PART 1 - GENERAL: Not Used

PART 2 - PRODUCTS: Not Used

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

A. Mobilization:

B. Acceptance of Existing Conditions:

C. Field Engineering: Construction layout and construction surveying.

D. Protection of Adjacent Construction.

E. Inspect materials and equipment before installation. Reject damaged and defective items.

F. Require installer of each major component to examine both substrate and conditions under which work is to be done. Do not proceed with installation until unsatisfactory conditions have been corrected.

G. Recheck measurements and dimensions before starting each installation.

H. Bracing, Shoring, And Sheathing: Design, furnish, and install all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and have same removed if required when the Work is completed.

3.2 GENERAL INSTALLATION PROVISIONS

A. Manufacturer's Instructions: Comply with Manufacturer's installation instructions and recommendations to extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents. Notify Architect of conflicts between Manufacturer's installation instructions and Contract Document requirements.

B. Provide attachment and connection devices and methods necessary for securing Work. Secure work true to line and level. Anchor each product securely in place, accurately located, and aligned with other Work. Allow for expansion and building movement.

C. Visual Effects: Provide uniform joint widths in exposed work. Arrange joints in exposed work to obtain best visual effect. Refer questionable choices to Architect for final decision.

D. Install each component during weather conditions and Project status that will ensure best possible results. Isolate each part of completed construction from incompatible material as necessary to prevent deterioration.

E. Coordinate temporary enclosures with required inspections and tests, to reduce necessity of uncovering completed construction for that purpose.
F. Mounting Heights: Where mounting heights are not shown, install individual components at standard mounting heights recognized within the industry or local codes for that application. Refer questionable mounting height decisions to Architect for final decision.

3.3 CLEANING AND WASTE MANAGEMENT

A. Progress Cleaning:
1. Comply with regulations of authorities having jurisdiction and safety standards for cleaning.
2. Keep premises broom clean during progress of the Work.
3. Keep site and adjoining streets reasonably clean. If necessary, sprinkle rubbish and debris with water to suppress dust.
4. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until Substantial Completion.
5. Clean and maintain completed construction as frequently as necessary throughout construction period. Adjust and lubricate operable components to ensure ability to operate without damaging effects.
6. Supervise construction activities to ensure that no part of construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during construction period.
7. Before and during application of painting materials, clear area where such work is in progress of debris, rubbish, and building materials that may cause dust. Sweep floors and vacuum as required and take all possible steps to keep area dust free.
8. Clean exposed surfaces and protect as necessary to avoid damage and deterioration.
9. Place extra materials of value remaining after completion of associated work have become Owner's property as directed by Owner or Architect.

B. Construction Waste Management And Disposal:
1. Remove waste materials and rubbish caused by employees, Subcontractors, and contractors under separate contract with Owner and dispose of legally. Remove unsuitable or damaged materials and debris from building and from property.
   a. Provide adequate waste receptacles and dispose of materials when full.
   b. Properly store volatile waste and remove daily.
   c. Do not deposit waste into storm drains, sanitary sewers, streams, or waterways. Do not discharge volatile, harmful, or dangerous materials into drainage systems.
2. Do not burn waste materials or build fires on site. Do not bury debris or excess materials on Owner's property.

C. Final Cleaning:
1. Immediately before Substantial Completion, thoroughly clean building and area where The Work was performed. Remove all rubbish from under and about building, landscaped areas and parking lot and leave building and Project Site ready for occupancy by Owner.
2. Comply with individual manufacturer's cleaning instructions.
3. Clean each surface or unit to condition expected in normal, commercial building cleaning and maintenance program, including but not limited to:
   a. Interior Cleaning:
      1) Clean inside glazing, exercising care not to scratch glass.
      2) Remove marks, stains, fingerprints and dirt.
      3) Clean and polish woodwork and finish hardware.
      4) Remove labels that are not permanent labels.
      5) Clean plumbing fixtures and tile work. Remove spots, soil or paint.
      6) Clean surfaces of mechanical and electrical equipment. Remove excess lubrication and other substances. Clean light fixtures and lamps.
      7) Clean other fixtures and equipment and remove stains, paint, dirt, and dust.
      8) Remove temporary floor protection and clean floors.
   b. Exterior Cleaning:
      1) Clean outside glazing, exercising care not to scratch glass.
      2) Remove marks, stains, and dirt from exterior surfaces.
3) Clean and polish finish hardware. 
4) Remove temporary protection systems. 
5) Clean dirt, mud, and other foreign material from paving, sidewalks, and gutters. 
6) Clean drop inlets, through-curb drains, and other drainage structures. 
7) Remove trash, debris, and foreign material from landscaped areas.

3.4 STARTING AND ADJUSTING

A. Checkout Procedures:

B. Startup Procedures:

3.5 PROTECTING INSTALLED WORK

3.6 CLOSEOUT PROCEDURES

A. General:
2. Date of Substantial Completion shall fall within week between Architect’s final weekly visit and Final Closeout Review. Date of Substantial Completion shall not occur until Construction Schedule shows completion of construction work, unless agreed to by Architect and included on Certificate of Substantial Completion.

B. Preliminary Closeout Reviews:
1. Confirm with Architect when Substantial Completion of The Work will be achieved.
   a. Final three Architect’s weekly visits will serve as Preliminary Closeout Reviews to determine if Final Closeout Review will occur as scheduled and that Substantial Completion of the Work will be achieved by that date.
   b. By final weekly Architect visit, notify Owner and Architect of date when Substantial Completion of The Work will be achieved.
2. Arrange with Architect date for Final Closeout Review to confirm Substantial Completion.

C. Closeout Requirements:
1. Before Final Closeout Review:
   a. Deliver Closeout Submittals to Architect.
   b. Deliver tools, spare parts, extra stock, and similar items as required by the Contract Documents.
   c. Complete start-up testing of systems, and instruction of Owner’s maintenance personnel as required by the Contract Documents.
   d. Discontinue or change over and remove temporary facilities from site, along with construction tools, mock-ups, and similar elements.
   e. Complete final cleaning requirements.

D. Final Closeout Review:
1. Participate in Final Closeout Review.
2. When Owner and Architect have confirmed that Contractor has achieved Substantial Completion of The Work, Owner, Architect, and Contractor will execute Certificate of Substantial Completion that contains:
   a. Date of Substantial Completion.
   b. Punch List of Work not yet accepted.
   c. Amount to be withheld for completion of Punch List work.
   d. Time period for completion of Punch List work.
   e. Amount of liquidated damages set forth in Supplementary Conditions to be assessed if Contractor fails to complete Punch List work within time set forth in Certificate.
3. Final Acceptance Conference:
   a. Notify Architect in writing when work on Punch List has been completed.
   b. Arrange with Architect date and time for Final Acceptance Conference.
   c. When Owner and Architect have confirmed that Contractor has completed Punch List work, Architect will issue letter to Owner authorizing final payment.

3.7 CLOSEOUT SUBMITTALS

A. General:
   1. Workmanship bonds, final certifications, equipment check-out sheets, and similar documents.
   2. Releases enabling Owner unrestricted use of The Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
   3. Project photographs, damage or settlement survey, and similar record information required by Contract Documents.

B. Completion And Correction List: Punch List listing portions of The Work not able to be completed in accordance with requirements of Contract Documents before date of Substantial Completion.

C. Maintenance Contracts:

D. Operations And Maintenance Data:
   1. Operations And Maintenance Manuals that include:
      b. Copy of complete Project Manual including Addenda, Modifications as defined in General Conditions, and other interpretations issued during construction.
         1) Mark these documents to show variations in actual Work performed in comparison with text of specifications and Modifications. Show substitutions, selection of options, and similar information, particularly on elements that are concealed or cannot otherwise be readily discerned later by direct observation.
         2) Note related record drawing information and Product Data.
      c. Product Data: One copy of each Product Data submittal required by Contract Documents.
      d. Operations and maintenance manuals required by Contract Documents.
      e. Certifications required by Contract Documents.

E. Final Site Survey:

F. Warranties:
   1. When written guarantees beyond one year after substantial completion are required by Contract Documents, secure such guarantees and warranties properly addressed and signed in favor of Owner. Include these documents in Operations & Maintenance Manuals specified above.
   2. Delivery of guarantees and warranties will not relieve Contractor from obligations assumed under other provisions of Contract Documents.

G. Project Record Documents:
   1. Do not use record documents for construction purposes. Protect from deterioration and loss in secure, fire-resistive location. Provide access to record documents for Architect’s reference during normal working hours.
   2. Maintain clean, undamaged set of Drawings. Mark set to show actual installation where installation varies from the Work as originally shown. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
      a. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
      b. Mark new information that is important to Owner, but was not shown on Drawings.
      c. Note related Change Order numbers where applicable.

H. Spare Parts: