1.04 COORDINATION
A. COORDINATE SCHEDULING, SUBMITTALS, AND WORK OF THE VARIOUS SECTIONS OF THE PROJECT MANUAL TO ENSURE EFFICIENT AND ORDERLY SEQUENCE OF INSTALLATION OF INTERDEPENDENT CONSTRUCTION ELEMENTS, WITH PROVISIONS FOR ACCOMMODATING ITEMS INSTALLED LATER.
B. NOTIFY AFFECTED UTILITY COMPANIES AND COMPLY WITH THEIR REQUIREMENTS.
C. VERIFY THAT UTILITY REQUIREMENTS AND CHARACTERISTICS OF NEW OPERATING EQUIPMENT ARE COMPATIBLE WITH BUILDING UTILITIES. COORDINATE WORK OF VARIOUS SECTIONS HAVING INTERDEPENDENT RESPONSIBILITIES FOR INSTALLING, CONNECTING TO, AND PLACING IN SERVICE, SUCH EQUIPMENT.
D. COORDINATE SPACE REQUIREMENTS, SUPPORTS, AND INSTALLATION OF MECHANICAL AND ELECTRICAL WORK WHICH ARE 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.
E. IN FINISHED AREAS EXCEPT AS OTHERWISE INDICATED, CONCEAL PIPES, DUCTS, AND WIRING WITHIN THE CONSTRUCTION. COORDINATE LOCATIONS OF FIXTURES AND OUTLETS WITH FINISH ELEMENTS.
F. COORDINATE COMPLETION AND CLEAN UP OF WORK OF SEPARATE SECTIONS.
G. AFTER THE 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 THE OWNER'S ACTIVITIES.

PART 2 PRODUCTS
2.01 PATCHING MATERIALS
A. NEW MATERIALS: AS SPECIFIED IN PRODUCT SECTIONS, MATCH EXISTING PRODUCTS AND WORK FOR PATCHING AND EXTENDING WORK.
B. TYPE AND QUALITY OF EXISTING PRODUCTS: DETERMINE BY INSPECTING AND TESTING PRODUCTS WHERE NECESSARY, REFERRING TO EXISTING WORK AS A STANDARD.
C. PRODUCT SUBSTITUTION: FOR ANY PROPOSED CHANGE IN MATERIALS, SUBMIT REQUEST FOR SUBSTITUTION DESCRIBED IN SECTION 01600.

PART 3 EXECUTION
3.01 EXAMINATION
A. VERIFY THAT EXISTING SITE CONDITIONS AND SUBSTRATE SURFACES ARE ACCEPTABLE FOR SUBSEQUENT WORK. START OF WORK MEANS ACCEPTANCE OF EXISTING CONDITIONS.
B. VERIFY THAT EXISTING SUBSTRATE IS CAPABLE OF STRUCTURAL SUPPORT OR ATTACHMENT OF NEW WORK BEING APPLIED OR ATTACHED.
C. EXAMINE AND VERIFY SPECIFIC CONDITIONS DESCRIBED IN INDIVIDUAL SPECIFICATION SECTIONS.
D. TAKE FIELD MEASUREMENTS BEFORE CONFIRMING PRODUCT ORDERS OR BEGINNING FABRICATION, TO MINIMIZE WASTE DUE TO OVER-ORDERING OR MIS-FABRICATION.
E. VERIFY THAT UTILITY SERVICES ARE AVAILABLE, OF THE CORRECT CHARACTERISTICS, AND IN THE CORRECT LOCATIONS.
F. PRIOR TO CUTTING: EXAMINE EXISTING CONDITIONS PRIOR TO COMMENCING WORK, INCLUDING ELEMENTS SUBJECT TO DAMAGE OR MOVEMENT DURING CUTTING AND PATCHING. AFTER UNCOVERING EXISTING WORK, ASSESS CONDITIONS AFFECTING PERFORMANCE OF WORK. BEGINNING OF CUTTING OR PATCHING MEANS ACCEPTANCE OF EXISTING CONDITIONS.
3.02 PREPARATION
A. CLEAN SUBSTRATE SURFACES PRIOR TO APPLYING NEXT MATERIAL OR SUBSTANCE.
B. SEAL CRACKS OR OPENINGS OF SUBSTRATE PRIOR TO APPLYING NEXT MATERIAL OR SUBSTANCE.
C. APPLY MANUFACTURER REQUIRED OR RECOMMENDED SUBSTRATE PRIMER, SEALER, OR CONDITIONER PRIOR TO APPLYING ANY NEW MATERIAL OR SUBSTANCE IN CONTACT OR BOND.
3.03 GENERAL INSTALLATION REQUIREMENTS
A. INSTALL PRODUCTS AS SPECIFIED IN INDIVIDUAL SECTIONS, IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS, AND SO AS TO AVOID WASTE DUE TO NECESSITY FOR REPLACEMENT.
B. MAKE VERTICAL ELEMENTS PLUMB AND HORIZONTAL ELEMENTS LEVEL, UNLESS OTHERWISE INDICATED.
C. INSTALL EQUIPMENT AND FITTINGS PLUMB AND LEVEL, NEATLY ALIGNED WITH ADJACENT VERTICAL AND HORIZONTAL LINES, UNLESS OTHERWISE INDICATED.
D. MAKE CONSISTENT TEXTURE ON SURFACES, WITH SEAMLESS TRANSITIONS, UNLESS OTHERWISE INDICATED.
E. MAKE NEAT TRANSITIONS BETWEEN DIFFERENT SURFACES, MAINTAINING TEXTURE AND APPEARANCE.

3.04 ALTERATIONS
A. DRAWINGS SHOWING EXISTING CONSTRUCTION AND UTILITIES ARE BASED ON EXISTING RECORD DOCUMENTS ONLY, EXISTING CONSTRUCTION CONDITIONS HAVE NOT BEEN FIELD VERIFIED.
1. VERIFY THAT CONSTRUCTION AND UTILITY ARRANGEMENTS ARE AS SHOWN.
2. REPORT DISCREPANCIES TO PORTS ARCHITECTS BEFORE DISTURBING EXISTING INSTALLATION.
3. BEGINNING OF ALTERATIONS WORK CONSTITUTES ACCEPTANCE OF EXISTING CONDITIONS.
B. MAINTAIN WEATHERPROOF EXTERIOR BUILDING ENCLOSURE EXCEPT FOR INTERRUPTIONS REQUIRED FOR REPLACEMENT OR MODIFICATIONS, TAKE CARE TO PREVENT WATER AND HUMIDITY DAMAGE.
1. WHERE OPENINGS IN EXTERIOR ENCLOSURE EXIST, PROVIDE CONSTRUCTION TO MAKE EXTERIOR ENCLOSURE WEATHERPROOF.
2. INSULATE EXISTING DUCTS OR PIPES THAT ARE EXPOSED TO OUTDOOR AMBIENT TEMPERATURES BY ALTERATIONS WORK.
C. REMOVE EXISTING WORK AS INDICATED AND AS REQUIRED TO ACCOMPLISH NEW WORK.
1. REMOVE ROTTED WOOD, CORRODED METALS, AND DETERIORATED MASONRY AND CONCRETE, REPLACE WITH NEW CONSTRUCTION SPECIFIED.
2. REMOVE ITEMS INDICATED ON DRAWINGS.
3. RELOCATE ITEMS INDICATED ON DRAWINGS.
4. WHERE NEW SURFACE FINISHES ARE TO BE APPLIED TO EXISTING WORK, PERFORM REMOVALS, PATCH, AND PREPARE EXISTING SURFACES AS REQUIRED TO RECEIVE NEW FINISH, REMOVE EXISTING FINISH IF NECESSARY FOR SUCCESSFUL APPLICATION OF NEW FINISH.
5. WHERE NEW SURFACE FINISHES ARE NOT SPECIFIED OR INDICATED, PATCH HOLES AND DAMAGED SURFACES TO MATCH ADJACENT FINISHED SURFACES AS CLOSELY AS POSSIBLE.
D. SERVICES (INCLUDING BUT NOT LIMITED TO HVAC, PLUMBING, ELECTRICAL, AND TELECOMMUNICATIONS): REMOVE, RELOCATE, AND EXTEND EXISTING SYSTEMS TO ACCOMMODATE NEW CONSTRUCTION.
1. MAINTAIN EXISTING ACTIVE SYSTEMS THAT ARE TO REMAIN IN OPERATION, MAINTAIN ACCESS TO EQUIPMENT AND OPERATIONAL COMPONENTS, IF NECESSARY, MODIFY INSTALLATION TO ALLOW ACCESS OR PROVIDE ACCESS PANEL.
2. WHERE EXISTING SYSTEMS OR EQUIPMENT ARE NOT ACTIVE AND CONTRACT DOCUMENTS REQUIRE REACTIVATION, PUT BACK INTO OPERATIONAL CONDITION, REPAIR SUPPLY, DISTRIBUTION, AND EQUIPMENT AS REQUIRED.
3. WHERE EXISTING ACTIVE SYSTEMS SERVE OCCUPIED FACILITIES BUT ARE TO BE REPLACED WITH NEW SERVICES, MAINTAIN EXISTING SYSTEMS IN SERVICE UNTIL NEW SYSTEMS ARE COMPLETE AND READY FOR SERVICE.
a. DISABLE EXISTING SYSTEMS ONLY TO MAKE SWITCHOVERS AND CONNECTIONS, MINIMIZE DURATION OF OUTAGES.
b. PROVIDE TEMPORARY CONNECTIONS AS REQUIRED TO MAINTAIN EXISTING SYSTEMS IN SERVICE.
4. VERIFY THAT ABANDONED SERVICES SERVE ONLY ABANDONED FACILITIES.
5. REMOVE ABANDONED PIPE, DUCTS, CONDUITS, AND EQUIPMENT, REMOVE BACK TO SOURCE OF SUPPLY WHERE POSSIBLE, OTHERWISE CAP STUB AND TAG WITH IDENTIFICATION, PATCH HOLES LEFT BY REMOVAL USING MATERIALS SPECIFIED FOR NEW CONSTRUCTION.
E. PROTECT EXISTING WORK TO REMAIN.
1. PREVENT MOVEMENT OF STRUCTURE, PROVIDE SHORING AND BRACING IF NECESSARY.
2. PERFORM CUTTING TO ACCOMPLISH REMOVALS NEATLY AND AS SPECIFIED FOR CUTTING NEW WORK.
3. REPAIR ADJACENT CONSTRUCTION AND FINISHES DAMAGED DURING REMOVAL WORK.
4. PATCH AS SPECIFIED FOR PATCHING NEW WORK.
F. ADAPT EXISTING WORK TO FIT NEW WORK:
1. WHEN EXISTING FINISHED SURFACES ARE CUT SO THAT A SMOOTH TRANSITION WITH NEW WORK IS NOT POSSIBLE, TERMINATE EXISTING SURFACE ALONG A STRAIGHT LINE AT A NATURAL LINE OF DIVISION AND MAKE RECOMMENDATION TO PORTS ARCHITECTS.
3.05 CUTTING AND PATCHING
A. EXECUTE CUTTING AND PATCHING INCLUDING EXCAVATION AND FILL TO COMPLETE THE WORK, TO UNCOVER WORK IN ORDER TO INSTALL IMPROPERLY SEQUENCED WORK, TO REMOVE AND REPLACE DEFECTIVE OR NON-CONFORMING WORK, TO REMOVE SAMPLES OF INSTALLED WORK FOR TESTING WHEN REQUESTED, TO PROVIDE OPENINGS IN THE WORK FOR PENETRATION OF MECHANICAL AND ELECTRICAL WORK, TO EXECUTE PATCHING TO COMPLEMENT ADJACENT WORK, AND TO FIT PRODUCTS TOGETHER TO INTEGRATE WITH OTHER WORK.
B. EXECUTE WORK BY METHODS TO AVOID DAMAGE TO OTHER WORK, AND WHICH WILL PROVIDE APPROPRIATE SURFACES TO RECEIVE PATCHING AND FINISHING. IN EXISTING WORK, MINIMIZE DAMAGE AND RESTORE TO ORIGINAL CONDITION.
C. EMPLOY ORIGINAL INSTALLER TO PERFORM CUTTING FOR WEATHER EXPOSED AND MOISTURE RESISTANT ELEMENTS, AND SIGHT EXPOSED SURFACES.
D. CUT RIGID MATERIALS USING MASONRY SAW OR CORE DRILL. PNEUMATIC TOOLS NOT ALLOWED WITHOUT PRIOR APPROVAL.
E. RESTORE WORK WITH NEW PRODUCTS IN ACCORDANCE WITH REQUIREMENTS OF CONTRACT DOCUMENTS.
F. FIT WORK AIR TIGHT TO PIPES, SLEEVES, DUCTS, CONDUIT, AND OTHER PENETRATIONS THROUGH SURFACES.
G. REFINISH SURFACES TO MATCH ADJACENT FINISH. FOR CONTINUOUS SURFACES, REFINISH TO NEAREST INTERSECTION OR NATURAL BREAK. FOR AN ASSEMBLY, REFINISH ENTIRE UNIT.
H. MAKE NEAT TRANSITIONS. PATCH WORK TO MATCH ADJACENT WORK IN TEXTURE AND APPEARANCE. WHERE NEW WORK ABUTS OR ALIGNS WITH EXISTING, PERFORM A SMOOTH AND EVEN TRANSITION.
3.06 PROGRESS CLEANING
A. MAINTAIN AREAS FREE OF WASTE MATERIALS, DEBRIS, AND RUBBISH. MAINTAIN SITE IN A CLEAN AND ORDERLY CONDITION.
B. REMOVE DEBRIS AND RUBBISH FROM PIPE CHASES, PLENUMS, ATTICS, CRAWL SPACES, AND OTHER CLOSED OR REMOTE SPACES, PRIOR TO ENCLOSING THE SPACE.
C. BROOM AND VACUUM CLEAN INTERIOR AREAS PRIOR TO START OF SURFACE FINISHING, AND CONTINUE CLEANING TO ELIMINATE DUST.
D. COLLECT AND REMOVE WASTE MATERIALS, DEBRIS, AND TRASH/RUBBISH FROM SITE PERIODICALLY AND DISPOSE OFF-SITE, DO NOT BURN OR BURY.
3.07 PROTECTION OF INSTALLED WORK
A. PROTECT INSTALLED WORK FROM DAMAGE BY CONSTRUCTION OPERATIONS.
B. PROVIDE SPECIAL PROTECTION WHERE SPECIFIED IN INDIVIDUAL SPECIFICATION SECTIONS.
C. PROVIDE TEMPORARY AND REMOVABLE PROTECTION FOR INSTALLED PRODUCTS. CONTROL ACTIVITY IN IMMEDIATE WORK AREA TO PREVENT DAMAGE.
D. PROVIDE PROTECTIVE COVERINGS AT WALLS, PROJECTIONS, JAMBS, SILLS, AND SOFFITS OF OPENINGS.
E. PROTECT FINISHED FLOORS, STAIRS, AND OTHER SURFACES FROM TRAFFIC, DIRT, WEAR, DAMAGE, OR MOVEMENT OF HEAVY OBJECTS, BY PROTECTING WITH DURABLE SHEET MATERIALS.
F. PROHIBIT TRAFFIC OR STORAGE UPON WATERPROOFED OR ROOFED SURFACES. IF TRAFFIC OR ACTIVITY IS NECESSARY, OBTAIN RECOMMENDATIONS FOR PROTECTION FROM WATERPROOFING OR ROOFING MATERIAL MANUFACTURER.
G. REMOVE PROTECTIVE COVERINGS WHEN NO LONGER NEEDED, REUSE OR RECYCLE PLASTIC COVERINGS IF POSSIBLE.
3.08 STARTING SYSTEMS
A. COORDINATE SCHEDULE FOR START-UP OF VARIOUS EQUIPMENT AND SYSTEMS.
B. VERIFY THAT EACH PIECE OF EQUIPMENT OR SYSTEM HAS BEEN CHECKED FOR PROPER LUBRICATION, DRIVE ROTATION, BELT TENSION, CONTROL SEQUENCE, AND FOR CONDITIONS WHICH MAY CAUSE DAMAGE.
C. VERIFY TESTS, METER READINGS, AND SPECIFIED ELECTRICAL CHARACTERISTICS AGREE WITH THOSE REQUIRED BY THE EQUIPMENT OR SYSTEM MANUFACTURER.
D. VERIFY THAT WIRING AND SUPPORT COMPONENTS FOR EQUIPMENT ARE COMPLETE AND TESTED.
E. EXECUTE START-UP UNDER SUPERVISION OF APPLICABLE PERSONNEL AND MANUFACTURER'S REPRESENTATIVE IN ACCORDANCE WITH MANUFACTURERS' INSTRUCTIONS.
F. SUBMIT A WRITTEN REPORT THAT EQUIPMENT OR SYSTEM HAS BEEN PROPERLY INSTALLED AND IS FUNCTIONING CORRECTLY.

3.09 DEMONSTRATION AND INSTRUCTION
A. DEMONSTRATE START-UP, OPERATION, CONTROL, ADJUSTMENT, TROUBLE-SHOOTING, SERVICING, MAINTENANCE, AND SHUTDOWN OF EACH ITEM OF EQUIPMENT AT SCHEDULED TIME, AT EQUIPMENT LOCATION.
B. FOR EQUIPMENT OR SYSTEMS REQUIRING SEASONAL OPERATION, PERFORM DEMONSTRATION FOR OTHER SEASON WITHIN SIX MONTHS.
C. PROVIDE A QUALIFIED PERSON WHO IS KNOWLEDGEABLE ABOUT THE PROJECT TO PERFORM DEMONSTRATION AND INSTRUCTION OF OWNER PERSONNEL.
3.10 ADJUSTING
A. ADJUST OPERATING PRODUCTS AND EQUIPMENT TO ENSURE SMOOTH AND UNHINDERED OPERATION.
3.11 FINAL CLEANING
A. EXECUTE FINAL CLEAN UP PRIOR TO SUBSTANTIAL COMPLETION. CLEANUP SHALL INCLUDE BUILDING AREA, CONSTRUCTION AREA WITHIN WORK LIMITS AND CONSTRUCTION ACCESS ROUTES.
B. USE CLEANING MATERIALS THAT ARE NON-HAZARDOUS.
C. CLEAN INTERIOR AND EXTERIOR GLASS, SURFACES EXPOSED TO VIEW, REMOVE TEMPORARY LABELS, STAINS AND FOREIGN SUBSTANCES, POLISH TRANSPARENT AND GLOSSY SURFACES, WIPE GYPSUM BOARD WALLS READY FOR TENANT PAINT FINISH, BROOM CLEAN INTERIOR FLOOR SLAB
D. CLEAN EQUIPMENT AND FIXTURES TO A SANITARY CONDITION WITH CLEANING MATERIALS APPROPRIATE TO THE SURFACE AND MATERIAL BEING CLEANED.
E. CLEAN FILTERS OF OPERATING EQUIPMENT.
F. CLEAN DEBRIS FROM ROOFS, DOWNSPOUTS, AND DRAINAGE SYSTEMS.
G. CLEAN SITE, SWEEP PAVED AREAS, RAKE CLEAN LANDSCAPED SURFACES.
H. REMOVE WASTE, SURPLUS MATERIALS, TRASH/RUBBISH, AND CONSTRUCTION FACILITIES FROM THE SITE, DISPOSE OF IN LEGAL MANNER, DO NOT BURN OR BURY.
3.12 CLOSEOUT PROCEDURES
A. MAKE SUBMITTALS THAT ARE REQUIRED BY GOVERNING OR OTHER AUTHORITIES.
1. PROVIDE COPIES TO THE CONSTRUCTION MANAGER AND THE OWNER.
B. NOTIFY THE CONSTRUCTION MANAGER AND THE OWNER WHEN WORK IS CONSIDERED READY FOR SUBSTANTIAL COMPLETION.
C. SUBMIT WRITTEN CERTIFICATION THAT CONTRACT DOCUMENTS HAVE BEEN REVIEWED, WORK HAS BEEN INSPECTED, AND THAT WORK IS COMPLETE IN ACCORDANCE WITH CONTRACT DOCUMENTS AND READY FOR THE CONSTRUCTION MANAGER'S AND THE OWNER'S REVIEW.
D. CORRECT ITEMS OF WORK LISTED IN EXECUTED CERTIFICATES OF SUBSTANTIAL COMPLETION AND COMPLY WITH REQUIREMENTS FOR ACCESS TO THE OWNER-OCCUPIED AREAS.
E. NOTIFY THE CONSTRUCTION MANAGER AND THE OWNER WHEN WORK IS CONSIDERED FINALLY COMPLETE.
F. COMPLETE ITEMS OF WORK DETERMINED BY THE CONSTRUCTION MANAGER'S AND THE OWNER'S FINAL INSPECTION.
END OF SECTION

SECTION 01780
CLOSEOUT SUBMITTALS
PART 1 GENERAL
1.01 SECTION INCLUDES
A. PROJECT RECORD DOCUMENTS.
B. OPERATION AND MAINTENANCE DATA.
C. WARRANTIES AND BONDS.
1.02 RELATED SECTIONS
A. SECTION 01300 - ADMINISTRATIVE REQUIREMENTS: SUBMITTALS PROCEDURES, SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.
B. INDIVIDUAL PRODUCT SECTIONS: SPECIFIC REQUIREMENTS FOR OPERATION AND MAINTENANCE DATA.
C. INDIVIDUAL PRODUCT SECTIONS: WARRANTIES REQUIRED FOR SPECIFIC PRODUCTS OR WORK.
1.03 SUBMITTALS
A. PROJECT RECORD DOCUMENTS: SUBMIT DOCUMENTS TO THE CONSTRUCTION MANAGER WITH CLAIM FOR FINAL APPLICATION FOR PAYMENT.
B. OPERATION AND MAINTENANCE DATA:
1. SUBMIT TWO COPIES OF PRELIMINARY DRAFT OR PROPOSED FORMATS AND OUTLINES OF CONTENTS BEFORE START OF WORK. THE CONSTRUCTION MANAGER WILL REVIEW DRAFT AND RETURN ONE COPY WITH COMMENTS.
2. SUBMIT 1 COPY OF COMPLETED DOCUMENTS 15 DAYS PRIOR TO FINAL INSPECTION. THIS COPY WILL BE REVIEWED AND RETURNED AFTER FINAL INSPECTION, WITH THE CONSTRUCTION MANAGER'S COMMENTS. REVISE CONTENT OF ALL DOCUMENT SETS AS REQUIRED PRIOR TO FINAL SUBMISSION.
3. SUBMIT TWO SETS OF REVISED FINAL DOCUMENTS IN FINAL FORM WITHIN 10 DAYS AFTER FINAL INSPECTION.
C. WARRANTIES AND BONDS:
1. FOR EQUIPMENT OR COMPONENT PARTS OF EQUIPMENT PUT INTO SERVICE DURING CONSTRUCTION WITH THE OWNER'S PERMISSION, SUBMIT DOCUMENTS WITHIN TEN DAYS AFTER ACCEPTANCE.
2. MAKE OTHER SUBMITTALS WITHIN TEN DAYS AFTER DATE OF SUBSTANTIAL COMPLETION, PRIOR TO FINAL APPLICATION FOR PAYMENT.
3. FOR ITEMS OF WORK FOR WHICH ACCEPTANCE IS DELAYED BEYOND DATE OF SUBSTANTIAL COMPLETION, SUBMIT WITHIN TEN DAYS AFTER ACCEPTANCE, LISTING THE DATE OF ACCEPTANCE AS THE BEGINNING OF THE WARRANTY PERIOD.
PART 3 EXECUTION
3.01 PROJECT RECORD DOCUMENTS
A. MAINTAIN ON SITE ONE SET OF THE FOLLOWING RECORD DOCUMENTS, RECORD ACTUAL REVISIONS TO THE WORK:
1. DRAWINGS.
2. SPECIFICATIONS.
3. ADDENDA.
4. CHANGE ORDERS AND OTHER MODIFICATIONS TO THE CONTRACT.
5. REVIEWED SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES.
6. MANUFACTURER'S INSTRUCTION FOR ASSEMBLY, INSTALLATION, AND ADJUSTING.
B. ENSURE ENTRIES ARE COMPLETE AND ACCURATE, ENABLING FUTURE REFERENCE BY THE OWNER.
C. STORE RECORD DOCUMENTS SEPARATE FROM DOCUMENTS USED FOR CONSTRUCTION.
D. RECORD INFORMATION CONCURRENT WITH CONSTRUCTION PROGRESS.
E. SPECIFICATIONS: LEGIBLY MARK AND RECORD AT EACH PRODUCT SECTION DESCRIPTION OF ACTUAL PRODUCTS INSTALLED, INCLUDING THE FOLLOWING:
1. MANUFACTURER'S NAME AND PRODUCT MODEL AND NUMBER.
2. PRODUCT SUBSTITUTIONS OR ALTERNATES UTILIZED.
3. CHANGES MADE BY ADDENDA AND MODIFICATIONS.
F. RECORD DRAWINGS AND SHOP DRAWINGS: LEGIBLY MARK EACH ITEM TO RECORD ACTUAL CONSTRUCTION INCLUDING:
1. MEASURED DEPTHS OF FOUNDATIONS IN RELATION TO FINISH FIRST FLOOR DATUM.
2. MEASURED HORIZONTAL AND VERTICAL LOCATIONS OF UNDERGROUND UTILITIES AND APPURTENANCES, REFERENCED TO PERMANENT SURFACE IMPROVEMENTS.
3. MEASURED LOCATIONS OF INTERNAL UTILITIES AND APPURTENANCES CONCEALED IN CONSTRUCTION, REFERENCED TO VISIBLE AND ACCESSIBLE FEATURES OF THE WORK.
4. FIELD CHANGES OF DIMENSION AND DETAIL.
5. DETAILS NOT ON ORIGINAL CONTRACT DRAWINGS.
3.02 OPERATION AND MAINTENANCE DATA
A. FOR EACH PRODUCT OR SYSTEM: LIST NAMES, ADDRESSES AND TELEPHONE NUMBERS OF SUBCONTRACTORS AND SUPPLIERS, INCLUDING LOCAL SOURCE OF SUPPLIES AND REPLACEMENT PARTS.
B. TYPED TEXT: AS REQUIRED TO SUPPLEMENT PRODUCT DATA. PROVIDE LOGICAL SEQUENCE OF INSTRUCTIONS FOR EACH PROCEDURE, INCORPORATING MANUFACTURER'S INSTRUCTIONS.

3.03 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS
A. FOR EACH ITEM OF EQUIPMENT AND EACH SYSTEM:
1. DESCRIPTION OF UNIT OR SYSTEM, AND COMPONENT PARTS.
2. IDENTIFY FUNCTION, NORMAL OPERATING CHARACTERISTICS, AND LIMITING CONDITIONS.
3. INCLUDE PERFORMANCE CURVES, WITH ENGINEERING DATA AND TESTS.
4. COMPLETE NOMENCLATURE AND MODEL NUMBER OF REPLACEABLE PARTS.
B. OPERATING PROCEDURES: INCLUDE START-UP, BREAK-IN, AND ROUTINE NORMAL OPERATING INSTRUCTIONS AND SEQUENCES. INCLUDE REGULATION, CONTROL, STOPPING, SHUT-DOWN, AND EMERGENCY INSTRUCTIONS. INCLUDE SUMMER, WINTER, AND ANY SPECIAL OPERATING INSTRUCTIONS.
C. MAINTENANCE REQUIREMENTS: INCLUDE ROUTINE PROCEDURES AND GUIDE FOR PREVENTATIVE MAINTENANCE AND TROUBLE SHOOTING, DISASSEMBLY, REPAIR, AND REASSEMBLY INSTRUCTIONS, AND ALIGNMENT, ADJUSTING, BALANCING, AND CHECKING INSTRUCTIONS.
D. PROVIDE SERVICING AND LUBRICATION SCHEDULE, AND LIST OF LUBRICANTS REQUIRED.
E. INCLUDE MANUFACTURER'S PRINTED OPERATION AND MAINTENANCE INSTRUCTIONS.
F. INCLUDE SEQUENCE OF OPERATION BY CONTROLS MANUFACTURER.
G. PROVIDE ORIGINAL MANUFACTURER'S PARTS LIST, ILLUSTRATIONS, ASSEMBLY DRAWINGS, AND DIAGRAMS REQUIRED FOR MAINTENANCE.
H. ADDITIONAL REQUIREMENTS: AS SPECIFIED IN INDIVIDUAL PRODUCT SPECIFICATION SECTIONS.
3.04 OPERATION AND MAINTENANCE MANUALS
A. PREPARE INSTRUCTIONS AND DATA BY PERSONNEL EXPERIENCED IN MAINTENANCE AND OPERATION OF DESCRIBED PRODUCTS.
B. PREPARE DATA IN THE FORM OF AN INSTRUCTIONAL MANUAL.
C. BINDERS: COMMERCIAL QUALITY, 8-1/2 X 11 INCH (216 X 280 MM) THREE D SIDE RING BINDERS WITH DURABLE PLASTIC COVERS, 2 INCH (50 MM) MAXIMUM RING SIZE. WHEN MULTIPLE BINDERS ARE USED, CORRELATE DATA INTO RELATED CONSISTENT GROUPINGS.
D. PROVIDE TABBED DIVIDERS FOR EACH SEPARATE PRODUCT AND SYSTEM, WITH TYPED DESCRIPTION OF PRODUCT AND MAJOR COMPONENT PARTS OF EQUIPMENT.
3.05 WARRANTIES AND BONDS
A. OBTAIN WARRANTIES AND BONDS, EXECUTED IN DUPLICATE BY RESPONSIBLE SUBCONTRACTORS, SUPPLIERS, AND MANUFACTURERS, WITHIN TEN DAYS AFTER COMPLETION OF THE APPLICABLE ITEM OF WORK. EXCEPT FOR ITEMS PUT INTO USE WITH THE OWNER'S PERMISSION, LEAVE DATE OF BEGINNING OF TIME OF WARRANTY UNTIL THE DATE OF SUBSTANTIAL COMPLETION IS DETERMINED.
B. VERIFY THAT DOCUMENTS ARE IN PROPER FORM, CONTAIN FULL INFORMATION, AND ARE NOTARIZED.
C. CO-EXECUTE SUBMITTALS WHEN REQUIRED.
D. RETAIN WARRANTIES AND BONDS UNTIL TIME SPECIFIED FOR SUBMITTAL.
END OF SECTION

SECTION 02200
SITE PREPARATION
PART 1 GENERAL
1.01 SECTION INCLUDES
A. BUILDING DEMOLITION.
B. SELECTIVE DEMOLITION OF BUILT SITE ELEMENTS.
C. ABANDONMENT AND REMOVAL OF EXISTING UTILITIES AND UTILITY STRUCTURES.
1.02 REFERENCES
A. 29 CFR 1926 - U.S. OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CURRENT EDITION.
B. NFPA 241 - STANDARD FOR SAFEGUARDING CONSTRUCTION, ALTERATION, AND DEMOLITION OPERATIONS, 2000.
1.03 SUBMITTALS
A. SEE SECTION 01300 - ADMINISTRATIVE REQUIREMENTS, FOR SUBMITTAL PROCEDURES.
B. PROJECT RECORD DOCUMENTS: ACCURATELY RECORD ACTUAL LOCATIONS OF CAPPED AND ACTIVE UTILITIES AND SUBSURFACE CONSTRUCTION.
1.04 PROJECT CONDITIONS
A. MINIMIZE PRODUCTION OF DUST DUE TO DEMOLITION OPERATIONS, DO NOT USE WATER IF THAT WILL RESULT IN ICE, FLOODING, SEDIMENTATION OF PUBLIC WATERWAYS OR STORM SEWERS, OR OTHER POLLUTION.
B. COMPLY WITH OTHER REQUIREMENTS SPECIFIED IN SECTION 01700.
PART 2 PRODUCTS
2.01 MATERIALS
A. FILL MATERIAL: AS SPECIFIED IN SECTION 02316 - FILL AND BACKFILL
PART 3 EXECUTION
3.01 EXISTING UTILITIES
A. COORDINATE WORK WITH UTILITY COMPANIES, NOTIFY BEFORE STARTING WORK AND COMPLY WITH THEIR REQUIREMENTS, OBTAIN REQUIRED PERMITS.
B. PROTECT EXISTING UTILITIES TO REMAIN FROM DAMAGE.
C. DO NOT DISRUPT PUBLIC UTILITIES WITHOUT PERMIT FROM AUTHORITY HAVING JURISDICTION.
D. DO NOT CLOSE, SHUT OFF, OR DISRUPT EXISTING LIFE SAFETY SYSTEMS THAT ARE IN USE WITHOUT PRIOR WRITTEN NOTIFICATION TO THE OWNER.
E. DO NOT CLOSE, SHUT OFF, OR DISRUPT EXISTING UTILITY BRANCHES OR TAKE-OFFS THAT ARE IN USE WITHOUT PRIOR WRITTEN NOTIFICATION TO THE OWNER.
F. LOCATE AND MARK UTILITIES TO REMAIN, MARK USING HIGHLY VISIBLE TAGS OR FLAGS, WITH IDENTIFICATION OF UTILITY TYPE, PROTECT FROM DAMAGE DUE TO SUBSEQUENT CONSTRUCTION, USING SUBSTANTIAL BARRICADES IF NECESSARY.
G. REMOVE EXPOSED PIPING, VALVES, METERS, EQUIPMENT, SUPPORTS, AND FOUNDATIONS OF DISCONNECTED AND ABANDONED UTILITIES.
H. PREPARE BUILDING DEMOLITION AREAS BY DISCONNECTING AND CAPPING UTILITIES OUTSIDE THE DEMOLITION ZONE, IDENTIFY AND MARK UTILITIES TO BE SUBSEQUENTLY RECONNECTED, IN SAME MANNER AS OTHER UTILITIES TO REMAIN.
3.02 EXISTING BUILT ELEMENTS
A. SCOPE:
1. REMOVE THE BUILDING CONSTRUCTION WHERE REQUIRED TO ACCOMMODATE NEW BUILDING CONSTRUCTION.
2. REMOVE OTHER ITEMS INDICATED, FOR SALVAGE AND REUSE AND REINSTALLATION.
3. FILL EXCAVATIONS, OPEN PITS, AND HOLES IN GROUND AREAS GENERATED AS RESULT OF REMOVALS, USING SPECIFIED FILL, COMPACT FILL AS REQUIRED SO THAT REQUIRED ROUGH GRADE ELEVATIONS DO NOT SUBSIDE WITHIN ONE YEAR AFTER COMPLETION.
B. COMPLY WITH APPLICABLE CODES AND REGULATIONS FOR DEMOLITION OPERATIONS AND SAFETY OF ADJACENT STRUCTURES AND THE PUBLIC.
1. OBTAIN REQUIRED PERMITS.
2. COMPLY WITH APPLICABLE REQUIREMENTS OF NFPA 241.
3. USE OF EXPLOSIVES IS NOT PERMITTED.
4. TAKE PRECAUTIONS TO PREVENT CATASTROPHIC OR UNCONTROLLED COLLAPSE OF STRUCTURES TO BE REMOVED, DO NOT ALLOW WORKER OR PUBLIC ACCESS WITHIN RANGE OF POTENTIAL COLLAPSE OF UNSTABLE STRUCTURES.
5. PROVIDE, ERECT, AND MAINTAIN TEMPORARY BARRIERS AND SECURITY DEVICES.
6. USE PHYSICAL BARRIERS TO PREVENT ACCESS TO AREAS THAT COULD BE HAZARDOUS TO WORKERS OR THE PUBLIC.
7. CONDUCT OPERATIONS TO MINIMIZE EFFECTS ON AND INTERFERENCE WITH ADJACENT STRUCTURES AND OCCUPANTS.
8. DO NOT CLOSE OR OBSTRUCT ROADWAYS OR SIDEWALKS WITHOUT PERMIT.
9. CONDUCT OPERATIONS TO MINIMIZE OBSTRUCTION OF PUBLIC AND PRIVATE ENTRANCES AND EXITS, DO NOT OBSTRUCT REQUIRED EXITS AT ANY TIME, PROTECT PERSONS USING ENTRANCES AND EXITS FROM REMOVAL OPERATIONS.
10. OBTAIN WRITTEN PERMISSION FROM OWNERS OF ADJACENT PROPERTIES WHEN DEMOLITION EQUIPMENT WILL TRAVERSE, INFRINGE UPON OR LIMIT ACCESS TO THEIR PROPERTY.
C. PROTECT EXISTING STRUCTURES AND OTHER ELEMENTS THAT ARE NOT TO BE REMOVED.
1. PROVIDE BRACING AND SHORING.
2. PREVENT MOVEMENT OR SETTLEMENT OF ADJACENT STRUCTURES.
3. STOP WORK IMMEDIATELY IF ADJACENT STRUCTURES APPEAR TO BE IN DANGER.
D. IF HAZARDOUS MATERIALS ARE DISCOVERED DURING REMOVAL OPERATIONS, STOP WORK AND NOTIFY PORTS ARCHITECTS AND THE OWNER, HAZARDOUS MATERIALS INCLUDE REGULATED ASBESTOS CONTAINING MATERIALS, LEAD, PCB'S, AND MERCURY.
E. PARTIAL REMOVAL OF PAVING AND CURBS: NEATLY SAW CUT AT RIGHT ANGLE TO SURFACE.

INTERPLAN LLC
ARCHITECTURE
ENGINEERING
INTERIOR DESIGN
PROJECT MANAGEMENT
F-3219
6815 MANHATTAN BOULEVARD
SUITE 115
FORT WORTH, TEXAS 76120
PH 682.747.5054

SEAL:
REGISTERED ARCHITECT
TRUMAN DEVEREAUX GEE, JR.
26521
STATE OF TEXAS
4/16/19

NO DATE REMARKS
REVISIONS

THE WOODHOUSE day spa®

WOODHOUSE DAY SPA RENOVATION
MARKET STREET
9595 SIX PINES DRIVE
THE WOODLANDS, TEXAS 77680

PROJECT NO: 2019.0172
DATE: 04-08-2019

A0.4

CHECKED: TG DRAWN: KW

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