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PART 1 - GENERAL

1.1 REFERENCES

A. Refer to the GENERAL CONDITIONS, SUPPLEMENTARY CONDITIONS and applicable parts of DIVISION 1 for other general requirements. These requirements may be repeated in this Division for emphasis or for inclusion of more stringent/additional related requirements. Such repetition shall NOT be construed to reduce the requirements of those Divisions NOR to eliminate other requirements under those Divisions.

B. The requirements of this Section apply to ALL work specified in this Division, unless modified to be of higher quality or more stringent in another Section.

C. THIS PROJECT WILL BE COMMISSIONED. REFER TO COMMISSIONING SPECIFICATION SECTIONS FOR COMMISSIONING INFORMATION AND RESPONSIBILITIES. THE COMMISSIONING PROCESS WILL REQUIRE ADDITIONAL LABOR, MATERIAL AND/OR OTHER COSTS WHICH MUST BE PROVIDED BY THE CONTRACTOR AS PART OF THIS PROJECT.

1.2 INTENT

A. The CONTRACT DOCUMENTS are inclusive of all Drawings and Specifications, both those specifically covering the work of this Division and those covering other subjects of work.

B. It is the intent of the Contract Documents to require finished work, tested and ready for operation.

C. It is not intended that Contract Documents show every pipe, wire, conduit, fitting and appurtenance; however, such parts as may be necessary to complete the systems in accordance with best trade practice and Code requirements and to Architect/Engineer's satisfaction shall be deemed to be included.

D. Drawings are diagrammatic and indicate the general arrangement of systems and work included in the Contract. DO NOT SCALE THE DRAWINGS.

1.3 EXAMINATION OF SITE AND CONTRACT DOCUMENTS

A. Before submitting prices or beginning work, thoroughly examine the site and the Contract Documents.

B. No claim for extra compensation will be recognized if difficulties are encountered which would have been revealed by examination of site conditions and Contract Documents prior to executing Contract.

C. Where discrepancies occur within Contract Documents, notify Architect/Engineer, in writing, of discrepancy and request clarification. Until notified of Architect/Engineer's decision, include item or arrangement of better quality, greater quantity or higher cost in Contract price.

D. For material, device and equipment identified on Contract Drawings by manufacturer and/or model: Coordinate with Specification for ancillary requirements and include with furnished item.

E. Notify Architect/Engineer, in writing, of materials and apparatus believed to be omitted, inadequate or unsuitable, or in violation of laws, ordinances, rules or regulations of authorities having jurisdiction. In the absence of such written notice, it is mutually agreed that bid price for work under each Section has included the cost of items required for acceptable satisfactory functioning of entire system.

1.4 DEFINITIONS

A. Where more than one material, item, or grade is listed in same paragraph, first one named is preferred choice.

B. The following terms are used in this Division and are defined as follows:

1. "Indicated", "shown", "noted", "scheduled", "specified": These terms are a cross-reference to graphics, notes or schedules on the Drawings, to other paragraphs or schedules in the Specifications, and to similar means of recording requirements in Contract Documents. NO limitation of location is intended except as specifically noted.
2. "Directed", "requested", "authorized", "selected", "required", "permitted": Where not otherwise explained, these terms mean "directed by the Architect/Engineer", "requested by the Architect/Engineer", etc. However, NO such implied meaning will be interpreted to extend the Architect/Engineer's responsibility into Contractor's area of construction supervision or means and methods.
3. "Provide": To furnish and install, ready for safe and regular operation the item, material or service indicated.
4. "Furnish": To purchase, acquire and deliver to the site, complete with related accessories.
5. "Install": To erect, mount and connect completely, by acceptable methods.
6. "Work": Labor, materials, equipment, apparatus, controls and accessories required for proper and complete installation.
7. “Finished Spaces”: Spaces other than the following:

    a. Mechanical and electrical equipment rooms.
    b. Furred spaces.
    c. Pipe and duct shafts.
    d. Unheated spaces immediately below roof.
    e. Spaces above ceilings.
    f. Unexcavated spaces.
    g. Crawl spaces.
    h. Tunnels.

8. “Exposed”, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical or electrical equipment rooms.
9. “Exposed”, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
10. “Concealed”, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in shafts.
11. “Concealed”, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants but subject to outdoor ambient temperatures. Examples include installations within unheated structures.
12. "Acceptable equivalent" or "Equal": Of weight, size, design, capacity and efficiency to meet requirements specified and shown, and of acceptable manufacture, as determined in the opinion of the Architect/Engineer.
13. "Acceptable": Acceptable, as determined in the opinion of the Architect/Engineer.
14. "Contractor": General Contractor, Trade Contractor, sub-Contractor, or Construction Manager.
15. "Named" Product: Manufacturer's name for product, as recorded in published documents of latest issue as of date of Contract Documents. Obtain Architect/Engineer's permission before using products of later or earlier model.

1.5 STANDARDS

A. Standards, specifications, and tests of following technical societies, organizations and governmental bodies, as referenced in Contract Documents, are hereby made part of Contract Documents.

1. ANSI: American National Standards Institute
2. ASTM: American Society for Testing and Materials
3. EPA: Environmental Protection Agency
4. FSSC: Federal Specification
5. IRI: Industrial Risk Insurers
6. ISO: Insurance Services Office
7. NBS: National Bureau of Standards
8. NEC: National Electrical Code.
9. NEMA: National Electrical Manufacturers Association
10. NFPA: National Fire Protection Association
11. NSC: National Safety Council
12. OSHA: Occupational Safety and Health Administration
13. UL: Underwriters Laboratories
14. AABC: Associated Air Balance Council
15. ACGIH: American Conference of Governmental Industrial Hygienists
16. ADC: Air Diffusion Council
17. AGA: American Gas Association
18. AMCA: Air Movement and Control Association
19. API: American Petroleum Institute
20. ARI: Air Conditioning and Refrigeration Institute
21. ASCE: American Society of Civil Engineers

22. ASE: Association of Safety Engineers
23. ASHRAE: American Society of Heating, Refrigeration and Air Conditioning Engineers
24. ASME: American Society of Mechanical Engineers
25. ASPE: American Society of Plumbing Engineers
26. AWS: American Welding Society
27. AWWA: American Water Works Association
28. CGA: Compressed Gas Association
29. CSA: Canadian Standards Association
30. CISPI: Cast Iron Soil Pipe Institute
31. EJMA: Expansion Joint Manufacturing Association
32. FM: Factory Mutual Engineering Division
33. HIS: Hydraulic Institute Standards
34. IBR: Institute of Boiler and Radiator Manufacturers
35. MCAA: Mechanical Contractors Association of America
36. NEBB: National Environmental Balancing Bureau
37. NOFI: National Oil Fuel Institute
38. SBI: Steel Boiler Industry (Division of Hydronics Institute)
39. SMACNA: Sheet Metal and Air Conditioning Contractors National Association
40. STI: Steel Tank Institute
41. CODE: Codes and regulations of the Federal, State and local governments and of utility companies having jurisdiction, as appropriate.
42. CODE: Codes and regulations of the Federal, State and local governments and of utility companies having jurisdiction, as appropriate.

B. Use of singular or plural reference form in the Contract Documents shall not be construed to limit number of units required. Specifications are intended to define quality and performance characteristics; quantity of units supplied shall be as needed to meet requirements as specified and at a minimum, as shown on Contract Documents.

1.6 PERMITS, LAWS, ORDINANCES AND CODES

A. Contractor shall obtain and pay for permits, inspections, licenses and certificates required for work under this Division.

B. Complete Utility connections as indicated or needed, extension to Project, metering as required, and connection to building systems, including:

1. Apply for all services and pay for all fees, assessments and charges of the Utility for each connection, all in a timely manner and according to the Project Schedule.
2. Provide and install all metering equipment and accessories as required by Utility. Install entire service in accordance with the Utility's requirements or other applicable regulation.
3. Coordinate with Utility to determine scope of work provided by Utility and the part provided by Contractor so that a complete Utility connection is made.
4. Schedule all work required by utility companies in order to maintain project schedule.

C. Contractor shall pay utility company charges associated with work of this Division.

D. Contractor shall comply with laws, ordinances, rules and regulations of Local, State and Federal authorities having jurisdiction; and shall comply with rules and regulations of National Board of Fire Underwriters, National Electrical Code and local utility companies.

E. Contract Documents shall govern whenever they are more stringent than Code requirements.

1.7 COORDINATION DRAWINGS

A. Before materials are purchased or work is begun, prepare coordination drawings showing relationship of work among all trades.

B. Submit completed and signed coordination drawings to the Architect/Engineer for review.

C. Coordination drawings are for use by Contractors and Architect/Engineer during construction and are not replacements for shop, as built, or record drawings required elsewhere in the Contract Documents

1.8 SHOP DRAWING SUBMITTALS

A. General

1. Prior to submission of specific shop drawings, submit for review a preliminary list of intended or proposed manufacturers for all items for which shop drawings are required.
2. Submit through contractual channels for review.
3. Number of copies as directed in DIVISION 1, but not less than 6.
4. Electronic Submittals: Identify and incorporate information in each electronic submittal file.
    a. Electronic Submittals: Submit in accordance with requirements of Project website submittals procedures.
    b. Assemble complete submittal package into a single submittal, incorporating submittal requirements of a single Specification Section.

B. Shop Drawings – Hard Copy: Identify and incorporate information in each submittal as follows:

1. Shop drawings shall include the following information:

    a. Descriptive and product data necessary to verify compliance with Contract Documents.
    b. Manufacturer’s specifications including materials of construction, metal gauge, thickness, and finish.
    c. Certified dimensional drawings including clearances required for maintenance or access.
    d. Performance data, ratings, operating characteristics, and operating limits.
    e. Operating points on curves.

f. Electrical ratings and characteristics.
g. Wiring and control diagrams, where applicable.
h. Certifications requested, including UL label or listing.
i. List of accessories which are required but are NOT being furnished by the product manufacturer or are NOT being provided by this Section. Identify the Section(s) by which the accessories are being furnished or provided.

2. Clearly mark submittals with the following:

a. Where equipment is specified, as follows:

1) Specifications: Section and paragraph.
2) Drawings: Drawing number, schedule, note, and detail, as required.

b. Equipment or fixture identification corresponding to that used in Contract Documents.
c. Accessories and special or non-standard features and materials, which are being provided.

3. The selection and intention to use a product specified by name shall NOT excuse the need for timely submission of shop drawings for that product.
4. For samples submitted in lieu of shop drawings, submit as follows:

a. Submit samples in duplicate.
b. Clearly identify the samples.
c. All samples that are not accepted will be returned.
d. For samples that are approved, one sample will be returned and one sample will be kept by the Architect/Engineer.

5. Upon completion of shop drawing review, shop drawings will be returned, marked with one of the following notations: Furnish as Submitted, Furnish as Corrected, Revise and Resubmit, Rejected, or Submit Specified Item. Use only products whose shop drawings are marked Furnish as Submitted or Furnish as Corrected.

C. Other Submittals

1. Refer to Sections of this Division for additional submittal requirements relating to specific equipment or systems.

D. Submission of shop drawings of an unnamed manufacture or shop drawings at variance with the Contract Documents is NOT a proper request for substitution.

E. Repeat submission of products without addressing all comments from prior review will be returned to the Contractor without review for correction. Note:

1. Contractor may be liable for additional efforts expended by the Architect/Engineer
2. Contractor WILL be liable for impact to project schedule.

F. Test reports are to be submitted to Architect/Engineer for review prior to acceptance of equipment or systems for beneficial use.

G. Shop Drawings - Electronic: Identify and incorporate information in each electronic submittal file as follows:

1. Electronic Submittals: Submit in accordance with requirements of Project website submittals procedures.
2. Assemble complete submittal package into a single submittal, incorporating submittal requirements of a single Specification Section.
3. Metadata: Include the following information as keywords in the electronic submittal metadata:
    a. Project name.
    b. Number and title of appropriate Specification Section.
    c. Manufacturer name.
    d. Product name.

H. Options: Identify options requiring selection by Architect.

I. Deviations and Additional Information: Include relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.

J. Resubmittals: Make resubmittals in same manner as initial submittal.

1. Note date and content of previous submittal.
2. Note date and content of revision and clearly indicate extent of revision.
3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.

K. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

L. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

M. Material Safety Data Sheets (MSDS):

1. If required by the Owner, submit MSDSs directly to the Owner; do not submit to Architect.
    a. Architect will not review submittals that include MSDSs and will return without review.
    b. Do not include MSDSs and remove MSDS sheets attached to product data or included with other submittals that require submission to the Architect.

1.9 PRODUCT SELECTION

A. Options for selecting products are limited by Contract Document requirements and governing regulations and are NOT controlled by industry traditions or procedures experienced by Contractor on previous construction projects. Required procedures include, but are NOT necessarily limited to, following specifying methods in Contract Documents:

1. Single Product Manufacturer Named: Provide product indicated.
2. Two or More Manufacturers' Products Named: Provide one of the named products, at Contractor's option, but excluding products which do NOT comply with requirements.
3. "Acceptable equivalent" or "Or Equal": Where named products are accompanied by this term or words of similar effect, provide one of named products or propose substitute product according to paragraph 1.10, SUBSTITUTIONS.
4. Standards, Codes and Regulations: Where specification requires only compliance with a standard, code or regulation, Contractor may select any product which complies with requirements of that standard, code or regulation.
5. Performance Requirements: Provide products which comply with specific performances indicated and which are recommended by manufacturer (in published product literature or by individual certification) for application intended. Overall performance of product is implied where product is specified with only certain specific performance requirements.
6. Prescriptive Requirements: Provide products which have been produced in accordance with prescriptive requirements using specified materials and components, and complying with specified requirements for fabricating, finishing, testing and other manufacturing processes.
7. Visual Matching: Where matching with an established material is required, Architect/Engineer's judgment of whether proposed product matches established material shall be final.
8. "Color as Selected by Architect": Unless otherwise noted, where specified product requirements include "color as selected by Architect" or words of similar effect, the selection of manufacturer and basic product complying with Contract Documents is Contractor's option and subsequent selection of color is Architect's option.

B. Inclusion by name, of more than one manufacturer or fabricator, does NOT necessarily imply acceptability of standard products of those named. All manufacturers, named or proposed, shall conform, with modification by manufacturer as necessary, to criteria established by Contract Documents for performance, efficiency, materials and special accessories.

1.10 SUBSTITUTIONS

A. Contractor's request for substitution may be submitted only after award of Contract. Requests shall be in writing and presented through appropriate contractual channels.

B. Substitution Request to include the following:

1. Detailed comparison of significant differences in quality, construction, performance, features, options, and appearance between specified item and proposed substitution. Citation, where applicable, to where a specified requirement is located in the Contract Documents is to be provided.
2. Statement of effect on construction time, coordination with other affected work, and cost of work.
3. Contractor's statement to the effect that proposed substitution will result in overall work equal to, or better than, work originally intended.

C. Substitution requests will be considered based on all of the following:

1. If extensive revisions to Contract Documents are NOT required.
2. If changes are in keeping with general intent of Contract Documents.
3. If submitted in timely and proper manner, fully documented.
4. If one or more of following conditions is satisfied; all as judged by Architect/Engineer:

    a. Where request is directly related to "acceptable equivalent" clause, "or equal" clause or words of similar effect in Contract Documents.
    b. Where specified product, material or method CANNOT be provided within Contract Time; but NOT as a result of Contractor's failure to pursue the work promptly or properly coordinate Contractor’s efforts.
    c. Where substantial advantage is offered Owner; in terms of cost, time, energy conservation or other valuable considerations; after deducting offsetting responsibilities that Owner may be required to bear, including additional compensation to Architect/Engineer for redesign and evaluation services, increased cost of other work by Owner or separate contractors, and similar considerations.

D. The burden is upon the Contractor, supplier and manufacturer to satisfy Architect/Engineer that:

1. Proposed substitute is equal to, or superior to, the item specified.
2. Intent of the Contract Documents, including required performance, capacity, efficiency, quality, durability, safety, function, appearance, space clearances and delivery date, will be equaled or bettered.

E. Submission of shop drawings of unspecified manufacture or shop drawings at variance with the Contract Documents is NOT a proper request for substitution.

F. Changes in work of other trades, such as structural supports, which are required as a result of substitution and the associated costs for such changes shall be the complete responsibility of Contractor proposing substitution. Except as noted in subparagraph 1.10.C.4 (a) above, there shall be NO additional expense to the Owner.

G. Substitution requests that require the Architect/Engineer to expend additional efforts for review, investigation, verification, or similar activities, will require the Contractor to compensate the Architect/Engineer at the rate of $120/hour if:

1. Architect/Engineer is not familiar with the proposed manufacturer or the proposed product from that manufacturer.
2. Architect/Engineer needs to investigate proposed product, attend presentations, confer with other professionals, contact references, or similar activities that would not otherwise have been required if one of the named products was proposed.
3. Architect/Engineer must travel to the manufacturer's facilities or a representative installation of the proposed product to review, confirm, or assess product characteristics or directly communicate with manufacturer's representatives on technical or product support subjects.

1.11 SAMPLES

A. Submit samples where required or referenced elsewhere in this Division of work.

B. Where in the opinion of the Architect/Engineer, a sample is required to clarify the acceptable characteristics of a material or product, additional samples may be required.

1.12 RECORD DRAWINGS

A. Furnish and keep on the job at all times, a minimum of one complete and separate set of Contract Documents for the purpose of tracking installation of the work.

B. As work progresses, record changes, revisions and additions to the work clearly, neatly, accurately and promptly. Items to be indicated include but are not limited to:

1. Dimensional change of equipment or material
2. Revision to Drawing Detail
3. Location and depth of underground utilities, structures, equipment, tanks, etc - referenced from project benchmarks
4. Location and depth of underslab utilities and distribution
5. Actual routing of distribution systems
6. Revision to power or control wire circuiting/source
7. Actual equipment location
8. Location of concealed distribution work such a pipes, conduits, ducts, etc
9. Location of concealed work and access panels, where access for maintenance or service is required.
10. Changes made by Change Order
11. Details not on original Contract Drawing, but used for installation of the work.
12. Information on concealed elements which would be difficult to identify or measure later.
13. Valve locations and numbers reflecting the final valve tag charts.

C. Indicate daily progress on these prints by coloring in the various lines, fixtures, apparatus and associated appurtenances as they are erected.

D. Approval of requisition for payment for work installed will NOT be given unless supported by record prints as required above.

E. At the conclusion of work, prepare final record drawings reflecting all field recorded data, neatly transferred from documents used in the field to a clean paper set of the Original Contract Documents. Submit record drawings for review by Architect/Engineer. After review and acceptance, the Contractor will be furnished with an electronic set of the original contract documents to be edited to reflect modifications and field data as reported on record drawings. Electronic copy of final "as-built" contract documents to be provided to the Owner in a format agreed upon at the commencement of work.

F. Coordination Drawings are to be updated, reflecting installation of work that differs from that presented on the Coordination Drawings which were signed off at the start of work. All trades will review and sign off on these documents as accurate. Electronic copy of final "as-built" coordination drawings to be provided to the Owner in a format agreed upon at the commencement of work.

G. Refer to DIVISION 1, GENERAL CONDITIONS and SUPPLEMENTARY CONDITIONS for further requirements.

1.13 OPERATING AND MAINTENANCE MANUALS

A. Submit for review, at least two (or greater quantity if otherwise specified in Division 1), operating and maintenance (O&M) manuals for each system or piece of equipment. Applicable content, as generated, is to be collected continuously during the construction process and maintained in a DRAFT manual format for review by the Architect/Engineer at any time.

B. Completed manual will be reviewed by the Architect/Engineer and modifications made as identified, before distribution or use. Acceptance will be required prior to scheduling of Owner Training and Instructions.

C. Required modifications identified during Training and Instruction activities are to be made before final Manual is delivered to the Owner.

D. Refer to DIVISION 1 for additional requirements and procedures relating to O&M manuals.

E. Operating and maintenance manual(s) will be organized with the following fundamental content:

1. Table of Contents and Index

2. Project Information

a. Contractor name, address, contact information, and primary contact individual specific to this project

b. Sub-contractor names, responsibility, address, contact information, and primary contact individual specific to this project.
c. Summary description of project scope and period of time work was executed.

3. Guarantees and Warrantees

a. Documentation describing covered work/materials, effective coverage dates, and terms/conditions
b. Contact information for initiating a claim and responsible party

4. Each Major Building System

a. Supplier information including

1) Technical Support contact
2) Source of parts / replacement units
3) Chain of purchase (Supply house, manufacturer's sales vendor, sub-contractor, etc), including Original order number/identification for tracking purposes

b. Operating Instructions

1) Prepared specific for this project

a) System Description
b) Operating parameters
c) Adjustable settings and purpose
d) Warnings and cautions
e) Sequence of Operations and Control Diagrams

2) Description of training and instruction provided to Owner including:

a) Date(s) of instruction/training
b) Agenda
c) Attendee list

c. Maintenance Instructions

1) Prepared specific for this project

a) Preventative maintenance schedule
b) Summary of consumable materials / regularly replaced elements
c) Recommended stocking materials and specialized tools or equipment necessary to perform regular and preventative maintenance
d) Maintenance contracts secured under this project, or separately contracted for through this provider.

d. Commissioning and Test Reports

1) Documentation of all inspection and testing activities performed with associated reports and corrective measures undertaken (if applicable).
2) Factory test reports
3) Certification letters for equipment manufacturers attesting to the complete and satisfactory installation and operation of systems/products.
4) Seismic inspection and certification
5) Special inspections
6) Sign off by Authorities Having Jurisdiction
7) Air and water balance report.

e. Parts / Material List

1) Bill of materials for each system or piece of equipment

f. Product Literature

1) Copy of shop drawings reflecting final acceptance by Architect/Engineer, with modifications made reflecting changes to the installed work which is not represented accurately.

g. Manufacturer's Operation & Maintenance Literature

1) Materials provided with equipment/products shipped for use on project
2) Supplementary materials which are required to provide the Owner with a complete representation of manufacturer's instructions and recommendations.

F. In addition to the above, the following Content is to be included in the Operation & Maintenance Manual(s):

1. BMS and temperature control shop drawings.
2. HVAC testing and balancing reports.
3. Commissioning and testing reports.
4. Other data, as required under pertinent Sections of these Specifications.

1.14 GUARANTEE

A. Furnish standard manufacturers' guarantees for work under this Division. Such guarantees shall be in addition to, and NOT in lieu of, other liabilities under the law or by other provisions of the Contract Documents.

B. Materials, equipment and workmanship shall carry the standard warranty against defects in material and workmanship. Failure which may develop due to defective or improper material, equipment, workmanship or design shall be made good, forthwith, by and at the expense of

the Contractor, including damage done to areas, materials and other systems resulting from this failure.

C. Guarantee that all elements of the systems are of sufficient capacity to meet the specified performance requirements as set forth in Contract Documents.

D. Upon receipt of notice from Owner of a failure of system(s) or component(s) during the guarantee period, replace affected components within reasonable time period at no additional cost.

E. Guarantee period shall extend for one year from Date of Substantial Completion.

F. Before final request for payment, furnish written guarantee covering above requirements.

PART 2 - PRODUCTS

2.1 GENERAL PRODUCT REQUIREMENTS

A. Products shall be undamaged and unused at time of installation and shall be complete with accessories, trim, finish, safety guards and other devices and details needed for complete installation and for intended use.

B. Where available, products shall be standard products of types which have been produced and used previously and successfully on other projects and in similar applications.

C. Labels and Stamps

1. Locate labels and stamps required to be observed after installation on accessible surfaces. In occupied spaces, select locations that are not conspicuous.
2. Locate labels and stamps not required to be observed after installation on concealed surfaces.

D. Provide corrosion resistant fasteners of galvanized or stainless construction where exposed to moist corrosive conditions. Including but not limited to tunnels, manholes, greenhouses and exterior to the building.

PART 3 - EXECUTION

3.1 ARRANGEMENT OF WORK

A. Consult Architectural Contract Drawings and Details for exact locations of fixtures and equipment. If exact location is not given, obtain information from Architect/Engineer. Verify measurements in field. Base measurements on Architect/Engineer's established benchmarks.

B. Install work as closely as possible to layouts shown on Contract Drawings. Modify work as necessary to:

1. Provide maximum possible headroom and space clearance on each side.
2. Provide adequate clearance and ready access to all parts of the work, for inspection, operation, safe maintenance and repair, and code conformance.
3. Coordinate and arrange work to avoid conflicts with work of other trades, to avoid unnecessary cutting and patching, and as needed for satisfactory space conditions shown on coordination drawing submittals.
4. Where space appears inadequate, consult Architect/Engineer before proceeding with installation.

C. Coordinate installation of required supporting devices.

D. Set sleeves in cast-in-place concrete for services that will need to pass through concrete. Coring of installed concrete is not intended and the Contractor will be responsible for determining the impact on structural integrity, certifying that there will be no impact, and any remedial work required to accommodate impact from coring.

E. Work shall present a neat coordinated appearance.

3.2 COORDINATION

A. Examine Contract Documents and coordinate with Contractor and other trades as necessary to facilitate the progress of the work.

B. Each trade shall keep Contractor and other trades fully informed as to shape, size, and locations of openings, chases, equipment, panels, access doors, sleeves, inserts and anchor bolts required; whether temporary or permanent. Coordinate sizes, depths, fill and bedding requirements with excavation trades. Give sufficient advance notice so that coordination may be completed in advance. If information is not furnished in proper and timely fashion, the trade involved shall do own cutting and patching or have same done by Contractor, without additional cost to Owner.

C. Coordinate size and location of concrete bases with DIVISION 3 and the following:

1. Floor Drains and underslab utilities
2. Dimensional requirements for embedded anchors as necessary for support, vibration isolation, and seismic restraint.
3. Access and walkway requirements
4. Work of other trades

D. Particular emphasis is placed on timely installation of major apparatus and furnishing of other trades and Contractor with relevant information.

E. Do NOT install a system until critical components of system and related systems have been coordinated and applicable shop drawings have been accepted.

3.3 WORKMANSHIP

A. Work covered under this Division shall be constructed and finished in every respect in a workmanlike and substantial manner.

B. Equipment and materials shall be new, of first quality, selected and arranged to fit properly into spaces indicated.

C. Obtain detailed information from manufacturer as to proper methods for installation and connections. This includes such tests as equipment manufacturer recommends. Where documentation regarding installation is NOT obtainable, work shall be installed in accordance with best trade practice.

1. Unless specifically indicated otherwise on Contract Documents, equipment and materials shall be installed in accordance with manufacturer's recommendations.
2. Notify Architect/Engineer of conflicts between manufacturer's recommendations and Contract Documents requirements, and request clarification before proceeding with installation.

D. Where equipment, piping, ductwork, conduit, etc. is exposed, color of finish or paint shall be as selected by Architect/Engineer.

3.4 OPERATION OF SERVICES AND UTILITIES

A. During the construction period and until finally inspected, tested and accepted, maintain new services and utilities.

B. Shutdown of existing services and utilities shall, without exception, be coordinated with the proper utility and with the Owner as to date, time of day, and duration.

1. Notify Architect/Engineer and Owner of estimated duration of shutdown period at least ten days in advance of date when shutdown is proposed. Approval of shutdown shall be obtained from proper utility and Owner, before any service is interrupted.
2. Work during shutdown period shall be arranged for continuous performance, including overtime if required, to ensure that existing operating services will be shut down only for time actually necessary to complete connections.

3.5 PROTECTION

A. Contractor shall be responsible for work and equipment until fully inspected, tested and accepted. Carefully store materials and equipment which are not immediately installed after delivery to site. Close open ends of work with temporary covers or plug during construction to prevent entry of obstructing material or damaging water.

B. Equipment shall be protected against damage while in storage either on or off the construction site. The equipment shall be stored in a dry environment with temperature and controlled to within ranges specified by the manufacturer. Space heaters shall be installed and energized when required to control humidity. Store light sensitive materials where not subjected to direct sunlight.

C. Protect work and material of other trades from damage that might be caused by work of this and other Divisions and correct damage thus caused.

D. Maintain protective measures used for transport of equipment or materials to project site until ready to set and connect utilities and related work. If protective covers need to be removed for inspection or coordination of work, repair or replace to equivalent.

3.6 IDENTIFICATION

A. Distribution systems such as pipes, tubing, conduits, sheetmetal, insulation, etc shall have following information clearly printed on the material: manufacturer's name, material grade, gauge, thickness, type, and data to identify required methods of attachment; as applicable. Unmarked material shall NOT be used.

B. Permanent nameplates shall be provided on each piece of service-connected, power-operated, or distribution equipment, on easily accessible surface. Nameplate shall include product name, model number, serial number, capacity, speed, ratings, and similar essential operating data.

1. Manufacturer's nameplate, name, trademark and address shall be attached permanently to equipment and material furnished. Nameplate showing distributor or Contractor will NOT be permitted.
2. Unless otherwise specified or requested, letters and numbers shall be 1/2” high.
3. Attach nameplates with screws or rivets. Wherever covers of adjacent units are interchangeable, attach nameplates to wall or backboard rather than covers.

C. Unless specified elsewhere in this Section, labels shall be provided to indicate equipment according to designations used in Contract Documents. Label shall be plastic nameplate with letters and numbers 1-1/2” high. Furnish directory indicating number, location and use of each item. After finish painting is completed, apply identification label where it will be readily visible from normal operating position on floor.

3.7 LUBRICATION

A. Equipment shall be furnished and installed so that lubrication points are conveniently and readily accessible for maintenance. Make these provisions by whatever means is appropriate: extended fittings, access doors, equipment location, etc.

B. No equipment shall be operated for temporary service or for testing purposes without proper lubrication. Items requiring lubrication shall be left freshly and fully lubricated at time of substantial completion.

C. Prior to substantial completion, deliver to Owner, along with itemized list: one complete new set of special lubrication devices required for servicing, such as grease guns, fittings and adapters.

3.8 ATTACHMENT OF SUPPORTS TO BUILDING STRUCTURE

A. Equipment shall be securely attached to building structure in acceptable manner. Attachments shall be of strong and durable nature as determined by Architect/Engineer.

B. Attachment of supports to roof decking is NOT permitted. Pipes, ducts, conduits, boxes, etc. must be supported from building structural framing (bar joist, beams, columns) or by supplementary members installed by the Contractor, spanning structural framing in a method acceptable to the structural engineer.

C. Cut, Fit and place miscellaneous metal supports for installation of work.

D. Field Welding: Comply with AWS D1.1 or other applicable standards

E. Refer to DIVISION 5 for material specification of supplemental members to be installed.

3.9 ACCESSIBILITY, ACCESS PANELS AND ACCESS DOORS

A. Locate equipment which must be serviced, including motor starters, switches, panels and junction boxes, in accessible locations if at all possible. For other locations, furnish access panels as described under DIVISION 1.

B. Access doors shall be located to conveniently serve intended purpose and shall be installed so that adjacent piping, equipment and structures do NOT render doors unusable.

C. Access doors are not required in removable panel ceilings if suitable identifying markers are provided to indicate access locations.

D. During project closeout, Contractor shall perform walk-through identifying and demonstrating access to equipment for service and/or replacement. Walk-through shall be arranged at times convenient for Engineer and Owner to attend.

1. Equipment with insufficient access shall be relocated or provided with additional access panels at no additional cost to Owner.
2. Trade responsible for access problem shall be responsible for costs of access modifications. In general, this shall be understood to be the trade installing the equipment. If access problem was caused by architectural layout changes which occurred subsequent to equipment installation, cost of access modifications shall be borne by trade responsible for architectural changes.

3.10 WATERPROOFING

A. Where work pierces waterproofing, including waterproof concrete and floor of a wet area, submit method of installation for review by the Architect/Engineer before work is done.

B. Provide necessary sleeves, caulking and flashing required to make openings waterproof. See DIVISION 7 on WATERPROOFING.

3.11 GROUTING

A. Mix and install grout for equipment base bearing surfaces, base plates, and anchors

3.12 BASES AND SUPPORTS

A. Unless noted otherwise, provide necessary supports, rails, framing, bases and piers required for equipment furnished or installed under this Division.

B. Unless otherwise indicated: floor-mounted equipment shall be mounted on concrete pads. Concrete and associated reinforcing materials shall be as specified in DIVISION 3, CONCRETE.

1. Pads shall be three-inch thick minimum. Pads for seismically supported equipment shall extend at least 6 inches beyond equipment footprint. Coordinate final extension requirements with approved seismic shop drawing calculations and details. All other pads shall NOT extend more than one inch beyond equipment footprint. Top edge of pads shall be chamfered.
2. Furnish dimensional and load information so that shop drawings for pads may be submitted and reviewed prior to pad installation.
3. Equipment shall be firmly grouted into concrete pads and anchor bolted.

C. Where mounted on the floor: Foundations, supports, pads, bases and piers shall be of the same finish quality as the adjacent flooring material.

D. Equipment supports shall be designed and constructed so that equipment will be capable of resisting both vertical and horizontal movement. Refer to Section “VIBRATION AND SEISMIC CONTROLS” in this Division.

3.13 PAINTING

A. Unless otherwise specified, materials furnished under this Division shall have prime coat and standard manufacturer's finish.

B. Finish painting of exposed work and equipment is covered under DIVISION 9.

C. Paint equipment and appurtenances in concealed and unfinished areas with one coat of rust-inhibiting paint or with an appropriate bitumastic protective product designed for the intended application. Asphalt paint is NOT acceptable. Items to be painted shall include, but not be limited to: non-insulated hangers, supports, piping, conduit, tanks and other ferrous metal work, which are concealed or inaccessible but not galvanized.

D. Special care shall be taken to avoid painting or spattering equipment nameplates.

E. Cooperate in identifying systems for painters. Refer to paragraph, IDENTIFICATION.

3.14 TESTS - GENERAL

A. Make final adjustments to equipment before testing. Manufacturer's authorized representative shall verify proper installation and adjustment prior to startup of major equipment; refer to paragraph, OPERATING AND MAINTENANCE MANUALS.

B. Furnish labor, materials, instruments, supplies and services necessary for testing required under this Division. Correct defects appearing during tests, and repeat tests until no defects are disclosed. Final tests shall be made in Architect/Engineer's presence.

C. Use true RMS ammeter to measure current, for equipment which may have harmonic (non-linear) load component.

D. Notify Owner, Architect and Engineer of testing schedule at least 48 hours in advance of tests.

E. Perform specified tests and tests required by legal authorities and by agencies having jurisdiction over this Work. Tests shall be performed to the satisfaction of legal authorities, agencies having jurisdiction, and Owner.

F. Each piece of equipment, including motors and controls, shall be operated continuously for minimum test period of one hour.

G. If manufacturer's startup services are specified under other Sections in this Division, furnish services of factory-trained service engineering representative to provide following. If manufacturer's startup services are not required, Contractor shall furnish following services.

1. Inspection of equipment/system installation.
2. Assistance in initial startup and adjustment of equipment; including necessary time to achieve proper installation and adjustments.
3. Instruction of Owner's staff; see paragraph, INSTRUCTIONS.

H. Upon completion of tests, demonstrate the following:

1. Equipment and systems are installed and operating in accordance with manufacturer's specifications and instructions and with Contract Documents.
2. Proper adjustment of equipment and systems.
3. Systems are properly cleaned and free of contaminants.
4. Systems are properly phase balanced.
5. Circuits and motorized equipment are equipped with proper overload protection and are not operating under overload.
6. Instruments are recording properly.

I. Refer to testing requirements in other Sections of this Division for addition work.

3.15 INSTRUCTIONS

A. Arrange for each installer of work requiring continuing maintenance or operation, to meet with Owner's personnel at project site and instruct them in the operation and maintenance. Include instruction by manufacturer's representatives where installers are not expert in the required procedures. Instruction periods for all trades shall be minimum of 8 hours total; refer to individual SECTIONS for further requirements.

B. Instructions include, but are not limited to, the following:

1. Review of Operation and Maintenance manuals, record documentation, tools, spare parts and materials, lubricants, fuels, identification system, control sequences, hazards, cleaning, and similar procedures and facilities.
2. Demonstration of the following:

    a. Start up procedures
    b. Shutdown procedures
    c. Emergency operations
    d. Noise/vibration control adjustments
    e. Safety concerns and protective equipment
    f. Economy/efficiency adjustments
    g. Cleaning
    h. Similar operations

3. Review of applicable guarantees and warranties.
4. Demonstration of procedures for routine maintenance, at the equipment involved, to ensure proper accessibility to components involved.

3.16 QUIET OPERATION

A. Equipment and material provided as part of the Work shall NOT produce sound level greater than 55 decibels (or level required by Code, if more stringent) in adjacent occupied areas. Sound level shall be as measured on A-weighting scale of sound level meter or sound survey meter.

B. Methods described in ASHRAE guide and data books may be used to determine sound level of equipment when total of background sound and equipment sound exceeds the required minimum.

C. Contractor shall ensure that equipment and materials provided as part of the Work do NOT produce excessive noise/vibration and do NOT transmit excessive noise/vibration to occupied spaces. If objectionable noise/vibration occurs, Contractor shall provide systems, devices, and equipment necessary to eliminate objectionable noise/vibration at no additional cost to Owner.

D. Refer to VIBRATION AND SEISMIC CONTROLS FOR MECHANICAL SYSTEMS for further requirements.

3.17 FINAL CLEANING

A. Clean each surface of each 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. The following are examples, but not limitations, of cleaning required:

1. Remove labels which are not required as permanent labels.
2. Clean transparent materials, removing substances which are noticeable as vision-obscuring.
3. Clean exposed hard-surfaced finishes, until free of dust, stains, films and similar noticeable substances.
4. Wipe surfaces of mechanical and electrical equipment clean, remove excess lubrication and other substances.
5. Remove debris and surface dust from limited-access spaces such as plenums, shafts, and ceiling spaces.
6. Clean lighting fixtures and lamps; removing dust, smudge marks and protective wraps; so as to function with full efficiency.

3.18 DEMOLITION, RENOVATION, IMPACT TO EXISTING

A. Demolition:

1. In areas where demolition of systems of this Division are indicated, the following requirements apply:

    a. Disconnect and remove from the project site, and dispose of in a legal manner, all materials not otherwise identified to be handled otherwise.
    b. Investigate impact to areas outside the designated area for demolition and identify any impact that demolition may have on those areas.
    c. Building structure, partitions, floors, and walls to remain shall not be impacted by demolition work.

B. Selective Demolition

1. Major changes to existing building spaces and systems have been shown on Contract Drawings; minor changes have NOT been shown. Contractor shall anticipate that there will be numerous minor changes including:

    a. Removal and/or relocation of pipes, conduits, wiring, etc
    b. Removal and/or relocation of wall and ceiling mounted devices due to architectural revisions or phasing
    c. Temporary relocation of existing devices or distribution equipment to permit installation of new work.

d. Temporary work and modifications to existing systems to maintain Owner’s use and operations in areas outside the boundaries of the work.
e. Work related to phased demolition of existing systems
f. Work related to phased installation of new work

2. Remove, store, clean and relocate equipment designated to be relocated and reused.
3. Material which is removed and is not designated for reuse shall, at the Owner's option, either:

a. Be delivered to Owner's storage location
OR
b. Become Contractor's property and be removed from the site and disposed of properly

END OF SECTION 230500