.
- B. Division 01 Section "Coordination" for procedures for coordinating project meetings with other construction activities.
- C. Division 01 Section "Submittals" for submitting the Contractor's Construction Schedule.
- D. Division 07 Section "Roofing" for preinstallation roofing conferences.

## 1.3 PRECONSTRUCTION CONFERENCE

- A. Schedule a preconstruction conference before starting construction, at a time convenient to the Owner and the Architect, but no later than 15 days after execution of the Agreement. Hold the conference at the Project Site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: Authorized representatives of the Owner, Architect, and their consultants; the Contractor and its superintendent; major subcontractors; manufacturers; suppliers; and other concerned parties shall attend the conference. All participants at the conference shall be familiar with the project and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress, including the following:
  - 1. Tentative construction schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Procedures for processing field decisions and Change Orders.
  - 5. Procedures for processing Applications for Payment.
  - 6. Distribution of Contract Documents.
  - 7. Submittal of Shop Drawings, Product Data, and Samples.
  - 8. Preparation of record documents.
  - 9. Use of the premises.
  - 10. Parking availability.
  - 11. Office, work, and storage areas.
  - 12. Equipment deliveries and priorities.
  - 13. Safety procedures.
  - 14. First aid.
  - 15. Security.
  - 16. Housekeeping.
  - 17. Working hours.