

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Coordination and project conditions.
- B. Field engineering.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Pre-installation meetings.
- G. Cutting and patching.
- H. Special procedures.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.5 SITE MOBILIZATION MEETING and PRECONSTRUCTION MEETING

- A. Contractor shall schedule meeting at Project site prior to Contractor occupancy.
- B. Attendance Required: Owner, Tenant, Architect, Special Consultants, Contractor, Contractor's Superintendent, and major Subcontractors.
- C. Agenda:
 - 1. Use of premises by Owner and Contractor.
 - 2. Owner's requirements and occupancy.
 - 3. Construction facilities and controls provided by Owner.
 - 4. Temporary utilities provided by Owner.
 - 5. Survey and building layout.
 - 6. Security and housekeeping procedures.
 - 7. Schedules.
 - 8. Application for payment procedures.
 - 9. Procedures for testing.
 - 10. Procedures for maintaining record documents.
 - 11. Requirements for start-up of equipment.

12. Inspection and acceptance of equipment put into service during construction period.
 13. Execution of Owner-Contractor Agreement.
 14. Submission of executed bonds and insurance certificates.
 15. Distribution of Contract Documents.
 16. Submission of list of Subcontractors, list of products, schedule of values, and progress schedule.
 17. Designation of personnel representing parties in Contract, and Architect.
 18. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 19. Submission of monthly estimated construction costs cash flow over duration of project.
 20. Scheduling and work sequencing.
 21. Scheduling activities of Geotechnical Engineer.
 22. Miscellaneous administrative issues.
- D. Contractor will provide a conference report two days after meeting to participants, with copies to Architect, Owner and major Subcontractors. Owner and Architect will copy others as they require.

1.6 PROGRESS MEETINGS

- A. Contractor shall schedule and administer weekly meetings throughout progress of the Work at weekly intervals, dates and location as confirmed by Contractor, Architect and Owner.
- B. Architect will prepare agenda and preside at progress meetings.
- C. Attendance Required: Job superintendent, major subcontractors and suppliers when impacted by the current or impending work, Owner, Architect, and Consulting Engineers as appropriate to agenda topics for each meeting.
- D. General Agenda:
 1. Review minutes of previous meetings.
 2. Review of past week's work progress.
 3. Review Construction Schedule. Identify items adversely affecting schedule and corrective measures needed to maintain Schedule.
 4. Review proposed work for week following meeting
 5. Review field observations, problems, and decisions.
 6. Review of submittals schedule and status of submittals.
 7. Review of off-site fabrication and delivery schedules.
 8. Changes: Change orders, R.F.I.'s
- E. Contractor will provide a conference report and distribute copies within two days after meeting to participants, Architect and Owner. Owner and Architect will distribute copies to others as they require.

1.7 PRE-INSTALLATION MEETINGS

- A. When required in individual specification sections, Contractor shall convene pre-installation meetings at Project site prior to commencing work of specific section.
- B. Require attendance of parties directly affecting, or affected by, Work of specific section.
- C. Notify Architect four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 1. Review conditions of installation, preparation and installation procedures.
 2. Review coordination with related work.

- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, and those affected by decisions made.

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

3.1 CUTTING AND PATCHING

- A. Employ skilled and experienced installer to perform cutting and patching.
- B. Submit written request in advance of cutting or altering elements affecting:
 - 1. Structural integrity of element.
 - 2. Integrity of weather-exposed or moisture-resistant elements.
 - 3. Efficiency, maintenance, or safety of element.
 - 4. Visual qualities of sight exposed elements.
 - 5. Work of Owner or separate contractor.
- C. Execute cutting, fitting, and patching including excavation and fill, to complete Work, and to:
 - 1. Fit the several parts together, to integrate with other Work.
 - 2. Uncover Work to install or correct ill-timed Work.
 - 3. Remove and replace defective and non-conforming Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical Work.
- D. Execute Work by methods to avoid damage to other Work, and to provide proper surfaces to receive patching and finishing.
- E. Cut masonry and concrete materials using masonry saw or core drill.
- F. Restore Work with new products in accordance with requirements of Contract Documents.
- G. Fit Work tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- H. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
- I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07840, to full thickness of penetrated element.
- J. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for assembly, refinish entire unit.
- K. Identify hazardous substances or conditions exposed during the Work to Architect for decision or remedy.

3.2 SPECIAL PROCEDURES

- A. Materials: As specified in product sections; match existing with new products and salvaged products for patching and extending work.
- B. Employ original, skilled and experienced installer to perform alteration work.
- C. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
- D. Remove unsuitable material not marked for salvage, including rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.

- E. Remove debris and abandoned items from area and from concealed spaces.
- F. Prepare surface and remove surface finishes to permit installation of new work and finishes.
- G. Close openings in exterior surfaces to protect existing work from weather and extremes of temperature and humidity.
- H. Remove, cut, and patch Work in manner to minimize damage and to permit restoring products and finishes to original or specified condition.
- I. Refinish existing visible surfaces to remain in renovated rooms and spaces, to renewed condition for each material, with neat transition to adjacent finishes.
- J. Where new Work abuts or aligns with existing, provide smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- K. When finished surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and submit recommendation to Architect for review.
- L. Where change of plane of 1/4 inch or more occurs, submit recommendation for providing smooth transition; to Architect for review.
- M. Trim existing doors to clear new floor finish. Refinish trim to original condition.
- N. Provide all new fasteners and required installation accessories required to install salvaged items.
- O. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- P. Finish surfaces as specified in individual product sections.

END OF SECTION